

# TRAILBLAZERS

## 2017-2018

### **PROGRAM HANDBOOK**

Trailblazers' Phone  
815.739.3133

*The mission of the New Lenox Community Park District is to provide safe recreational opportunities through diverse programs, facilities, and open space, with the overall goal being improvement of the quality of life in our community.*

## What is Trailblazers all about?

Trailblazers is an extended care program for Spencer Trail Kindergarteners. This program allows care for before PM Kindergarten or after AM Kindergarten. Children that need care before AM Kindergarten or after PM Kindergarten would utilize the Spencer ACES program. Teachers will reinforce the kindergarten curriculum. We strive to foster growth academically, socially and emotionally. Children will enjoy structured activities, games and outdoor play, as well as a variety of arts and crafts to counter-balance the day's educational activities.

You can register for the Trailblazers Program by coming to the Lions Community Center, 1 Manor Drive or Administration Building at 701 W. Haven. There is a **non-refundable, \$30 registration fee**. Registration begins on June 1, 2017. Spots are limited. Parents must commit to a set schedule, but may choose 1-5 days. Payment is due each week by Thursday at 8:00am or a \$25 late fee will be placed on your account. Accounts will only be charged for days that school is in attendance.

### Lunch/Snack

**Your child will need to bring a lunch/drink each day. Please do not send something that needs to be heated up.** We provide well-balanced, nutritious snacks therefore parents are not permitted to bring food/drink items from home. If your child requires special diet, parents must provide food and a written doctor note.

### Health and Illness

In order to protect all of the children and the staff, we request that if your child is ill, please do not send them to Trailblazers. We adhere to the same health and illness guidelines that the school district does. In the event that your child becomes ill while at our program, the Leader will contact the parent or emergency contact and request that they come pick up the child.

### Medication

If medication needs to be administered to your child while they are attending Trailblazers, a licensed physician must provide written permission for our Leader to do so. This must include specific directions for administering the medication. Written permission must be given by the parent/guardian as well. The medication needs to be in the original container and will be kept in a secure location.

## Emergency Procedures

In the event of serious injury or illness, it is the policy of the Park District to seek immediate medical attention for your child (ambulance and/or doctor first) and then contact the parent and Recreation Supervisor. The Park District, however, will not assume cost of the above.

## Emergency School Closing

In the event that the school closes due to an emergency situation, when school is closed for the entire day due to an emergency situation, our ACES program will be held at Lions Community Center, Entry C, located at 1 Manor Drive from 6:30am-6:30pm. **All children will need to bring a sack lunch and drink.** The total fee for that day will be \$45. Your account will be billed (less the amount you already paid for the day).

If not registered for that particular day-additional fee \$45.

If we would be anticipating severe weather (i.e. blizzard) conditions and Dist. #122 closes for the entire day, our “ACES” program would be closed for the safety of the children and our staff.

## No credits will be given for school calendar changes or revisions due to unforeseen circumstances.

## Drop Off -Pick-Up Policy

AM Trailblazer students must be dropped off in the car rider line like other car riders. This is entrance in the Blue Neighborhood labeled “h”. Spencer Trail staff members will be directing traffic and will insure your child is safely walked into the building. Do not go through the office doors. We follow the same schedule at AM K, please **arrive by 8:20am**. Dismissal is staggered from the PM K students to allow for easier dismissal. Trailblazers students will be dismissed at 3:00pm. Parents need to line up in the car rider line by 3:00pm. Trailblazer students not picked up by 3:05pm will be walked over to our Spencer ACES program and will be charged the daily rate for the ACES program for the evening.

## Absences

If your child will not be attending Trailblazers on a scheduled day, please call the program cell phone as well as your child's school, as soon as possible to advise them of your child's absence. If it is after business hours, please leave a voice mail message. **PLEASE BE AWARE THAT WE DO NOT CREDIT ACCOUNTS FOR DAYS ABSENT OR TRANSFER DAYS FROM ONE WEEK TO ANOTHER.**

## Personal Items

Trailblazers is not responsible for any LOST or STOLEN personal items that are brought to the program i.e. (cell phone, iPod, hand-held video game, etc.). Absolutely no pictures can be taken by the students.

## Discipline

Participants are expected to behave appropriately at all times. This is for the safety and enjoyment of all children and staff.

Appropriate behavior consists of:

1. Showing respect for all children and staff.
2. Following staff directions.
3. Refraining from using foul or abusive language.
4. Refraining from causing physical harm to other children, staff or to self.
5. Showing respect for all equipment, supplies and facility. Any irreparable damage intentionally inflicted upon any property belonging to any of the schools or ACES will be billed to the responsible children's family.

In the event that the behavioral issues develop, the following discipline policy will be put into force:

**STRIKE ONE** - Written warning, parent signs form.

**STRIKE TWO** - Written warning, parent signs form, conference with Supervisors to talk about behavior modification.

**STRIKE THREE** - Dismissed from program, **no refund will be given.**

**Additional rules may be developed for ACES as deemed necessary by staff.**

<b>PRICE PER DAY</b>	5 days	4 days	3 days	2 days	1 day
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PM TRAILBLAZERS (AM K Students) 10:55am-3:00pm	\$85	\$70	\$54	\$39	\$20
AM TRAILBLAZERS (PM K Students) 8:25am-12:20pm	\$85	\$70	\$54	\$39	\$20

# TRAILBLAZERS

## 2017-2018 HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received and read the Trailblazers 2017-2018 Handbook and I understand the rules and guidelines that are stated within.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Please return this to the New Lenox Community Park District or the Trailblazers program on your first day.