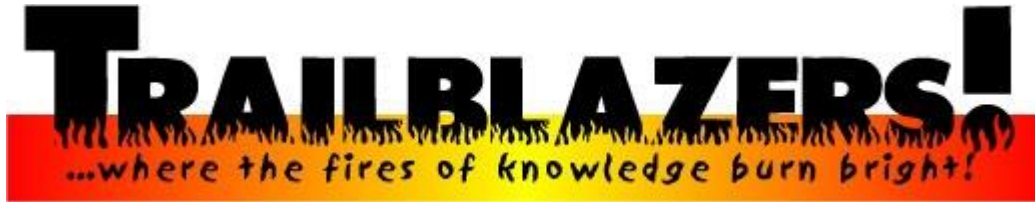


Peace of Mind  
Before & After School Program



**Parent Handbook  
2018 – 2019 School Year**

**In order to reserve a spot in Trailblazers for the school year, please turn in an application, contract and non-refundable annual registration fee of \$125**

Thank you for your interest in our Trailblazers program. Peace of Mind's school-age program is known as **Trailblazers**. We operate two separate programs: 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 January of each year with a separate parent packet.

Through our Trailblazers program, we provide before and after school care for students who attend Peace of Mind Kindergarten, many schools in districts 834, 833 and 622, as well as, local charter schools including **Woodbury Leadership Academy**. At the start of each school year, we set our transportation route and consider which schools will be included depending on the needs of our enrolled families. We will make every attempt to accommodate students who wish to be a part of the program. Once a family agrees to be a part of the Trailblazers program and to be transported to a local area school, a contract is required, and a **90 day notice** is required to cancel care arrangements.

The Trailblazers program is available only to students who attend school full days. We currently do not offer a half-day option as part of the Trailblazers program.

## **Program Description**

The Trailblazers program was designed to meet the needs of school-aged children. We place a strong emphasis on family values. Our teachers are experienced educators. The program staff creates an enthusiasm for learning while building reading, writing, social, and other academic skills. Activities are planned in advance and are fun, challenging and developmentally appropriate for each individual child.

Our environment is safe and comfortable for students.

We believe school age children need to be given opportunity for choice and flexibility in an after school (and summer) program. We believe in a balanced approach where our Trailblazers teachers work in partnership with parents and elementary school teachers, as well as the students themselves to help them achieve the greatest success in: completion of their homework, participating in leisure time, and achieving social success with their peers. This is an important time for elementary students to be relationship building in an after school program with close supervision of caring adults. This is a primary role of our Trailblazers teachers. They will work in partnership with parents to listen to any concerns or issues that may be happening, to help students with social skill building and to be present in the environment so they are aware of issues throughout the school year, stepping in when needed, and knowing when it's appropriate to step aside and let the students handle things on their own.

### **What does the Trailblazers environment look like for students on a daily basis?**

The Trailblazers environment is an active, lively, fun, safe, clean, inviting, home-like environment where kids are welcome to enjoy their after school time with friends from their school and other surrounding schools. They meet in a central area, check in with the after school coordinator and then decide what they are going to do first. After school opportunities include time for: enjoying outdoor activities (and we have over two acres of outdoor space), enjoying a healthy snack, spending time with a teacher to complete homework or enjoying special projects. Some examples of recent projects include preparing volcanoes that really exploded (that was fun), making pillows for rest time, paper Mache and dodge ball in the school gymnasium.

The students also enjoy participating in activities that add value to the school. For example, they may spend time reading to younger students, help with recycling materials throughout the school or provide assistance to teachers. There really is no limit to what can take place when put to the imagination of the kids and they enjoy working together to dream up projects that will make the school the very best place for all.

### *Mission Statement*

- ☆ We believe that Trailblazers need a positive, well-supervised environment to learn and grow.
- ☆ Trailblazers' play is respected as their work and the process is as important as the product.
- ☆ Trailblazers are guided in a way that fosters initiative and independence.
- ☆ Opportunities for each Trailblazer to assume responsibility to strengthen positive peer and adult relationships and gain a sense of belonging abound here.
- ☆ Teachers are present to support the Trailblazers success in all their efforts.
- ☆ Parents and teachers will work in partnership with Trailblazers to help them build their leadership skills while participating in the program.

Students 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 student, as well as, qualified, dedicated and well-educated adult staff who strive to create a supportive environment for both students and parents alike.

In the Trailblazers program, we strive to meet the special needs unique to each student and family. We believe that our program positively impacts the student'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 student is a contributing member to the program.
3. Providing an environment where students are cherished for the unique people they are.
4. Providing the students 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 student'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 students are learning in school.
8. Establishing an environment so nurturing and rich that your students look forward to attending the program.
9. Providing each parent with the ultimate, what every parent deserves, "Peace of Mind!"

\*Most of our Trailblazers team members are licensed in elementary education. Therefore, the program in many ways becomes an extension of learning, the school day and the 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!

## 2018-2019 Trailblazers Contracted Rates

### Local Area Students

Before OR After Care registered students		
	Daily Rate	Weekly Rate
1 day	\$23	\$23
2 days	\$23	\$46
3 days	\$23	\$69
4 days	\$23	\$92
5 days	\$23	\$115
Before AND After Care registered students		
	Daily Rate	Weekly Rate
1 day	\$29	\$29
2 days	\$29	\$58
3 days	\$29	\$87
4 days	\$29	\$116
5 days	\$29	\$145

Additional Services	
Registered Students (regular attendees or drop-in)	Rate
Add a day – before and/or after care	\$35 per student + field trip/activity fee
School release day (8:45am-3:30pm)	\$25 per student + field trip/activity fee + daily rate listed above
Non-Registered Students	Rate
Add a day – before and/or after care	\$55 per student + field trip/activity fee
School release day (6:00am-6:00pm)	\$65 per student + fieldtrip/activity fee

#### Tuition policies:

- ☞ There is an annual registration fee, as listed on the front page of the packet, or \$125, which applies to all Trailblazers, whether they are Drop in or enrolled on a regular basis.
- ☞ 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. By enrolling in our program, please understand, you will be charged the before and/or after rate for all weeks, regardless actual attendance. We do this because we will be staffing and planning for your child to attend.
- ☞ Parents will be billed the additional rate of \$25 a day for all district school 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 registered in the Trailblazer program may add a school release day at a rate of \$53.00 per day plus any applicable additional activity fees. i.e.: field trips.)
- ☞ Full tuition is charged for all weeks, including the event of a snow day or other emergency.
- ☞ It is the parent's responsibility to find alternative care during the school day, on those days when Peace of Mind is in session and other local schools may have a school release day that does not align with the POM calendar. The full Trailblazer's rate is still charged for these days however, as care is still made available before and after the normal school day. Our calendar will MOST closely align with DISTRICT 833.
- ☞ Parents must call or notify the school at [attendance@peaceofminddaycare.com](mailto:attendance@peaceofminddaycare.com) 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 Peace of Mind that a child is not in school, by 10 a.m. the same day.**

**To summarize:**

The fee for Peace of Mind students and for area students is billed monthly for scheduled days beginning the week of Labor Day 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 registered Trailblazers 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 (Please be sure to NOTE the notice requirements for any changes according to your contract).**
- (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 – if changes.
- (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 are paid in advance of services. Tuition may be paid on the 1<sup>st</sup> and 15<sup>th</sup> 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 \$35.00 late fee per month for all payments received after 6:00 p.m. on the day that they are due. Additional fees including penalties, additional interest charges of 20%, and collection charges will be added to all accounts over 30 days past due.

If you would like a receipt for tuition payments, please write the word "Receipt" in the memo of your check and submit it with a copy of your invoice when you pay your bill. Alternatively, you may request a receipt by e-mailing our CFO, Gary Robbins, at [Grobbins@peaceofminddaycare.com](mailto:Grobbins@peaceofminddaycare.com). Your monthly invoice may also serve as a receipt for payment and we are happy to sign that as paid if you stop by the front desk anytime. All clients will receive a yearly receipt detailing their child's before and after school care expenditures for the previous year, by January 31st. We are also happy to sign any dependent care reimbursement forms required by your employer. Please complete and submit and we will sign and return them to you within 2 business days.

## **Enrollment Priorities**

Our Trailblazers program is currently limited to the first 100 children who enroll for the 2018-2019 school year. A yearly 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 Peace of Mind
2. Students with siblings attending Peace of Mind Early Education Center
3. Peace of Mind Alumni
4. Students attending area schools

## **Classroom Ratio**

Our staff to student ratio is approximately 1:15 for school-age students. Experienced teachers and instructional aides will work with the children daily. 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 owner 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.

## **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 arriving on time at the end of the day.

There is NO charge for the first late pick-up; 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. 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 card. 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 to the front desk.**

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.

## Holidays

Please see the school calendar for final information about school release days that Trailblazers is open for care. Full tuition is charged for all holidays. If the holiday falls on a Saturday or Sunday, the program will close on Friday or Monday at the owner's sole discretion. The owner will declare floating holidays and training days each year in January, not to exceed five total floating days per year.

## 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 your child is at our program by 8:30 a.m., they will be served breakfast.

**Lunch:** If your child is at our program by 12:00 p.m., they will be served lunch.

**Snack:** If your child is at our program by 3:30 p.m., they will be served snack.

All meals are prepared in our school cafeteria and will vary on a daily basis. Menus are posted on our website or you may request a copy of the menu from the front desk.

## 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 chef is required in order for us to accommodate dietary restrictions or special needs.
- ☞ Trailblazers and Peace of Mind are entirely **peanut free environments. This includes meals or snacks provided from home.**

## 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, it is our goal to ensure the club is meaningful and impacts each and every participant.

We offer many different programs on a monthly basis that cater to each child's wants and needs. Some of our after school clubs have been: art club, drawing club, construction zone, volleyball club, guitar and piano lessons (on an individual basis.) Please look for details on these programs throughout the school year.

## 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  
After School Clubs  
Art  
Multi-Cultural Activities  
Cooking  
Spanish tutoring  
Sports  
Computers & Technology  
Music  
Academic Tutoring  
Mandarin Chinese Tutoring  
Creative Writing  
Piano & Guitar Lessons  
Field Trips

## **Behavior Guidance**

The Trailblazers program uses a positive approach to discipline with students. Behavior concerns are dealt with in a timely and consistent manner. Parents will be notified if behavior is consistently of concern 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 ensure that they can succeed in the 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. We ask that parents and children sign that they have read, understand 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.

## **School Release Days for your child's public school**

We plan Peace of Mind's academic calendar to align with district 833 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 Peace of Mind kindergarten is in session. We will do our best to accommodate all schedules, but cannot guarantee that we will have care available in the Trailblazers program on all school release days. Please carefully check schedules so you are not caught off guard at the last minute without care available. Full day care is only available on the days that Peace of Mind does not have school.

## **Care on School Release Days Only**

Students not enrolled on a regular basis, but who 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 community may do so by participating in programs on a drop in basis. We welcome past Peace of Mind students, siblings of Peace of Mind students or summer camp friends to join us on a drop in basis for Spring Break week, Christmas Break and other school release days. We hope you will enjoy the activities we have planned for our non-school days! The regular registration fee is charged to have your child enrolled on a drop in basis.

## **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 are expecting your child after school and your child does not get off the bus or we are unable to locate them, 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 Peace of Mind as expected to avoid extra charges (\$25.00) and more importantly, to ensure your child's safety. Please be sure to call us by **10 a.m.**

Finally, 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 on your emergency contact list will be available for us to speak with in case of an emergency. (I.e.: please do not list all out of town contacts on your emergency list).



### **Accidents or Injuries**

Mild injuries or accidents will be reported to the parent or guardian by way of an accident report and verbal notification when you arrive or via phone call. All of the Trailblazers and Peace of Mind staff are trained in CPR & First Aid and will use universal precautions when treating any injuries. For more serious injuries, students will be transported to a local hospital in the event of an emergency. Payment for transportation and treatment will be the responsibility of the child's parent.

When a serious accident or injury occurs, the Owner or Trailblazers coordinator will notify the parents and, if necessary, also the emergency contacts.

### **Child Abuse/Neglect**

All Trailblazers and Peace of Mind staff are Mandated Reporters of child abuse and/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 emergency contact. You will also receive a copy of our policies regarding sick children. Because our program rules 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 Peace of Mind.

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, biking, walking, running and swinging (and we mean high). This means that children may sometimes get bumps, 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 (listed under Peace of Mind), our school website, and parents will be notified via email of the decision to close. The decision to close the program is made by the Owner, Nicole Robbins, at her sole discretion. She will always take into consideration the effect on all families, staff and safety considerations related to transportation in inclement weather. Please keep your eye on your email, as well as the school's website and Facebook page. We ask that you do NOT call the school to ask about this decision. Once the decision is made, an e-mail communication will also be sent to families who have given their e-mails to the school. Full tuition is charged if the center is closed due to inclement weather, power outages, or other emergencies.

If your child's school closes due to bad weather and Peace of Mind remains open, we may be able to provide all day care if staffing allows. Please contact our attendance line, at: [attendance@peaceofminddaycare.com](mailto:attendance@peaceofminddaycare.com); or contact the front desk at 651-731-2608 to determine whether or not this is a possibility in each circumstance. Otherwise, it would be your responsibility to arrange for safe transportation for your child home and to then take a snow day with your child if your child's school district were to have an emergency closing and Peace of Mind were to remain open for the day. Note, that you could of course utilize after school care on that day if you wished to, beginning at the time of your child's schools usual release time.

The additional charge of \$25.00 would apply if Peace of Mind were to provide all day care. Parents should plan to pick up their children in case of emergency school closing. If possible, Peace of Mind/Trailblazers staff will assist in this process whenever possible.

### **Summer Camp**

During the summer months, we have summer camp programs available for children entering grades 1 through 9; spots go to the first 100 children to enroll. There are separate programs available for students entering grades 1 and 2 as well as grades 3 through 6. We also offer a Junior Camp Counselor program for kids entering grades 6-9. This program specializes in youth development through leadership activities, service work, and exciting adventures. Summer camp packets are available for the upcoming summer in February of each year. Check out the Peace of Mind website ([www.peaceofminddaycare.com](http://www.peaceofminddaycare.com)) for additional information!

There is a different format of the Junior Camp Counselor program for teens that are 13 and older who wish to remain engaged in programming. We love that alumni of our programs keep coming back and we continue to develop programs to try to draw them in so that they can remain engaged in our programs. They can earn volunteer hours and service credits by participating in this Junior Camp Counselor program!

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 of being a part of your extended family!

***Nicole J. Robbins***

*Owner*

Phone: 651-731-2608

Mobile: 651-216-0763

Email: [nrobbins@peaceofminddaycare.com](mailto:nrobbins@peaceofminddaycare.com)

# Child Emergency/Health Information Form

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

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

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

Parent/Guardian's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address (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/Guardian's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address (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 \_\_\_\_\_

**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 \_\_\_\_\_

**Is there anyone else not previously listed who you would like to have permission to pick up your child?**

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.**

Physician's Name/Clinic: \_\_\_\_\_

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: \_\_\_\_\_

I hereby give Peace of Mind permission to have access to my child's medical records:

\_\_\_\_\_  
Parent/Guardian signature

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

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

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

# 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 Peace of Mind 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 Peace of Mind 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, Class list, play list with phone numbers, home address, e-mail, 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. I understand that these photos will appear in the following places: The Woodbury Bulletin, The Woodbury Magazine, Kare 11, the local paper, Peace of Mind social media pages (such as Facebook) and the school website or for future use in school advertising or brochures. I understand that my child will not be identified by name unless my permission is specifically granted to identify my child by name. I understand that the photographs may be taken by school staff, professional photographers & other parents.

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

### IMPROMPTU WALKS & BIKE RIDES:

I hereby give my permission for my child to go on impromptu walking field trips and bike outings in the neighborhood. Specifically: along the bike paths, in the woods behind the school, to the park, near Interlachen and other nearby neighborhood locations. I understand that all locations will be within a seven mile radius of the school unless a special permission slip is given with specific details. I will be asked to send in my child's bike and helmet for bike outings.

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

### Movies:

I hereby give my permission for my child to watch G and appropriate PG movies in Trailblazers.

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

\_\_\_\_\_

Return form to:  
 Peace of Mind Early Education Center  
 9025 Tamarack Road  
 Woodbury, MN 55125  
 Fax: 651-731-9100

# Consent for Non-Prescription Medication

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

I hereby give Peace of Mind 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	

# 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 attributes/gifts?

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 changes...If so, may we contact you to discuss this?)

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?

Thank you – welcome to our family!

**To complete registration, please enclose the non-refundable registration fee & also complete a separate enrollment agreement indicating the exact days you will require care for services. If your child is new to Peace of Mind, please provide a current photo. Thank you!**

# AREA SCHOOLS CONTRACT FOR BEFORE AND AFTER SCHOOL SERVICES

Thank you for choosing the Trailblazers program at Peace of Mind. 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 2018-2019 School Year

<u>Child's Name</u>	<u>Grade</u>	<u>Starting Date</u>	<u>School Attending:</u>	<u>Program</u>	<u>Rate:</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Tuition

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

- One payment on the 1<sup>st</sup> of the month as billed.
- In two equal payments, one on the 1<sup>st</sup> of the month, and one on the 15<sup>th</sup> of the month.  
You will receive only one bill by the first of the month for the full amount due.

## Commitment

- By signing this agreement, you are committing to enrolling the children listed above and to paying the tuition for those children.
- Because Peace of Mind'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.
- Students attending area schools may be released from this contract with a 90 day written notice.

## Quality

Peace of Mind 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. You may also contact the owner, Nicole Robbins, to discuss any questions or concerns at [Nrobbins@peaceofminddaycare.com](mailto:Nrobbins@peaceofminddaycare.com).

## Policies and Procedures

To promote a safe and positive environment for learning, you agree to abide by Peace of Mind's policies and procedures and to use all reasonable efforts to ensure that your enrolled children also comply with the policies and procedures. Peace of Mind 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 Peace of Mind must pay its teachers, staff and expenses on a timely basis, Peace of Mind charges a late fee of \$35 per month on all invoices not paid on time. If the account becomes delinquent and Peace of Mind begins collection proceedings via litigation or other methods, you agree to pay Peace of Mind's collection costs, plus additional penalties and additional interest charges of 20% which will be charged to all accounts over 30 days past due. Peace of Mind 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 Peace of Mind.

## All custodial parents must sign below:

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

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

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

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

*Area School Students  
Trailblazers Before and After School Program 2018- 2019*

**Enrollment Agreement for services**

**This agreement must be submitted in addition to the contract each calendar year along with the non-refundable \$125 registration fee in order to secure your Trailblazers registration.**

Child Name(s):	
Date child will begin enrollment in the Trailblazers program:	
Grade(s) in school:	Area School Attending:

**AREA SCHOOL STUDENTS - TRAILBLAZERS Options – please review carefully!**

**BEFORE** School Care 6:00 am until 8:45 AM  
**AFTER** School Care beginning at 2:30 pm until 6 pm

Please indicate with an (x) which days your child will be attending Trailblazers

	Monday	Tuesday	Wednesday	Thursday	Friday	Fee/Peace of Mind	TOTAL
Before Only						\$23/day*	
After Only						\$23/day*	
Before & After						\$29/day*	
Drop-In Care	<input type="checkbox"/> Check this box to register for drop-in care only					See rate schedule	

**Please note important parent/program policies:**

- ✓ Trailblazers tuition may be paid in one payment by the 1<sup>st</sup> of each month or in 2 payments by the 1<sup>st</sup> and 15<sup>th</sup> of each month.
- ✓ There is no credit for any vacation taken from the Trailblazers program.
- ✓ A 90 day notice is required for ANY changes to this Enrollment Agreement for services. I understand that I will be billed for all days unless I have provided 90 day notice of any changes.
- ✓ \*I understand that I will be charged the before and/or after rate for all days of the calendar year regardless of actual attendance. I also understand that I will be charged an additional school release day fee of \$25 dollars per day for all school release days unless I opt OUT of care, by providing written notice that my student will not be in attendance for a school release day, two weeks prior to any school release day.
- ✓ Failure to pick up my child by 6:00 pm will result in a late fee charged to my account according to the schedule below:
  - 6:01pm-6:15pm (\$50.00 fee billed to my account)
  - 6:15pm-6:30pm (\$75.00 fee billed to my account)
  - 6:30pm-7:00pm (\$100.00 fee billed to my account)

By signing below, I acknowledge that I have received a copy of the center’s updated Trailblazers parent handbook, and I agree to review this handbook and to comply with the policies therein.

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

Parent’s Signature: \_\_\_\_\_ Parent’s Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_