



# Family Handbook

Revised for 2018 - 2019

**Note:** This handbook is also available in PDF format on our website: [www.blazingtrails.org](http://www.blazingtrails.org)

**Blazing Trails – non-profit childcare at Pathfinder K-8**

1901 SW. Genesee Street    Seattle, WA 98106    USA  
Email: [blazingtrails@blazingtrails.org](mailto:blazingtrails@blazingtrails.org)

Phone: (206) 937-5160    Fax: (206) 937-3067  
Website: <http://www.blazingtrails.org>



## Blazing Trails' FAMILY HANDBOOK

# TABLE OF CONTENTS

POLICY	POLICY NO.
<b>Vision, Mission &amp; Values</b> .....	100
Blazing Trails' Contact Information .....	110
About the Program & Philosophy .....	120
Hours of Operation .....	121
<b>Blazing Trails' Childcare Organization</b> .....	200
Blazing Trails' Board of Directors (BoD) & Membership.....	201
Licensing Information .....	210
Staff .....	220
Parent Information & Communication .....	230
Internet & E-mail .....	231
Alignment Initiative between SPS/Pathfinder K-8 & Blazing Trails .....	240
Visiting and Volunteering .....	250
Registering Volunteers & Community Service Hours.....	251
<b>How Enrollment Works</b> .....	300
Inclusion Policy .....	310
<b>Rights &amp; Responsibilities</b> .....	400
Parents Right to Immediate Access .....	401
Court Orders Effecting Enrolled Children .....	401.1
Confidentiality .....	402
FERPA Waivers & Data Collection.....	403
Mandated Reporting of Suspected Child Abuse and Neglect .....	410
Grievances .....	420
Parent/Teacher Conferences .....	421
Termination of Services .....	430
Code of Conduct .....	431
<b>Tuition &amp; Fees</b> .....	500
Summer Tuition .....	510
Invoices & Payments .....	520
Late Payments .....	521
Sample Invoice .....	522
Standard Procedures .....	530
School Year Rates & Fees .....	540
Summer Rates & Fees .....	550
Tuition & Fees: Shared Responsibility .....	551
Subsidized Care .....	560
Scholarship Program .....	561
<b>Operational Policies &amp; Procedures</b> .....	600
Arrivals .....	610
Absences and Kid Searches .....	611
Drop-ins .....	612
Pick Ups .....	620
Persons appearing to be impaired by Drugs and/or Alcohol .....	621
Late Pick Up .....	622
Emergencies, School Closures and Late Openings .....	630
Snow Days & Other Emergency Schedules.....	631
Holiday & Other Scheduled Closures .....	640

Early Dismissal Days .....	641
Guidance .....	650
Discipline .....	660
Toys from Home .....	670
Student Cell Phones & Electronic Devices .....	671
Transportation .....	680
Transportation – Special Circumstances .....	681
Leaving the Program .....	690
Schedule Changes & After-school Enrichment Classes .....	691
<b>Health and Safety</b> .....	700
Messy Clean-ups .....	710
Sick Children .....	720
Picking up Sick Children .....	721
Dispensing Medication .....	722
Over-the-Counter & SUNSCREEN .....	722.1
Severe Allergies/Asthma/Life Threatening Conditions .....	730
Immunization .....	740
Fire/Emergency Drills .....	750
Shelter-in-place & Lockdowns .....	750.1
Alternate Safe Location .....	751
Disaster Preparedness .....	752
Incident/Accident Reports .....	760
Emergency Medical Procedures .....	761
Unsafe Behaviors .....	770
Legal Drugs – Tobacco, Marijuana and Alcohol .....	771
Firearms, Weapons & Illegal Drugs .....	772
Pets .....	773
Pesticide Policy .....	773
<b>Curriculum Information</b> .....	800
Staff to Child Ratios .....	810
Birthdays, Holidays & Celebrations .....	820
Treat Snacks from Home .....	821
CoR (Communities of Respect) .....	830
Raccoons .....	831
Badgers .....	832
Lynx .....	833
<b>Blazing Trails Yearly Schedule</b> .....	900
<b>School Year Program</b> .....	910
Daily Schedule .....	910.1
Activities – Before & After School .....	910.2
Videos & Screen Time .....	910.3
Homework Club .....	911
Snacks .....	913
Spring & Winter Breaks .....	914
Field Trips .....	915
<b>Summer Program</b> .....	920
Daily Schedule .....	920.1
Activities .....	920.2
Bike, Scooter, Skate Policy .....	920.3
What to Bring and Important Information .....	921
Snacks & Lunches .....	922
Field Trips .....	923
<b>ALPHABETICAL INDEX of Policies</b> .....	<b>Last Pages</b>





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 100

Subject: **Blazing Trails' Vision, Mission & Values**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### **Our Vision: Children are empowered to discover their worth**

**Our Mission is to provide families and staff a safe, diverse childcare environment dedicated to respectful communication, creative learning, problem solving and the freedom to play!**

We at Blazing Trails would like to welcome you to our program for 2018 – 2019. This is our **23<sup>rd</sup>** year of operation! We look forward to enjoying spending time with your child(ren) this summer and school year.

If you have any questions, comments or concerns, we are here to help. Please, feel free to contact us at any time. See **Contact Information** (110) for how we can be reached.

### **OUR FIVE CORE VALUES**

**RESPECT** means following the **Golden Rule\*** by treating others and yourself with value and dignity.

**RESPONSIBILITY** means accepting accountability for your actions and your role in the community.

**HONESTY** means being trustworthy and truthful.

**CARING** means considering the needs and feelings of others along with your own.

**FUN** means experiencing joy and including play as an integral part of life.

\* **THE GOLDEN RULE** – Always treat others as you expect yourself to be treated.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 110

Subject: **Blazing Trails' Contact Information**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### **Blazing Trails' Office Telephone: 206-937-5160**

Please, call us at anytime to discuss or leave messages about your child(ren)'s schedules, concerns, comments, etc. Anything you feel you need to talk about. If you wish to discuss something of a sensitive or confidential nature, please, remember that messages may be received and logged by any staff member. See **Confidentiality** (402) for more information.

### **Fax Line: 206-937-3067**

We have our own dedicated fax at Blazing Trails. Please, remember that any staff person may have access when faxing sensitive or confidential information. There is no longer a message option on this line. If you call this number and are not faxing, you will get an earful of dial-up-modem sounds – unfortunately, not very pleasant.

### **Pathfinder Office Mailbox & Classroom Drop-box:**

We have a mailbox for your convenience in Pathfinder's office. There is also a green drop-box mounted on the wall outside the BT office. Feel free to leave us notes or drop off payments in either of these boxes at your convenience.

### **Cell Phones:**

Personal cell phones numbers are published here as an alternative contact means for emergencies only. During fieldtrips please, call the BT office first to find out which cell phone is with your child's group. On "All CoR" fieldtrip days or when you can't get through to our office line, please feel free to call:

**Director's Cell: 206-459-4976      Asst. Director's Cell: 206-890-0157**

### **Mailing Address at Pathfinder K-8:**

Please, feel free to contact us or pay your bill through the mail.

**Blazing Trails' Childcare  
1901 SW. Genesee Street  
Seattle, WA 98106**

### **E-mail & Internet:      [www.blazingtrails.org](http://www.blazingtrails.org)**

E-mail is a great way to stay in touch with anyone at Blazing Trails! You can also choose to receive Blazing Trails' newsletters, other notices and your monthly invoice (PDF format) through e-mail. Mckinsey handles scheduling, so always email her or our general email account. Remember that any schedule changes, requests or updates must be made in writing and the best way is email!

General E-mail

Blazing Trails' office

[blazingtrails@blazingtrails.org](mailto:blazingtrails@blazingtrails.org)

Director

Rita Garton

[ritagarton@blazingtrails.org](mailto:ritagarton@blazingtrails.org)

Head Teacher

Dena Baldwin

[denabaldwin@blazingtrails.org](mailto:denabaldwin@blazingtrails.org)

Asst. Director/Office Manager

Jennifer Hess

[jenniferhess@blazingtrails.org](mailto:jenniferhess@blazingtrails.org)

Lynx Teacher/Office Asst.

Mckinsey Garton

[mckinseygarton@blazingtrails.org](mailto:mckinseygarton@blazingtrails.org)



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 120, 121

Subject: About the Program & Philosophy

Effective Date: July 2018

### Hours of Operation

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails is located with Pathfinder K-8 School at the Cooper Building in West Seattle. We are a non-profit, before and after school childcare program for school-age children ages five through twelve. We also offer summer enrichment programs for these ages.

We are dedicated to supporting families in our community as we help each child develop good communication skills and celebrate his or her own uniqueness. We maintain an environment that encourages intellectual, physical and social growth with respect for others and the natural environment. People relate to each other peacefully and we joyfully appreciate our rich diversity.

Staff training is a crucial component to accomplishing our goals. We support our staff, both professionally and personally, through respect for each other's personal differences and unique teaching styles. We provide opportunities for shared leadership, professional growth and development and an environment that encourages mutual support and care.

### **Policy 121 – Hours of Operation**

During the school year, Blazing Trails is open Monday through Friday from **6:30 AM to 9:15 AM** for the morning program and **2:30 PM to 6:00 PM** for the after school program. During the school year, Pathfinder students start school at **8:45 AM** and ended at **3:15 PM**.

Students attending other schools by bus will leave/arrive at various times. Here is a link with bell times for 2017-18. This is the most current and should be used for 18-19 as well.

<https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=26034763>

Please, check with your school, SPS Transportation (206)252-0900 and/or your bus schedule for specific bus times.

Please, see our **School Year Calendar** (published separately) for scheduled changes to these hours of operation. This calendar is subject to change as the Seattle Public Schools (SPS) changes its schedule. Copies of the most current calendar are available on the Family Information Table and on our website in PDF format. If you would prefer MSWord format, please ask the B.T. office to have it emailed.

### **Summer Hours:**

During the designated weeks of summer vacation, Blazing Trails is open from **6:30 AM to 6:00 PM**. **Blazing Trails will close August 25, 2018 through Tuesday, September 3, 2018 for cleaning, reorganizing and staff training.**

Detailed “**Summer Schedules**” for each CoR group are available April 1<sup>st</sup> from the BT office, our website and can be included with your child’s summer packets in May as requested. Please, see our **School Year Calendar** (published separately) for scheduled changes to these hours of operation. Copies of the most current calendar are available on the Information Table and on our website in PDF format. If you would prefer MSWord format, please ask in the B.T. office or request to have it emailed.







## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 200, 201

Subject: **Blazing Trails Organization**

Effective Date: July 1, 2018

### **Blazing Trails' Membership & Board of Directors**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: rewritten & Board approved – March 2018

Page: 1 of 1

Blazing Trails is a non-profit program dedicated to serving the school age childcare needs of Pathfinder K-8 School families and of our greater community. From June 1995 through June 2018, a standing committee council governed the childcare through an operational agreement with and under the auspices of the Pathfinder PTSA. Separation is currently in process and BT is now governed by an interim board. Blazing Trails goal is to separate from the PTSA and become its own non-profit by July 2018, governed by a Board of Directors (BoD) elected by the Blazing Trails' membership. More details about members and the board are in our new articles of incorporation and bylaws. Members or perspective members may ask for a copy of our Articles of Incorporation and/or Bylaws in the BT office.

### **Policy 201 – Blazing Trails' Membership & Board of Directors**

Any staff member, community members and the parent or guardian whose child is enrolled, soon to be enrolled or previously enrolled may become a member of Blazing Trails by filling out an application (name and contact information). Submitted applications are approved by the current board and then you're a member! ☺ Members approve the Articles of Incorporation and the Bylaws initially and also vote on the Board of Directors' membership and who will be the officers. Members may also help with any standing committees, volunteer and run for any board position and contribute ideas and advice to the BT leadership. There is a suggested membership donation of \$5 on the application, but you do not have to donate to become a member. You can certainly donate more if you wish. As a non-profit, donations will be tax deductible as soon as we are approved officially by the IRS.

The purpose of the board is to set and maintain policies that support our vision and mission. All board directors are also members of BT. As determined by our by-laws, there will be not less than 3 or more than 7 directors on the board. These directors serve for 2 years with no more than 4 up for election in any one year. The Director is considered a guest of the board and attends board meetings as well. The Asst. Director and Head Teacher also may attend to provide information and work with the board. Many board meetings are open and provide a place to bring questions, ideas and concerns. Please, check with the Secretary or in the BT office, if you wish to attend or have something to add to the agenda. Only elected board members may vote on issues, policies and procedures put before the board. Each year the BoD will schedule quarterly (at least) meeting dates and times. We actively encourage adult family members to participate as we seek a diversity of viewpoints and ideas to enrich our program. More information, including membership applications, is available in the Blazing Trails' office.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 210

Subject: **Licensing Information**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails is licensed through the Washington State Department of Early Learning (DEL). The code governing this license is contained in **WAC 388-151**: Minimum Licensing Requirements (MLRs) for School-Age Child Care Centers. You can find a copy of this code on the DSHS website - <http://app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=388>. Our license is non-expiring and we are inspected by our licenser at least once per year. Copies of these inspections are located in a binder on the Family Information table for your perusal. We provide childcare services to families who receive WA State Dept. of Social & Health Services (DSHS) childcare subsidy payments. Please, see **Subsidized Care** (560) for more information.

Blazing Trails is under contract with the City of Seattle Human Services Department: Comprehensive Childcare Program to provide care to families who receive city childcare subsidies. This contract has specific criteria for quality and is renewed every 2 years through an extensive evaluation process. Please, feel free to ask us any questions you might have about this contract or evaluation. Any notes from these inspections are located in a binder on the Family Information table for your perusal. You can find out more from the City of Seattle Human Services Department: Families & Youth Services website at:

<http://www.seattle.gov/education/childcare-and-preschool>

Please, see **Subsidized Care** (560) for more information.

A copy of our current license is displayed on the wall in the Family Information area as you enter Blazing Trails along with our current city business license and other required or pertinent postings. There may also be a condensed version of these important postings on “reader boards” in additional “classroom” locations (usually necessary only during the summer).

Blazing Trails is licensed to provide care for up to 80 children at any one time based on licensed space availability. Regularly scheduled children have assigned spots and drop-in care is only available if there are spots left unused or children are absent.

Blazing Trails meets or exceeds the state licensed minimum adult/child ratio of 1:15. Our goal is to maintain at least an “11 children to 1 teacher” ratio. Please, see **Staff to Child Ratios** (810) for more information.

Blazing Trails’ staff meets or exceeds all continuing education requirements by DSHS (MERIT/STARS requirements) and City training requirements. Please, see **Staff** (220) for more information on continuing education.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 220

Subject: Staff

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Our staff is experienced with school age children and their needs. We dedicate ourselves to creativity, warmth and building student confidences with self-esteem, working well with others, establishing healthy problem solving habits and encouraging curiosity. Each year, our staff meets or exceeds the state MERIT/STARS, City training and Alignment Initiative continuing education requirements. This amounts to at least 30 hours initially and 10 hours annually of MERIT/STARS required credits plus continuing health & safety training and culturally relevant, anti-bias training (CRAB).

Our Director oversees all aspects of the operation and is available for questions and conferences as needed or requested. Our Asst. Director is available to answer any office related question. Our Head Teacher oversees curriculum and takes over operations when the Director is unavailable. Our teachers focus on all three age groups: K – 1<sup>st</sup> grade are the **Raccoon CoR**, 2<sup>nd</sup> – 6<sup>th</sup> are the **Badger CoR** and 5<sup>th</sup> – 6<sup>th</sup> or 7<sup>th</sup> (Usually students turn 13 during their 7<sup>th</sup> grade year and then may no longer attend.) are the **Lynx CoR**. We design age-appropriate activities to fit each group's needs and our curriculum objectives are based on Youth Program Quality (YPQ) criteria (more info here - <https://www.schoolsoutwashington.org/pages/quality-improvement-system>), SPS academic standards and developmental assets. We take children's capabilities, interest level and input into consideration when designing activities. Our Asst. Director is responsible for our bookkeeping, website and is available to answer billing, payment and policy questions.

Blazing Trails is proud of our staff diversity and longevity (Our staff members have been with us an average of 12+ years!) reflecting a wide range of ages, ethnicities and backgrounds. We also have both male & female staff members.

We believe that supporting our staff both professionally and personally is an important way to support our children and families. This environment encourages mutual care through respect for each other's personal characteristics and teaching styles, opportunities for shared leadership and the provision for professional growth. Please, contact us with any questions, ideas or concerns. We dedicate ourselves to doing the best for each child in our care. We will work to the best of our ability with our families to achieve this goal.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 230, 231

Subject: **Family Info. & Communication, Internet**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails is committed to fostering good communication at all levels. Please, feel free to contact us using any method listed in **Blazing Trails' Contact Information** (110) about anything on your mind.

**The sign-in and sign-out table is our Family Information Center.** Forms, calendars and informational sheets are available on this table. The bulletin board above the table is for important notices from us and others who have our permission to post items of interest. Please, check out the bulletin board frequently as new or updated content can be posted at any time.

We will communicate with you about your child's time with us either in person or by notes left in your child's file folder. These files are located on the table, near the sign-in/sign-out clipboard. They are labeled and organized alphabetically by child's last name. Notes from teachers could include brief observations on your child's personal achievements, ***Ouch Reports*** documenting any minor bump or scrape your child may have acquired that day or possibly ***Incident Reports*** outlining a more important issue concerning behavior or injury. Children's projects, artwork or information from their school classroom teacher could also be put into these folders to be taken home. **Please, check your file daily when you sign-in or sign-out your child to stay current with important info.**

Blazing Trails' monthly newsletter (also, available on the Family Table and posted on the BT website) is usually emailed to you, but you can have a printed version put in your file. It is an important way we have to communicate upcoming events, schedule changes and reminders as well as program news. Be sure to read it each month as its content will affect you. You may even see a quote from your child! If you have articles you would like to submit, please check with our newsletter creator - McKinsey.

### Policy 231 – Internet & Email

Blazing Trails has a website: [www.blazingtrails.org](http://www.blazingtrails.org). You can find this handbook, registration forms, newsletters, calendars and other information online. Eventually, you'll be able to get CoR news & information, and BoD meeting minutes, too. We are adding new content all the time, so you should check it out and add us to your favorites list!

Our general business email address is [blazingtrails@blazingtrails.org](mailto:blazingtrails@blazingtrails.org). Please, use this address when you need to receive a timely response to any question or to notify us of any changes to your child's schedule, either temporary or permanent. If the schedule change is permanent, e-mail counts as notifying us in writing. If the schedule change is temporary such as "your child will not attend today", please give us enough time to receive it and note the change before school is out. After 2:45 PM, please use our office phone or talk to us directly. See **Tuition & Fees** (500) for more information about changing your schedule and **Kid Search** charges.

We offer the option of receiving monthly invoices and/or newsletters and other information by e-mail. Just supply us with your e-mail address and we will add you to our list. Blazing Trails will never sell or give your e-mail address to any third-party. We will only use it to communicate Blazing Trails' information that you have requested to receive. If you ever receive something from us that you do not wish to, please, let us know & your email will be removed from our list.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 240

Subject: **Alignment Initiative with SPS/Pathfinder & B.T.**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

In 2002, Seattle Public Schools created the Alignment Initiative to increase the level of communication and connection between schools and their resident childcare programs. Their purpose was to facilitate ways to increase student academic achievement by mandating childcare curriculum be supportive of basic learning standards. The school district uses learning standards in Reading, Writing, Math, Communication, Science and more... to organize its expectations for your child's academic achievement in any grade. They also use criteria like the 40 developmental assets to determine levels of learning readiness and support. Check out this Seattle Public Schools link below for alignment initiative information.

<https://www.seattleschools.org/cms/one.aspx?portalId=627&pageId=20552>

Through the alignment (a contract between the school and our program outlining roles and responsibilities), we can show you how our activities support learning standards and how our standard practices help support children's learning developmentally. Please, feel free to ask in the office for information on how Blazing Trails supports these standards and goals.

In actual practice, this alignment changes little for Blazing Trails except to formalize the relationship between Pathfinder and our program and to require us to document what we do. We have always had a strong, supportive relationship with Pathfinder K-8, our host school. We likewise have always maintained engaging activities that support important academic and developmental concepts while having fun and exercising creativity.

In our opinion, the alignment is still relatively limited as no additional resources are connected and it has not yet addressed the issue of children coming to programs like Blazing Trails from multiple schools. So far, Blazing Trails' staff have created some communication channels with a few teachers from other schools and attended SIT meetings when requested. This seems to be evolving on a case-by-case basis, meeting an individual child's needs. If anyone whose child attends a school other than Pathfinder has any ideas about what could be created, how its relationships might function better for children and their families or have any other suggestions, we would appreciate it.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 250, 251

Subject: **Visiting & Volunteering**

Effective Date: July 1, 2018

**Registering Volunteers**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Parents/guardians are always welcome and encouraged to visit with their child and be a part of our activities at any time. For all other visitors, please see **Parents'/Legal Guardians' Right to Immediate Access** (401) for more information. We believe children, especially young or new students, love the opportunity to share their experiences here with their families. Our staff also welcomes this kind of opportunity to connect. You may choose to call ahead to set up a time or just drop by if you have some free time to spend here with your child.

**Visiting on a fieldtrip** - It's great fun to share fieldtrip experiences with your child. However, fieldtrip logistics require organization and clear rules for safety. We have a form to be filled out by any visiting parent, guardian or other adult family member (i.e. aunt, uncle, grandparent, etc.) outlining our fieldtrip rules and visitor's responsibilities. Basically, a visitor is responsible for their child's behavior at all times and for making sure they follow all BT rules. They may not circumvent our rules as they are still a part of a BT sponsored event. If a visitor decides they want to do something different, they certainly may choose to sign their child out and to no longer be a part of the BT fieldtrip group.

We welcome and encourage any contributions to our program and curriculum from our families. We especially want to learn those interests most important to our students so we can include them in our program. We have seen through experience at Pathfinder how important it is to have other adults willing to share their time and interests with children, both for your own children and others. We've seen that when adults are excited and interested in something, the excitement and interest transfers easily to children. One never knows what budding artist, scientist or craftsman you may inspire in an afternoon at Blazing Trails! If you have suggestions or ideas, please contact the Director or Head Teacher. Any opportunities for specific volunteering that we've come up with will be posted in the Family Information area. Please, let our office staff know if you are interested in volunteering.

Volunteers (age 16 or older only as mandated by state law) work under the supervision of the Blazing Trails' staff at all times and may never be alone with any child other than their own. Volunteers are also responsible for completing all requirements on time and following all Blazing Trails' policies and procedures.

### **Policy 251 – Registering Volunteers**

We must follow the same rules as all state licensed childcares for registering volunteers whether or not they are parents, other family members or community members. If you registered already with your child's school, we need separate paperwork as we are a separate organization. All volunteers must be at least 16 years old, finger-printed by the DEL approved provider (Fingerprinting done by SPS is not acceptable to our licensing agency, DEL.), and fill out a portable criminal background check (online is best) that is then approved by the state before working with Blazing Trails' students. This background check must be renewed each year or as DEL requires. Volunteer registration only applies to working with children that are not your own. If you are only visiting your own child on site, there is no need to register as a volunteer. Please, see **Policy 401** for more information about access and visiting your child.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 251 (cont.)

Subject: Reg. Volunteers – Com. Service Hours

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Community Service Hours –

Student volunteers who wish to earn up to 60 hours of their service learning requirement at Blazing Trails may apply to do so. All forms are available from and should be returned to the BT office. The Director will create the student volunteer schedules – never more than 4 hours per day – so please send all schedule requests to the Director. The following are required for consideration:

- Completed application
- Cover letter
- Current resume
- Letter of recommendation from a teacher
- Personal references – adults other than parent/guardian
- Valid tracking sheet for logging hours







## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 300

Subject: How Enrollment Works

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

Enrollment at Blazing Trails is open to children from age five through age twelve who are enrolled in school according to all our policies. Please, see our **Inclusion Policy** (310) for more information. According to state law, children who turn 13 years old are no longer eligible for enrollment. Parents/legal guardians can apply for their child's enrollment by completing the Registration Form with signed Tuition Agreement and paying the non-refundable registration fee applicable to the enrollment period, either summer or school year. Please, see **School Year Rates & Fees** (540) or **Summer Rates & Fees** (550) for more information. Enrollment is contingent upon space availability and the Director's discretion.

Blazing Trails abides by the Americans with Disabilities Act as it pertains to childcare, in providing **reasonable** accommodations for children and families. If your child has special needs or disabilities, enrollment is contingent upon **both** the parents/guardians and our leadership staff agreeing that our accommodations will meet the safety, developmental and social needs of your child. We may determine that additional information is necessary to assess this such as speaking with your child's teacher, checking IEPs or other paperwork, etc. If we are not a good fit or your child requires accommodations beyond what we can reasonably provide, we won't be able to omplte enrollment, but we may be able to refer you to other resources.

The State of Washington, Department of Early Learning (DEL) licenses childcare programs for a set amount of children based on a formula of square-footage per child. Our licensed spaces allow us to accept up to 80 children at any one time. Enrollment is on a "first come, first serve" basis for each time slot. During the enrollment period (beginning April 1<sup>st</sup>), when we receive the 80<sup>th</sup> registration, the BT office creates a "wait list" for each afternoon time slot or summer program day. We will then notify families, as each day or afternoon space becomes available.

Blazing Trails has developed a method of enrollment that makes these limited spots "stretch" to help meet the needs of as many families as possible. We allow people to choose any days they need for each time slot. This means that if one family needs only Monday and Thursday afternoons, they can "share" an afternoon spot with another family who needs Tuesday and Wednesday. This leaves Friday available for yet another family who's had an emergency and needs drop-in care for a Friday afternoon. Historically, there's been plenty of room during the mornings, but this may no longer be true for 2018-19. Any drop-in requests, morning or afternoon, must be scheduled ahead of time through the BT office.

Enrollment is completed when we receive the finished **Information Packet** with emergency/medical information, signed consent forms, permissions and family agreement, completed and signed emergency preparedness form, up-to-date immunization record and the signed comprehensive signature page. **All parents/guardians must sign the consent-to-provide-care form.** Enrollment may be cancelled if only one parent signs unless certain mitigating circumstances or court orders apply. Custodial & non-custodial or shared-custodial parents may choose to share an information packet or each fill out the packet separately. Both parents must also indicate who or in what shared capacity tuition is to be paid. Please, see **Rights & Responsibilities** (400s) and **Tuition & Fees** (500s) for more information that may affect children with multiple custodial parents.

If your child has NOT been immunized or is missing immunizations (based on King Co. Health's public school enrollment requirements), for whatever reason, you will also need to sign a release freeing Blazing Trails from liability should your child contract or spread an illness or disease for which he/she could have been immunized. Please, see **Immunization** (740) for more details.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 300

Subject: **How Enrollment Works**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

If your child suffers from a severe allergy, food allergy, asthma or other life threatening condition, please see **Severe Allergies/Asthma/Life-Threatening Condition Policy (730)** for more information about additional forms and procedures.

Continued enrollment at Blazing Trails is subject to parents, other family members, child(ren)s and any of their emergency contacts or other designees adherence to the policies and procedures of Blazing Trails as outlined in this handbook.

Parents/guardians must notify Blazing Trails' office immediately, in the event of changes in any of the packet or registration information collected at the time of enrollment or any time thereafter. **Failure to do so may result in your child or children no longer being enrolled in the program.**

- **Blazing Trails is not responsible in any way for the consequences of inaccurate or incomplete information.**
- **The completed Registration Form and Tuition Agreement are not meant to serve as contracts guaranteeing services for any duration.**
- **Blazing Trails reserves the right to refuse registration or dismiss any parent/guardian, other family member or child at any time.**



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 310

Subject: **Inclusion Policy**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

This policy is Blazing Trails' statement of anti-discrimination, anti-bias and cultural sensitivity:

**We foster an understanding of diversity among people, expecting and modeling unconditional respect for self and others. We enjoy celebrating and exploring our community's rich cultural diversity.**

**All children and their families are accepted according to our policies without regard to race, color, religion or belief structure, creed, ancestry, gender or gender identity, sexual orientation, national origin, or the presence of any sensory, mental or physical challenges. We have no religious affiliation.**





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 400, 401, 401.1

Subject: **Rights & Responsibilities**

Effective Date: July 1, 2018

**Parents'/Legal Guardians' Right to Immediate Access**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Policies in this section pertain mainly to parent/legal guardian rights and responsibilities when their child is enrolled in Blazing Trails. If you have any questions or comments about these policies, please feel free to contact us.

### **Policy 401 – Parents'/Legal Guardians' Right to Immediate Access**

Parents or legal guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Blazing Trails, as provided by law. This right does **NOT** extend to other relatives or friends who may have permission to sign-in or sign-out a particular child.

Parents/guardians or people on a child's authorized pick-up list are expected to check in with the Center Director, Head Teacher or designated greeter before calling for or finding their child. BT staff must know who is currently on site. Adult visitors other than those listed above **MUST** also check in immediately upon arrival, before entering the facility proper. These visitors are only allowed in the child care facility at the discretion of the Center Director or Head Teacher. A visitor will never be alone with any child while at Blazing Trails and will remain within visual range of a BT staff person at all times.

#### **Policy 401.1 – Court Orders Affecting Enrolled Children**

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), Blazing Trails must be provided with a **Certified Copy** of the most recent order including all amendments. **The orders of the court will be strictly followed** unless the named custodial parent or parents request a more liberal interpretation of the order in writing and it's approved by the Director. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign their request for a more liberal interpretation of the order. Stricter interpretations will not be considered.

**In the absence of a court order** on file with Blazing Trails, **both** parents shall be afforded equal access to their child as stipulated by law. Blazing Trails cannot, without a certified court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Blazing Trails suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access.

Blazing Trails has the right to dismiss or refuse enrollment to any child whose parent is prohibited from entering upon agency property for any reason. Due to the parents' right to immediate access, as well as state and federal regulations, Blazing Trails cannot have a child enrolled when the child's parent is prohibited access. Blazing Trails will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

**Payment Responsibilities:** If parents have court ordered percentages of childcare they are required to pay, they can choose to work out payment solutions between themselves or ask the BT office to help coordinate. Both parents may be asked to fill out a form outlining their responsibilities and any specific invoicing or payment accommodations they are requesting. Please, see **Tuition & Fees: Shared Responsibility** (551) for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 402

Subject: **Confidentiality**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 402 – Confidentiality

Within Blazing Trails, confidential and sensitive information entrusted to us will only be shared with employees of Blazing Trails on a “need to know” basis in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other families and/or children will not be shared by staff with others within our community as Blazing Trails strives to protect everyone’s right to privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, financial condition\* and HIV/AIDS status or other health related information of anyone associated with Blazing Trails.

\* Financial information and relevant personal information may be disclosed to a third party if accounts are delinquent more than 120 days with no functioning payment plan. Additionally, financial info may be shared or disclosed to a joint holder of responsibility for tuition if that information impacts their child’s continued enrollment in the program. Please, see **Tuition & Fees: Shared Responsibility** (551) for more information.

Outside of Blazing Trails, confidential and sensitive information about a child will only be shared when the parent/legal guardian of the child has given express written consent, except where otherwise provided for by law. Parents/guardians will be provided with a document detailing the information that is to be shared outside of Blazing Trails, persons with whom the information will be shared, and the reason(s) for sharing the information. For example, if a local newspaper wished to visit and write an article about us, children would only be included (their name, interview, picture etc.) if there was a signed release ahead of time.

You may observe children at our center who appear disabled or who exhibit behavior that may appear inappropriate to their age or your expectations. You may be curious or concerned about this child. It is appropriate that you bring such concerns to the attention of a staff person or the Director in a time and place away from others. Even so, our Confidentiality Policy protects every child’s privacy and as such, employees of Blazing Trails are strictly prohibited from discussing specifics about another child with you.

Behavior considered a violation of this policy includes but is not limited to:

- Open discussion of another person’s confidential information between parents/guardians and/or staff members at Blazing Trails
- Questioning of a BT student in order to obtain confidential information
- Questioning of a staff member in order to obtain confidential information
- Disclosing private information about another without their knowledge or consent except where appropriate between staff members as outlined above

Any adult who violates the Confidentiality policy could face the consequence of having their child dismissed from the program. Please, see **Code of Conduct** (431) for more detailed information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 403

Subject: **FERPA Waivers & Data Collection**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

**IMPORTANT NOTE:** At this time, Blazing Trails is requesting voluntary FERPA waivers from our families. We have decided to collect them this year as Seattle Public Schools has updated their software with the ability to generate comprehensive reports that we can use to better serve all our students.

Family Educational Rights and Privacy Act (FERPA) is a law administered by the Dept. of Education defining and protecting the rights of students or their parents, if they are younger than 18, regarding their educational records. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations), and the right to file a complaint with the Department of Education.

What does this have to do with Blazing Trails, you may ask? All BT students are also students of Seattle Public Schools and SPS maintains an amazing amount of important information about kids on their data bases – information we could use to make the Blazing Trails' experience better for our kids. Blazing Trails is committed to supporting and improving student academic success and we can use information from the SOURCE to help do just that. We can also use this data to prove we're making a meaningful difference. The kinds of information we're looking at includes daily attendance to track if we're helping kids get to school better and testing scores so we can tailor curriculum to support individual student needs. Utilizing this information could lead to better targeted homework support, improved parent/BT/classroom teacher communication and tracking summer learning loss so we can design a targeted and reasonable response.

By signing this release and allowing BT to access the SOURCE for this data, you will be helping to improve our program, improve our positive impact on student academic progress and meet our Alignment Initiative agreement expectations. Please, see **Alignment Initiative with SPS/Pathfinder & B.T.** (240) for more information.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 410

Subject: **Mandated Reporting of Suspected Abuse & Neglect**

Effective Date: June 1996

Approved by: Interim Board

Approval Date: June 1996

Revised/updated: B.T. Office, May 2016 & B.T. Council, April 2004

Page: 1 of 1

Under the Child Protective Services Act, mandated reporters are required to report **any incident with reasonable cause of abuse or neglect** to the appropriate authorities. “Reasonable cause” is determined by the reporter. The employees of Blazing Trails are considered mandated reporters under this law. Under the Act, mandated reporters can be held criminally responsible if they **fail** to report suspected abuse or neglect. We at Blazing Trails take this responsibility very seriously and will make all such reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of children and families.

Our staff members are not required to discuss their concerns with parents/guardians or even with other employees of Blazing Trails prior to reporting the matter to the appropriate authorities. We are not required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. In fact, we are told not to do any investigation as we are not trained for that job in any way.

As mandated reporters, the staff of Blazing Trails cannot be held liable for the consequences of reports made to Child Protective Services which are determined to be founded or unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect could include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, booster seats, etc.)
- Dropping off or picking up a child while appearing under the influence of drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Neglecting to provide timely medical care for illness or injury
- Neglecting to resolve/provide care for a child’s chronic condition or situation (i.e. chronic cough, persistent dirtiness and/or smell, neglected scabies or lice, etc.)
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: <u>Family Handbook</u>	Policy Number: <u>420, 421</u>
Subject: <u>Grievance, Conferences</u>	Effective Date: <u>June 1996</u>
Approved by: <u>Interim Board</u>	Approval Date: <u>June 1996</u>
Revised/updated: <u>April 2004 by B.T. Office &amp; B.T. Council</u>	Page: 1 of 1

### Policy 420 – Grievance

Parents/guardians have the right to meet with the Director and any other staff person to discuss a problem. As much as possible, we operate using consensus to solve problems. Blazing Trails staff is committed to finding solutions to problems that work for staff, students and their families.

In the event that a suitable solution cannot be reached, or a parent/guardian wishes to have arbitration concerning a particular issue, he/she may bring the matter to the Blazing Trails' BoD for discussion. He/she may choose to air the matter personally at a board meeting or ask any Board Director of their choice to represent them.

Anyone has the right to add an issue to the BoD's agenda. Agenda items can be postponed by action of the board due to item priorities and time constraints and moved to the next meeting. Since the BoD's role is to set policy, any decision reached by the BoD is final.

Please, see **B.T. Organization: Blazing Trails' BoD** (201) for more details.

### Policy 421 – Parent/Guardian and Teacher Conferences

Parents and legal guardians have the right to request a conference with the Director or Head Teacher to discuss their child whenever they wish at a mutually agreeable time and location. They may request to include other staff members at this conference. Parents/guardians may also request Blazing Trails' help supporting individual educational plans (IEP), behavioral contracts and other expectations that a child's school or classroom teacher might have. Understand that Blazing Trails is committed to helping and supporting children and families within the limits of our staffing, financial resources and governing policies.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 430, 431

Subject: **Termination of Services**

Effective Date: July 1, 2018

**Code of Conduct**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 3

### Policy 430 – Termination of Services

Blazing Trails requires the parents/guardians of either registered or enrolled children to behave at all times in a manner consistent with decency, courtesy, and respect as per our policies. One of the goals of Blazing Trails is to provide the best environment we can in which a child can grow, learn and develop in a positive way. Achieving this kind of environment is not only the responsibility of the employees of Blazing Trails, but is the responsibility of each and every parent/guardian or adult who enters the center. Parents are required to behave in a manner that fosters this goal. **Parents who violate the Code of Conduct could face the consequence of their child being dismissed from Blazing Trails.** Please refer to the policy on **Parents'/Legal guardians' Right to Immediate Access** (401) for additional information regarding dismissal of the child when a parent is prohibited from accessing agency property.

We believe in finding solutions to problems within our community. We also hold the mental, emotional and physical safety and wellbeing of our staff and students to be our highest priority. If, in the opinion of the Director or BoD, the behavior of a student or other family member compromises this safety or our ability to operate, we reserve the right to terminate services immediately at our discretion at any time before, during and/or after registration and enrollment. This applies to anything that may or may not be listed below. Please, see **Grievance** (420) and **Leaving the Program** (690) for more information.

### Policy 431 – Code of Conduct

The following explanations and expectations comprise the Blazing Trails' Code of Conduct:

- **Parents/guardians or their designee must be responsible for and in control of their own behavior at all times.** Verbal or physical attacks or threats towards Blazing Trails' staff, students, parents/guardians, family members or any other persons associated with Blazing Trails by any other student, parent/guardian or other family member constitutes a violation of this policy. All threats deemed significant will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.
- **Confrontational interactions or malicious intimidation are not an appropriate means by which to communicate a point and are strictly prohibited.** While it is understood that parents will not always agree with the employees of Blazing Trails or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 431 (cont.)

Subject: Code of Conduct

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 3

- **Blazing Trails does not permit corporal punishment or verbal abuse of any child in our facility.** We define corporal punishment as manhandling, hitting, slapping or spanking a child. We define verbal abuse as public humiliation, name-calling or put downs, swearing at, yelling at or threatening a child. Parents who exhibit any of these behaviors towards their own child while at Blazing Trails will be considered in violation of this policy. Parents/guardians are always welcome to discuss a behavior issue with any staff person and/or to seek advice and guidance regarding appropriate and effective disciplinary procedures while on site.

Parents/guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is correct for the parent to direct their concern to the classroom teacher and/or Director.

No parent/guardian is to seek out another parent/guardian to discuss their child's inappropriate behavior at BT. All such behavioral concerns should be brought to the classroom teacher, head teacher or director's attention. The teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our **Confidentiality Policy** (402). You may be assured that we will not discuss anything confidential about your child with another parent or adult at Blazing Trails.

- **Obscene language, gestures or inappropriate subject matter towards Blazing Trails' staff, students, parents/guardians, family members or any persons associated with Blazing Trails by any other student, parent/guardian or other family member is prohibited.** We define inappropriate subject matter as conversations containing adult, violent or explicitly sexual topics.
- **Proselytizing for religious, political or economic purposes is prohibited.** While we celebrate our diversity at Blazing Trails, we do not espouse any particular viewpoints. We ask out of respect for people holding opposing opinions that such conversations not happen at B.T.
- **Parents/guardians who consistently fail to pay their monthly invoices will be dis-enrolled from the program.** Uncollected funds may be sent to a collection agency after 90 days at the recommendation of the BoD or at the Director's discretion. See **Tuition** (500) and **Tuition & Fees: Shared Responsibility** (551) for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 431 (cont.)

Subject: **Code of Conduct**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 3 of 3

- **Parents/guardians who consistently pick-up children after 6:00 PM will be dismissed from the program.** Please, see **Late Pick-ups** (622) for more information.
- **Parents/Guardians are required to follow all health and safety policies and procedures at all times.** Please, see **Health & Safety** (700) for more details.
- **Parents/Guardians who violate the Confidentiality policy could be subject to dismissal from the program.** This policy applies to all children, families and employees associated with Blazing Trails. Anyone who shares information considered to be confidential and/or pressures employees or other parents/guardians etc. for the disclosure of confidential information could be considered to be in violation of the Confidentiality Policy.

**Please, remember! Blazing Trails reserves the right to dismiss anyone from the program at any time, with or without stated reasons.**



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 500

Subject: Tuition & Fees

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

Tuition for all calendar months is figured using current rates and based on your weekly schedule. For example, if you come 5 days per week in the mornings and 5 days in the afternoons, you will be invoiced for 5 before school time slots and 5 after school time slots multiplied by the number of weeks in that month. (Please, see **Sample Invoice** (522) for more information.) Most months will have four weeks. Occasionally, there are months with five weeks. December (Winter Break), February, April (Spring Break) and June can have fewer weeks, usually three, depending on the year. If your child attends days during break weeks, these will be added as well. These months are billed accordingly. (Please, see the **Yearly Calendar** for how many billing weeks are in any given month.)

Tuition for any given month is due the first workday of that month when invoices are issued (on or about the first of each month). There is a **10** day grace period due date printed on the invoice. If no payment is received, late fees are assessed and statements mailed **15** days after the invoice date (the date invoices are generated). In other words, you have 15 days to pay your invoice before late fees are added as per state law.

Invoices are delivered to your "Family File" on or about the first workday of each month. You may request that BT office email or snail-mail your invoices on your Registration Form. Allow an extra day or two if you choose either of these methods. You may always call the Blazing Trails' office to ask for your current balance at any time.

Blazing Trails charges a registration fee to reserve a spot during the school year. We also charge a separate registration fee for the same during our summer program. (This fee includes the price of a summer fieldtrip t-shirt that your child may keep at the end of the summer.) Since we serve our community on a "first come, first serve" basis, you must pay this fee before you can reserve a spot. If you will only use us occasionally during the school year, we also have a drop-in only registration option. If you at any time decide to change to a permanent schedule, you must pay the difference between the drop-in and regular registration fees. Please, see **Drop-ins** (612) for more information.

**Discounts & Surcharges:** Our most common discount is for siblings. Regular monthly tuition for a second child will receive a 10% discount from the single child rate. Child specific fees such as registration, late-pickup or kid search fees are not discounted. If there are any additional children attending from your family, you may request extending this discount to another child. Depending on your situation, we also have a tuition discount for certain bus schedules – there also can be surcharges, so please check your bus schedule carefully. Check out policies 560 & 561 for more information about busing discounts & surcharges, subsidies, scholarships and other forms of discounts.

**Any permanent changes to your child's regular schedule must be made in writing, one month in advance of changes.**

Email is the best way to do this. You are responsible for the tuition and fees for the month before changes take effect. See **Absences & Kid Searches** (611) for more information. **AFTERSCHOOL CLASSES:** You may sign-up for afterschool classes with your school. Please, notify us if you do. In order to guarantee your spot is available after classes are over, you must pay for the spot whether your child comes or not. Trading days is possible. Keeping your spot means backup if a class is canceled or if you can't pick up on time. Children may certainly return to BT after their class is over. Unfortunately, we cannot hold your spot over the course of a 6-10 week class. You may also choose to drop and put your name back on our waitlist.

Although we are licensed for 80 children, our capacity depends on a number of variables: licensed space-use availability (we share space), staff to student ratios, budgeting, etc. If you register and we have no space left, you will be put on our wait lists for the times you've requested and called as soon as space becomes available. You will not be charged a registration fee until you have a permanent spot. Because you can choose which time slots you need, it is possible to attend Blazing Trails while on the wait list using drop-ins as openings allow. You may register as "drop-in only" and then upgrade to a permanent schedule. Available openings will be filled on a "first come, first served" basis.

Full-day care is available at additional cost during Spring Break, one week of Winter Break and any in-service days where the school is closed. Please, see **Spring and Winter Breaks** (914) for more information. The rates for these all-day days are the same as the all-day rates for summer. If we've already invoiced you for before or after school care for that day, we will charge you an "All Day" fee for the 6 hours of extra time. Please, see **School Year Rates & Fees** (540) for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 500, 510, 520(1&2)

Subject: **Tuition & Fees, Summer Tuition**

Effective Date: July 1, 2018

**Invoicing & Payments**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

Any early-dismissal fees (not Wednesdays as these early-dismissals are included), hourly rates, late pick-up fees, kid searches or drop-in fees will be added to the next month's invoice. Each of these items will have a date of service after them on your invoice. You may also choose to pay on the day of service for any extra care, if you wish.

**NOTE:** EVERY Wednesday afternoon will release 75 minutes early from all SPS grade and K-8 schools. If you enroll in Wednesday afternoon care, the extra time will be included on your monthly invoice.

It's important to also note that the more days you use per week, the cheaper the price per day. The most expensive option per time slot is to use drop-ins. All registration fees are non-refundable.

### Policy 510 – Summer Tuition

Summer tuition is due monthly just as it is during the school year, but only for the days/weeks you select during that month. You still must give us one month's advance notice of any schedule changes because we schedule staff and provide materials & supplies according to the number of children enrolled. Without this notice, you are still responsible for paying the tuition, even if your child does not attend.

Please, see **Summer Rates & Fees** (550) for more information.

### Policy 520 – Invoicing & Payments

A printed invoice will be in your family's file (on the Family Information Table), emailed or mailed as you request on or about the first of each month. **NOTE: Parents/guardians responsible for specific percentages will be sent separate invoices from individual accounts. Check with the B.T. office immediately if you do not have your invoice.** Whether you receive it or not, payment is due on the first workday of the month with a grace period extended 10 days after the invoice date. Blazing Trails accepts checks, money orders and cash. **You are responsible for requesting a receipt if you pay by cash. BT is not responsible for missing cash payments without a receipt.**

### Policy 521 – Late Payments – Delinquent Accounts

If tuition is not received within 15 days of the invoice date (first business day of the month) and no communication about payment initiated by parent/guardian, Blazing Trail's office will notify parents/guardians in writing (usually in the form of an account statement) and a late fee of \$10.00 will be added to your account. A payment contract or alternate due date may be worked out between a particular family and the Director if there are unusual or extenuating circumstances. If full payment is not received by the last day of the month and no arrangements have been made with the Director, your child/children may not come until payment is received. Returned check fees will be charged to your account immediately, in addition to any bank fees charged to us for returned checks. (Our bank now charges \$25.00 per check.)

You are obligated to pay for services you've received or requested (including the 30 day notice period), whether you come or not. Delinquent accounts may go to collections at the Director's discretion. We reserve the right to terminate services for chronic delinquency. Please, see **Termination of Services** (430) for more information.

### Policy 522 – Sample Invoice

The next page is a sample invoice. This shows what a typical monthly bill will look like. Please, feel free to ask any questions or make suggestions about the invoice. (This sample will not be viewable from the online version.)

# Blazing Trails Child Care

1901 SW Genesee St.  
Seattle, WA 98106

## Childcare Invoice

for tuition & fees

DATE	INVOICE NO.
09/04/2018	11111

BILL TO
<b>Your Name</b> <b>1234 Your Street</b> <b>Seattle, WA 98999</b>

ADDITIONAL ADDRESS

STUDENT NAME
<b>Your child</b>

DUE DATE	TUITION FOR THE MONTH OF:
09/14/2018	This case... September

ITEM	DESCRIPTION	QTY	RATE	DATE	AMOUNT
5 Before	Care for 5 days/wk, 6:30 - 8:15 AM	4	56.25		225.00
5 After	Care for 5 days/wk, 2:35 - 6:00 PM	4	92.50		370.00
Drop-in All	Drop - in for up to 10 hours/day	1	60.00	08/15	60.00
<p>Here on <b>this</b> invoice, are examples of what you may see on <b>your</b> invoice. In this example, the first two items above refer to a full time regular schedule. The times you signed up to attend Blazing Trails each week could be different.</p> <p>The "Due Date" is 10 days after the invoice is created (invoice date) and the date by which payment is due. Late payment fees are assessed if payments are received 15 or more days after the invoice date.</p> <p>The quantity column contains "how many" of each item. In the first two examples, it refers to how many weeks in this month. It can also be used for how many drop-ins, how many hours, etc.</p> <p>The drop-in example above is an all-day drop-in. If you need more care, you may request a drop-in when space is available. It is also possible to drop-in for mornings or afternoons.</p> <p>The date column above shows the "date of service" for that item. Regularly scheduled weeks do not include dates.</p> <p>If there is a balance or credit to forward, we may write the amount and total in by hand. Sometimes the automatic balance does not give enough information.</p> <p>Please, feel free to ask any questions in the BT office.</p>					

KEEP THIS INVOICE FOR YOUR RECORDS or return with your payment for a receipt.

Banks create a paper check to mail to us, if you pay online.  
Please, allow an additional 5 days for processing.

**Invoice Total** \$655.00

**Credit or Balance Due**

**E-mail**

**Web Site**

**BT Office**

accounts@blazingtrails.org

www.blazingtrails.org

206-937-5160  
FAX: 206-937-3067

**Customer Total Balance** \$655.00

A Late Payment Fee of \$10 will be added to your account if your payment reaches us 15 or more days after the invoice date. Please, see our Family Handbook for more information about billing policies.

Tax ID: 82-4161583







## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 530

Subject: Standard Tuition Procedures

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### The following are standard Blazing Trails' tuition policies & procedures:

- Blazing Trails reserves the right to change any tuition rate or fee through action of the Blazing Trails' BoD. You are welcome to participate in the discussion, if a change in fees is on the agenda. We will notify families of any change at least one month in advance.
- **Bus Discounts & Surcharges:** If your bus pickup time is after **8:45 AM** OR drop-off time is before **3:15 PM**, BT will add \$5 per time. If your bus pickup time is before **7:45 AM** OR drop-off is after **4:15 PM**, we will subtract \$5 per time.
- Drop-ins cost a flat rate for each time slot, whether you use some or all of the time. **Mornings (6:30 AM – 9:00 AM)** are \$16.50 per child and the **afternoon (3:00 PM – 6:00 PM)** time slot is \$27.00 during the school year. Spring Break, Winter Breaks, other **all-day days (6:30 AM – 6:00 PM)** and Summer Program drop-in rates are \$60.00 per day.
- **Every Wednesday will have a 75 minute early dismissal** – adding \$7.50 per Wednesday to the basic tuition. If you drop-in on Wednesdays, you will be charged a \$25.00 drop-in fee plus \$7.50 for the early-dismissal. There are a couple one hour early-dismissals (before winter and summer breaks) invoiced at \$6.00 each.
- Payments are entered and late fees assessed as of the date they are received by us or post-marked date (if mailed), whichever is earlier, not necessarily the date written on the check. We will add a late fee of \$10 to your account when we receive a payment 15 business days or more after the invoice date.
- There is a returned check fee of \$10 charged for any "NSF" or "Closed Account" checks written to Blazing Trails plus any bank fees (\$25 currently) charged to us by our bank for a returned check.
- A fee of **\$5.00 for every five minutes beginning at 6:05** will be added to your next month's bill for picking-up your child late. See **Termination of Services** (430) for more information.
- **You must give us written notice (email) of schedule changes at least one month (30 days) in advance.** You are responsible for any tuition charged according to the schedule you have given us, whether you come or not, for this month. There are no refunds for sick days, vacation days, leaving the program, other unscheduled absences or SPS emergency closures. See **Emergency School Closures and Late Openings** (630) for more information.
- **We cannot hold your spot for the duration of an afterschool enrichment class unless you continue to pay for the spot.** Trading days depending on availability is an option. Please, see **Policy 500 – Tuition and Fees** for more info.
- You are responsible for paying any tuition for school breaks (i.e. Winter or Spring Break, in-service days etc.) if you sign-up for this care, whether your child comes or not. You may change your schedule up to the Monday, a week before such breaks occur. We staff according to how many people sign-up and are obligated to pay these wages.
- If your child is scheduled to be with us for the afternoon program (3:00 – 6:00 PM), doesn't show up, **AND** we have not been informed by you about the absence, we will charge you a **\$5.00 "Kid Search"** fee for the time it takes a staff person to search for your child.
- If you end up paying for care you didn't use and would like to have care at another time (outside your normal schedule), we can occasionally accommodate trades. You **MUST** set these up in advance with the BT office **AND** we must have drop-in space available. Trades must happen within a short amount of time (like a month) and be of equivalent cost. Please, ask in the office for more information.
- Parents/guardians with separate percentage requirements will each have their own accounts with separate invoices to pay. We feel this is simpler for parents as each party is clear about their financial responsibility and it's also better for us to have one billing procedure to implement. Please, see **Tuition & Fees: Shared Responsibility** (551). If you'd rather share an account, please, let us know and we'll try to accommodate you.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 540

Subject: School Year Rates & Fees

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### School Year Rates & Fees

Prices below are for one month and assume 4-weeks in that month. Occasionally, some months may run 3 or 5 weeks and fees will adjust accordingly. These fees are subject to change by the Blazing Trails' BoD.

	5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk
Before	\$225	\$205	\$166	\$121	\$66
After w/o Wed.	n/a	\$312	\$272	\$206	\$108
After w/ Wed.	\$370	\$342	\$302	\$236	\$138

### School Break Weeks – up to 10 hours/day between 6:30 AM & 6:00 PM\*

1 Day	2 Days	3 Days	4 Days	5 Days
\$60.00	\$111.00	\$152.00	\$190.00	\$220.00

Non-refundable Registration fee: \$50.00

**Bus Discounts:** If your bus pickup time is before **7:45 AM** OR drop-off is after **4:15 PM**, we will subtract \$5 per time.

**Bus Surcharges:** If your bus pickup time is after **8:45 AM** OR drop-off time is before **3:15 PM**, BT will add \$5 per time.

Drop-in Rates: AM - \$16.50 PM - \$27.00 PM Wed - \$34.50 All Day - \$60.00

Early Dismissal: - \$6.00/1 hour before winter & summer breaks

“All Day” day: - \$34.00 for 6 hours additional to your normal schedule when school is closed. This is billed only if you are already invoiced AM or PM for the same day.

Late pick-up: - \$5.00 for each 5 minutes starting at 6:05 PM

Late payment fee: - \$10.00 added to invoices that are unpaid 15+ days from the invoice date

Returned check fee: - \$10.00

Ret. Check Bank fee: - \$25.00 or amount charged by bank

Kid Search fee: - \$5.00 for not notifying Blazing Trails' office of an absence from normally scheduled afternoon times ONLY

Missing Lunch: - \$5.00 for B.T. provided lunchtime food during “All Day” days

Missing Water Bottle - \$1.00 for B.T. provided water bottle on fieldtrips

\* WA State Department of Early Learning (DEL) requires that school age students spend no more than 10 hours per day in childcare even though we are technically open for 11.5 hours each day from 6:30 AM to 6:00 PM. You may choose which 10 hours you need. ☺



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 550

Subject: **Summer Rates & Fees**

Effective Date: June 25, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Summer Rates & Fees

The rates below are weekly rates. You may sign up by the week during summer and you will be billed monthly for those weeks you choose within that month according to the schedule on your registration form.

#### Full Days – up to 10 hours/day between 6:30 AM & 6:00 PM\*

5 days per week	\$220.00
4 Days per week	\$190.00
3 Days per week	\$152.00
2 Days per week	\$111.00
1 Days per week	\$60.00

\* WA State Department of Early Learning (DEL) requires that school age students spend no more than 10 hours per day in childcare.

#### Non-refundable

- Registration fee: - \$50.00 (This fee includes a B.T. t-shirt your child may keep at the end of the summer.)
- Drop-in All Day Rate: - \$60.00
- Late pick-up: - \$5.00 for each 5 min. starting at 6:05 PM
- Late payment fee: - \$10.00 added to invoices that are unpaid 15+ days from the invoice date
- Returned check fee: - \$10.00
- Ret. Check Bank fee: - \$25.00 or amount charged by bank
- Missing Lunch: - \$5.00 for B.T. provided lunchtime food during “All Day” days
- Missing Water Bottle - \$1.00 for B.T. provided water bottle on fieldtrips
- Special Fieldtrips - Most fieldtrips are included, but special events such as a trip to an aquatic park will have an extra charge
- Yellow Bus Fee - \$5.00 charge towards cost of fieldtrip buses

(See **Summer Program** (920) for more information.)

**Note:** If you add days to your schedule too late (less than one week notice) or drop days from your schedule without enough advance notice (one month), you will be charged either the drop-in daily rate or the tuition for the original schedule at the Director’s discretion.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 551

Subject: **Tuition & Fees: Shared Responsibility**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Our default account setup is to create one billing account per child with the signatory parties responsible for 100% of the bill. We recognize that this is not the best set up for families in various other circumstances. For example, families with multiple households, especially those with custody settlement requirements mandating that each party pay a certain percentage of the childcare bill may need alternative setups.

Parents must provide Blazing Trails with each parent's percentage (total must equal 100%) at initial enrollment. Blazing Trails will then create separate billing accounts for each party. Blazing Trails will create the full invoice for each parent reflecting their child/children's schedule **LESS** the other party's percentage of the total tuition & fees. This works well for tracking expenditures independently. This also helps Blazing Trails implement only one billing procedure instead of many various approaches creating fewer billing errors. Please, feel free to contact the office staff if you have any questions, concerns or would like to discuss other billing options.

**Note:** Blazing Trails bills each parent for their own "late pickup", "kid search" or "late payment" fees. These are individual charges and are not figured into parent percentages.

Blazing Trails will not disclose financial information/payment history to your co-signer unless payment patterns threaten continued enrollment of your child. See **Confidentiality** (402) and **Code of Conduct** (431) for more information.

Families who have agreements for third parties to pay invoices such as a grandparent, must provide complete contact information for that person and/or that person must sign a declaration of responsibility. As long as someone accepts 100% of the responsibility, BT is willing to accommodate a family's needs.

Parents/guardians/third party payers who share responsibility for tuition are ALL required to abide by Blazing Trails' policies and procedures as outlined in this handbook. Failure by any party could result in termination of childcare services.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 560, 561

Subject: **Subsidized Care, Scholarship Program**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: BT Office – clarify wording, Dec 2018

Page: 1 of 1

Blazing Trails provides care for children who receive different kinds of subsidy payments. Please, see **Licensing Information** (210) for more details. Below is a list of the subsidies we have accepted in the past.

- DSHS subsidy is a lump sum payment per month where parents/guardians pay a set co-pay amount based on what DSHS determines as their ability to pay. This amount is non-negotiable and is based on a sliding scale using a family's specific financial situation as the determiner. Income levels for eligibility are available at the DSHS website link below. Blazing Trails is not allowed to charge families more tuition than their co-pay amount for this care. We are however allowed to charge certain fees such as late payment fees, late pick-up or kid search fees as they may apply. Find out more here:  
<https://www.dshs.wa.gov/esa/community-services-offices/child-care-subsidy-program>
- City of Seattle Comprehensive Childcare Program provides low to moderate income families who make too much to qualify for the state program, help with their childcare bills. This program determines how much they will pay by income and family size. The family is then responsible for paying the balance of childcare costs. This amount will vary month to month depending on attendance and the actual invoice amounts. More information is available on the City of Seattle: Human Services Department: Comprehensive Childcare website - here:  
<http://www.seattle.gov/education/child-care-and-preschool/comprehensive-child-care-program/child-care-assistance-program>
- The University of Washington childcare subsidy is only available to UW students. If you are a student, you could find out more about eligibility requirements on the UW website - here:  
<https://osfa.washington.edu/wp/sprc/childcare-assistance-program/>

### Policy 561 – Blazing Trails' Scholarship Program

Every year Blazing Trails budgets money to go towards in-house scholarships. There is a limited sum of money and award amounts vary based on need and availability. **Scholarships will take the form of a set amount taken off the invoice each month.** Parents/guardians are then responsible for paying any balance. Continuing to receive scholarships is contingent upon compliance with all Blazing Trails' policies & procedures, successful review by the Director and the availability of scholarship funds. Please, ask the Director or Asst. Director for an application or to answer any questions you might have. Final decisions about scholarships are made by the Director.

If you work in K-12 education or related field (e.g. teacher, school secretary, educational admin., etc.), please, feel free to talk specifically with the Director about possible tuition support information.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 600

Subject: **Operational Policies & Procedures**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Policies in this section, policies 600 – 690, concern **how** things work day to day at Blazing Trails. Some of them deal with things parents/guardians or their adult designee need to do like signing children in and out or keeping us informed of schedule changes. Others give you information about how we interact with your child and what expectations we have for their behavior. Please, contact us with any questions or suggestions you might have concerning these policies or procedures.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 610

Subject: Arrivals

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

**Supervision:** Children are required by law to be supervised at all times while at Blazing Trails. Parents/guardians must supervise ("Supervise" means that children must be with-in sight and in compliance with Blazing Trails' policies) their children up to the point of signing them in. At that point, it is Blazing Trails' responsibility for supervision. After signing out, it is again the parents/designee responsibility for supervision whether you remain at BT or not. Please, do not allow your child to leave our supervision if they are not, in fact, signed out. If you do, you will be considered in violation of this policy and that could result in a review of your enrollment status.

**Signing In:** Before school and during the summer, all parents/guardians or other designated adult (over 18) must sign-in their child/children upon arrival. This adult must sign his or her full name on the sign-in sheet in the space provided on the same line as the student's full name or print the child's full name on an open line in the "Drop-in" section and sign there. The space for arrival time also must be filled out correctly as children are not legally in our care unless they're signed in properly. **We'd appreciate if you would please, keep children from writing or drawing on the sign-in/sign-out sheets. It's a legal document and sometimes we have to submit them to the WA State DEL.**

**Hand washing:** BT follows the WA State DEL & King County Health requirement to have each child wash their hands well upon arrival. Please, make sure this is a part of your arrival routine.

**Special Instructions:** Please discuss with a Blazing Trails' staff person directly, e-mail BT office or write any special instructions or needs for your child's day in the communication notebook on the Family Information Table provided for that purpose. **MAKE SURE YOU USE THE PAGE WITH THE CORRECT DATE for your notes.** We use one page per day. You may also choose to drop a note into the green **Drop Box** located on the wall by the Family Information Table. These special instructions could include but are not limited to:

- Picking up your child early or having an alternative pick-up person – either from your list or not
- Absences, trade requests, drop-ins or other schedule changes
- Health issues over the previous night or special participation limits that need to be observed
- Any issues of concern to which our staff should be made aware to best meet the needs of your child while at Blazing Trails

**Your Anxious Child:** Blazing Trails believes it is best in these circumstances for you to create a "goodbye" routine with your child and follow it exactly every day. This could include reading a short book or a hug then a wave goodbye from the window. This prepares your child for you to leave and gives the comfort of predictability and routine. Parents/guardians are asked to leave directly after saying goodbye. It is important for your child that goodbyes not drag on. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel and/or express. The staff member present in the classroom will comfort and assist the child through any anxious time; usually it's just long enough for the parent to be out of earshot. ☺ Our Blazing Trails' staff members are always available to discuss other options or be a part of your routine, if your child does not settle easily.

**Your Child's Medication:** At arrival, parents are required to follow the **Dispensing Medication Policy (722)** if their child must receive medication during the course of the day at BT. Please, always talk to a staff person directly about any medication or changes to current medication for that day and fill out any paperwork fully before you leave.

**Goodbyes:** Please, take the time to say good-bye to your child and to chat with a teacher. This helps your child with the transition from home to Blazing Trails and helps the staff connect with you. Please, help your child/children put away their things in their cubby basket and get settled.

A Blazing Trails' staff person will sign-in children who come to us directly from school. As our staffing allows, we will escort new students to Blazing Trails until they feel comfortable finding us on their own.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 611

Subject: Absences & Kid Searches

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

### Policy 611 – Absences & Kid Searches

Your child's safety could depend on Blazing Trails having accurate schedule information so please, contact Blazing Trails directly by phone, fax, email or note about any absences from your child's regular schedule.

**We are separate from Pathfinder K-8 School, so any messages sent there will not make it to us.**

The Communication Notebook - by the sign-in/sign-out binder with a different date on each page - is a great way to notify us if you know ahead of time about an absence or schedule change. Please, write your message down on the page with the appropriate date of the change. Otherwise, please use our office phone line or email **before 2:45 PM**. If your child attends a school other than Pathfinder, please make sure your child's bus number, schedule and contact information is complete and accurate.

If your child is sick, we ask that you notify the B.T. office not only of the absence, but also of the nature of the illness. This enables us to track patterns and types of illnesses that occur. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with us, so that the parents/guardians of other children at Blazing Trails may be notified that a communicable disease is present. We are also required to report certain diseases (See posted list or **BT Health Policy** on our website, page 11) to King County Public Health. This helps to keep our community well. Once again, only the communicable disease information will be shared, not personal information unless required by law. Please, see **Confidentiality** (402) for more information. You are not required, just encouraged to share this information.

Our phone number (**206-937-5160**) has voice mail if you can not reach us directly. We check messages frequently, so please leave one. We suggest that you keep our contact information by/on your phone and in your wallet in case you need it. You may reach us by email at any time up to 2:45 PM for after-school schedule changes at [blazingtrails@blazingtrails.org](mailto:blazingtrails@blazingtrails.org). Our Director also has a cell phone (**206-459-4976**) for fieldtrips and emergencies. Please, see **Contact Information** (110) for more information. Please, see **Tuition & Fees** (500) for more information concerning unscheduled absences and schedule changes.

Remember - we are not legally responsible for your child(ren) unless they are signed in. If we expect your child, do NOT hear from you **and** your child is absent from the afternoon program (3:00 – 6:00 PM), we will automatically begin calling your contact numbers, emergency numbers and school personnel to locate your child. We will also charge a "Kid Search" fee of \$5.00 on your next bill for the time it takes our staff to search. This fee applies to everyone in the program and is an "allowed charge" to students with subsidy by WA State Dept. of Early Learning.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 611, 612

Subject: **Absences & Kid Searches , Drop-ins**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

### Policy 611 – Absences & Kid Searches (continued)

Blazing Trails reserves the right to refuse admission to any child at any time, with or without a stated reason. Possible reasons for the refusal of admission include but are not limited to:

1. Severe weather or other emergency situation that results in closure of the facility – see **Emergency School Closures and Late Openings** (630) for more information
2. Lack of staff to maintain required staff to child ratios as determined by WA state DEL licensing regulations
3. The need to maintain compliance with licensing regulations (i.e. power or water outage, etc.)
4. Staff deems the child too ill to attend
5. Domestic situations that present a safety risk to the child, staff or other children enrolled at Blazing Trails, if the child were to be present at the center
6. Parents'/guardians' failure to maintain accurate and up to date records
7. Parents'/guardians' failure to complete and return required documentation on time
8. Account balances 60+ days overdue without a mutually agreed payment plan in place

**Remember – you will not be reimbursed tuition for days or time slots when your child is refused admission to the program.**

### Policy 612 – Drop-ins

You may use Blazing Trails for additional time beyond what you've already requested if space is available. BT office staff must always approve any request before attendance. You may also choose to register as **Drop-in Only** rather than have a permanent schedule. This requires a registration fee, filling out the drop-in registration forms and completing other paperwork. You will be mailed an invoice of all drop-in charges at the end of each month, due immediately upon receipt unless you choose to pay at time of service. There is a set drop-in fee for the extra time used or we may choose to charge at the per hour rate of \$6.00/hour at our discretion. Please, see the separate **Drop-in Information - Registration** form for exact charges and more information.

Notify us as soon as possible of any drop-in requests and we will try our best to accommodate you based on our enrollment. Enrollment is limited by licensing requirements, so we may not always be able to accommodate your drop-in requests. Please, see **Licensing Information** (210) for more information and feel free to call us with any questions.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 620

Subject: Pick-ups

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

A parent/guardian or their authorized designate (18 years or older) **MUST** sign-out their child at pick-up time. The sign-out sheet is located on the Family Information Table. You must sign your full signature (not initials) and the correct time of departure on the sheet next to your child's name. Once a child has been signed out, the parent/designate is then solely responsible for supervising their child while at Blazing Trails.

Parents or their designee may not allow their child to wander around any part of the building or grounds before, during or after checkout/picking up. Parents must keep their child/children in view at all times and in compliance with Blazing Trails' policies after checkout. We encourage you to finish all business issues/conversations with staff prior to signing out your child to avoid the added distraction. Please, do not allow your child to leave our supervision if they are not, in fact, signed out. If you do, you will be considered in violation of this policy and this could result in a review of your enrollment status.

If possible, please, try to leave time for your child to finish an activity, clean up and for you to converse with a teacher. It is important that staff and parents/guardians communicate closely and frequently about each student. This helps ensure the best care for your child.

**Note:** Please, take home all contents of your child's cubby basket and file folder each day. This insures you will be fully informed, reduces clutter and lessens the risk of lost or missing items. Check BT's lost-and-found rack located across from the Family Information Table. All unclaimed items are donated to charity. Please, be courteous and leave an empty basket for the next user.

Please, notify Blazing Trails immediately of any changes on the list of persons authorized to drop-off or pick-up your child, as indicated on your child's **Emergency Information** sheet (the first page of the **Information Packet** you filled out at enrollment). Parents/guardians are encouraged to include on this form any and all persons who, in the course of events, may, at any time, be asked to pick-up their child from Blazing Trails. **ONLY** custodial parents/legal guardians are authorized to submit, change or instruct BT office staff to change any information on this form.

In an emergency situation the child's parents/legal guardians will be called first. If they can not be reached, staff will then call the persons listed on this form until someone can be reached. Blazing Trails absolutely will not release any child to an unauthorized person without authorization. If you wish someone to pick-up your child and they are NOT on your list, we must have your written consent or a verbal authorization and description. We reserve the right to check/verify anyone's government issued photo ID before releasing a child, even with authorization. There are no exceptions to this rule. We further reserve the right to retain a child and release them only to their parent or legal guardian, at our discretion.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 620

Subject: **Pick-ups**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

Blazing Trails reserves the right to refuse or ban any person listed on your Emergency Form for any reason including but not limited to violations of Blazing Trails' policies/procedures contained in this handbook. It is the responsibility of the enrolling parents/guardian to inform each person on the **Emergency Form** of these policies and procedures.

Should the staff contact a parent/guardian to pick up their child and he/she is unable to do so, it is then the parent/guardian's responsibility to arrange for their child to be picked up by another adult and to inform Blazing Trails of the arrangements. If this adult is NOT on their child's emergency list, this information too must be given to Blazing Trails before pick-up. Failure to make these arrangements could result in dismissal from the program at the Director's discretion.

Parents/guardians have the option to choose which persons (if any) have the authorization to act "In Loco Parentis on the **Emergency Form**." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports and behavior issues. In the absence of this specific designation, the people on the Emergency Form are only afforded the right to pick up the child. Staff members are then not permitted to discuss the child's day with them according to our **Confidentiality** (402) policy.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 621, 622

Subject: **Persons Appearing Impaired, Late Pick-up**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### **Policy 621 – Persons Who Appear to be Impaired by Drugs and/or Alcohol**

The staff of Blazing Trails will contact local police and/or the other custodial parent/guardian should a parent/legal guardian appear to the staff of Blazing Trails to be under the influence of drugs and/or alcohol. The right to immediate access does not permit Blazing Trails to deny a custodial parent/guardian access to their child even if he/she is or appears to be impaired. Please, see **Parents'/Guardians' Right to Immediate Access** (401) for more information. However, Blazing Trails' staff will attempt to delay the impaired person for as long as is safely possible, while contacting the other parent/guardian, the local police and/or Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of Blazing Trails to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Blazing Trails will contact the child's parents/guardians, local police and/or Child Protective Services to notify them of the situation.

### **Policy 622 – Late Pick-Up**

If for any reason you are late in picking up your child (after 6:00 PM), a late fee will be assessed for every five minutes starting at 6:05 PM (i.e. 6:05 - add \$5, 6:10 - add another \$5, 6:15 - add another \$5, etc.). Picking up at 6:04 will not cost you anything, but picking up at 6:13 will cost you \$10. Time is determined by the wall clock located above the Family Information Table at Blazing Trails which is set using our computer clocks. This may seem expensive but, even with this fee, the Blazing Trails' program must still cover most of the costs to have two staff members stay overtime. All staff members are technically overtime after 6:00 PM. and two staff members must stay together to close for safety reasons. This fee will be added to your next month's bill. Late Pick-up fees will be applied to everyone in the program as accrued. WA State Dept. of Early Learning allows late-pickup fees to be charged to families with subsidy.

We understand that late pick-ups can happen to anyone. The purpose of this policy is to avoid lateness becoming chronic. If you know you are going to be late, please call us to let us know how late you might expect to be. This helps us organize staff schedules and it reassures your child.

A child's enrollment **could** be terminated should the child be picked-up late on more than three separate occasions in one calendar year regardless of the reasons for the late pick-up. It is the parent's/guardian's responsibility to ensure that someone (either a parent/guardian or emergency/alternate pick-up person) is available to pick up their child on time. Dismissal is solely at the discretion of the Director.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 630, 631

Subject: **Emergencies, School Closures and Late Openings**

Effective Date: July 1, 2018

### **Snow Days & Other Emergency Schedules**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

## **Policy 630 – Emergencies, School Closures and Late Openings**

We will try to give you as much advance notice as possible of any closure, late opening or change in our normal schedule, usually by phone message on our office line, website postings, email or texting, if possible. Please, clearly indicate the best number with which to contact you and whether or not that number accepts texts. Any changes to our schedule will be added to our voice mail message and continually updated. Please, call our office number (206-937-5160) at any time to check for schedule changes.

**Daytime Closures:** If Pathfinder K-8 and/or Seattle Public Schools close the building for any reason during a time when they would normally have been open, Blazing Trails will also close. When this happens (i.e. power loss, snow or high wind storm, localized emergency etc.), Blazing Trails will notify families that children must be picked up immediately. If we are unable to contact you, the next numbers on the child's **Emergency form** will be called until someone with authorization is found to pick-up your child. Blazing Trails' staff will remain at school until all children have gone home. Please, see Fire/Emergency Policies 750 – 752. These include more information about shelter-in-place and lockdown emergencies (policy 750.1) that could cause or affect a daytime closure.

**Emergency Situations & Disaster Response:** Blazing Trails will follow our **Emergency Disaster Plan** in the event of an emergency and/or disaster. Please, familiarize yourself with the different possible emergencies and their specific responses as outlined in the plan. This policy is posted on our website and is also located on the Family Information Table. **Parents must make every effort to pick-up children as soon as possible in the event of an emergency causing closure of the facility.** Please, see **Disaster Preparedness** (752) for more information.

When an emergency happens, staff members will respond according to the plan. We will attempt to notify parents/guardians or an emergency contact person if we are using our emergency pick-up location (the fenced field area between the north fence of the playground and the access road, away from the building) should the children need to be evacuated from Blazing Trails' classrooms and/or other parts of the Pathfinder facility. Parents/guardians or emergency contact persons should report directly to the alternate location, if one is indicated.

We follow the same procedures (**Command Incident Management System**) during a fire, earthquake or other emergency as Pathfinder K-8 and Seattle Public Schools. Please, feel free to ask questions or look at the Emergency Plan/Procedures Book on the Family Information Table or on our website. **When we exit the building, we will converge and line up on the north fence of the playground (back of the school) facing away from the climbing structure and the building, exiting via the nearest exit and proceeding outside around the building depending on each group's location.**

If the emergency dictates that we evacuate the Pathfinder K-8 (Cooper) site entirely, our alternate emergency pick-up location is: **Delridge Community Center** 4501 Delridge Way SW. because this is the closest public facility. We will attempt to notify you immediately, if your child needs to be picked-up at this alternate location as a result of such an emergency. Alternatively, notice will be posted, if possible, in front of Blazing Trails. See **Alternate Safe Location** (751) for more detailed information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 630, 631

Subject: **Emergency School Closures and Late Openings**

Effective Date: July 1, 2018

### **Snow Days & Other Emergency Schedules**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

If a major local disaster such as a huge storm, earthquake or volcanic eruption, etc. occurs **and** local phone service has been disrupted, we ask that each family supply us with a LONG DISTANCE contact person, hopefully out of state. Quite often long distance lines are still in operation after a disaster and its much easier calling out then calling in. Blazing Trails will call your contact person with information and families should call to get information at that number and visa versa. That way we can still maintain contact in the event of a major emergency. BT office staff will update our landline message as soon as possible, so you can call in for the most updated information even if you cannot talk to anyone directly. Be prepared for cell phone and landline disruption during emergencies.

Please, fill out your packet's **Emergency Preparedness** form carefully. These forms will accompany us on any drill or evacuation as part of our emergency kit. This could be our only source of contact information and medical information about your child during a crisis situation, if access to our office is denied. If your child takes any medication at home (i.e. asthma medication, ADHD meds or other regular medication), we encourage you to fill out our emergency medication form and provide us with a three day supply for use only during an over-night emergency or disaster. Having medication on hand is a very important component of being prepared for a disaster. See **Dispensing Medication** (722) for more information.

### **Policy 631 – Snow Days & Other Emergency Schedules**

Blazing Trails will follow Seattle Public Schools schedule in the event of snow or other emergency schedules. Seattle Public Schools posts these changes on their website ([www.seattleschools.org](http://www.seattleschools.org)). They also run announcements on local television and radio stations. Whatever schedule change they broadcast will also apply to Blazing Trails, adjusted for our hours of operation. For example, if Seattle Public Schools are running two hours late, than Blazing Trails will be running two hours late. Blazing Trails opens at 6:30 AM. Running two hours late would mean we open at 8:30 AM instead. If Seattle Public Schools are closed, than Blazing Trails is also closed. Please, check our website, Facebook page and voice mail message at **206-937-5160** for updates.

Checking the West Seattle Blog is also a good way to stay informed of events affecting West Seattle. Blazing Trails will try to use this forum as an additional means of communication, if possible. Sometimes, this can be a quicker alternative to changing our website as they are set up for quick communication.

Emergency schedules are beyond our control and are not subject to tuition refunds or alterations. Please, see **Standard Tuition Procedures** (530) and **Absences and Kid Searches** (611) for more information.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 640, 641

Subject: **Holiday & Other Scheduled Closures**

Effective Date: July 1, 2018

### **Early Dismissal Days**

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

## **Policy 640 – Holiday & Other Scheduled Closures**

Blazing Trails will print a yearly schedule listing all holidays and other times Blazing Trails will be closed. This calendar will also list the days that school will be closed, but Blazing Trails will open. You will receive the yearly calendar in your registration packet in August, before school starts at the latest. Usually, the school district doesn't finalize their school year calendar until then and we must wait for their schedule before finishing ours. Due to changes in district billing policies, Blazing Trails will be unable to open on those days when there is no custodian on site. These days include but are not limited to: Christmas Week and New Year's Eve. We will notify you as soon as possible of these days as we become aware of them. Below is a list of federal holidays where both Seattle Public Schools and Blazing Trails will be closed:

Labor Day  
Veteran's Day  
Thanksgiving and the day after  
The week of Christmas  
New Year's Eve

President's Day  
Dr. Martin Luther King Day  
Memorial Day  
4<sup>th</sup> of July  
New Year's Day

There are, however, certain holidays and teacher planning days where Blazing Trails may offer care if the building is open (custodian on site) and enough families express an interest. Blazing Trails will notify families if and when these occur. Blazing Trails will charge the "All Day" fee for these special days. Please, see **School Year Tuition & Fees** (540) or **Drop-ins** (612) for more information.

## **Policy 641 – Early Dismissal Days**

All elementary and K-8 school administration & teachers in Seattle Public School utilize extra training, professional development and planning time. The teacher's union and the school district have decided that this professional development will take place every Wednesday afternoon. Therefore, BT will have a 75 minute early-dismissal every Wednesday. Please, see policies **500 – 530** for more information about how this will affect tuition and drop-ins.

There will also be a couple, 1 hour early-dismissals before winter and summer breaks. BT will charge \$6.00 extra for each of these your child attends.

At the beginning of each school year, Blazing Trails publishes a calendar with all our early dismissal dates – **Yearly Schedule** – available on the Family Information Table or on our website in PDF format.

If your child attends a school other than Pathfinder that has a different early release schedule, it is your responsibility to inform us at least one month ahead. We may be able to accommodate different schedules, if we know ahead of time.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 650

Subject: **Guidance**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: may 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

At Blazing Trails, we attempt to work as closely as possible with parents/guardians and teachers so that all children receive consistent messages about expectations concerning their behavior. Usually our communication is individualized and person-to-person, talking with each of you about your child, your expectations and our expectations.

We have high expectations for children at Blazing Trails. We expect each child to respect self, respect others, respect property and to be safe while they are having fun. This philosophy can apply to every situation where a problem may arise. Our goal is that no person will be hurt, physically or emotionally and property (belonging to anyone) will never be willfully damaged by anyone here at Blazing Trails. Children, particularly, are just learning “HOW” to do things and will make mistakes as a part of that learning. The staff members guide children through the process of discovering how this expectation of respect for self, others and property translates for them into behavioral choices.

The first approach we use at Blazing Trails is modeling. The teachers are respectful towards each other, property and themselves. Because we acknowledge differences and disagreements are a normal part of daily living, we work them out among ourselves respectfully and openly. The second approach we practice consistently is positive feedback. When a child chooses to say or do something that is appreciated or shows progress in his/her manner towards others, we acknowledge this directly to the child. We also try to include parents/guardians when things go well or something positive happens. The third and most complex approach we employ is guiding and educating children in the skills of positive communication and problem solving. This approach recognizes that children are not necessarily knowledgeable or practiced at communicating effectively with others. It is important to be consistent, provide opportunities for children to make good communication choices with others and ensure that everyone feels heard and supported. When solutions are reached, staff will also ensure that all participants follow through with their obligations, notifying and/or including families when needed.

In situations where teachers help children with how their behavior affect others, children are approached in a matter-of-fact, non-judgmental way, focusing on the behavior in a caring manner. Staff members will ask for help or pass problems on to another teacher, the Head Teacher or Director when objectivity is difficult or the conflict needs to be facilitated in a different location, away from other children.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 650

Subject: **Guidance**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

A situation may occur at Blazing Trails where a child pushes or “tests the limits”. If, when asked to clean up a mess or stop an inappropriate behavior, a child refuses or is disrespectful, destructive or hurtful, appropriate, relevant and related consequences are given such as possibly a written apology, staying with a staff member for a specified period of time or losing the option of choosing his/her activity. “Consequences” mean that the principles of respect for self, others or property must be followed or someone/something’s safety is or could be compromised. If a child “forgets” the rules, the consequence will help her/him learn why we have these rules of behavior and hopefully remember next time.

The staff members guide the children in their search for appropriate limits and boundaries. Children learn that the rules protect themselves, too, and are not arbitrary adult impositions. They begin to value them as a framework for our BT society. Retribution or punitive punishments are NEVER used and each new day is an opportunity for making a better choice. If a child in our care is unresponsive over time to guidance, the staff will ask the parents/guardians to join with them in setting up a contract or plan of action tailored to the individual child’s needs and learning style. If problems still persist, Blazing Trails reserves the right to ask that any child be removed permanently from the program with or without a stated cause.

All Blazing Trails rules come from three imperatives or sources:

- Keeping everyone’s body safe
- Keeping everyone’s feelings safe
- Keeping everyone’s property safe

Even the youngest child can understand these simple motivations and, given time and practice, can understand what’s expected of them and how they are protected as well.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 660

Subject: **Discipline**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

The discipline policy at Blazing Trails encourages the choice of appropriate behavior through Positive Discipline practices. We discourage and address inappropriate behavior through a process of respectful, non-judgmental interaction between staff, families, students and peers. Students are expected to:

- 1) Follow all staff directions on site and on field trips.
- 2) Refrain from physical or verbal assault of students or staff.
- 3) Work with staff and peers to resolve conflicts when they occur.
- 4) Remain respectful of self, others and property.

When a child's behavior is consistently unsafe, disrespectful and/or uncooperative, Blazing Trails' staff will notify families verbally or in writing that the following steps are being taken in their case.

- 1) Set up a meeting between staff, parents/guardians and possibly child to design a contract specifically addressing the needs of the child and the staff.
- 2) If the student violates the contract, that student will be sent home for one day.
- 3) If the contract is violated after the first suspension, Blazing Trails will suspend the child for three days pending another conference or possibly ask that child to leave the program.

**Blazing Trails reserves the right to increase the suspension time or to immediately expel a child permanently with or without stated cause.** This policy is essential to ensure that everyone has a safe, quality environment at Blazing Trails.

**Physical Restraint** - By planning ahead, using positive discipline techniques and supporting each other, BT teachers should never need to use physical restraint with any child. Unfortunately, we must recognize that very rarely and only in a case of last resort, staff may need to physically restrain a child for the child's safety or the safety of others around the child.

The staff person will verbally notify the child of the intended action even if the child appears completely unable to process verbal instructions and is trying to hurt themselves or others (e.g. "If you don't stop now, I will have to hold you until you are safe."). The staff person will "hold" the child as if in a hug, preferably from behind, gently, but firmly holding down the arms at the elbow. The staff person may choose to slowly crouch down, bringing the child to more of a sitting posture. This will protect both from thrashing or kicking injury. The teacher will speak with a low pitched, calm voice. The teacher will only hold this posture long enough to calm the situation. The child will then be guided to the office or other safe location, if needed. If you wish a teacher to hold back your anxious or upset child from running after you, you must give the teacher verbal permission to do so.

**ANY** use of restraint will be documented as an incident and reported to our DEL licensor. A copy of this report will also be provided to the child's parent/guardian as require in the School-age childcare WAC.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 670, 671

Subject: Toys at B.T., Student Cell Phone Use

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 670 - Toys at Blazing Trails

Due to the risk of damage, sharing issues and loss, children are not permitted to bring in toys from home unless specifically requested by the BT teacher for use as part of the curriculum. All toys brought in for use as part of the curriculum and/or for rest time will be inspected by Blazing Trails' staff for safety and appropriateness and may be prohibited at the sole discretion of Blazing Trails' teachers.

"Toys" above is defined as but not limited to: stuffed/plastic animals, dolls, cars, game cards, basketballs, electronic pets, electronic games of any kind, objects that make electronic sounds, board/card/table games, etc. We reserve the right to define anything a child brings from home as a "toy" for the purposes of implementing this policy. Parents/guardians are responsible for enforcing this policy with their child or children. Parents are encouraged to consult with the Blazing Trails' staff should they find their child is having difficulty with this policy.

When a child brings such an item, a staff member will put it in the office until the child's parent/guardian picks it up. The child will be informed at this time that their parent can retrieve their property. Office staff will do their best to insure the security of these items, but as with any location in a public school facility, security cannot be guaranteed. This risk is accepted by the family when such items are brought on the grounds. Families will hold Blazing Trails harmless in the event of damage or theft of said items.

### Policy 671 – Student Cell Phones & Electronic Devices

Blazing Trails acknowledges the importance of student cell phones for communication between family members. However, these phones must remain turned off while students are at B.T. due to program disruption. Parents and students know they can contact each other during our hours of operation through our office phones. Students must have staff permission before turning on their phones to make a call. Any phone calls made on these phones will be restricted to communication with parents/guardians only.

Electronic devices other than a necessary accommodation for a special need will be classified as a "toy" as defined in policy 670. An agreement specific to the individual child between the Director and parents will need approval if a device is to be used as an accommodation.

If students cannot or will not follow these rules, the cell phones or electronic devices will be considered "toys" and **Policy 670 – Toys at B.T.** will be enforced.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 680, 681

Subject: **Transportation, Trans. Special Circumstances**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails does not have the means to transport children to and from Blazing Trails. Families are responsible for their child's transportation.

Families may choose to utilize Seattle Public Schools school bus service if your child attends a school other than Pathfinder. Arrangements must be made through **SPS Transportation** office.

Their phone number is: **206-252-0700**.

Parents/guardians must keep Blazing Trails' office informed of their child's current bus numbers, times and bus stop locations. Blazing Trails is not liable for consequences resulting from inaccurate or incomplete bus information. If your child will be riding a bus to another school or arriving from another school, a Blazing Trails' staff person will escort or watch your child go to and from the bus unless you give permission in writing for your child to get on/off the bus and check in with BT unattended.

If your child rides a school bus at any time during the week or even just occasionally, you are encouraged to inform Blazing Trails of the bus number and other pertinent information. This insures the safest response in case a child is missing or there is a schedule change on short notice.

Occasionally, Blazing Trails uses yellow bus transportation for most fieldtrips like our summer trips to water parks, Lake Washington or berry picking. Blazing Trails may use METRO bus transportation for other special or small group fieldtrips. Please, see **School Year Fieldtrips** (915) & **Summer Fieldtrips** (923) for more information. The cost for METRO use is included in your tuition. Additional fees (\$5) towards yellow bus rental during All CoR fieldtrips may be requested as fees are increasing. Please, let BT office know if this extra fee is a hardship.

### **Policy 681 – Transportation: Special Circumstances**

Children may need to receive emergency transportation given by a BT staff member in their private car back to the Pathfinder K-8 site if behavior on fieldtrips, illness, injury and/or schedule confusion (i.e. mistaken bus transportation) warrants the need. If your child falls under the WA State Child Restraint Law (under eight years old and under 4'9" in height), a booster seat will be used. Children will always ride in back seats with safety belts buckled. BT staff will always attempt to contact parents/guardians to inform them of the situation when issues necessitating emergency transportation occur. A permission concerning this type of transportation is included in the Registration Packet. Feel free to contact any BT office staff to discuss this policy. Please, see policies **915 Fieldtrips – School Year** & **923 Fieldtrips – Summer** for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 690, 691

Subject: Leaving the Program

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails requires one month's written notice (**E-mails are considered written notice.**) when withdrawing a child for any reason. Parents/guardians are responsible for paying tuition based on their regular schedule for one month following notification of withdrawal. This policy is to insure Blazing Trails meets its financial obligations while finding a replacement for the empty spot.

### **Policy 691 – Schedule Changes & After-school Enrichment Classes**

Parents/guardians, who wish to change their child's days or times of enrollment at Blazing Trails, must request to do so in writing one month in advance of the proposed change. An approved schedule change request will be considered as an amendment to that child's tuition agreement and, therefore, a permanent schedule. Either parents/guardians or Blazing Trails may request a new Tuition Agreement be filled out and signed to reflect the new schedule. These changes are subject to space availability and are made at the Director's discretion. The Director will notify the families by phone message, face-to-face or in writing if the new schedule is available. If the requested schedule is not available parents/guardians may choose to continue with the current schedule until such time as the requested schedule becomes available. This would mean being put on the Wait List for the requested times.

While Blazing Trails will adjust your invoice for a vacation, school camping trip, etc. with a 30 day notification of the change, we cannot hold an afternoon spot that would last longer than one month without payment. For instance, an afterschool enrichment class can last anywhere from 6 – 10 weeks. BT cannot hold your spot for this situation. You can choose to give up your spot or you can continue to pay for it over the course of the class. If you keep it, it is still your spot and can be used if the class is unexpectedly cancelled or your child doesn't feel well enough to attend. Your child may also come back to BT after their class which can be a lifesaver if you're unexpectedly late. Please, see **Policies 500 & 530 – Tuition & Fees** or more information on afterschool classes.

Blazing Trails does not refund tuition for one month's schedule following notification of withdrawal or dismissal. If, for any reason, your child's account has a credit after this month is taken into account, Blazing Trails will refund that amount by check mailed to the main account address along with a final account statement. Any balance left owing after withdrawal or dismissal is considered delinquent after 30 days and is subject to additional late payment fees each month it remains unpaid. If, after 90 days, it stays past due, it will be sent to collections.

### **Blazing Trails reserves the right to refuse registration, enrollment or to dismiss any child at any time, with or without a stated cause.**

If a child is summarily dismissed from the program, the Director or designee will assist the parent/guardian in gathering their child's belongings at that time. Parents are required to leave Blazing Trails' property in a calm and respectful manner, immediately. Blazing Trails will request assistance from local police should any parent become disruptive and/or uncooperative upon dismissal.

A dismissed family is required to call and request an appointment with the Director if anyone wishes to return to Blazing Trails' property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent/guardian. See **Termination of Services (430)** for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 700

Subject: **Health & Safety**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Policies in this section, numbers 700 – 772, concern issues around maintaining children’s health and safety. We follow all WA State WAC’s, King County Public Health & DEL licensing guidelines for maintaining a clean, healthy environment. Please, feel free to read our Health Policy located on our website at [www.blazingtrails.org](http://www.blazingtrails.org) or on the Family Information Table for more detailed information. We also follow all Seattle Public Schools policies & procedures concerning health & safety on their property. Our Asst. Director/Office Manager is a member of the Pathfinder K-8 Safety Committee to keep us informed and involved in safety related issues on site. Please, feel free to discuss any of these policies.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 710

Subject: **Messy Clean-ups**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

If your child has an accident and soils him/herself with bodily waste at Blazing Trails, a staff member will ask them to cleanup. The staff member will remain outside the bathroom or bathroom stall to be supportive or offer advice. If the child is incapable of cleaning thoroughly, a staff member may help clean-up while using gloves and only with the child's permission. This staff member will follow all requirements of our **Health** and **Bloodborne Pathogens Exposure Plans**. You are welcome to review these plans located on the Family Information Table or on our website at [www.blazingtrails.org](http://www.blazingtrails.org).

We have a few extra clothes and will loan them if a child needs to change. Please, clean and return this clothing as soon as possible because our supply is very limited. We encourage and may ask for you to supply a change of clothes from home for your child if accidents are a probability. Please, ask for our staff policy on **Bodily Waste Cleanup** in the Blazing Trails' office, if you would like more detailed information.

During the summer, there is a higher likelihood that we will have messy activities. Please, store an extra change of clothes (include underwear, pants/shorts and a t-shirt) in your child's basket or backpack for just this kind of emergency. An extra towel or blanket in the car might not be a bad idea either. Please, see **Summer Program** (920) for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 720

Subject: **Sick Children Exclusion Policy**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

Blazing Trails follows all health/communicable disease policies as required by the King County Department of Health. A copy of our Health Policy is available for review on the Family Information Table or on our website – [www.blazingtrails.org](http://www.blazingtrails.org). Children may not attend Blazing Trails if they show any of the following symptoms:

- **DIARRHEA:** 3 or more watery stools in a 24-hour period
- **VOMITING:** 2 or more times in a 24 hour period
- **RASH:** body rash, heat or allergic reaction, especially if accompanied by a fever
- **SORE THROAT:** red or swollen throat especially if accompanied by a fever
- **INFECTED EYES:** mucus or pus draining from the eyes
- **LICE OR SCABIES:** child must be free of lice and nits or, as with scabies, treatment must be initiated before returning to childcare
- **FEVER:** temperature of or exceeding 100° F. often may be accompanied by a sore throat, rash, vomiting, ear ache, diarrhea, irritability or confusion
- **APPEARANCE BEHAVIOR:** unusually tired or pale, abnormal lack of appetite, difficult to wake, unusually confused or irritable

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100° Fahrenheit or more as taken under the arm.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics and are located in our “Health Policy” on the Family Information Table and on our website. Blazing Trails reserves the right to refuse to allow a child to return if the director or designee believes the child to be too ill to participate in the program.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 720, 721

Subject: **Sick Children, Picking up sick children**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

### **Policy 720 – Sick Children (continued)**

If your child will be absent due to illness, we request that you notify the B.T. office that your child is sick. This enables Blazing Trails to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with our office staff, so that other Blazing Trails’ families may be notified that a communicable disease is present. Please, see the reportable diseases list posted at B.T. or check BT’s Health Policy on our website or other information online at <http://www.kingcounty.gov/healthservices/health/child.aspx>. Once again, only the communicable disease information will be shared, not your child’s name. Blazing Trails will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

### **Policy 721 – Picking up Sick Children**

If children become sick while at Blazing Trails, we will separate them from other children and ask you to pick-up your child within 45 minutes of notification by phone. If you cannot pick-up your child within 45 minutes, you are responsible for finding an alternate adult (+18) who can. It’s helpful if this person is also on your child’s Emergency pick-up list. If you cannot be reached, the authorized emergency contact person(s) listed on your child’s Emergency form will be called. Failure to pick-up your sick child in a timely manner could result in dismissal from the program.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 722

Subject: **Dispensing Medication**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 722 – Dispensing Medication

Blazing Trails follows all regulations contained in **WAC 170-297-3200 through 4100** – School Age Childcare – Health. Please, see <http://app.leg.wa.gov/WAC/default.aspx?cite=170-297> for a complete list of laws governing WA State licensed school-age childcare. When a child requires prescription medication during their time at Blazing Trails, we must have the written consent of the child's parent/guardian **and** written instructions from your child's doctor (such as on a prescription bottle or completed authorization form faxed to us by a physician – **BT FAX# 937-3067**). All authorization to dispense medication forms must be completed accurately before Blazing Trails can legally give medications of any kind. All prescription medications **MUST** be stored in their original containers, properly labeled with the child's name, the physician's name and the name and strength of the medication. The container must have legible instructions from the pharmacy for administering, expiration date and/or the date the prescription was filled. Blazing Trails' staff will maintain accurate records stating when medications are given.

Long-term medication authorizations must be renewed at least every 6 months. Any expired medications will be either returned to you or discarded. Expired medications will not be administered.

Blazing Trails may, at our discretion and as allowed by licensing, permit self-administration of medication by a child in care if:

- We agree that the child is physically and mentally capable of properly taking medication without assistance
- You provide Blazing Trails a parental and/or physician's written statement of the child's capacity to take medication without assistance to be kept in your child's B.T. office file
- You meet all requirements listed above for prescription/non-prescription medications administered at Blazing Trails.

These, as with all medications, will be stored separately out of reach of all children in the program. Your child must ask a staff member to retrieve his/her medication even if he/she self-administers.

If your child takes any medication regularly (i.e. emergency asthma inhaler, ADD meds or other regular medication), we encourage you to fill out our emergency medication form and provide us with a 3 day supply for use only during a major emergency. Having medication on hand is a very important component of being prepared for a disaster. See **Emergency School Closures and Late Opening (722)** for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 722.1

Subject: **Over-the-Counter - Sunscreen**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### **Policy 722.1– Over-the-Counter Medications** including Sunscreen

According to our state licensing guidelines, **ALL** over-the-counter medications (such as Tylenol or ibuprofen, cough drops or syrup, decongestants, vitamins, etc.) will **ONLY** be administered with written approval of a parent/guardian – e.g. medication authorization, permission slip, etc. These medications will only be given in doses and methods specified on the manufacturer’s container label which must accompany any medication brought to Blazing Trails. If the label directions do not give information pertinent to your child’s age and/or weight, we will not administer the medication or allow it to be administered. We must have a doctor’s written instructions or a printed prescription label to administer medication in any way different from the manufacturer’s directions.

Please, do not send your child to BT with any over-the-counter product without telling a BT staff person and providing written permission. If you wish, you can allow your child to self-administer by noting that on your permission, but BT must have knowledge of and control over the location of these products for the safety of other children.

**SUNSCREEN is considered an over-the-counter medication and will ONLY be administered with a current permission slip.** As per WA State licensing, permission is good for 6 months before renewal. For expediency, BT has every family provide permissions for enrolled students annually as of April 1<sup>st</sup> to be active through September 30<sup>th</sup>. This covers the time of year when sunscreens are used and avoids renewal challenges mid-year. You may provide your own sunscreen or use BT provided sunscreen. BT uses only highly rated physical barrier sunscreens with zinc oxide or titanium dioxide as their active ingredient(s).

Blazing Trails reserves the right to define any substance as an “over-the-counter product” for the purposes of implementing this policy.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 730

Subject: **Severe Allergies/Asthma/Life-Threatening Condition**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

If you have listed a health condition such as allergies, food allergies, asthma or other serious health concerns on your child's registration packet, you must fill out one of the following forms as applicable to better enable us to help your child. **All forms are available in the B.T. office.** Please, complete these forms at the time of enrollment or when the allergy/condition is discovered. These forms should be updated every six months, or more frequently as needed. Blazing Trails is NOT liable for the result of incomplete or inaccurate information about your child.

- **ADA Individual Plan of Care** – This is an outline for generating detailed instructions for B.T. staff when caring for your child's condition or special needs that we will create with you. We should also be provided a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of your child's condition.
- **Emergency Plan for Allergic Reactions** – This form is specific to allergies including food allergies. There is also an accompanying form for your child's health care provider to fill out concerning specific allergy information.
- **Individual Asthma Plan** – This form creates a plan specific to your child's asthma management.

For the safety of your child, parents/guardians are required to sign and return an authorization for us to provide the emergency care outlined in your plan. This form will also be a release and waiver of Blazing Trails' liability for administering this treatment and taking other the necessary actions as set forth in the child's specific health plan, provided Blazing Trails' staff exercises reasonable care in taking such actions.

Any medication required in treating an allergic reaction, asthma or other serious or life threatening conditions must be provided in accordance with the **Dispensing Medication Policy** (722).

### **Procedures for children with Individual Emergency Care Plans:**

- Emergency triage plan will be implemented as soon as child exhibits symptoms.
- Staff will administer or help child administer prescribed medication (i.e. inhalers, EpiPen) in accordance with their individualized plan.
- Call 911, the child's health care provider and/or parent/guardian or emergency contact as determined by staff on the scene
- **A staff member will stay with the child at all times.**



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 740

Subject: Immunization

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails is required by law to maintain accurate and up-to-date immunization records on your child. We will provide you with an **Immunization Record** form at the time of enrollment. Enrollment is not considered complete until this form is signed and returned. Since your child's school also has this requirement, you are welcome to request a copy of your child's immunization form from the school office for our use or visa-versa. Blazing Trails may NOT make this request for you as your records are private and are considered your property.

Immunization records may be used from year to year if the record is complete for your child's age group. You will need to annually review this record with office staff to verify accuracy.

We may accept a child into the program who is not current with immunizations on a conditional basis if immunizations are:

- (a) Initiated before or on enrollment; and
- (b) Completed as soon as medically possible.

We also must have for your child's file, a document signed and dated by you stating when the child's immunizations will be brought up to date.

Please, educate yourself about vaccinations, if you have any questions about their safety, effectiveness and importance to our community. Here is a link to King Co. Health where you can find good answers: <http://www.kingcounty.gov/depts/health/communicable-diseases/immunization/vaccine-safety.aspx> and this article in particular does a great job of answering questions clearly:

<http://www.immunize.org/catg.d/p2068.pdf>

If you choose NOT to have your child immunized, there is a Certificate of Exemption form that must be signed and returned. You may also need to sign a release freeing Blazing Trails from any and all liability resulting from your choice should your child contract or spread an illness or disease for which he/she could have been immunized.

**If your child's immunizations do not meet state requirements for their age, we MUST have either a signed note stating when immunizations will be completed (see above) or a signed WA state exemption form, in order for your child to be enrolled at Blazing Trails.**

If your child has been immunized and you don't have access to the details, check with Blazing Trails' office and we will help you access the **Child Profile Immunization Registry** (a computer system that helps track immunizations).

**Should an outbreak of a disease on the Immunization Record occur and, according to our records, your child has NOT been immunized, he/she will NOT be allowed to attend Blazing Trails until the outbreak is over or until proof of immunity is provided as required by King County Public Health.** This proof could be a doctor's note stating that your child has already recovered from the disease in question or a certificate of immunization.

Feel free to ask in the B.T. office for an updated immunization schedule from WA Public Health.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 750

Subject: Fire/Emergency Drills

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 750 – Fire/Emergency Drills

Blazing Trails conducts fire and emergency/evacuation drills once per month according to the log posted in the Blazing Trails' office. Families, staff and children will not be made aware of drill dates or times as this is the best way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill situation, children may not be signed into or out of the program until we are sure that **everyone** is present and accounted for. We appreciate parents support and patience during these times. It helps the children learn to take drills seriously.

Adults must wait until the drill is complete and children have returned to the building to **sign-in** their child. Adults may feel free to wait with the child's group in the designated safe-zone outside of the building (**the playground's north fence line (back of the school)**) until the drill is finished. Blazing Trails will make an effort to choose a convenient time that will include the most children while impacting the least number of families. See **Alternate Safe Location** (751) for more information.

Adults wishing to **sign-out** their child from the program during a fire/emergency drill or a real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and/or possibly dangerous situation. If the center is in the midst of a fire/emergency drill, adults will be asked to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program.

If the center is having a real fire/emergency situation, parents/guardians will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. The director or designate will inform each teacher that the program will be closing. At this time, no new children will be allowed to sign-in and anyone waiting to **sign-in** their child will have to leave the premises with their child, as long as it is safe to do so. All other parents/guardians or emergency contact persons will be notified as much as is possible, by telephone, text, email, website or other means of the situation. As with the sick child pick up policy, children should be picked up within 45 minutes of the notification. Once again, it is important for families and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations. We believe this is the best way to model appropriate behavior for our children during a crisis.

**You are welcome to read our Emergency Plan and CIMS incident management procedures located on the Family Information Table and the B.T. website for more detailed information.**

**Make sure your contact information is always current. Blazing Trails is not responsible for the results of out-dated, incomplete or inaccurate information.**

**Policy 630 – Emergencies, School Closures and Late Openings details more specifics about how emergencies/closures are handled practically. Please, check it out for more information.**





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 750.1

Subject: **Shelter-in-place & Lockdown**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 750.1 – Shelter-in-place & Lockdown

**Shelter-in-place** is a series of procedures enacted when it is determined by SPS, Pathfinder K-8 or Blazing Trails' administration that a potentially dangerous situation exists where students and staff would be made safer by staying put within the building rather than evacuating as would be the case during a fire, for instance. It can be used, for instance, if conditions are hazardous outside (e.g. high levels of smoke, volcanic ash fall, a potentially dangerous person in the surrounding area, but not an imminent threat to the school, etc.). Activities would continue mostly as normal, but window coverings would be used and doors would be locked. 911 wouldn't necessarily be called.

**Lockdown** is used when the threat is much more immediate such as an actively dangerous person on site. 911 would be called and emergency responders would be in active control of the situation. All the procedures of shelter-in-place would be used (e.g. window coverings and doors locked) and in addition all lights would be off and all staff and students will sit on the floor near inside walls or behind furniture making no noise. No one would be let in or out until cleared by emergency responders or SPS security.

Blazing Trails practices these as drills several times during the year, so children are practiced and understand what needs to be done for safety in these kinds of situations. If you come to BT and see the windows covered with black plastic and the door locked, please, stay in your car and call us to determine whether it's a drill and when it will be over. BT is in the process of developing a TEXT-alert system to notify parents/guardians quickly in the event of a drill or an actual emergency. We do not wish parents to arrive in the middle of a potentially dangerous situation.

BT's disaster plan follows Pathfinder K-8's and is located on the Family Information table and is also posted on our website or your perusal. Please, feel free to ask any the BT office staff any questions.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 751, 752

Subject: **Fire/Emergency Drills, Alternate Safe**

Effective Date: July 1, 2018

**Location, Disaster Preparedness**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 751 – Alternate Safe Location

Should the administration of Blazing Trails, any Seattle Public Schools or emergency services personnel determine that the Blazing Trails center is too dangerous to occupy, the staff and children will move to another part of Pathfinder School facilities that is deemed safe (either inside the main building (the Hub) or outside on the north field, between the playground and the access road). If the Pathfinder site itself is untenable, Blazing Trails will move to:

**Delridge Community Center**  
**4501 Delridge Way S.W. Seattle, WA 98106**  
**(206) 684-7423**

Once the children are assembled at the location, the staff will begin contacting parents/guardians or emergency contact persons for child pick up. As stated before, children should be picked up within 45 minutes of the telephone call, if possible.

### Policy 752 – Disaster Preparedness

Our bright orange/pink Emergency Preparedness Form is a critical tool in our response to an emergency and is included in your Registration Packet. It looks similar to the Emergency Information form attached to the packet. It is VERY important that you fill this out completely as this may be the only information we have to help your child in the event of an emergency and we can't access the B.T. office. These forms accompany B.T. staff on all drills just like they will during an actual emergency.

Blazing Trails, together with Pathfinder K-8 and all of Seattle Public Schools, is implementing the CIMS (Command Incident Management System) for schools. We are organizing, planning and training to be prepared in the event of an emergency. This system is designed to be an effective response tool for emergencies from something minor like a power outage or snow storm to something major like an earthquake or volcanic eruption. Parts of this system includes stockpiling materials enough for 3 days on our own and training our staff to plug into the Pathfinder's SIMS organization. Please, ask us for more information or how you can help us prepare.

**You are welcome to read our Emergency Plan and CIMS incident management procedures located on the Family Information Table and the B.T. website for more detailed information.**



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 760, 761

Subject: **Incident/Accident Reports**

Effective Date: July 1, 2018

**Medical Emergency Procedures**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

### Policy 760 - Incident/Accident Reports

Should your child bump or scrap themselves during their time at Blazing Trails, a teacher will fill out an “Ouch Report” form advising you of the occurrence and circumstances. A copy of this will go in your child’s file on the Family Information Table for you to pick up. Teachers will also make an effort to let you know in person. Should your child be involved in a more complicated incident or accident during their time with us, a staff member will complete an **Incident/Accident Report**. A copy of the Incident/Accident Report will be placed in a sealed envelope for you and put in your child’s file on the Family Information Table.

Parents/Legal guardians may choose to designate another person from their emergency pick-up list as able to act “in loco parentis”. This means that, in the absence of the parent/guardian, the designated person could discuss the child’s private business with Blazing Trails. However, should someone pick-up the child who is not designated to act “in loco parentis”, staff will wait to discuss the matter with the parent/guardian as soon as possible, either in person or over the phone. Parents/guardians should also pick-up their copy of the report as soon as possible (hopefully within 24 – 48 hours).

Should anyone feel it necessary to have an in-depth discussion or meeting about the incident at pick-up time, we will do our best to accommodate. It is sometimes better, however, to try and schedule the meeting for a later time or date because teachers are responsible for supervising the remaining children in the program.

### Policy 761 - Medical Emergency Procedures

#### MINOR EMERGENCIES

- Staff trained in first aid (All staff members are trained.) will refer to the **FIRST AID KIT** located in the **FIRST AID CABINET** marked with a red cross in the main classroom. Gloves (Nitrile or latex) will be used if any bodily fluids are present. Staff will refer to the child’s Emergency Form and call parents/guardians, emergency contacts or health care provider as deemed necessary by attending staff.
- Staff will record the injury on the **OUCH REPORT** book which is kept in the **FIRST AID CABINET**. The form will include the date, time, place and cause of the illness or injury, if known. A copy will be in the Child’s Folder on Family Info. Table for parents/guardians the same day.
- The injury will also be recorded in the **OUCH REPORT LOG** which is located in the **FIRST AID CABINET**.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 761

Subject: **Incident/Accident Reports**

Effective Date: July 1, 2018

**Medical Emergency Procedures**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

- **OUCH** (Injury/illness) **REPORT LOG** will be reviewed monthly by the **HEAD TEACHER**. The logs will be reviewed for trends. Corrective action will be taken as advisable to prevent further injury or illness. All reports, including this log, are considered confidential and will be treated as such according to our policies.

### **LIFE-THREATENING EMERGENCIES**

- *If more than one staff person:* one staff person will stay with the injured/ill child and send another staff person to call 911. *If only one staff person:* staff person will assess for breathing and circulation, administer CPR according to current training recommendations (1 minute), and then radio/send for help and call 911. Staff will not leave an ill/injured child unattended.
- Staff will provide first aid as needed according to current training recommendations &/or our FIRST AID BOOKLET. Gloves (Nitrile or latex) will be used if any bodily fluids are present.
- A staff person will contact the child's parent/guardian(s) or the child's alternate emergency contact person(s).
- A staff person will stay with the injured/ill child, including transport to hospital, if necessary, until a parent/guardian or emergency contact arrives.
- The incident will be recorded on an **INCIDENT REPORT FORM** in the **INCIDENT REPORT LOG** located in B.T. office. A copy will be provided to the parents/guardians within 24-48 hours.
- Serious injuries/hospitalizations will be reported to our DEL/DSHS licensor immediately including a copy of the incident report as necessary. (Kathryn Green – 425.917.7941) and to SPS Alignment Coordinator, Susan Hall
- Serious Emergencies: The parent/guardian will sign a receipt for a copy of the incident report. A copy of the incident report will be sent to the licensor no later than the following work day after the incident. A copy will be placed in the child's record.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 770, 771, 772, 773

Subject: Unsafe Behaviors

Effective Date: July 1, 2018

Legal Drugs – Tobacco, Marijuana and Alcohol

Effective Date: July 1, 2018

Firearms, Weapons & Illegal Drugs, Pets

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails is located on-site at Pathfinder K-8. This means that Seattle Public Schools (SPS) is our landlord and as such, we follow any and all safety and behavioral policies of SPS. This includes but is not limited to the policy outlining the prohibition of the use or consumption of alcohol, drugs and/or other illegal substances or other unsafe behaviors on the property. SPS sends out a copy of these policies each year in your child's information packet no matter which public school your child may attend. If your child attends a private school and you wish to receive a copy, please ask in Pathfinder's office or Blazing Trails' office as we should be able to help you find one. The policies listed below are our restating or additions to SPS policies.

### **Policy 771 – Legal Drugs – Tobacco, Marijuana and Alcohol**

Blazing Trails follows SPS policies regarding any use of the products named above including smoking or vaping tobacco or marijuana products is prohibited anywhere on the grounds, anywhere on SPS district property. Use is also prohibited by SPS within 500 feet of the building, the playground or the fields. The possession and/or consumption of alcoholic beverages on site is forbidden by SPS and subject to their discipline. We will inform SPS security immediately in the event alcohol is found at Blazing Trails. Links to SPS policies are below:

<https://www.seattleschools.org/cms/one.aspx?portalId%3D627%26pageId%3D26607029>

[https://www.seattleschools.org/UserFiles/Servers/Server\\_543/File/District/Departments/School%20Board/Policies/Series%205000/5006.pdf](https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Policies/Series%205000/5006.pdf)

### **Policy 772 – Firearms and Weapons, Illegal Drugs**

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapons and illegal drugs or substances on Blazing Trails' property for any reason. Violation of this policy will result in a call to 911 and immediate dismissal from the program. Blazing Trails reserves the right to define **any object** as a weapon at our discretion.

Possession, use and or distribution of an illegal drug or substance at Blazing Trails will result in a call to 911 and immediate dismissal from the program. This policy includes the misuse of legal substances (i.e. glue for sniffing).

### **Policy 773 – Pets**

Pets are not permitted on school grounds whether they are on a leash or not. This includes Blazing Trails and any area that Blazing Trails uses. Please, do not bring your pet when dropping-off or picking-up your child. Even small pets like rodents or reptiles can be carriers of disease and are not allowed at B.T. according to our Health Plan except in rare cases with prior permission from the Director. Please, see **B.T. Health Policy** on the Family Information Table or on our website – [www.blazingtrails.org](http://www.blazingtrails.org).



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 780

Subject: **Pesticide Policy**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails has never and will never use pesticides or herbicides on our premises.

**HOWEVER**, because we are located at a public school, we have no control over Seattle Public Schools – Facilities Department choices. They are required by state law to notify parents at least 48 hours ahead of any pesticide/herbicide use on Pathfinder grounds. We have officially requested Pathfinder to notify us as well so we may pass information on to our families in as timely a manner as possible. Here are links to the Pathfinder K-8/Seattle Public Schools Pesticide Policy. These policies are the most current one posted at the time of publication:

Overview:

[http://www.seattleschools.org/UserFiles/Servers/Server\\_543/File/District/Departments/School%20Board/Policies/Series%206000/6895.pdf](http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Policies/Series%206000/6895.pdf)

Details

[http://www.seattleschools.org/UserFiles/Servers/Server\\_543/File/District/Departments/School%20Board/Procedures/Series%206000/6895SP.pdf](http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Procedures/Series%206000/6895SP.pdf)

In practical terms, this notification from facilities has been sketchy. Blazing Trails is not responsible or liable for incomplete, inaccurate or missing notification from Seattle Public Schools.

DSHS – DEL requires that this policy be posted in the Family Information Center, a copy provided to parents (here in the handbook) and posted on our website for review. Parents/guardians are required to sign a receipt annually upon enrollment to state that they have reviewed this policy.

Please contact Washington State Department of Agriculture – Pesticide Management Department 1-877-301-4555 or e-mail at [compliance@agr.wa.gov](mailto:compliance@agr.wa.gov) for more information about the law.

This policy will be reviewed for each operating year and signed by the director. This notice is posted in the Family Information Area and on our website – [www.blazingtrails.org](http://www.blazingtrails.org).





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 800

Subject: **Curriculum Information**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Policies in this section, policies 800 – 834, refer to what happens generally in the classroom, gym and other group locations and how we generally organize the program. Please, see **School Year Program** (910) or **Summer Program** (920) for more information about more specific program details. For a weekly schedule of activities, please see the classroom postings or sandwich board. The Head Teacher has specifics about each activity, its requirements and expectations. Please, see **Alignment Initiative with SPS/Pathfinder & B.T.** (240) for more information on supporting learning standards and developmental assets.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 810

Subject: **Staff to Child Ratios**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

State licensing guidelines state that we must maintain at least a 15:1 student/teacher ratio. Our goal is to maintain at least an 11:1 student/teacher ratio. Occasionally, some activities such as team sports may go as high as 15:1 (never over) and others, like some art projects, may go as low as 4 or 5:1. We also have certain staff people, not considered by us as part of the ratio count, who can be available to step in when needed. These staff members may include, but are not limited to: Director, Head Teacher and Asst. Director/Office Manager. This flexibility allows us the opportunity to take advantage of “teachable moments”, respond to children’s needs or special requests, mediate problems between children, talk to individual children about expectations and/or meet or talk with families.

Staff members communicate between locations using our hand-held radios. This insures that ratios are maintained at all times.

Our program is licensed for a maximum of 80 children. Actual numbers vary but never exceed 80 due to licensed space availability (we share space with Pathfinder), staffing and other considerations. We allow families the flexibility to sign up for any of our time slots they may need during the school year. Please, see **Tuition & Fees** (500) for more information about time slots. During the summer, families are still able to sign up for any full days/week they need. This means at least 7 teachers are supervising or “on with kids” when numbers are full.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 820, 821

Subject: **Birthdays, Holidays & Celebrations**

**Treat Snacks from Home**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 820 - Birthdays, Holidays & Celebrations

We consider birthdays important to acknowledge and celebrate at Blazing Trails. We sing “Happy Birthday” during snack or meeting time. Parents/guardians are welcome to bring a special snack or treat on birthdays to share with the program. Please, talk with the Head Teacher, Snack Coordinator or Director about birthday treats.

Our staff feels that through celebrating, we can teach and model a larger understanding of the richness and diversity that is represented in our program. Celebrations and holidays can help look to the core of what is important to each of us. The children enjoy bringing what is important to them from their cultures and sharing with their friends. We believe this sharing can help find meaning behind the commercialism that tends to surround many American holidays. There are many different holidays, including those from popular culture that we celebrate. Feel free to ask us for more information about our schedule. We love to have parties!

Halloween is a special holiday for Blazing Trails. We have a big costume party (costumes are kept at B.T. to change into) in the lunchroom and/or gym where all families are invited. Please, speak with the Head Teacher or Director if you have any questions about our Halloween Party.

### Policy 821 – Treat Snacks from Home

Children frequently enjoy bringing treats like cookies, cupcakes or cake to share with their B.T. friends on special occasions. It is fine to do this provided the following criteria are met.

- **Snacks MUST be store bought only with intact ingredient labels.** This is to insure that any child with allergies will be safe. Also, King County Public Health requests that foods be store bought, insuring safe handling in order to prevent the spread of certain diseases. Please, try to keep them as healthy as possible (lower processed sugar, no concentrated sweeteners like corn syrup, higher fruit/veggie content if possible, little or no chemical food dyes, etc.) to respect other family’s choices.
- **We ask that snacks be peanut and tree nut free.** This is to insure that children with severe allergies are safe. Even a tiny bit of nut left on a surface that comes in contact with a sensitive individual can cause a severe reaction, including possibly death.
- Any treats must be OK with the Director or Head Teacher ahead of time. This insures the least disruption.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 830 – 833

Subject: **CoRs: Duck, Raccoons, Badger s & Lynx**

Effective Date: July 1, 2018

Approved by: B.T. Council

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

When Pathfinder became connected with the Hachoosedah Program (a cultural program for Native American children attending Seattle Public Schools), they began naming each classroom (or CLAN) after a different animal. This gave classrooms identity with a sense of belonging as well as segues into exploring each animal's characteristics and stories. Blazing Trails continued this practice by separating our age groups into different groups, each identifying with a different northwest animal. Recently, it came to our community's attention that using the word "clan" was causing confusion and pain within some families whose personal clan affiliation is centrally important. As a result, Blazing Trails, along with Pathfinder, has chosen instead to use the acronym "CoR", similar to the word "core", to describe our age groups. CoR stands for "Communities of Respect" and we think this new word describes our groups very well.

Most projects are designed for individual CoRs specifically. This allows us to tailor our curriculum making it age appropriate and relevant. Younger children feel safer and less intimidated without the older children and older children feel less bored and frustrated without the younger ones. We have noticed that children enjoy identifying with their CoR and look forward to moving on to an older CoR, almost as a right of passage.

CoR specific curriculum is mostly scheduled during the afternoon time slot and full-day days such as winter or spring breaks and the Summer Program. Please, see posted or online schedules (for summer) or **Activities – Before & After School** (910.2) and **Summer Program: Activities** (920.2) for more curriculum details and specifics.

Still, many activities are mixed ages. Mornings, for example, are always mixed as children come at such varied times. Another example would be projects, though some projects are limited by age or experience. Curriculum may also include enrichment classes during the summer or break weeks that may be CoR specific. Subject matter and meeting times will vary. All children choose from a list of options (i.e. baking from around the world, woodworking, group challenges etc.) which enrichment they wish to participate in. Students are then assigned on a first come, first serve basis if class numbers are limited. During enrichment, the ages can be mixed depending on the subject matter. Please, see summer curriculum schedules online for more information. Please, see the Head Teacher for more specifics about mixed ages.

Membership in any given CoR is based on grade level and B.T. staff assessment of readiness. Changes in CoR assignment occur at the beginning of the School Year program.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 830.1 – 833

Subject: **CoRs: Raccoons, Badger s & Lynx**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

### Policy 830.1 – Duck CoR

All entering Kindergarteners are in the Duck CoR for the summer program only. Ducks will enjoy a program designed to prepare them socially & emotionally for school while having fun with their peers. The Ducks will be able to choose Enrichment options with the Raccoons as well as enjoy special time each day by themselves. Please, see Duck specific information within the Raccoon summer flyers for details concerning this program. When School starts, they will move up to the Raccoon CoR.

### Policy 831 – Raccoon CoR

All school year Kindergarteners through 1<sup>st</sup> graders are members of the Raccoon CoR. For summer, Raccoons are entering 1<sup>st</sup> & 2<sup>nd</sup> graders as CoR assignments shift at the beginning of the school year. Please, see posted activities, summer flyers and schedules & **Activities – Before & After School** (910.2) and **Summer Program: Activities** (920.2) for more information. They are able to participate in activities geared towards our youngest children's interests and abilities.

### Policy 832 – Badger CoR

All 2<sup>nd</sup> graders through 6<sup>th</sup> graders during the school year are members of the Badger CoR. Summer Badgers are entering 3<sup>rd</sup> through 6<sup>th</sup> graders. Please, see the Lynx CoR option below designed for older students (5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>). If your child is not yet ready for the Lynx CoR or doesn't wish to participate in it, they will remain in the Badger CoR. Please, see posted activities, summer flyers and schedules & **Activities – Before & After School** (910.2) and **Summer Program: Activities** (920.2) for more information. They are able to participate in activities geared towards older children's interests and abilities.

### Policy 833 – Lynx CoR

The Lynx CoR is designed for 5th to 6th graders who wish to join and have displayed competence with self-direction, making good choices and following directions. Curriculum is emergent, student designed and includes science explorations, art and design, community involvement and other special adventures. Many activities are also shared with the Badger CoR. To join the Lynx, you must first submit a completed application (copies available through BT office). Applications are approved by the Lynx CoR advisor – McKinsey Garton. See LYNX Schedule for more information. Please, see posted activities, summer flyers and schedules & **Activities – Before & After School** (910.2) and **Summer Program: Activities** (920.2) for more information. Older children have needs, interests and abilities that differentiate them from the younger groups. Lynx members enjoy a greater level of involvement in curriculum design and participation.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 900

Subject: **Blazing Trails' Yearly Schedule**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

The following policies concern the children's yearly schedule at Blazing Trails. There are two distinct programs that we offer, our school year program consisting of **Before & After School** and our **Summer Enrichment Program**. If you have any questions, ideas or comments concerning any of this material please feel free to contact us. Please, see **Contact Information** (110) for more information.

Blazing Trails publishes a Yearly Calendar in the summer detailing our schedule, the days we will be open or closed during that year. This calendar will be included in the packet mailed to all enrollees at that time. Please, check on the Family Information Table, in Blazing Trails' office or on our website for a copy if you need one.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 910, 910.1, 910.2

Subject: School Year Program

Effective Date: July 1, 2018

Daily Schedule, Activities: Before & After School

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 2

### Policy 910 – School Year Program

Our School Year Program runs from the beginning of September when school starts through mid-June when school ends. Please, see our Yearly Calendar for specific dates. **School Year Rates and Fees** (540) apply during this time. There is a separate enrollment and registration fee for this program from our Summer Program. The School Year Program encompasses before school and after school time slots.

#### Policy 910.1 – Daily Schedule

Blazing Trails is open Monday through Friday from **6:30 AM to 9:00 AM** for the morning program and **3:00 PM to 6:00 PM** for the afternoon program. Either the Director or Head Teacher is also on site from 8:00 AM - 6:00 PM unless errands or off-site meetings interfere. A comprehensive, basic daily schedule is posted on the wall, near the basket cubbies. Specific after school activity schedules for each week are posted on or near the kitchen hallway. Please, note that learning standards and developmental assets are supported by each project. Please, see **Alignment Initiative between SPS/Pathfinder K-8 & Blazing Trails** (240) for more information.

- **AM** - Our morning schedule always includes check-in by parent/guardian and hand washing at arrival, quiet choices in the classroom including several self-guided activities and a teacher led activity or choice of gym game and/or outside play area. Snack is served according to the posted schedule. Students are sent to recess/breakfast 15 minutes before the first bell and/or classrooms when the bell rings. Students taking buses to other schools will be escorted to their bus stop at their appropriate times.
- **PM** - The daily schedule for after school always includes check-in, hand-washing, snack by our snack schedule and announcements. There are 2 activity periods and a “Literacy Choices” time slot during the afternoon session. During Literacy Choices, a child can choose Homework Club & quiet reading, Buddy Reading & Journals, Raccoon Reading or Skill Building, depending on CoR. Activity choices range from scheduled activities, movement games/activities, classroom stations and alternative areas that offer games, activities and more homework support. Please, see our posted schedule for specific times and activities or **CoRs** (830), **Activities – Before & After School** (910.2) for more information. Children arriving from other schools will be offered snack upon arrival then integrated into the daily program.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 910, 910.1 - 910.2

Subject: School Year Program

Effective Date: July 1, 2018

Daily Schedule, Activities: Before & After School

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 2

### Policy 910.2 – Activities – Before & After School

Our before-school program offers quiet, self-directed activities to ease your child into the school day. These activities include individual choices such as board or card games, writing, drawing, water color painting, self-directed art activities, Reading Corner or building toys (K'NEX, Blocks, etc.). There may also be a teacher led activity such as a morning walk, gym game or activity, or arts & crafts project.

Afternoon activity choices are more structured although they still include the same quiet choices available in the mornings. Blazing Trails' students are organized into three main groups: Raccoon CoR, Badger CoR & Lynx CoR. Please, see **CoRs** (830 - 33) for more information. Sometimes we mix ages for special activities such as Clubs - the children can contribute to which kind (i.e. loom beading, science projects, leather crafts, sewing etc.) and meet in small groups to explore their choice. Fridays (for activities other than movies), and usually one other day per week can included a mixed-ages activity.

Afternoon activities will include science projects, arts and crafts projects (i.e. beading, sewing, paper crafts, fiber arts, etc.) playground or gym playtime, neighborhood explorations, puppet shows and plays, etc. Teachers put a special emphasis on including literacy and math in most activities. Whether students have to read directions or write down ideas, they practice literacy skills while having fun. Math concepts are also included in the same, unobtrusive way. For example, children don't realize they are reading, writing, doing math (measuring and counting) and science during a cooking project, but they are... and it tastes great, too! Blazing Trails' staff makes a special effort to include environmental awareness, multi-cultural elements from different areas & eras, conflict resolution, neighborhood activities, anti-bias materials and community service into the curriculum. There will be time for physical activity and a time for creativity in each day. We also encourage and value input from students and families on what activities we could provide that would better celebrate the cultural diversity in our program. Don't forget to use the Suggestion Box next to the Family Information Table!





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 910.3

Subject: School Year Program

Effective Date: July 1, 2018

Daily Schedule, Activities: Before & After School

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

### Policy 910.3 – Videos & Screen Time

For many years, BT has offered age appropriate movies for each group played every Friday afternoon during the school year and rarely, on rainy days during the summer. With the revising of the School Age WAC's (the laws governing our child care license), we are required to limit screen time to no more than an hour in duration per week and of solely educational content. We've found that video days on Friday afternoons are a quiet, social time to close out the week. Children enjoy the comradary and opportunity for reflection. If you'd prefer your child not participate or have limited participation in any "Video Day", please, let us know. We will continue to include videos as a part of our curriculum, but not necessarily every Friday afternoon.

We have a designated staff member (Mckinsey) who previews all video content, takes input from students, staff and families and then posts options on our weekly activity schedule. **There are always options other than video available, either quiet choices, movement or both so a child doesn't have to watch.**

If your child is young or particularly sensitive, please consider that certain educational videos may be upsetting to watch (i.e. nature videos about the lives of wild animals), even though they have a "G" rating. Please, let us know if you'd rather your child not watch any of this content.

If you have concerns or questions, please contact our Head Teacher or Mckinsey at 206-937-5160 or (best way) at:

[denabaldwin@blazingtrails.org](mailto:denabaldwin@blazingtrails.org)

[mckinseygarton@blazingtrails.org](mailto:mckinseygarton@blazingtrails.org)



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 911

Subject: **Homework Club**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

You may sign-up your child or your child may choose to come to Homework Club during Literacy Choices each afternoon at Blazing Trails. We supply a quiet area to work with one or two teachers, depending on numbers. This time may also include at least 20 minutes of silent reading or writing, especially if students do not have homework or finish quickly. We also utilize older students who wish to help tutor other children in their work. You are welcome to check with the Homework Club teacher or Director for more information and specifics.

We've incorporated the serving of warm, herbal tea (in special china teapots and cups) into our homework time. Students and staff alike find that it helps with attention and productivity. Also, it's really fun! ☺

**You may choose to sign your child up for mandatory attendance. Mandatory children will not be able to choose another option during Literacy Choices.**

We have some reference books, some computer programs and other materials to use for Homework Club, but are always on the lookout for more. If you have any suggestions or contributions to our resource library or software you would like to donate (We're non-profit!), please contact our Head Teacher.

Children are always welcome to do homework if they have homework to do outside of the designated homework times. Blazing Trails will make an effort to find a quiet (relatively...) work space and to help with homework during non-Homework Club times.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 913

Subject: **Snacks**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Healthy, balanced snacks according to Health Department suggestions & regulations are served daily in the afternoons shortly after children arrive. We also try to incorporate as many organic foods as possible into our menu. A snack is also served for those students who don't eat breakfast at school in the mornings.

Bi-weekly snack menus for both snack times are posted at Blazing Trails. We also have access to a health department nutritionist to insure our snacks are healthy, interesting and the right size portions. Students and staff alike contribute to our snack menu. Sometimes scheduled snack is replaced by food made by students during a cooking project. The children really enjoy making their own snack and sharing it with their classmates. This usually happens during the summer when there is more time.

If your child has any particular allergies or special needs regarding snack, you **MUST** let us know on your child's medical information sheet that is part of the Information Packet at enrollment. You must also fill out any additional King County Health Dept. mandated forms relating to your child's medical/special needs. Blazing Trails is not liable for the consequences of missing or inaccurate information concerning food allergies or other food related conditions. If you have any questions, comments or ideas concerning snack please feel free to contact our Head Teacher.

**If you wish to bring snacks to share from home, you MUST follow Policy 821 – Treat Snacks from Home. Items will not be served if they do not meet these criteria.**



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 914

Subject: **Spring & Winter Breaks**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

Blazing Trails offers fulltime childcare for Spring Break and the week of New Years during Winter Break according to the Blazing Trails' Yearly Calendar which is based on the Seattle Public Schools yearly calendar. This calendar will be included in your registration packet for fall. You may also obtain an extra calendar from the Family Information Table or the Blazing Trails' office. Hours of operation are from 6:30 AM to 6:00 PM. This care is extra and not included in the regular monthly tuition unless requested. The fee schedule for these breaks is the same as weekly summer tuition and depends on how many days you sign up for. Please, see **Tuition & Fees** (500) for more information.

Due to changes in billing charges, Blazing Trails cannot open during days where there is no custodian on site. These days include, but are not limited to: Christmas week & New Years Eve. Please, ask the Asst. Director/Office Manager or Director for more information, if you're interested.

**Since these break days are full days and Blazing Trails is not licensed to provide meals, children must be provided with a lunch each day. If for any reason your child does not have a lunch, B.T. will provide them with something to eat and charge you a \$5.00 fee. Any food provided is not considered a complete meal and is of limited variety as we are only licensed to serve snacks.**

If you sign up for care during break weeks, you may change your schedule at any time up to the Monday a week before the actual break. **After that Monday, however, you will be responsible for paying the tuition for the time you requested, whether you use it or not.** Any additional days will be billed at the drop-in rate of \$58.00 per day. We incur staffing and planning costs according to the numbers of students signed up and need to set our schedule at least one week in advance.

Daily activity schedules for break weeks will be posted either in the Family Information area or across from the kitchen. These activities will be organized very much like the summer weekly schedules with fieldtrips and other in-depth or on-going activities. Please, feel free to talk to individual teachers or the Head Teacher for more information about curriculum planning for these break weeks. You may also see **Summer Program: Daily Schedule** (920.1) for more information.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 915

Subject: Fieldtrips (school year)

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

We may plan field trips for any full time week on our schedule, though usually they occur during the summer when weather is more acceptable. These trips reflect opportunities or interests available at that time. The cost for many of them is included in the tuition for the week unless we give advance notice for something special (i.e. Henry Moses Water Park, Matthew's Beach, Pt. Defiance Zoo, etc.). A schedule of trips will be on a flyer of the activity schedule for each week located on (or near) the Information Table and on our website. Most fieldtrips are scheduled on Fridays and are all-CoR utilizing yellow buses, but they can also be by separate CoR with transportation by METRO bus or on foot. CoRs can go on trips on separate days. Please, see **Transportation** (680) for more information. Check with the Head Teacher for more in depth fieldtrip information or to discuss special needs. Trips usually end around 5:30 PM when children are back at Blazing Trails unless posted otherwise.

There is a staff cell phone along for communication on every fieldtrip. Please, call the Blazing Trails' office first because information (such as the appropriate cell phone number to call or expected time of arrival) is coordinated through there. Please, see **Blazing Trails' Contact Information** (110) for more information.

During fieldtrips, children may need emergency transportation back to the Pathfinder building for a variety of reasons. We've included a permission request in our Registration Packet covering this possibility. Please, see **Transportation: Special Circumstances** (681) for more information.

**Being prepared to go on a fieldtrip is important. Please, make sure your child brings the following:**

- **Water bottle**
- **Healthy Lunch**
- **GOOD walking shoes – no flip flops!**
- **Appropriate clothing for the weather – layers are good!**

**Make sure you schedule at least one full day at Blazing Trails' site before a fieldtrip if your child is NEW to our program. It is important that your child get to know our teachers and become familiar with our ways. It is equally important for our staff to learn about your child. This policy is for your child's comfort and safety.**



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 920 – 920.3

Subject: **Summer Program**

Effective Date: July 1, 2018

**Daily Schedule, Activities**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 3

Blazing Trails is open Monday through Friday from **6:30 AM to 6:00 PM** during the summer. **Blazing Trails will be closed for one week at the end of summer, before school begins. We are also closed for Labor Day and the Tuesday before school starts for organizing, setup and staff training.**

This allows Pathfinder K-8 to complete important maintenance before the school year begins and provides leave time for staff. Please, see our **Summer Schedules** or **School Year Calendar** for more information.

It is helpful to us if you drop-off your child between 6:30 and 8:30 AM, especially on fieldtrip days. **Enrichment classes begin at 10:00 AM and children who arrive late may not be able to attend their assigned class.** Please, see the field trip schedule on the calendar in your **Summer Packet** or posted on our website ([www.blazingtrails.org](http://www.blazingtrails.org)) for more information. Extra paper schedules are available on the Family Information Table or in the office.

**Make sure you schedule at least one full day at Blazing Trails' site before a fieldtrip if your child is NEW to our program. It is important that your child get to know our teachers and become familiar with our ways. It is equally important for our staff to learn about your child. This policy is for your child's comfort and safety.**

Though staff members work varying schedules during the summer, Blazing Trails will aim to have someone in the office to answer calls as much as possible. If someone does not answer your call, please leave your name and telephone number on our voice mail. Messages will be checked and answered frequently. You may also choose to use the B.T. cell-phone number **(206-459-4976)** if you need to reach us quickly and receive no answer in the office. One of the cell-phones or other staff cell phone will always be with us on field trips. Check with BT office for details.

### **Policy 920.1 – Daily Schedule (times may vary – see posted schedule)**

If your child arrives between 6:30 & 7:00 AM, he/she will have the opportunity to have a breakfast snack at 7:00 AM. Please, make sure your child has a good breakfast if their arrival time is later as they may become very hungry before snack at 9:00. During the early mornings, children may choose from self-directed activities, movement activities or short projects with clean up in-between 8:30 and 9:00 AM. Snack is offered around 9:00 AM as the teachers get ready for Morning Movement. On fieldtrip days, groups generally leave around 9:00 – 9:30 AM and return by around 5:30 PM unless otherwise posted. Lunch is at 12:00 with a break afterwards to run around outside, usually about an hour. There are more activities until afternoon snack at 3:00 PM. After the next activity period, clean up and closing is between 5:30 and 6:00 PM. Please, see your summer schedules, posted activity schedule or the Head Teacher for more information on specific activities.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 920 – 920.3

Subject: Summer Program

Effective Date: July 1, 2018

Daily Schedule, Activities

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: may 2018

Revised/updated: \_\_\_\_\_

Page: 2 of 3

**NOTE:** Please, see our separate schedules for **DUCK CoR (new Kindergarteners)** and **LYNX CoR (current 5<sup>th</sup> – 6<sup>th</sup> graders)** summer programming. These are printed or available on our website.

### Basic Daily Schedule – All CoRs

6:30 – 8:30	<b>Open Den</b> - all CoRs
7:00 – 7:30	Early Morning Snack
8:00 – 9:00	<i>Gym Time or East Burrow option</i>
9:00 – 9:15	Hand washing & Morning Snack
9:15 – 10:00	<b>Morning Movement</b>
	<b>Wheels</b>
10:00 – 12:00	<b>Enrichment Options</b>
11:00 – 11:15	Break
12:00-1:00	Hand washing, Lunch and Recess
1:00 – 1:45	<b>Duck Time</b> – Ducks
1:00 – 1:45	<b>E &amp; E</b> – Raccoons & Badgers
1:00 – 1:45	<b>Discussion Circle</b> – Lynx
1:45 – 2:00	All CoR Meeting
2:00 – 3:00	<b>Water Play or Open Den Choices</b>
2:00 – 3:00	<b>Lynx Lair</b>
3:00 – 3:30	Snack & Outdoor Recess
3:30 – 4:00	Rest & Recharge – Raccoons & Badgers
3:30 – 4:00	Duck Doze - Ducks
3:30 – 5:45	<b>Lynx Lair</b>
4:00 – 5:00	Read, Rest, Relax – Lynx
4:00 – 5:00	Open Den, Open Burrow & Movement
5:45 – 6:00	<b>Quiet Choices</b> - Den, Movement, Clean Up

Note: The Den is our largest classroom and the Burrow is our smallest classroom.

**Open Den:** Students may choose from self-directed projects at any station in the largest classroom. Stations may include: Science Lab, Construction Zone, Imagination Station, Game Space, Art Studio and Creation Station.

**Morning Movement:** All students may choose from a number of moving options like Aerobics/Line Dancing, Musical Jump Ropes & Hula Hoops, Skill Building with Blackie, “Walk-about” on the big field or other option.

**Wheels:** This is the time of day that children may choose to ride bikes or scooters. Please, see Policy 920.3 – Bike, Scooter, and Skates Policy for more information and requirements.

**ENRICHMENT OPTIONS:** We’ve expanded our “clubs” idea from past years and created more in-depth curriculum that can span one or two weeks. Students will pick their 1st, 2nd and 3rd choices and then will be assigned to an enrichment class. Adding the larger time block to our schedule will facilitate exploration, discovery and a more child-centered approach to learning. Students will have the time and attention to really build skills and explore interests. Please, see the Summer Games/Enrichment Schedule specific to your child’s CoR for more information about enrichment choices. Underlined choices are an option for students who are enrolled in at least 3 of the 4 days/week for that choice. They are more in depth and require that level of attendance. **REMEMBER** - You must arrive at BT by 10:00 AM for enrichment classes. Late arrivals might have to make other choices.

**Duck Time:** This is time for the Ducks to spend together exploring specific curriculum and activities that are designed just for these incoming Kindergarteners. This is an opportunity for learning directed by a teacher, scaled to be age-appropriate, include elements of SPS academic standards and is flexible enough for individual creativity and expression.

**Water Play (WP):** Water play is an important and optional part of BT. Ducks will have WP with the Raccoons. There will also be days that are Girls Only or Boys Only options. Activities may include: specific watery games, bubble play, water balloon games, sprinklers or maybe a slip-n-slide. Children will get wet, so pack a swimsuit/water clothes and a towel!

**LYNX Lair:** The Lynx CoR is designed for incoming 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> graders who have displayed competence with self-direction, making positive choices and following directions. Curriculum is student designed, driven and includes student selected science explorations, art and design, community involvement and other special adventures. Inclusion is by permission only – See LYNX Schedule and McKinsey for more information.

**Quiet Choices:** As with Open Den, there are various stations for students to choose. Stations may include reading books, blocks, art projects, Legos or K’nex, etc. in the classroom and/or possibly sensory table play or sand box outside. Quiet Choices usually have fewer open choices than Open Den times.



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 920 – 920.3

Subject: **Summer Program**

Effective Date: July 1, 2018

**Daily Schedule, Activities**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 3 of 3

### Policy 920.2 - Activities

Children are organized by grade into CoRs. Please, see **CoRs** (830) for more information. Activities and most field trips are designed and implemented by CoR to ensure the age-appropriateness of each activity. Please, see all our **summer flyers** or **Yearly Calendar** for more information. You can find them printed at BT or on our website. There will still be some blending of age groups for certain activities, however.

Our summer program offers enrichment classes where we explore science, arts and crafts, games, field trips and other activities. The same quiet choices that are available for the school year are also available during the summer. Please, see **Activities – Before & After School** (910.2) for more details. There are also ample opportunities to engage in everything from special BT dodgeball games to water play. Schedules for the weeks of summer are available as soon as possible after April 1<sup>st</sup> in the Blazing Trails' office and on our website. Space is available on a "first come, first serve" basis. Please, see **How Enrollment Works** (300) for more information.

### Policy 920.3 – Bike, Scooter, and Skates Policy

Bike-riding, etc. at Blazing Trails during the summer has always been a fun learning experience for our students. Please, see Bike, Scooter, Skate contract, posted schedules or talk with the Director or Head Teacher for more specifics on when equipment will be allowed on site. Unfortunately, Pathfinder K-8 has a policy that we must follow of NO SKATEBOARDS. Blazing Trails is committed to making bike-riding, etc. as safe and fun as possible through the rules outlined below:

- Both parent/guardian and child must complete and sign the B.T. Bike, Scooter, Skate Contract so all are aware of B.T. safety rules including the equipment condition provisions/inspections to be completed before use at B.T.
- Students must complete a bike riding ability assessment so that B.T. staff are aware of each child's skill level and can adjust according
- Students will wear their own helmets (elbow, knee & wrist pads may be required based on skill level or are mandatory if child is using skates) at all times when they are riding. Safety equipment will fit properly and be in good condition.
- Students will only ride in the bike riding area designated on the blacktop at bike-riding times. There will be one staff member specifically in charge of bikes, etc. when they are in use.
- Parent/guardian is responsible for the condition of their child's equipment. Any staff member may deny use at any time if they feel the equipment or the child can't or won't meet our safety requirements.





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 921

Subject: **What to Bring & Important Information**

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

- **LUNCH IS NOT PROVIDED BY BLAZING TRAILS. STUDENTS NEED TO BRING THEIR OWN LUNCH EACH DAY. BT will charge a \$5 fee if a child doesn't have a lunch.** Please, see **Summer Rates & Fees** (550) in our handbook for more information. Blazing Trails does offer two morning snacks and one afternoon snack. Do NOT send anything for lunch requiring hot water or microwave use. Your child will not be able to eat it. **Please, consider how best to keep your child's lunch cold, especially on field trip days. We do not have room to store lunches in the refrigerator.** Here are some great resources for summer lunches:

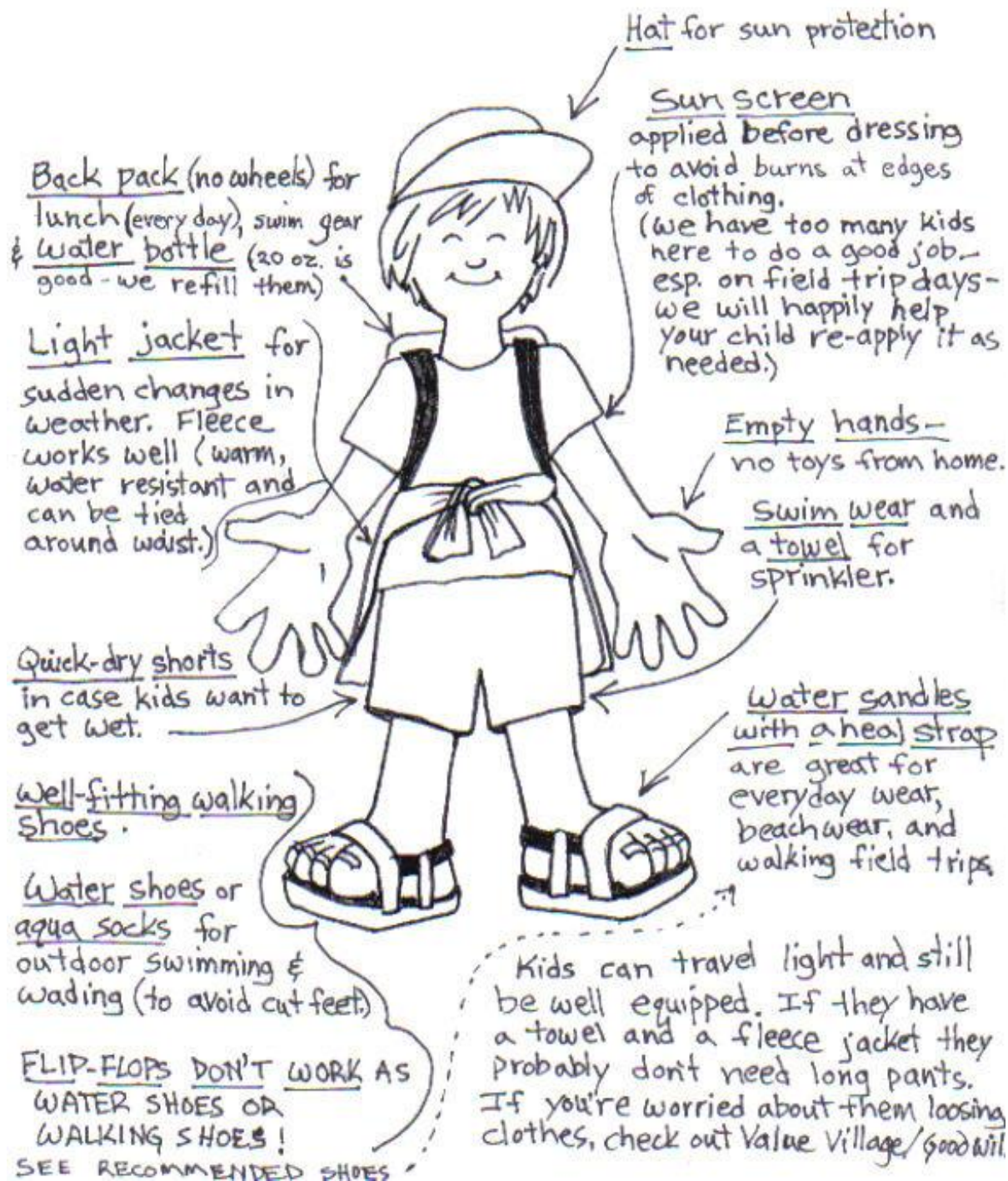
<http://nutritiouslife.com/healthy-lunchbox-ideas/> and <https://www.choosemyplate.gov/>

- Always pack a water bottle, a brimmed hat (i.e. baseball cap or sun hat) and a light jacket or fleece. Don't forget it can get chilly and rain here in Seattle, even in the summer!
- If your child has **NO water bottle on a fieldtrip day**, Blazing Trails will charge your account \$1.00 to provide one as stated on the Fieldtrip Contract. Please, see **Summer Rates & Fees** (550) for more information.
- Please, be sure children get a good breakfast, especially if their arrival time is after 7:00 AM. Children can become pretty hungry before lunchtime. (Oatmeal or cereal is offered no later than 7:15 AM.) Blazing Trails also offers another snack (see posted menu) at 9:00 AM.
- Please, pack a change of clothes, swimsuit and a towel in their backpack each day. Summer activities will be wet and messy! Some families have been known to keep a towel or blanket in their car for dirty, wet kids to sit on after Blazing Trails... ☹
- Please, have students wear appropriate shoes (sports shoes, sandals with heel straps and traction soles, etc.) for daily outdoor activities. High heeled shoes, flip-flops or slippery dress shoes are not safe during certain activities. (If your child chooses woodworking, they must wear closed-toe shoes like tennis shoes for protection.) The staff may limit participation at their discretion if a child wears unsafe shoes, especially on field trips.
- Apply sunscreen **BEFORE** attending to prevent sunburn, **especially** for fair or sensitive skin. Remember that any skin can burn in direct sun. According to the Department of Health, getting sunburns in childhood increases the risk of skin cancer later in life. **If you wish staff to help apply sunscreen (either yours or ours) or have your child apply his own, we must have a signed permission slip in your Information Packet on file.** Please, see **Policy 722.1 Over-the-Counter Medications – SUNSCREEN** for more info. Some ingredients in sunscreens can be very harmful. Check out this website as recommended by King Co. Health: <http://www.ewg.org/sunscreen/>
- Children may bring their own bikes, roller blades, scooters, etc. at the director's discretion. (Seattle Public Schools says **NO skateboards!**) Please, make sure all equipment is in good repair. Blazing Trails' is not responsible for any consequences resulting from faulty equipment. Children will not ride without their own personal protective gear at Blazing Trails. Children are required to provide their own helmets for bike riding. Helmets, knee and wrist guards are all required for using anything else listed above. NOTE: There will be no sharing.

# PLEASE HELP YOUR CHILD BE PREPARED

## REQUIRED FOR FIELD TRIPS:

## RECOMMENDED EVERY DAY:





## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 922

Subject: Snacks & Lunches

Effective Date: July 1, 2018

Approved by: Interim Board

Approval Date: May 2018

Revised/updated: \_\_\_\_\_

Page: 1 of 1

**ALWAYS, have your child bring his/her own lunch on any “all day” days. We like to encourage parents to pack a well-balanced, healthy lunch including fruits and vegetables and plenty of protein. (Please, see Summer Nutrition Newsletter on the next page for great suggestions about healthy lunches.) Too much sugar, salt and fat will slow your child down and, you know we like to keep your child on the go all day long! ☺**

Our kitchen is not licensed to provide full meals during breaks, in-service days or during summer. In order to be licensed to cook meals, we'd need to complete a separate process that is complicated, expensive and our kitchen facility would need a major upgrade to meet the requirements. As a result, most childcares are only licensed to provide snacks. This means that you need to provide your child a lunch on these days. If for any reason your child does not have a lunch, B.T. will provide them with something to eat and charge you a \$5.00 fee. Any food provided is not considered a complete meal and is of limited variety. Healthy balanced snacks according to Health Department regulations are served daily, morning and afternoon. Please, see **Summer: Daily Schedule** (920.1) for more information.

Bi-weekly snack menus for both snack times are posted at B.T. and will hopefully be included in the monthly newsletter. We also have access to a health department nutritionist to insure our snacks are healthy, interesting and the right size portions. Students and staff alike contribute to our snack menu. Please, feel free to discuss any questions you may have with Chelsea – our snack guru. ☺

If your child has any particular allergies or special needs regarding snack, please let us know on your child's medical information sheet that is part of the Information Packet at enrollment. Additional paperwork may need to be filled out. See **Severe Allergies/Asthma/Life Threatening Conditions** (730) for more information. Blazing Trails is not liable for the consequences of missing or inaccurate information concerning food allergies or other food related conditions. If you have any questions, comments or ideas concerning snack please feel free to contact our Head Teacher.

**Please, no nuts!** – Snacks at BT do not contain nuts. Pathfinder has also asked families not to bring anything with peanuts or other tree nuts packed in lunches from home or brought in for snacks. There are children with severe allergies that use this facility. Please, see **Treat Snacks from Home** (821) for more information.



# Nutrition Newsletter

## Summer Edition

Assuring Good Nutrition:

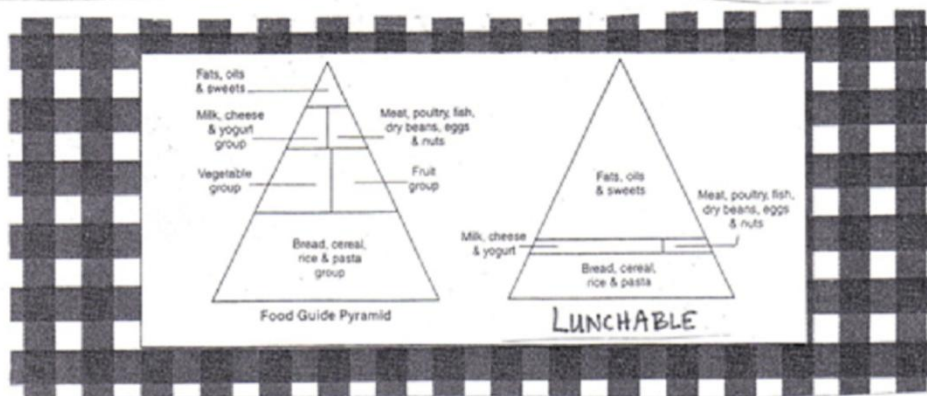
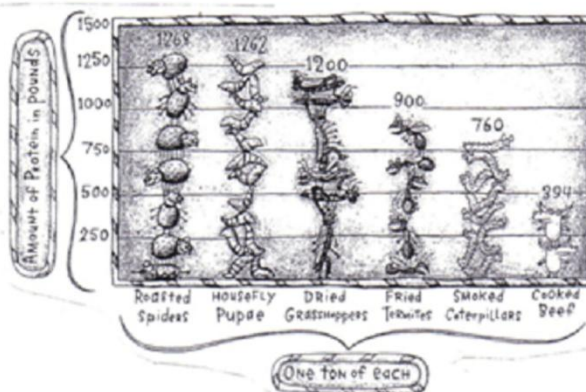
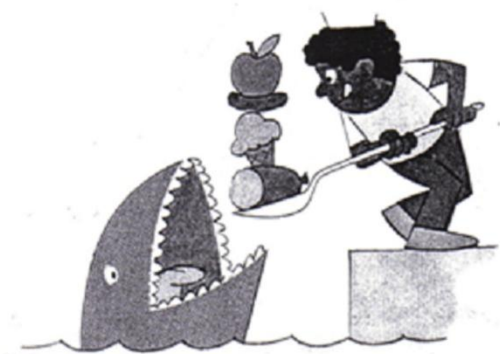


Washington State Child Care Licensing requires that every child's lunch include:

- 1) a bread or grain product;
- 2) two total servings of a fruit or vegetable (at a minimum);
- 3) a dairy food and
- 4) a protein food.

Pile on That Protein

Spiders and flies may not look like much, but as protein providers they're at the top of the heap.



If you pack your child a "lunch-able", please, also include vegetables and fruit for a more balanced lunch.

Thanks!

Blazing Trails



SOMETHING'S MOVING IN MY LUNCH BOX



## Blazing Trails Childcare @ Pathfinder K-8

Policy Type: Family Handbook

Policy Number: 923

Subject: Fieldtrips (summer)

Effective Date: June 1996

Approved by: Original Council

Approval Date: June 1996

Revised/updated: May 2017 by B.T. Office

Page: 1 of 1

Field trips are an exciting and wonderful way during all-day days for our children to connect with their greater community. Please, see your child's CoR Schedule for fieldtrip days and locations.

Adult visitors on a fieldtrip must complete a form outlining our rules and their responsibilities before attending a fieldtrip with us. Please, see **Visiting & Volunteering** (250) for more information.

**Being prepared to go on a fieldtrip is important. Please, make sure your child brings the following:**

- **Water bottle**
- **Healthy Lunch**
- **GOOD walking shoes**
- **Appropriate clothing for the weather**

Children must have returned a Fieldtrip Contract signed by both the student and at least one parent/guardian before attending any fieldtrip.

**Make sure you schedule at least one full day at Blazing Trails' site before a fieldtrip if your child is NEW to our program. It is important that your child get to know our teachers and become familiar with our ways. It is equally important for our staff to learn about your child. This policy is for your child's comfort and safety.**

This summer, most fieldtrips are all-CoR (so everyone must attend) and are scheduled mostly on Fridays, but check your CoR's schedule on the BT website or in flyer format to be sure. The cost for these trips is included in the tuition unless we give advance notice for something that happens to be more expensive. Fieldtrips that have an added cost have a "\$" on the schedule. Many bus trips will have a \$5 yellow bus fee to help defray the cost. Let the office staff know if these added charges are a burden and we'll try to help. Please, see our **Summer Flyer** or **CoR Schedules** for more information.

Brightly colored Blazing Trails' T-shirts will be provided for field trips to help keep our students and staff members visible and together in their groups. These shirts will stay at Blazing Trails for summer fieldtrips but, will be your child's to keep at the end of the summer.

Transportation can be by METRO bus, yellow school bus, or on foot. Please, see **Transportation** (680) for more specific information. Most fieldtrips this summer will use yellow school buses.

Children may need emergency transportation back to the Pathfinder building for a variety of reasons. We've included a permission request in our Registration Packet covering this possibility. Please, see **Transportation: Special Circumstances** (681) for more information.



## Blazing Trails' FAMILY HANDBOOK

# ALPHABETICAL INDEX OF POLICIES

POLICY	POLICY NO.
A) Absences and Kid Searches .....	611
Alignment Initiative between SPS/Pathfinder K-8 & Blazing Trails .....	240
Alternate Safe Location .....	751
Arrivals .....	610
B) Bike, Scooter & Skate Policy .....	920.3
Birthdays, Holidays & Celebrations .....	820
Lynx .....	833
<b>Blazing Trails' Childcare Organization</b> .....	200
Blazing Trails' Contact Information .....	110
<b>Blazing Trails' Yearly Schedule</b> .....	900
Board of Directors (BoD) & Membership, Blazing Trails' .....	201
C) Cell Phones & Electronic Devices, Student. ....	671
CoRs .....	830
Code of Conduct .....	431
Confidentiality .....	402
Court Orders Effecting Enrolled Children .....	401.1
<b>Curriculum Information</b> .....	800
D) Disaster Preparedness .....	752
Discipline .....	660
Dispensing of Medication .....	722
Drop-ins .....	612
E) Early Dismissal Days .....	641
Emergency Medical Procedures .....	761
Emergencies, School Closures and Late Openings .....	630
(Enrollment) <b>How Enrollment Works</b> .....	300
F) FERPA Waivers & Data Collection .....	403
Fire/Emergency Drills .....	750
Firearms/Weapons & Illegal Drugs .....	772
G) Badger s .....	832
Guidance .....	650
Grievances .....	420
H) <b>Health and Safety</b> .....	700
Holiday & Other Scheduled Closures .....	640
Hours of Operation .....	121
I) Immunization .....	740
Incident/Accident Reports .....	760
Inclusion Policy .....	310
Internet & E-mail .....	231
Invoices & Payments .....	520
K) Duck CoR .....	910.1
L) Late Payments .....	521
Late Pick Up .....	622
Leaving the Program – Schedule Changes .....	690
Legal Drugs – Tobacco, Marijuana and Alcohol .....	771
Licensing Information .....	210
M) Mandated Reporting of Suspected Child Abuse and Neglect .....	410
(Medication)Dispensing Medication .....	740
Messy Clean-ups .....	710

<b>O)</b>	<b>Operational Policies &amp; Procedures</b> .....	600
	(Over-the-Counter) Over-the-Counter & SUNSCREEN.....	722.1
<b>P)</b>	Parent/Teacher Conferences .....	421
	Parent Information & Communication .....	230
	Parent's Right to Immediate Access .....	401
	Persons appearing to be impaired by Drugs and/or Alcohol .....	621
	Pesticide Policy .....	773
	Pets.....	773
	Pick Ups .....	620
	Picking up Sick Children .....	721
	(Program & Philosophy) About the Program & Philosophy .....	120
<b>R)</b>	Raccoons .....	831
	Registering Volunteers .....	251
	<b>Rights &amp; Responsibilities</b> .....	400
<b>S)</b>	Sample Invoice .....	522
	Schedule Changes& After-school Enrichment Classes .....	691
	Scholarship Program .....	561
	(School Year) Activities – Before & After School .....	910.2
	(School Year) Daily Schedule .....	910.1
	(School Year) Field Trips .....	915
	(School Year) Homework Club .....	911
	(School Year) Movies .....	910.3
	<b>School Year Program</b> .....	910
	School Year Rates & Fees .....	540
	(School Year) Snacks .....	913
	(School Year) Spring & Winter Breaks .....	914
	Severe Allergies/Asthma/Life Threatening Condition .....	730
	Shelter-in-place & Lockdowns .....	750.1
	Sick Children .....	720
	Snow Days & Other Emergency Schedules .....	631
	Staff .....	220
	Staff to Child Ratios .....	810
	Standard Procedures .....	530
	Subsidized Care .....	560
	(Summer) Activities .....	920.2
	(Summer) Daily Schedule .....	920
	(Summer) Field Trips .....	923
	<b>Summer Program</b> .....	920
	Summer Rates & Fees .....	550
	(Summer) Snacks & Lunches .....	922
	Summer Tuition .....	510
	(Summer) What to Bring and Important Information .....	921
	(Sunscren) Over-the-Counter & SUNSCREEN.....	722.1
<b>T)</b>	Termination of Services .....	430
	Toys from Home .....	670
	Treat Snacks from Home.....	821
	Transportation .....	680
	<b>Tuition &amp; Fees</b> .....	500
	Tuition & Fees: Shared Responsibility .....	551
<b>U)</b>	Unsafe Behaviors .....	770
<b>V)</b>	Videos & Screen Time .....	910.3
	Visiting and Volunteering .....	250
	Vision, Mission & Values .....	100