



Blazing Trails Newsletter

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Dates to Remember:
11th, 18th and 25th - 75 minute early release
20th - BT Family Night

September Birthdays:

14th - Delaney D.

17th - Samuel J.

20th - Tyler I.

21st - Alyson H.

23rd - Cyrus M.

Welcome to Blazing Trails!

After our summer program, we'd like to welcome everyone, both new and returning families, to our 2019-20 school year program. We hope you all had a wonderful time this summer and we look forward to hearing all about your various summer adventures.

At this time, we would like to give you an overview of what to expect in this and future newsletters. Newsletters are our way of communicating with parents and families about what's happening in any given month.

Attendance

Morning drop offs- If you are bringing your child to our morning program, an **adult 18 years of age or older** is required to sign them in. This means that when you come in, there will be a sign in sheet on our **Family Information** table, requiring you to fill in the time you are bringing them and your full signature. **A child that is not signed in on our attendance sheet is not technically in our care.**

Also, you must park in the parking lot and walk your child in. You may NOT have your car idle/parked in the bus zone.

Afternoon pick ups- If your child is coming to us after school, a Blazing Trails staff member will sign them in, whether they come from Pathfinder or are being bussed in from another school. We don't have the staff available to escort every Pathfinder child to our program, so please make sure that your child knows where they are supposed to be every day and remind them that they need to come directly from school (no dawdling, hanging out in their classrooms, etc). * **Kindergarten and 1st grade students are escorted to our center by a Pathfinder adult***

When they are being picked up to go home, an **adult 18 years of age or older** is required to sign them out. We cannot release a child into the custody of a minor. Again, the time and full signature are required. If

someone other than yourself is going to be picking up your child, even if they are on your approved pick up list, please notify Blazing Trails either by phone (937-5160) or our office email (blazingtrails@blazingtrails.org- BT personal emails may not be checked by other staff members) no later than 2:45, even if they are on your approved pick up list. **Any new pick up person will be asked to show a valid picture ID BEFORE we release a child to verify identity.**

***if you happen to pick up your child between 2:45 and 3:25, please make sure a staff member sees you- we can't always check the parent log book once on with kids.**

Kid Searches- If alternate plans have been made for your child's afternoon (i.e. play dates, doctor's appointments, afterschool activities, etc), Blazing Trails must be notified by 2:30 not to expect your child. If we need to go searching for your child, a \$5 Kid Search fee will be charged to your account. You can call or email with this notification, or come in and write it down in our **Parent Communication Log**, located on our **Family Information** table next to the sign out/in sheet.

Please note: Although we work very closely with our host school they are not responsible for communicating absences to us.

Drop ins- Due to our current waitlist, all afternoon drop ins **must be cleared by a Blazing Trails office staff member** (Rita, Jennifer, Dena or Mckinsey). If given enough time in advance, we can put your child on a wait list and let you know closer to the day about availability.

Drop ins may not be written in the Parent Communication Log.

Paperwork

Licensing requires us to have updated paperwork each year. In August, packets were mailed out with all of the required paperwork. This packet contained various forms, such as immunizations, emergency contacts and medical releases. **If we don't have all of your completed paperwork, you child may not be able to attend until all forms are returned.**

Additional paperwork is needed for any medications that need to be administered at Blazing Trails. If your child has any life threatening allergies or medical conditions requiring medication, this information should be listed on your paperwork. Ask in our office for the specific medication forms if you did not receive them in your mailed packet.

As a result of various measles outbreaks around the country, Washington State now requires all students and school staff to provide proof of the MMR vaccine or immunity. If you are choosing not to

vaccinate your child, the state requires parents to provide an exemption form stating a **religious or medical** exemption. **Personal or philosophical exemptions are no longer valid under this new law.**

For more information, please visit

<https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunitization/ExemptionLawChange>

Billing

For our new families and those needing a refresher, here are some important things to know:

- Invoices are created on or around the 1st of each month, for that month, i.e. the whole month of October will be billed on Tuesday October 1st, the month of November will be billed on Friday November 1st, etc.
- Payment is due 10 days from the invoice date. A late fee of \$10 will be assessed after 15 days
- If you don't receive your invoice by the 5th of the month, please make sure to check in with our office staff. **It is possible that, due to email settings, your invoice was sent to a spam folder**
- Any schedule changes need to be emailed to the Blazing Trails office **30 days in advance** to be reflected on your invoice, according to our policy
- Any extra care, such as drop ins and kid search fees, will be added to invoices for the following month
- All school year tuition is based on a 4 week month. Some months have fewer weeks (December) or more (October). It's important to remember that your invoice may fluctuate each month
- School breaks (conference week, winter, mid winter and spring) are not automatically billed. You will only be billed for days that you sign up for (we will notify you when these sign-ups begin)

If you have any further questions about billing throughout the year, feel free to speak to our Office Manager, Jennifer, or me (Mckinsey). (Refer to billing policies 500-561 in your **Family Handbook** for more information)

Communication

There will be times where our office will be unavailable, due to trainings, appointments, staff illness, etc. In the event that you need to

pass off information to our office and we are unavailable, Blazing Trails has a mail slot in the Pathfinder office. Any paperwork or other correspondence may be handed to the school office and they will make sure to pass it along.

It's also important that school teachers are aware of your child's schedule. At the beginning of the year, Blazing Trails provides each Pathfinder teacher with preliminary schedule for all students in our program. Throughout the year, we know that some schedules will change either permanently or just for a day. Please get in touch with your child's teacher if there are any changes to their schedule to help ensure that your child is where they are supposed to be.

Dates to Remember

Friday September 20th - Blazing Trails Family Night

We'll be hosting a simple meet and greet for families to get to know each other, our staff and our program. This will be a potluck event, so please bring a dish to share. Festivities will begin at 6:00 and go until 7:30. New and returning families are all invited!

Monday October 28th and Tuesday October 29th - BT CLOSED: Bridge Conference

Blazing Trails staff is required to have 10 hours of continuing education each year. This ensures that our staff stays up to date with the latest tools to help children succeed during their time with us. The annual SOWA (Schools Out Washington) Bridge Conference is an excellent way to do this.

Our facility will close for 2 days so that ALL of our staff can attend the conference. Many facilities don't have the resources to send all of their staff, so we feel very lucky to be able to experience this event together.

For more information on what we'll be doing, please visit the conference website:

<https://www.schoolsoutwashington.org/products/bridge-conference-2019>

All the staff here is looking forward to getting to know our new students and catching up with those returning to us. If you have any questions or concerns, feel free to talk to any of our staff.

Excited for a new year,

Mckinsey Garton

Blazing Trails Childcare