



# TRINITY TRAILBLAZERS



*Providing quality care in a fun and caring environment.*

*One God, One Mission, One Love.*

*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 camp 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 and fun and memorable experience. Our goal is to maintain a safe and rewarding atmosphere for everyone; our staff are passionate about offering a positive and enriching experience to each student. 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 and Social & Emotional Development, while using the Above/Below the line language 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 only on Tuesday's from 7:30 – 1:00 p.m.

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

Lindsay Polk: Coordinator of Trailblazer Summer Program (West Campus) [lpolk@trinityhudson.org](mailto:lpolk@trinityhudson.org)  
715-386-9349 ext. 3

Summer Preschool office phone: 715-386-9349 ext. 2

### **Registration**

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

**Registration Fee:** A \$50.00 per child (non-refundable required upon registration to the Trailblazers summer program). Registration fee includes 1 Trailblazers T-shirt.

Trailblazers offers Full or Part Time Contract options for the summer, registration begins on March 1.

Our registration forms are found online at

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

**\*Full Time** is 5 days a week for the entire summer

**\*Part time** is less than 5 days a week (consistent days each week) for the entire summer

**\*Drop-In** dependent on space availability – (will not be available for all field trips due to ticketing conflicts)

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

On the bus:

- Obey all bus rules
- 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

## ***Student Discipline***

Discipline during Trailblazers is handled first by staff & always shared with parents. **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**

All families must create (or update an existing) a payment account in our school financial portal, FACTS. All charges for Trailblazers will be billed monthly based on your contracted schedule of attendance. You will be required to upload your payment information in the FACTS Financial portal; all billing will be automatic payments based on your selected payment method. An ACH for your checking or savings account, or a credit card, are acceptable methods of payment; all service fees for credit card payments will be billed back to the family account.

Once you have submitted your registration and schedule through our online form, you will be charged for the days you have committed to even if you choose not to attend. Families will not be charged for allotted vacation days, only if they are listed at the time of registration or emailed to by May 1<sup>st</sup>. All last minute care (drop in) requests require prior approval from the Director and are dependent on space availability.

- Full time (5 days a week)
- Part time (less than 5 days a week)
- Drop in (available only with approval if space Allows)
- Both full time and part time schedules are consistent throughout the summer
- Allotted vacation days are based on full or part time schedules. To avoid being charged for absences due to family vacations, vacation days must be submitted at the time of registration or emailed to by May 1<sup>st</sup>, to [lpolk@trinityhudson.org](mailto:lpolk@trinityhudson.org)
- A two-week notice is required if you choose to withdraw from the program

## ***Holiday***

Trailblazers will be closed on all major holidays and two continuing education days each year. We may also need to close due to unforeseen weather or emergencies. Parents are responsible for making alternate arrangements for their children when Trinity is closed. **Holidays are paid staff days; regular rates apply. No credit will be granted. Exact dates vary annually**

- Labor Day
- Thanksgiving Day & the Friday after
- Christmas Eve & Christmas Day (Monday or Friday if falls on weekend)
- New Year’s Day (Monday or Friday if falls on weekend)
- Good Friday (Close Early-Check calendar)
- Memorial Day
- **Fourth of July**

**\*Trailblazers will be closed on July 4<sup>th</sup> & 5<sup>th</sup>. Families will not be billed for July 5<sup>th</sup> as it is not a holiday. Families will be billed for July 4<sup>th</sup> if they are regularly scheduled to attend on that day of the week.**

Trinity Trailblazers has 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.

### ***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 at 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.

- Check the table for any day-to-day updates, field trip calendars, or waivers required. A communication email will be sent each Friday for the upcoming weekly events, indicating all pertinent information for each field trip.
  - In the event of field trip schedule changes (inclement weather) we will notify you via email and the Remind Text app. Please be sure to join our Remind Text group prior to the first day of Trailblazers.
  - In the event a field trip substitution is required, substitutions will be local visits to the Hudson, River Falls or Woodbury, Movie Theater or Hudson Bowling Alley

### ***Remind App***

Open and ongoing communication is vital to the partnership we share, to ensure an easy means of communication while offsite we ask that all families download and join our Remind Text Group. Remind is a free, safe, and easy way for our staff to reach you with important information and updates regarding our daily schedules, depart & arrival times on field trip days. Please utilize the link below to join our class so you are included on all communication.

**Class Code is TB2024**

[www.remind.com/join/trinitytrl](http://www.remind.com/join/trinitytrl)

### **Dress Code**

Field trip days: Students must wear **2024 Trinity Trailblazers** field trip shirts.

The following apparel is **NOT ACCEPTABLE**:

- Tops with spaghetti straps

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- Flip flops, crocs, open back shoes or slippers
- Shirts with inappropriate logo's or advertising
- Shorts with holes
- Pajamas

Guidelines for everyday apparel:

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

## **Electronic Devices**

We ask that you refrain from sending any electronic devices during the summer program. While many students have devices capable of communication and video recording, we do not allow use of these devices during program hours. Any device brought for contact/communication with your child will be stored in their backpacks and only brought out in case of emergency. Trinity will not be responsible for any damaged, lost or stolen devices.

## **Field Trips**

### ***Arrival Time***

Field trips will be scheduled on Tuesday, Wednesday & Thursday. Families are responsible for ensuring children arrive on time for field trips. Field trip arrival and departure times are noted in the weekly updates for all off campus trips. Trailblazers have set times we must adhere to with all planned trips. Trailblazers will not wait for a child who has not arrived by the schedule time of departure. If your student happens to miss the bus families will need to contact the director to arrange a drop off time at the trip location or find alternate care for the day.

Every child must wear their **Trailblazer t-shirt** and bring a draw string bag with their cold lunch, water bottle, and sunscreen (everything must be labeled with your child's name). If your child forgets their shirt on a field trip day, they will be given a "loaner" and their account will be charged \$10.00. Loaner shirts must be returned after washing.

- Tuesday & Thursday will be scheduled trips (occasional additional Wednesday trips)
- Wednesday walking trip to the Lakefront Park & the Hudson Library
- Periodically, we will walk to parks or school playgrounds in our community
- Families are responsible for submitting shirt request/s at the time of registration
- We suggest including your child's name their name on the back of their shirt (first, last or nick name) no fee required to add names to shirts
- **Additional shirts are available for a fee, and must be ordered at the time of registration**

If needed 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 at least two weeks in advance.

If you have a special skill, trade or talent you would like share with students in our program, please contact the Director to schedule an on campus visit.

### ***Spending Money***

Money is never required for any field trips. We kindly ask you do not send your child with spending money as we do not visit gift shops or allow purchases at any field trip destination.

### **G/PG movies**

On-campus and off-campus movies will be at the discretion of the Director. 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 Director and the person with whom you have concerns. Discuss the situation, with the Director mediating. The Director 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 Directors' decision is final. The resolution should come within 30 days.

### ***With Trailblazers Director***

If your concern is with the Director, follow step 1 above with the Director. 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.

The Director reserves the right to terminate participation within our summer program, at which time the student will be unrolled.

## **Health & Safety**

Trinity Academy policy will be followed for recording and reporting any accidents. Parents will be notified when their child is injured. One copy of the report will be sent home and one will be filed with the program Director.

### ***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
- Any injury, whether occurring outside or during program hours will be recorded and shared with families.
- 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. Parents will be notified immediately and instructed to meet the child at the hospital. Parents are responsible for any costs incurred by emergency transportation.
- 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.
- All Trinity Trailblazer Leads 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 Trailblazers 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)
- Diarrhea (3 episodes in a 24-hour period – 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 medication administration form if medication if a students is in need of RX medication during program hours. Staff will administer all medications as necessary. Medications sent without completing a medication administration 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
- Physician's name



- Dosage and duration must meet label requirements

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

### ***Sunscreen and Insect Repellent***

Trailblazer staff cannot provide sunscreen or insect repellent for any student. Students will be responsible for applying and carrying 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 also reapply sunscreen throughout the day as necessary. It is important parents practice how to correctly apply sunscreen with students while attending Trailblazers.

- Your child may bring a hat and/or sunglasses.
- Please ensure all items are labeled with first and last names.
- Parents/students will be responsible for checking sunscreen levels and replenishing as needed. Lotion sunscreen seems to work best.
- Spray on sunscreen is acceptable but runs out quickly.

### **Meals and Snacks**

Each day Trailblazers provide a breakfast and 2 snacks (morning and afternoon). Every student must bring a cold lunch each day; all items must be peanut/nut free. It is possible lunch could be provided if included in our field trip bundle, if this is the case families will be notified prior to the event. If you wish for your student to have a lunch other than what is provided a cold lunch will need to be packed.