

Footprints Academy's  
Before & After School Program



## Parent Handbook 2008 – 2009 School Year

In order to reserve a spot in Trailblazers for the school year, please turn in an application and contract, including an annual registration fee according to the following schedule:

### Registration Schedule:

One child enrolling registration fee	\$125
Two children enrolling registration fee	\$140
Three children enrolling registration fee	\$155
Four children enrolling registration fee	\$175
Five children enrolling registration fee	\$195

Welcome to Footprints Academy's before and after school and summer camp program, "Trailblazers". We would like to thank you for your expressed interest in our program and would like to provide you with some program information. This packet specifically contains the school year information. The summer camp is run separately but also known as the Trailblazers program. Enrollment for summer camp takes place beginning in January of each year and requires a separate annual registration in order to participate.

Scott Pettersen, Vice Principal of Footprints Academy, oversees the Trailblazers program with the assistance of the program coordinator. This handbook is a comprehensive guide to understanding the policies and procedures of the Trailblazers program. Please read it carefully and keep it handy for future reference throughout the school year.

The Trailblazers program provides before and after school care for students attending Footprints Academy and several other elementary schools in the school districts 833, 834 and 622. If you have questions about whether transportation is available to a specific school, please contact us directly for more information.

The Trailblazers programs are available only to students who attend school full-time. We do not have programs available for students attending part-time kindergarten. Our private school program, Footprints Academy, offers full day kindergarten and grades one through six. Information about Footprints Academy and the school curriculum is available in a separate brochure or on our website at [www.footprintsacademy.com](http://www.footprintsacademy.com).

As a prospective parent of a child to be enrolled in our program, we encourage you to come in and observe our daily activities and events. If you choose to enroll in our program, any contributions of your time and talents will be most appreciated.

## Program Description

The Trailblazers program was designed with the needs of all school-age children in mind. It is a program that clings tightly to family values and operates with experienced educators who know how to create and enhance an enthusiasm for learning while building reading, writing, social and other academic skills. Planned activities are fun, challenging and developmentally appropriate for each child. To maximize our effectiveness, our program focuses on creating an environment where children feel safe and comfortable. Children feel the most comfortable and safe when they are allowed to be themselves. To an adult this may appear noisy or even chaotic at times; but rest assured it is merely everyone having fun and enjoying themselves and each other while making choices about the activities they most enjoy during their "own" time before and after school. The teachers actively participate in these activities as well, both to ensure safety and to guide the children.

Within this highly structured, yet loosely interpreted environment, the children are given an array of choices and responsibilities. They are allowed to choose their activities. They decide whether or not they will participate in a craft or project. They decide when to do their homework, etc. (Of course, parent requests are taken into account!) On most days in fact, children will dictate the entire direction of the day. For example, if someone has a project or experiment they would like to try, we will do our best to provide the necessary resources. The children are responsible for maintaining guidelines, cleaning up after themselves and enjoying their time in Trailblazers. In simplest terms, Trailblazers is a program which has ultimately been designed by the children and is coordinated by a highly qualified professional teaching staff.

Children also have responsibilities to the "community" of the school. They determine which projects they would like to tackle, for example, perhaps coordinating the recycling efforts of the school, or planting a vegetable garden for fall harvest, or building a tree fort in the backyard. Together they develop a plan, objectives, an outline for accomplishing these goals and then work toward successful completion. This real life part of the Trailblazers program gives children a feel for work as a group, and lets them feel the rewards of their accomplishments. As parents, you may experience the benefits of an occasional car wash as the children work toward a goal of earning something they desire or to earn funds to donate to a local charitable organization.



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## Mission Statement

- ☆ We believe that school-age children need a positive, well-supervised environment in order to learn and grow.
- ☆ Here, play is respected as the child's work and the process is as important as the product.
- ☆ Children are guided in a way that fosters initiative and independence so that they learn to make their own choices.
- ☆ Opportunities for each child to assume responsibility strengthen positive peer and adult relationships and gain a sense of belonging, abound in our environment.

Children can expect comfortable, inviting surroundings, choices within structured limits, opportunities for socialization, quiet time, and space in which to do their own work and enrichment activities. Parents can expect a friendly and safe atmosphere for their children, as well as qualified, dedicated and well educated adult staff who strive to create a supportive environment for both children and parents alike.

Here, we strive to meet the special needs unique to each child and family. We believe that our program positively impacts the child's school performance and enhances relationships with peers, teachers, family, and the community. We accomplish these goals by adhering to the following:

1. Creating a safe & interesting environment.
2. Creating an environment where each child is a contributing member to the program.
3. Providing an environment where children are cherished for the unique people they are.
4. Providing the children with a variety of sensory stimulation, gross and fine motor activities, cognitive and social experiences to facilitate their maximum personal development.
5. Maintaining constant and effective communication between parents and staff in order to develop consistency between the child's home and the Trailblazers experiences.
6. Regularly evaluating our resources and approach in order to provide a stimulating, educational and enjoyable program.
7. Enhancing the concepts that the children are learning in school. This is especially true for children who attend Footprints Academy, because we are in constant communication and work in collaboration with the Footprints Academy teaching team.
8. Establishing an environment so nurturing and rich that your children look forward to attending the program.
9. Providing each parent with the ultimate, what every parent deserves, "Peace of Mind!"

\*Most of our Trailblazers staff is licensed in education. Therefore, the program in many ways becomes an extension of learning and the school day and quality of the program is exceptional. We feel this sets our program apart from many which are available to kids in this age group! Our teachers are dedicated, professional, educated and talented, not merely caregivers!



## Tuition Fees

Program	Cost per child/week
Before and After School	\$60.00 Footprints Students \$120.00 Area School Students
Before OR After School	\$85.00
School Release Days	Weekly rate plus \$22.00 per day
Tuition for students adding a release day who are not participants in before and after school care.	\$50.00/day plus field trip expenses

### **Tuition policies:**

- ☞ There is an annual registration fee, as shown on the schedule on page one of this packet which applies to all families.
- ☞ Each family will receive **one week** of vacation from the before and after school program, to be used during the 2008 – 2009 school year, **provided that two weeks written notice is provided in advance of a child's vacation date.** Vacation days may not be used on holidays or staff training days.
- ☞ Trailblazers will provide a calendar at the beginning of the year showing exactly which days we will be here and available for all day services. We are not always able to accommodate the diverse needs of all of the districts! By enrolling in our program, please understand, you will be charged the base rate of the weekly charge for all weeks, regardless of the school schedule. You will also be charged the additional School Release Day rate for the days WE PUBLISH as School Release Days for the Trailblazers calendar, unless you give a two week written notice of the specific day you will not be attending. We do this because we will be staffing and planning for your child to attend. Finally, there may be some days we do not have as published Trailblazers School Release Days which many of “our” Trailblazers really need care. If that is the case, we will consider adding a staff person and providing curriculum and activities to accommodate the children to meet the needs of our kids. Basically, if 8 or more student/families need care, we will do our best to add programming for a day not on our calendar. If there are days you know you would like to have care – please connect with Scott and he will let you know if it is an option. It is the parent's responsibility to find alternative care during the school day, on the days when Footprints Academy is in session and Trailblazers is not able to provide full-day care. Full tuition is charged for these days, as care is available before and after school.
- ☞ Parents will be billed the additional rate of \$22 a day for all district release days unless a two week written notice is received prior to the school release day stating your child will not be attending. (Children who are not enrolled in the Trailblazer program may add a school release day at a rate of \$50 a day plus any applicable additional activity fees.)
- ☞ Parents must notify the school-age coordinator if a child does not need to be picked up at school. A **\$25.00 additional transportation charge** will apply if a parent fails to notify the coordinator that a child is not in school, before 10 a.m. that day.
- ☞ Full tuition is charged in the event of a snow day or other emergency.

### **To summarize:**

The weekly base fee of \$60.00 for Footprints students, or \$120.00 for area students is billed for every weekday beginning September 2<sup>nd</sup> continuing through the child's last day of school as published by their district. This includes holidays and all days the program may be closed for training or due to power outages, snow days or other emergencies.

The \$22.00 per day additional fee for school release days will be charged unless parents provide written notice two weeks prior to a school release day stating they will not attend that particular day. This fee is charged for all published Trailblazers release days for each area school student and is charged regardless of actual attendance.



## Enrollment Policies

To be considered for enrollment, you must fill out an enrollment agreement and contract and submit the non-refundable annual registration fee. Once this is completed, your child's spot will be reserved in our program.

Prior to your child's first day of attendance you must complete the following:

*(Unless, we already have a current copy on file for your child. It is NOT necessary to duplicate all forms annually)*

- (1) Enrollment Agreement – **Annually**
- (2) Contract - **Annually**
- (3) Child Emergency/Health Information Form
- (4) Health Care Summary
- (5) Parental Permission Form
- (6) Home Environment and Social Development Form
- (7) Child Care Immunization Record
- (8) Consent for Non-Prescription Medications Form - **Annually** if child is taking medication (or more often, if needed)

**\*\*YOUR CHILD WILL NOT BE ADMITTED TO THE PROGRAM UNTIL ALL OF THE PAPERWORK HAS BEEN COMPLETED AND TURNED IN TO OUR STAFF.\*\***

All tuition is due in advance. The first day of attendance, a minimum of one half of one month's tuition is required. Tuition must always be pre-paid, but you may elect to pay for Trailblazers tuition either monthly or by paying half on the first of the month and half on the 15<sup>th</sup> of the month. Either way, only one monthly statement will be provided each month. Children may not be admitted to the center if the fees are not current. You may lose your spot on the enrollment list if fees are not current. THERE IS A \$25.00 PENALTY FOR ALL PAYMENTS RECEIVED AFTER 5:00 p.m. ON THE DAY THEY ARE DUE. (Remember you must always pre-pay).

If you would like a receipt for tuition payments, please write the word "Receipt" in the memo of your check and return your invoice. Your invoice will be marked "paid" and returned to you as your receipt. Everyone will receive a yearly receipt detailing child's before and after school care expenditures for the previous year, in January. We are also happy to sign any dependent care reimbursement forms required by your employer. Please just complete and submit them and we will sign and return them to your child's take home folder located in the lobby.

## Enrollment Priorities

Our Trailblazers program will be limited to the first 100 children who enroll for the 2008-2009 school year. **Even Footprints Academy students, who are currently enrolled in the program, must re-enroll to reserve a spot for the fall.** A registration fee is required for all children.

Enrollment in the program is on a first come first served basis. However, if applications are received on the same date, priority will be determined in the following order:

1. Students enrolled in Footprints Academy;
2. Students with siblings attending Footprints Academy or Peace of Mind Early Education Center;
3. Footprints Academy or Peace of Mind Alumni;
4. Students attending area schools.

## Classroom Ratio

Our staff to student ratio is 1:15 for school-age students. Experienced teachers and instructional aides will work with the children daily. Students will always be within sight and sound of our staff. Our teaching team is sensitive to the individual needs of each child. Our student to teacher ratio is reduced on field trips, depending on the location, at the discretion of Nicole Robbins and Scott Pettersen. Children's safety is ALWAYS our top priority.



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## Hours (Drop Off & Pick up)

Our hours of operation are from 6:00 a.m. – 9:30 a.m., and from 2:30 p.m. – 6:00 p.m. However, most Trailblazer families begin to drop-off around 7:15 a.m. in the gymnasium of Footprints Academy. The students will eat breakfast from 8:00 a.m. – 8:30 a.m. and then go outside (weather permitting) from 8:30 a.m. – 9:00 a.m.

In the afternoon the students will eat snack at 3:30 p.m., have some free choice/homework time, and then split into one of three groups (they choose which group they would like to participate in) at 4:15 p.m. These groups do their activity for one full hour – the groups could be, but not limited to: homework help, after school club, football, kickball, drawing, puzzles, hula hoops, etc. At 5:15 p.m. the students gather together in the gymnasium for self-directed activities until closing at 6:00 p.m.

We understand that parents are pulled in many directions, and that balancing responsibilities is no easy task. However, in an effort to retain a talented teaching staff, we must be dedicated to closing our program at 6:00 p.m. each day. We expect our parents to be respectful of the staff's personal time, by picking up your child on time. Our late pick up fee is as follows and parents will be charged for each late pick up.

There is NO charge for the first THREE late pick-ups; after which, parents are charged as follows:

6:01 p.m. - 6:15 p.m.	\$50.00 fee will be billed to your account
6:15 p.m. - 6:30 p.m.	\$75.00 fee will be billed to your account
6:30 p.m. - 7:00 p.m.	\$100.00 fee will be billed to your account

(Time is "clocked" using the school clock, and pick up time is the time that parents are leaving the building with their child.)

After 6:15 p.m., program staff will attempt to contact your emergency contacts. If no contacts are available, the police and child protection services will be notified if we have not heard from you. The late fee applies even if you call to notify us that you will be late, although we do appreciate the call!

## Policies of Attendance

It is required that each child be checked in and out of our program each day. Before your first day of attendance your family will be given a code to check your child in and out of our program. If someone other than a parent or legal guardian will be picking up a child from our program, prior written authorization must be given, and the person picking up the child must have a state issued, photo identification. The people listed on your child's emergency form may pick up your child at any time. Anyone who comes to pick up your child without proper identification or notification will not be permitted to take your child from our program. Changes to your pick up list can be made by personally delivering a signed, written authorization. Faxes and email changes are never accepted.

Please make sure to notify us by phone if we do not need to provide transportation to/from school for your child. It is your responsibility to notify the school if your child will be absent from the Trailblazers program or is absent from school and does not need transportation at the end of the day. If your child is scheduled to attend and does not report to our program, we will make every effort to verify the absence by contacting you. You will also be billed \$25.00 if we do not receive proper notification before our van leaves to pick up your child from their school.



## Meals

All prices include breakfast, snack, and when applicable (school release days) lunch. Trailblazer students may also choose to bring a lunch from home if they would like.

**Breakfast:** If the child arrives by 8:30 a.m. they will be served breakfast.

**Lunch:** If your child is at our program for the entire day they will eat lunch between 12:00 – 12:30 p.m.

**Snack:** If your child is in our program at 3:30 p.m. (or arrives later due to transportation, etc.) they will eat snack.

All meals are prepared in our school cafeteria and will vary on a daily basis in conjunction with our school menu. You may request a copy of the school menu. They are also available in the lobby or on our website.

Please note:

- ☞ If your child has any dietary restrictions or allergies, please notify the school age coordinator so that we can accommodate those special needs. A meeting with the head cook is required in order for us to accommodate dietary restrictions or special needs.
- ☞ Footprints Academy, Trailblazers and Peace of Mind are entirely peanut free environments. This includes meals or snacks provided from home.

## Holidays

The Trailblazer program is closed on the holidays listed below. Please see the Trailblazers calendar, published in August, for final information about school release days that Trailblazers is open for care. Full tuition is charged for all holidays, and holidays may not be used as vacation days.

Labor Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
The day after Christmas  
New Year's Day  
Memorial Day  
Fourth of July

**\*Three floating holidays/training days - to be announced annual ly**

\*\*All programs will be closed August 26<sup>th</sup> for training\*\*

\*\*All programs will be closed February 13<sup>th</sup> for training\*\*

\*Full tuition is charged for all holidays, training days, snow days and for all business days from September 2<sup>nd</sup> through each child's last day of school as published by their school district.

## After School Clubs

The Trailblazers program has after school clubs to enhance your child's daily experience. After school clubs have been designed to expose students to new hobbies and interests. Our staff works hard to accommodate all students at all levels. Whether you are a "seasoned veteran" or a "rookie" to the chosen activity, it is our goal to ensure the club is meaningful and impacts each and every participant.

We will be offering many new programs on a monthly basis, that will cater to your child's wants and needs. Some of our after school clubs have been: fit-natics, pigtailed and pom poms, art club, golf club, mountain biking club, jump rope club, drawing club, fishing club, builders club, volleyball club, guitar and piano lessons (on an individual basis.) Please look for details on these programs as the school year approaches.



## Other Activities

While attending the Trailblazers program, students are encouraged to participate in a variety of recreation and enrichment activities, which may include:

Homework Help	Foreign Languages	Drawing
After School Clubs	Sports	Creative Writing
Art	Computers & Technology	Piano & Guitar Lessons
Multi-Cultural Activities	Music & Drama	much, much, more
Cooking	Building Literacy Skills	

## Behavior Guidance

The Trailblazers program uses a positive approach to discipline when the stated rules are broken. Behavior problems are dealt with in a timely and consistent manner. Parents will be notified if behavior is consistently inappropriate or if your child's behavior creates a risk of harm to themselves or anyone else. Extreme cases of inappropriate behavior may call for a behavioral modification meeting, which will consist of the child's parents, the school-age coordinator and the Vice Principal or Principal of Footprints Academy. It is our philosophy to work with all children, with parental support, to allow them to succeed in our program. Failure of parental compliance, or continued risks to student safety may result in the immediate dismissal of the child from our program. Each parent will be given a copy of our behavior guidelines prior to enrollment. If a child is dismissed because they are causing harm to others and parents are unwilling, or unable, to fully support the program staff, full tuition for the school year will remain due as it is the responsibility of the parents to fulfill all contracted obligations.

## School Release Days

We plan Footprints Academy's academic calendar to mirror that of the surrounding schools. However, each school's schedule does vary slightly. This means that your child may have a day off from school when Footprints Academy is in session. We will do our best to accommodate all schedules, but cannot guarantee that we will have care on all school release days. Please carefully check schedules so you are not caught off guard at the last minute without care available.

Students attending Valley Crossing on the school's alternative calendar program are welcome to attend the Trailblazers program. Please note, however, that full day care is only available on the days that Footprints Academy does not have school. If eight or more students need care on a day Footprints Academy does have school, we may provide programming if we are aware of the need in advance. Please notify Scott if you do have a desire for care on days when Footprints Academy is in session. If possible, we will provide alternative programming if there is a group of kids in need of care.

## Drop - In Care

Students who are not enrolled in the Trailblazers program full time but who wish to join in a particular after school club or activity may do so, on a drop-in basis. The rate is \$20 per day for Footprints students or \$50 per day for non-Footprints students. The \$50 for non-Footprints students includes one-way transportation if 48 hour notice is given and we are able to accommodate them in our transportation schedule.

## School Release Days Only Care

Students not enrolled on a regular basis but wish to participate in the special programming we provide on School Release Days throughout the year, or wish to stay connected to special friends and this very unique and amazing community may do so by enrolling in our "School Release Days Only" program. There is a \$50 annual registration fee for the program and regular posted rates apply per days registered to attend. Parents must provide a schedule of days the child will attend for September-December by September 15<sup>th</sup> and for January-June by November 15<sup>th</sup>.



## Accidents or Injuries

Mild injuries or accidents will be reported to the parent or guardian by way of an accident report and, most likely, verbal notification. All of the Trailblazers and Footprints Academy staff is trained in CPR & First Aid, and will use universal precautions when treating any injuries. Students will be transported to a local hospital in the event of an emergency, and payment for transportation and treatment is the responsibility of the child's parent.

When a serious accident or injury occurs, the school age coordinator will notify the parents and, if necessary, emergency contacts.

## Safety

The Trailblazers program provides a safe place where children can learn new skills, reinforce academic skills, and participate in age-appropriate recreation and social skill building activities. Participants are expected to follow all school rules and program safety rules posted at the site. Violation of these guidelines may result in your child not being allowed to participate in the program at the discretion of the Trailblazers team.

If we expect to see your child, especially after school, and your child does not get off the bus or we are unable to locate them at the school while we are there, you will be contacted immediately. For the safety of your child, it is absolutely essential that you notify us if your child will not be at school. To avoid extra charges (\$25.00), be sure to call us by 10 a.m. Secondly, the emergency contact information we have on file must be current and complete. Please be sure that we have all numbers - home, work and cell, as well as e-mail, if applicable. List emergency contacts in the order you would like for us to contact them and be certain that someone is always available to take our calls.

## Child Abuse/Neglect

All Trailblazer and Footprints Academy staff are "Mandated Reporters" of child abuse or neglect. This requires staff to report any and all cases of suspected child abuse or neglect. If child abuse or neglect is suspected, the proper authorities will be contacted and an incident report will be filed.

## Illness/Medications

Health rules are designed to protect the well-being of all children. If a child becomes ill while at the program and cannot participate in the normal daily routine, the school age coordinator, or teacher, will notify the parents or emergency contacts. You will also receive a copy of our policies regarding sick children. Because our program regulations require us to engage staff based on the number of children enrolled, we cannot refund tuition for days your child is absent or ill.

In the event that medication needs to be administered to a child while attending Trailblazers, a parent or legal guardian must complete a prescription/non-prescription medication form. This form is available upon request from the school age coordinator and at the front desk. Please do not send medications with your child in their backpack. If you must send medications with your child to and from school, please be sure to notify program staff so that we may take appropriate precautions once they arrive at Footprints Academy.

Prescription medication must be presented in its original container, labeled with physician's name, child's name, dosage, directions, prescription expiration date, and pharmacy contact.

If your child is well enough to attend the program, your child should be well enough to participate in all aspects of the program, including outdoor play, even in the winter. If your child is not well enough to participate in active play, you should plan on keeping your child home from the program that day.



## The Great Outdoors

The Trailblazers program provides a unique opportunity for students growing up in the cities. We have wonderful outdoor experiences for the children, including everything from exploring nature to hiking and biking, and walking, running and swinging (and we mean high). This means that children may sometimes get bumps and bruises, scratches and scrapes, associated with outdoor exploration (life is dangerous, right?) Parents must sign a permission slip, giving children permission to participate in active outdoor activities and holding the school harmless for any injuries received as part of a child's active play. We also recommend that you give us permission to apply sunscreen and bug spray☺.

## Snow Days/Emergency Closings

In the event of the Trailblazers program being closed due to weather, etc., an announcement will be made on KARE 11. The decision to close the program is made by the Principal, Nicole Robbins, at her sole discretion. She will always take into consideration the effect on all families and safety considerations related to transportation in inclement weather. Please watch KARE 11 television for more information. Full tuition is charged if the center is closed due to bad weather, power outages, or other emergencies. We will do our best to send an email blast and have a recording on the school voice mail, but KARE 11 is the best service.

If your child's school closes due to bad weather and Footprints Academy remains open, we will provide all care if staffing allows and a minimum of 8 students will attend for the day. The additional charge of \$22.00 would then apply. If you are unsure, you should contact Trailblazers for information about our ability to provide care. Depending on staffing, parents may be asked to pick children up from school in the event of a school closing. Parents should plan to pick up their children in case of emergency school closing.

## Summer Camp

During the summer months, we have summer camp programs available for children entering grades 1 through 8; spots go to the first 100 children to enroll. There are separate programs available for students entering grades 1 and 2 as well as our L.E.A.D. program (leadership training progra) for students entering grades 3- 8. Summer camp packets are available for the upcoming summer in February of each year. Check out the Footprints website for additional information about summer camp programs!

[www.footprintsacademy.com](http://www.footprintsacademy.com)

Thank you for your interest in our program. We know there are a lot of programs to choose from. What makes Trailblazers a special program is our family atmosphere which fosters close relationships among the staff, parents and children. In addition, our highly qualified, professional teachers are dedicated to improving and enriching the lives of children. We have an unparalleled commitment to sustaining high standards, ultimately, this leads to a quality program for children. Please feel free to contact us to set up a tour or to ask any additional questions. We look forward to the opportunity to become a part of your extended family.

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## ENROLLMENT AGREEMENT FOR SCHOOL AGE CARE 2008 - 2009 school year

I understand that my child \_\_\_\_\_ is enrolled in Footprints Academy, Trailblazers, INC. program to begin on September 2, 2008.

Footprints Academy  
9025 Tamarack Road  
Woodbury, MN 55125

My child will attend the following times:

- \_\_\_\_\_ Before School ONLY
- \_\_\_\_\_ After School ONLY
- \_\_\_\_\_ Before and After School
- \_\_\_\_\_ School Release Days ONLY

School your child will be attending: \_\_\_\_\_

School's start time \_\_\_\_\_

School's ending time \_\_\_\_\_

**\*Note: Parent must provide a copy of the school calendar by the first day of school.\***

On the following days, at the times listed:

Day of Week	Morning Start Time	Evening Pick Up Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

A contract for the entire school year is required to secure registration for the 2008 - 2009 school year. I understand the registration fee is non-refundable.

By signing below, I acknowledge that I have received a copy of the program's Tuition and Registration Policies, as well as the program's policy regarding sick children including information about when sick children may return to the program. I agree to comply with the program's policies as provided to me.

*(Both parents must sign if there are two custodial parents)*

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

Parent Phone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_ Parent Phone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_

Parent e-mail: \_\_\_\_\_ Parent e-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_

\_\_\_\_\_



# Child Emergency/Health Information Form

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Child's Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

Child's Home Phone \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address of above (if different from child's) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Phone where parent can be reached when child is in school \_\_\_\_\_

Email Address \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address of above (if different from child's) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Phone where parent can be reached when child is in school \_\_\_\_\_

Email Address \_\_\_\_\_

**Who most likely will be dropping your child off in the morning?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Who most likely will be picking your child up in the afternoon?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Who else would you like to have permission to pick-up your child from the program?**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_



Is there anyone who does **NOT** have permission to take your child from school?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE NOTE: A copy of the court decision must be on file in order for the school to not release a child to his/her non-custodial parent.**

EMERGENCY CONTACTS: If we are unable to get a hold of you directly, who could we contact in case of an emergency?

**\*\*\*STATE LAW REQUIRES THAT YOU LIST AT LEAST TWO LOCAL CONTACTS OTHER THAN YOURSELVES\*\*\***

**NOTE: Emergency contacts must also be authorized to pick up your child in an emergency.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Physician's Phone: \_\_\_\_\_

My child takes the following medications: \_\_\_\_\_

This medication affects my child in the following way(s): \_\_\_\_\_

My child is **allergic** to the following foods and has the following special diet instructions: \_\_\_\_\_

My child has special health concerns as follows: \_\_\_\_\_

Dentist's Name: \_\_\_\_\_

Dentist's Address: \_\_\_\_\_

Dentist's Phone Number: \_\_\_\_\_

Parent's DOB: \_\_\_\_\_

Parent's DOB: \_\_\_\_\_

Security Question: \_\_\_\_\_

Security Answer: \_\_\_\_\_



# Parental Permission Form

**PERMISSION FORM FOR:** \_\_\_\_\_

(Child's Name - you may list more than one child on this form)

## EMERGENCIES:

I hereby grant permission to the Footprints Academy staff to act in a medical emergency situation and for appropriate medical staff to administer emergency medical treatment to my child. I agree to be responsible for any charges which may occur as a result of any treatments administered to my child. I give permission to the Footprints Academy staff to call 911 on behalf of my child in a medical emergency.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## NAME RELEASE:

I give my permission to have my child's name, phone number and home address on the class roster to be distributed to parents of children in the class and to staff and board members. (i.e.: School Directory, Valentines list, play list with phone numbers, etc.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- I grant permission; however, I would like to be notified prior to each release of this information.

## PHOTOGRAPHS:

I hereby give my permission for my child to be photographed in the program, program functions and field trips and for the photographs to be displayed. I understand that the photographs may be taken by school staff, professional photographers & other parents. I understand that I will be notified if any photos are to be used for publicity purposes and that I have the right to refuse permission.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPROMPTU WALKS:

I hereby give my permission for my child to go on impromptu walking field trips in the neighborhood. Specifically: along the bike paths, in the woods behind the school, to the park, near Interlachen and other nearby neighborhood locations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Health Care Summary

MUST BE COMPLETED BY HEALTH CARE SOURCE

Date of Enrollment: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ ~ \_\_\_\_\_

Parent(s) or Guardian: \_\_\_\_\_

Date of last physical examination: \_\_\_\_\_ How long have you seen this child? \_\_\_\_\_

How frequently do you see this child when they are not ill? \_\_\_\_\_

Does this child have any allergies (including allergies to medications)? \_\_\_\_\_

Is a modified diet necessary? \_\_\_\_\_

Is any condition present that might result in an emergency? \_\_\_\_\_

What is the status of the child's... Vision: \_\_\_\_\_

Hearing: \_\_\_\_\_

Speech: \_\_\_\_\_

Please list important health problems below:

Important health problems	Followed by you	Followed by other Med source (name)	REQUIRES special attention at Center
_____	_____	_____	_____
_____	_____	_____	_____

Other information helpful to the child care program: \_\_\_\_\_

**Signature of Health Source:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ ~ \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_



# Consent for Non-Prescription Medication

CHILD'S NAME: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_  
(Each child requires a separate form)

I hereby give Footprints Academy permission to apply any of the following external preparations which are checked below, in accordance with directions for use on the appropriate container:

- |  |   |
|--|---|
| <input type="checkbox"/> Sun screen                            | <input type="checkbox"/> Hand Lotion (for dry skin) |
| <input type="checkbox"/> Fever reducing medication             | <input type="checkbox"/> Bug spray                  |
| <input type="checkbox"/> Neosporin (antibacterial ointment)    | <input type="checkbox"/> Other (please specify)     |
| <input type="checkbox"/> Calamine Lotion (mosquito bites, etc) |   |

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Child's Parent/Guardian

Name of medication	Child's Weight	Dosage
	lbs	
	lbs	
	lbs	
	lbs	
	lbs	



# Child Care Immunization Record



## Home Environment & Social Development

Child's Name: \_\_\_\_\_

List brothers & sisters:

Name	Sex	Date of Birth

Who lives in the home with your child?

Name	Relationship

How often does the child play with friends? (Sunday school, athletics, dance, etc.):

Describe your child's experience with other children:

---

### Medical history

Allergies:

Food	Medicinal

Is your child on any regular medications? (please circle): YES or NO  
If yes, how does it alter your child's behavior?

Has child had any surgery or bone fractures?

Has physician ever been consulted with regard to speech, hearing or vision problems?

Are there any health problems in the family? Please describe how it may affect your child:

Has you child had any contagious diseases? If yes, please list:



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## Sleep Routine

Length of time \_\_\_\_\_  
(hours & minutes)

My child no longer takes naps \_\_\_\_\_ (please initial)

Night time Routine:      In bed at: \_\_\_\_\_ p.m.  
   Asleep at: \_\_\_\_\_ p.m.  
   Up around: \_\_\_\_\_ a.m.

---

## Behavioral Tendencies

What consistently comes up as your child's greatest strength or attribute/gift?

What are some of the accomplishments you and your child are most proud of? Brag a little . . .

Are there any areas which are socially awkward for your child? Any areas where they struggle a bit when meeting new friends?

How does your child make others laugh? What is their "silly side"?

If they are having a sad time, how would we go about making their day better?

Anything you are worried about as a parent at this time?

Is there anything going on in your family/home life which is unusual or stressful that would be helpful for us to know about? (illness, someone in the military, divorce, absence, a move, new baby or any other major life change...)

How do you expect your child to handle the transition to this program?



What have you told them about it? Sometimes – when we can be consistent – that is the best thing we can do for kids! Let us know what you have said and we will work to be consistent.

If your child were being introduced to a new friend their own age, what 3 things do you think they would most want this new friend to know?

What are some of your child's interests and hobbies?

In what academic subjects does your child excel?

What redirection practices are used in the home?

In what particular ways can we help your child this year?

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Anything else you think would be helpful in caring for your child?

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**To complete registration, please enclose the non-refundable registration fee.**  
(If reserving more than 60 days in advance, pre-payment of the first week's tuition is required)



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# Contract for Before and After School Services

## Agreement for Educational Services

Thank you for choosing the Trailblazers program at Footprints Academy. By signing below, you agree to the following terms.

### Enrollment

The child or children listed below are enrolled in Trailblazers, for before and after school care, for the 2008-2009 school year.

<u>Child's Name</u>	<u>Grade</u>	<u>Starting Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Tuition

Tuition will be as listed in the attached brochure. The custodial parent(s) are electing to pay tuition as follows:

- On the beginning of the month as billed.
- In two payments, one at the beginning of the month & one mid-month, as billed.

### Commitment

By signing this agreement, you are committing to enrolling the children listed above and to paying the tuition for those children. Because Footprints Academy's Trailblazers program reserves places for students based on this agreement, you will be required to pay the tuition even if you later decide not to have your children attend Trailblazers for reasons including but not limited to changing your mind or relocation.

### Quality

Footprints Academy and the Trailblazers program will always strive to meet its own high standards, and those of its parents and students. If you have suggestions to improve the Trailblazers program, we encourage you to communicate with your child's teacher or Footprints Academy's Principal or Vice Principal, or the before and after school program coordinator.

### Policies and Procedures

To promote a safe and positive environment for learning, you agree to abide by Footprints Academy's policies and procedures & to use all reasonable efforts to ensure that your enrolled children also comply with the policies & procedures. Footprints Academy will use all reasonable efforts to notify you of its policies and procedures including via its Student Handbook, notices and mailings to parents, and oral communication from teachers and staff.

### Credit Terms

Because Footprints Academy must pay its teachers, staff and expenses on a timely basis, Footprints Academy charges a late fee of \$25 per month on all invoices not paid on time. If the account becomes delinquent and Footprints Academy begins collection proceedings via litigation or other methods, you agree to pay Footprints Academy's collection costs and/or attorneys' fees. Footprints Academy also reserves the right to deny admittance to school if Trailblazers tuition is overdue.

### General Terms

This Agreement will be governed by Minnesota law. The failure to use or assert any right under this Agreement is not a waiver of any right. This Agreement is the entire agreement between the parties with respect to the subject matter included in the Agreement. Therefore, it supersedes all prior agreements or statements relating to the subject matter in the Agreement. The Agreement may only be changed or superseded in writing signed by the custodial parents and Footprints Academy.

### All custodial parents must sign below:

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Nicole J. Robbins - Principal - Footprints Academy

Date: \_\_\_\_\_



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