



TRINITY TRAILBLAZERS 2023



Providing quality care in a fun and caring environment.

One God, One Mission, One Love.

Revised 01-2023

Trailblazers admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the program. It does not discriminate on the basis of race, color, national or ethnic origin.

Welcome to Trinity Trailblazers

Welcome to Trinity Trailblazers summer program, we are excited that you have chosen us for your child's summer experience. We pray that your child's time at Trailblazers will be rich in learning as well as a fun and a joyful relationship with Christ. Our goal is to maintain a safe and rewarding atmosphere. Our staff are passionate about offering a positive and enriching experience for everyone involved. Students who attend our summer program will engage in Trinity's Christian values, as our goal is to provide excellence for each student while fostering the development of a personal relationship with Jesus Christ. At Trailblazers, we will continue to strengthen our values of Life skills, Social & Emotional Development, and using the Above/Below the line for daily guidance. We pray that your child's experience will be a positive and memorable experience.

Location and Contact:

The Academy School Office will be open on Tuesday's from 7:30 – 1:00 p.m. Only.

Trinity Trailblazers will be held at 1205 6th Street. Enter thru main entrance of the Academy building

Lindsay Polk: Coordinator of Trailblazer Summer Program lpolk@trinityhudson.org

715-386-9349 ext. 3

Registration

Trailblazers offers Full or Part Time Contract options for the summer.

Our registration forms are found online at

<https://trinityacademyofhudson.org/admissions/summer-programming-admissions/>

To register for Trailblazers all children must be 5 years old by April 1st of the current School Year.

Trailblazers will run beginning June 12th – August 11th 2023. We will be closed on July 3^d & 4th.

***Full Time** is 5 days a week – Daily Rate of \$47.00

***Part time** is less than 5 days (consistent days each week throughout the summer) – Daily Rate of \$52.00

***Drop-In** dependent on space availability – Daily Rate of \$62.00 Drop in care is only available to those currently holding a part time schedule. (Drop in will not be available for all field trips due to ticketing conflicts)

Registration Fee:

A \$50.00 per child/up to \$100.00 per family (non-refundable required upon registration to the Trailblazers summer program). Registration includes 1 Trailblazers T-shirt.

Vacation days

Each student holding a full time (5 days a week) schedule is allotted up to 6 vacation days for the summer. Each student holding a part time (less than 5 days a week) schedule is allotted up to 3 vacation days for the summer. To receive vacation credit, all vacation days must be listed at the time of registration or emailed to lpolk@trinityhudson.org by May 1st. If a registration is submitted listing more than the allotted vacation days, families will only receive vacation credit for the amount allotted for your child's selected schedule. Vacation credit will not be granted on July 4th as it is a paid Holiday.

Authorized Pick-Ups

The safety of all children is our top priority. On your child's enrollment forms, please provide the names and phone numbers of people authorized to pick up your child. We ask that you inform us in advance with written communication (email, Remind Text or our internal Parent Communication Log) of any changes to your daily pick-up schedule. If there is a court ordered custody agreement, you must provide the original court documents that list the restricted individual from picking up your child; we are legally bound to follow any court ordered documentation.

Behavior Guidance & Expectations

At Trinity we hold the belief that God has created each one with special and unique qualities. We use several guiding principles to ensure each child shows respect for God, self, others and property. These guidelines of Life skills, Social & Emotional Development, and using the Above/Below the Line for daily guidance, give our staff a framework to model appropriate behavior. In doing so students are accountable for their own actions in a manner that is respectful, firm, and a natural part of the life learning process; they are expected to take personal responsibility for their actions. You will see evidence of Character Education throughout the day and infused within the discipline policy.

The following expectations will be required by all students:

At school:

- Show respect and courtesy for adults and follow their instructions
- Show respect and caring for other students
- Show respect for school property, and belonging of others

Off-site destinations:

- Follow the group leader's instructions
- Resolve conflict or differences of opinion in peaceful, kind, and respectful ways
- Obey all rules from our off-site destination
- Follow the same rules of courtesy and conduct that are expected at school

On the bus:

- Obey all bus rules
- Remain seated and use an indoor voice
- Ride your assigned bus

- Follow the same rules of courtesy and conduct that are expected at school
- Trailblazers will be notified of disciplinary issues on the bus; however, any consequences on vehicles owned/operated by businesses other than Trinity Lutheran Church would be determined by Safeway Bus Co. or the Transportation Office in the Hudson School District.

If there comes a time that a student has a violation of these rules, depending upon the severity or frequency of the offense, the following consequences may occur:

- Loss of privileges (including outside time, field trips or special on-campus activities)
- Parent may be required to pick up child
- Student/family may be unenrolled from the Trailblazer program

Behavior that will not be tolerated during Trailblazers.

All students and staff while in attendance are representatives of our school to our community and surrounding areas. If any of the following behaviors are displayed, families will be contacted to pick up their student/s for the day. If the behavior continues it may lead to the student/s termination from the Trailblazer program.

- Violence
- Profanity
- Theft

Student Discipline

Discipline during Trailblazers camp is handled by staff & the administration. **Student discipline is a matter of confidentiality and will be only disclosed to staff on a “need to know” basis.** Parents of the student will be informed of any behaviors and the consequences; actions will be handled on a case-by-case basis (taking into consideration the well-being of all students involved).

Billing and Payments

Trinity Families can view current account balances and make payments via their FACTS Parent Account. Families that do not have FACTS will utilize the online payment system through the Trinity Academy of Hudson website (VANCO). Statement links will be sent to families via email weekly. Accounts will be billed beginning June 1st through August. Trailblazer account balances must be paid in full by the last contracted week of attendance. Families may choose to pay monthly or weekly as long as accounts remain current. Your child will not be allowed to attend if your account does not stay current.

Once you have submitted your schedule through our online form, you will be charged weekly for the schedule you commit to even if you choose not to attend. Families will not be charged for vacation dates as long as they are provided at the time of registration or emailed prior to May 1st. Any emailed vacation dates must be sent to lpolk@trinityhudson.org and received by May 1st or vacation credit will not be granted. Any last minute care (drop in) requests require prior approval from the coordinator and are dependent on space availability.

Rates

- Full time (5 days a week) Daily Rate is \$47
- Part time (less than 5 days a week) Daily Rate is \$52
- Drop in (available only with approval if space Allows) Daily Rate \$62

- All part time schedules consistent days each week throughout the program
- All Summer vacation dates must be submitted at the time of registration or emailed to lpolk@trinityhudson.org by May 1st
- A written two-week notice is required if you choose to withdraw from the program
- Trailblazers is closed on July 3rd and 4th. No family will be billed for July 3rd, families with students regularly scheduled to attend on Tuesdays will be billed for July 4th as it is a paid Holiday, vacation credit will not be granted on July 4th

Trinity Trailblazers will have the policy of “one child-one bill”. Divorced/separated parents will not be allowed to contract separately. Trinity will not be involved in parental disputes over a child’s bill and will not divide the bill amongst parents. The bill will follow the child, not the parent/s.

Late Fees

Trailblazer’s summer care closes at 5:30 p.m.; any child here after 5:31 p.m. will have late fees applied to your account. If you cannot pick up your child by 5:30 p.m., we suggest having an alternate/ emergency backup guardian authorized to pick up your child for you.

- 5:31-5:35 \$10/per child
- 5:35 and every minute after will incur an additional \$1.00/per minute & child

Communication

Please drop your child off using the main entrance of our school. A Sign in/Out sheet will be located on a table inside the building by the office along with our Parent Communication Log for any special information regarding your child or their schedule for the day. Open and ongoing communication is vital to the partnership we share.

- Weekly emails sent on Fridays contain the upcoming weekly highlights including bus departure times, estimated return times, and all other pertinent information
- any day-to-day updates, field trip calendars, and any waivers required. A communication email will be sent each Friday for the
 - In the event of field trip schedule changes (inclement weather) we will notify you via the Remind Text app.
 - Field trip substitutions will be local visits to the Hudson Movie Theater, River Falls/ Hudson Bowling Alley

Remind App

Remind is a free, safe, and easy way for our staff to reach you with important information and updates regarding our daily schedule, depart & arrival times, or delays and cancelations. **It is important you sign up to receive these communications.** Please click on the link below to join our class..

Class Code is @trinitytrl

www.remind.com/join/trinitytrl

Dress Code

The following apparel is **NOT ACCEPTABLE**:

- Tops with spaghetti straps
- Flip flops, crocs, open back shoes or slippers
- Shirts with inappropriate logo's or advertising
- Jeans or shorts with holes
- Pajama pants

Field trip days: Students must also wear **2023 Trinity** field trip shirts.

Guidelines for everyday apparel:

- Shorts, dresses and skirts should be a modest length
- Shorts must be worn under dresses and skirts

Electronic Devices

Please do not send any electronic devices with your child during the summer program (this includes smart watches). Any device brought for contact/communication with your child will be stored in their backpacks and not brought out during Trailblazers. In the event of an emergency staff would immediately reach out and contact parents.

Field Trips

Field trips will be scheduled on Tuesday & Thursday with walking trips scheduled on Wednesdays. Every child must wear their **2023 Trailblazer** t-shirt and bring a draw string bag with their disposably packed cold lunch, water bottle, and walking shoes. Everything must be labeled with your child's name (First and Last). If your child forgets their shirt on field trip day, they will be given a "loaner" and your account will be charged \$10.00. Loaner shirts must be returned after washing.

Field trips require extensive planning prior to our departure. Departure and estimated arrival times are shared with families in weekly updates. Please be sure your student arrives at least 30 minutes prior to the departure time.

- Tuesday & Thursday will be scheduled Field Trips
- Wednesdays will include walking trips to Lakefront Park & the Hudson Library
- Periodically, we will visit local parks or school playgrounds in our community
- Families are responsible to submit your child's shirt request/s at the time of registration.
- Your child's shirt **MUST HAVE** their name on the back (first, last or nick name)
- Families are able to purchase additional shirts for a fee of \$15. Additional shirts must be included with your initial registration; additional shirts are not available for purchase after our bulk order is sent
- Spending money is not needed on any field trip, we kindly ask families to **not provide additional spending money**

You are welcome to pick up your child from any field trip location. If you wish to do so, please communicate this to our staff prior to our departure.

Parent Participation

If you would like to attend one of our field trips as volunteer, you will be responsible for providing your own transportation and entry fee to the destination. All requests must be communicated during the registration process. If you have a special skill, trade, or talent you would like share with students, please contact the coordinator to schedule an on campus visit.

Water Field Trips

Trailblazers visit many water parks and beaches through the summer. On any water field trip families have the option to send a coast guard approved life Jacket. Other than a coast guard approved life jacket, floatation devices are not allowed. Goggles and water shoes are acceptable if desired. If families choose to send a coast guard approved life jacket, staff will require the life jacket to be worn.

Spending Money

We do not require spending money on any field trip. We kindly ask families not to send spending money with students as we will not visit shops.

G/PG movies

On-campus and off-campus movies will be at the discretion of the Coordinator. All movies will be G or PG rated only.

Grievance and Mediation Procedures

With Staff

If a grievance should arise between a parent/guardian and a teacher or a member of the Trailblazers staff, the person with the concern should follow these procedures.

1. Always go first to the person with whom you have a difference of opinion or complaint. Try to come to an understanding of the other person's perspective, and have that person come to an understanding of yours. Make every attempt to come to a mutually agreeable resolution. See Matthew 18:15 for reference and guidance.
2. If you still have concerns, meet with the Trailblazers Coordinator and the person with whom you have concerns. Discuss the situation, with the Coordinator mediating. The Coordinator may investigate the situation further. She/he may ask for input or counsel from others, including the Principal or Pastor, before coming to a decision. The Coordinator's decision is final. The resolution should come within 30 days.

With Trailblazers Coordinator

If your concern is with the Coordinator, follow step 1 above with the Coordinator. If there is still grievance, proceed to step 2 with the principal mediating.

Trinity Trailblazers Family Policy of Honorable Conduct

While enrolled in Trailblazers it is the expectation that all adults and students cooperate with behavioral standards as set by the school's administration. In addition, we expect that all families refrain from malicious gossip or harassment that is harmful to children, staff or other families.

If there comes a time when a parent/guardian of a student;

- Refuses to support disciplinary measures after following the grievance/mediation procedure outlined in this handbook.
- Refuses to follow the grievance and mediation procedures stated in this handbook
- Refuses to resolve conflict from a Christian perspective as stated in this handbook.

Trinity Trailblazers reserves the right to ask the family to leave the summer program at which time their child will no longer be enrolled.

Health & Safety

Trinity Academy policy will be followed for recording and reporting any accidents. Parents will be notified immediately if their child is injured and requires more than basic First Aid. One copy of the report will be sent home and one will be filed with the program Coordinator.

Accidents & Emergencies

In case of an emergency the following procedures will be followed:

- Superficial wounds and minor injuries will be cleaned with soap and water and may be bandaged
- Ice will be used to reduce swelling and bumps
- Serious injuries will be treated with emergency first aid. 911 emergency numbers will be called and the child will be transported by ambulance to the nearest hospital. The parents will be notified immediately to meet the child there. Parents are responsible for any costs incurred by emergency transport.
- Poison Control will be called in a case of accidental poisoning.
- Written permission for emergency medical treatment will be kept in the child's file. In the event a parent cannot be reached the alternate persons on the enrollment form will be contacted. The center will also continue to attempt to reach the parent.
- All Trinity Trailblazers Lead Teachers are trained in CPR and First Aid.

Illness

If your child is ill please do not send him/her to Trailblazers. Parents will be notified immediately if a child becomes ill. Your child may not attend TB if they are experiencing any of the following symptoms:

- Fever of 100+ (child must stay home for 48 hours after the last high temp)
- Vomiting (child must stay home for 48 hours after the last episode)
- Uncontrolled Diarrhea (3 episodes – child must stay home for 48 hours after the last episode)
- Head Lice
- Undiagnosed rash and/or skin condition
- Reddened or irritated eyes, with pus discharge
- Profuse nasal discharge (the amount of discharge is the crucial transmitting factor, not the color)
- A reddened or irritated throat
- Signs of noticeable discomfort

Medication

Parents must complete a medical permission form that will be kept in your child's registration file. Staff will

administer all medications during the program, if necessary. Medications sent without a permission form will not be administered to your child. Only medications with the following parameters will be administered:

- Original label and direction containing the name of the medication
- Original medication container labeled with the child's name
- Medication must be within the expiration date and current username/address of licensed pharmacy issuing the medication (if applicable)
- Physician's name (if applicable)
- Dosage and duration must meet label requirements

If your child has any allergies or health action plans during the school year, please provide copies of this plan during the registration process.

Sunscreen and Insect Repellent

We do NOT provide sunscreen or insect repellent for any student. Students will be responsible for applying and carrying their own sunscreen. Siblings are not always in the same group because of this any student attending must have their own sunscreen. Due to health and safety concerns staff are unable to apply sunscreen for students. Staff will directly supervise all students while applying sunscreen. We highly encourage all families to apply sunscreen and insect repellent prior to arrival each day. Under direct supervision of staff, students will reapply sunscreen throughout the day as necessary. It is important that families practice how to correctly apply sunscreen with their student.

- Your child may bring a hat and/or sunglasses.
- Please label all items with your child's first and last name.
- Parents will be responsible for checking sunscreen levels and replenishing as needed.

Meals and Snacks

Each day Trinity will provide a light breakfast, and 2 snacks (morning and afternoon). Each child must bring a cold lunch every day; all items must be peanut/nut free and in disposable containers on all field trips. Periodically lunch will be provided to students; families will be notified when lunch is provided through weekly email updates.

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