TRAILBLAZERS

PROGRAM HANDBOOK

Spencer Trail Kindergarten - Blue Neighborhood

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.

Program Contact Information

Program Supervisor: Tracy Wrase
Office Phone: 815-485-3584 (M-F 9:00am-5:00pm)
Email: twrase@newlenoxparks.org
Trailblazers Cell Phone: 815-739-3133 (M-F between 8:00am-3:15pm)
website: www.newlenoxparks.org

Lunch/Snack

Your child will need to bring a lunch and a drink each day. We are not able to heat food, so please do not send something that needs to be heated up. Trailblazers will provide a nutritious snack during the program**.** If your child requires a special diet, a note from the doctor must be provided in order for your child to bring their own snack.

Health and Illness

In order to protect all of the children and the staff, we request that if your child is ill, 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 staff 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 staff 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.

Absences

If your child will not be attending Trailblazers on a scheduled day, please call 815-739-3133 as well as Spencer Trail main office 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.).

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 then contact the parent. The Park District, however, will not assume cost of the above.

School Closing Procedures

In the event that school is closed for the entire day due to an unforeseen circumstance or severe weather 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 their own lunch and drink. The total fee for that day will be $40.

If we anticipate severe weather (i.e. blizzard) conditions and District 122 closes for the entire day, our "ACES" program would be closed for the safety of the children and our staff. An email will go out to all Trailblazers participants, if this occurs.

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

Drop Off -Pick-Up Policy

The designated drop off time for AM Trailblazers is 8:25 AM.

- AM Trailblazer students must be dropped off in the car rider line.The entrance is by 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.
- Dismissal is staggered from the PM Kindergarten 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.
- If there are emergency situations, please call the school first and then call the Trailblazers cell phone.
- If your child has a prior appointment, please send a note with your child to Trailblazers.
- If you drop off later than 8:25 AM, you must go through the main entrance of the school. Per the New Lenox Park District, every minute you are late you will incur a $1.00 per Minute late fee. We will bill your account.
- If you incur three late fees, in which were not excused, your child will no longer be allowed to attend the program.

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 NLCPD 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 Supervisor to talk about behavior modification.
STRIKE THREE - Dismissed from program, **no refund will be given.**

We will sometimes ask for your permission to discuss behavior issues with your child's teacher, should our staff deem it is necessary.

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

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2018-2019 HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received and read the Trailblazers 2018-2019 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.