

Footprints Academy's
Before & After School Program



Parent Handbook 2009 – 2010 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 Fee Schedule:

Registrations Received Prior to April 1, 2009 \$90.00 Registration fee.	Registrations Received April 1, 2009 or later \$125.00
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Thank you for your interest in our Trailblazers program. Footprints Academy's school-age program is known as "Trailblazers." We operate two separate programs. There is a school year program, and a summer camp program. This packet specifically contains the school year program information. Enrollment for summer camp takes place beginning in February of each year, with a separate parent packet.

Through our Trailblazers program we provide before and after school care for students who attend Footprints Academy, as well as schools in districts 834, 833 and 622 including: Woodbury Elementary, Royal Oaks Elementary, Lake Elmo Elementary, Middleton Elementary, Skyview Elementary, Carver Elementary, Valley Crossing Community School & Liberty Ridge. At the start of each school year, we make a transportation route, and consider the addition of other schools. We have transported to Bailey Elementary in past years. If you have questions about whether transportation is available to a specific school, please contact us directly for more information. We will make every attempt to accommodate students who wish to be a part of the program, if transportation arrangements can be made.

The Trailblazers programs are available only to students who attend school days. We do not have programs available for students attending part-day kindergarten. Our private school, Footprints Academy, offers full day kindergarten through sixth grade education. Information about Footprints Academy and the school curriculum is available in a separate brochure or on our website at 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. Parents are also welcome as visitors at any time!

Program Description

The Trailblazers program was designed to meet the needs of school-aged children. It is a program that places a strong emphasis on family values and is operated by experienced educators. The program staff creates an enthusiasm for learning while building reading, writing, social and other academic skills. Planned activities are fun, challenging and developmentally appropriate for each child. Our program focuses on creating an environment where children feel safe and comfortable. We believe children feel comfortable and safe when they are allowed to be themselves. We believe children need opportunities to make choices about what happens in their after school "day". We believe that they should have some flexibility within the scope of this after school time. We believe that a balanced approach to an after school learning time gives school aged children a sense of freedom and responsibility which will lead to their greatest success. Success for school agers some days means taking responsibility for completing their homework prior to the time that parents arrive at the end of the day. Other times, it means benefiting from a relationship that takes place between their classroom teachers, and their Trailblazers staff. Here, the children know that there is a whole team of people who are here to help them succeed. The teachers actively participate in these activities as well, both to ensure safety and accountability, and to guide the children toward reaching the goals that they set for themselves.

What does this really mean? What does it look like for kids on a daily basis? When the school bell rings at 3:30 at the end of the Footprints day, the children head toward the Trailblazers area with their classroom teachers, and there is an exchange of information between teaching staff. The classroom teachers, and the Trailblazers teachers have an exchange of conversation so that everyone is clear as to who needs what, and all relevant details about each child are passed between classroom teachers and the after school staff. The students then decide what they wish to do for the afternoon. There are stations, for the day, and the after school portion of the student's day begins. There are many choices. Some go outside, some to the gym overlook, some to the gym, some to snack, some to do homework, some for tutoring help, some to a puzzles and game area, and the list goes on. There are choices to be made...some to technology to work on a project, some to the library, some to help a teacher with a project perhaps. The kids sign out to where they are going to be, so that everyone is safe and when the parents come – we know where to locate everyone.

If there is a parent request for a child to do homework or complete a task, those things are noted, and taken into account as well. On most days, the children dictate the entire direction of the day. For example, if someone has a



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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 been designed by the children and is coordinated by a highly qualified professional teaching staff.

An added real life component of the program is that the children also have responsibilities to the “community” of the school. They will often come up with a service project that they wish to carry out. They will be asked to create a proposal for the project, and then to 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, determine the objectives create 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. It also 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. When the kids really want something for the program, like a new guitar hero or play station, we will often challenge them to come up with a way to earn the funds, instead of just purchasing the item for the program. We wish to help them learn the lessons of the value of the dollar and how challenging it can be to earn something, very early on. We also want them to know, that it's important to take care of camp resources

This has been an invaluable learning portion of our camps through the years. The kids have shared the value of how difficult it has been to earn even \$100 dollars, and they have learned a deeper appreciation for their parents as a result of this real world aspect of the program.

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 and 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.



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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 are 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	\$65.00 Footprints Students \$125.00 Area School Students
Before OR After School	\$87.00
School Release Days	Weekly rate plus \$25.00 per day
Tuition for students adding a release day who are not participants in before and after school care.	\$53.00/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 2009 – 2010 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, but we do our best to accommodate the majority of the families enrolled each year. 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 attempt to staff the program to meet the needs of the children, and provide curriculum and care that is appropriate for the children present. As a general rule, if eight or more students are in need of 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 let us know as far in advance of the date as possible. It is the parent's responsibility to find alternative care during the school day, on those days when Footprints Academy is in session and other local schools may have a school release day that does not align with the FPA calendar. Because of space and staffing limitations, Trailblazers is not able to provide full-day care for these situations. The full Trailblazers rate is still charged for these days however, as care is still made available before and after the normal school day.
- ☞ Parents will be billed the additional rate of \$25 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 \$53.00 per 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 for any reason. A **\$25.00 additional transportation charge will apply if a parent fails to notify Footprints Academy that a child is not in school, by 10 a.m. the same day.**
- ☞ Full tuition is charged in the event of a snow day or other emergency.

To summarize:

The weekly base fee of \$65.00 for Footprints students or \$125.00 for area students is billed for every weekday beginning the week of Labor Day each year and continuing through the child's last day of school as published by their individual school. This includes holidays and all days the program may be closed for training or due to power outages, snow days or other emergencies.

The \$25.00 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 secure your child's enrollment, please complete and submit an enrollment agreement and program registration fee. The list below details all required paperwork to complete your child's registration:

Prior to the first day of attendance please be sure the following is on file with the office staff:

- (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)*

A child may not be admitted to the program without the appropriate paperwork. Thank you in advance for your cooperation in returning all of the forms requested. Having all of the requested information on file is necessary in order to keep all of the students safe.

Tuition Payment Policies

We kindly request that tuition for services be paid in advance of services. Tuition may be paid on the 1st and 15th of each month or in one payment on the first business day of each month. Regardless of the payment choice, all parents will receive one monthly statement at the beginning of each month. We appreciate each family's attention to their account, and to keeping their account current. An overdue tuition account may lead to termination of your contract for care. THERE IS A \$25.00 PENALTY per month for all payments received after 6:00 on the day that they are due. Additional fees including penalties and interest charges will be charged on all past due accounts.

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 their child's before and after school care expenditures for the previous year, by January 31. We are also happy to sign any dependent care reimbursement forms required by your employer. Please 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 2009-2010 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 the principal and program staff. Children's safety is ALWAYS our top priority.

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 participate in activities of their choice. This may include outside play when the weather is nice, and if the students choose to go outside (weather permitting) from 8:30 a.m. – 9:00 a.m.

Many students leave for school during this time period as well. Students are expected to get their things ready, and be prepared to leave when the van is there for them. It is challenging to transport children to so many schools, we take pride in getting them to school on time, and expect good solid cooperation in behavior from the kids in order to accomplish this goal.

In the afternoon the students will prepare and eat an after school snack between 3:20 and 3:45, depending on what other activities may be taking place. They then clean up after themselves, and prepare for other activities. Students then have time for making choices, doing homework, and group activities. The groups may include homework help, after school club, football, kickball, drawing, puzzles, hula hoops, etc. Groups are from 4:14 – 5:15. At 5:15 p.m. the students gather together in the gymnasium for self-directed activities until closing at 6:00 p.m.

The older the students get, the more flexibility they have to choose what happens within their afternoons. For example, the fifth and sixth graders are allowed to hang out in the student lounge, to participate in homework activities and talk with friends.

Parent Pick up Policy:

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 making every effort to arrive on time at the end of the day.

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.**



In 2009, we will be closed on the following Holidays:

New Years Day
Memorial Day
Fourth of July (Friday July 3)
Training Days (Two-Three days each year – Feb 13, April 3, Sep 1)
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
Floating Holidays (Two-Three days each year to be announced annually)
(October 16-MEA)

In summary, TRAILBLAZERS will be closed on the following floating days for 2009:
February 13th, April 3rd, September 1st, and October 16th

Owner will declare floating holidays and training days each year in January, not to exceed five total floating days per year. Four days have been declared for 2009.

Full tuition is charged for Holiday Weeks, if the Holiday falls on a Saturday or Sunday, the program will close on Friday or Monday at the director's sole discretion.

Please note: Vacation time cannot be used on Holidays or staff training days.

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 meeting with parents and staff. It is our philosophy to work with all children, with parental support, to allow them to succeed in our program. If parents do not provide support to program staff, or if students are putting themselves or others at risk with their behavior, it may lead to eventual termination from the program. Prior to enrollment, a complete copy of our behavior guidance policy will be provided, and parents and children are asked to sign that they have read and understand these school guidelines and agree with the philosophy of the school with regards to Behavior expectations. 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.



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School Release Days

We plan Footprints Academy's academic calendar to align with district 834 and other 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.

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

Our health and safety rules are designed to protect the well-being of all children. If a child becomes ill while at the program and is unable to participate in the normal daily routine, program staff will notify the parents or an emergency contact. 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 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.

Please present prescription medication in the original container, labeled with physician’s name, child’s name, dosage, directions, prescription expiration date, and pharmacy contact.

We ask that all children who are well enough to attend the program 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, please plan to keep them home from the program for the 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 program) 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

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.

Nicole J. Robbins

Nicole Robbins
Principal & Owner
651-731-2608 program phone
651-216-0763 cellular
nrobbins@footprintsacademy.com

Corey Strinmoen

Corey Strinmoen
Trailblazers Coordinator
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**ENROLLMENT AGREEMENT
FOR SCHOOL AGE CARE
2009 - 2010 school year**

I understand that my child _____ is enrolled in Footprints Academy's, Trailblazers, program for the academic school year 2009-2010, and that billing for services will begin the day after Labor Day, and end on the last day of school as published by the school my child will attend and listed in the box to the right.

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 2009 - 2010 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 your child had any contagious diseases? If yes, please list:



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?

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

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)



Where the Fires of Knowledge burn bright

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 2009-2010 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 and to use all reasonable efforts to ensure that your enrolled children also comply with the policies and 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: _____



Where the Fires of Knowledge burn bright