

# Trailblazers Parent Information

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2025-2026

Welcome to New Lenox Community Park District Spencer Trailblazers!

Thank you for trusting us to take care of your family's childcare needs. We take pride in ensuring you that your child is in a safe, friendly and fun environment! Do not hesitate to call me with any questions or concerns that you may have.

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### Recreation Supervisor – Bethany Lerch, CPRP

- [blerch@newlenoxparks.org](mailto:blerch@newlenoxparks.org)
- Office number 815-485-3584
- Trailblazers Cell phones 815-739-3133 and 815-641-5072
  - Only on during program hours 7:45am-3:15pm
  - Trailblazer staff will answer the cell phone
  - Body of the parent email states which phone number you will specifically use for your child's classroom



# Supply List (subject to change)

During the first week of school, provide the following for your child:

- 1 box of gallon Ziplock bags
- 1 package Lysol/Clorox wipes
- 2 packs of 6 count glue sticks (small)
- 1 pack of 3 count glue sticks (jumbo/giant)
  - 2 pack of 24 crayons
  - 2 box of Kleenex
  - 1 roll of paper towels

Extra clothes in a gallon size Ziplock bag with your child's name on it

- Underwear
  - Socks
- Long sleeve & short sleeve shirts
  - Pants & shorts

# ePACT Information

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This is mandatory. Your ePACT account needs to be setup and submitted for your child before the first day of school. On the first day of school our staff onsite need to be able to pull up your child's ePACT profile and view everything. If the profile is not submitted our staff cannot view any of their emergency, medical or designated pickup information.

- **How it works**

- You'll receive an email invite to share information with New Lenox Community Park District
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Add any possible pickup person to E-pact.
- Enter the required information and share it with New Lenox Community Park District.
- Contact us at our main office before school begins if you have any questions on this. 815-485-3584
  
- Pickup: Whomever picks up the participant, must have their picture ID and be listed in ePACT for the participant to be released from the program. They can be listed as an emergency contact or as a designated pickup.

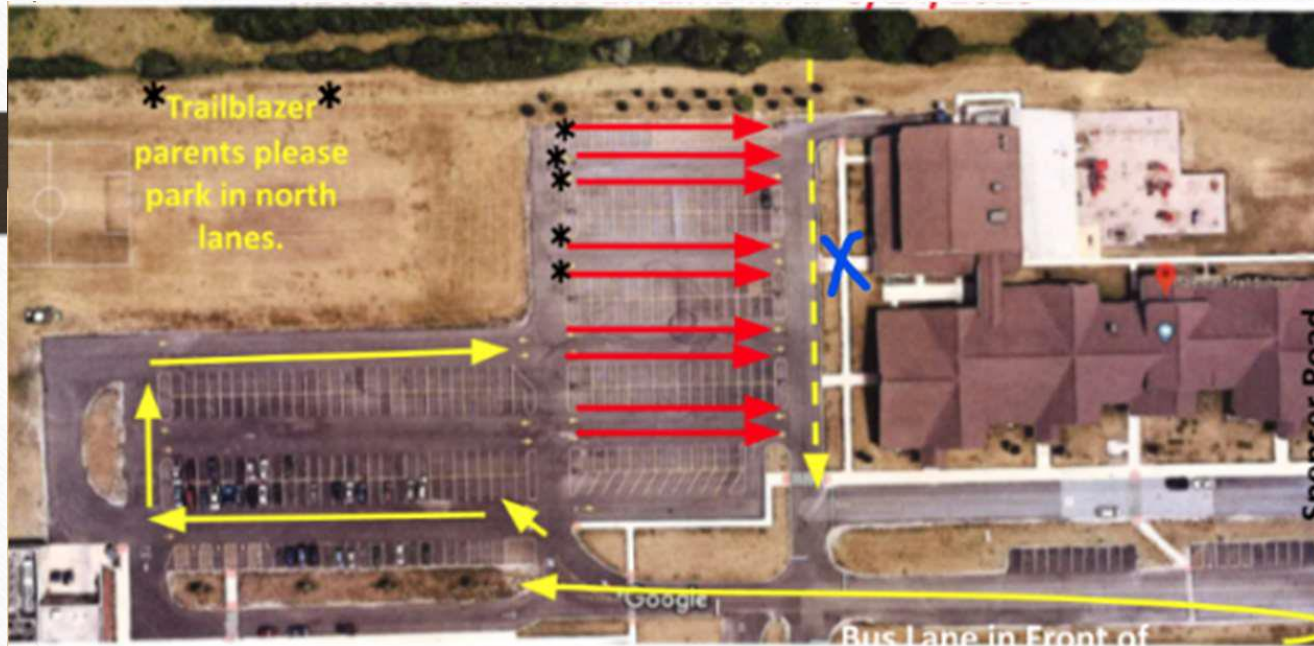
# Busing

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- Busing is only provided to and from Kindergarten (School).
- Busing is not provided to and from Trailblazers (Park District Program).

# Drop off to AM Trailblazers

Follow these procedures for drop off. This will consist of stadium style parking. All cars will pull in creating 2 rows in the 3 lanes and turn off your vehicle.



## Drop-off

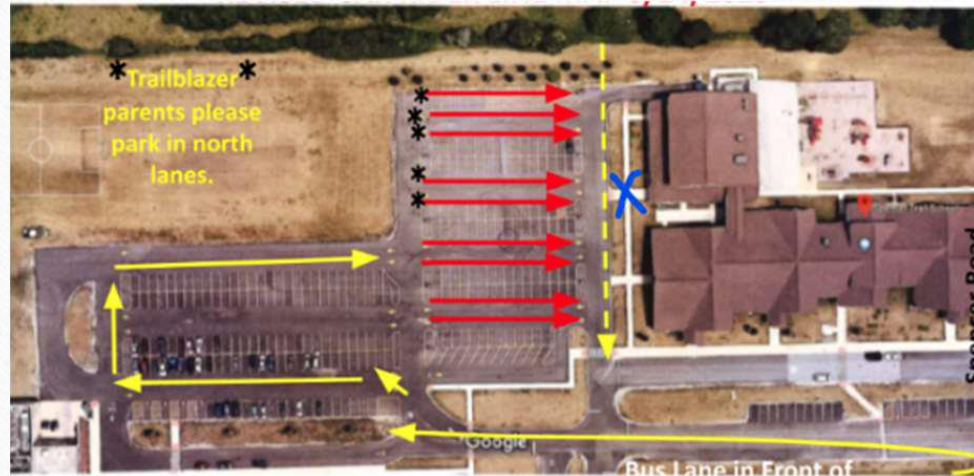
- Once the staff open the doors of the building at **8:20am**, students/guardians can exit their cars.
- **Walk** your participant to the **sidewalk** by the gymnasium and then return back to your vehicle. We want to make this as quick, safe and efficient as possible. All cars will be dismissed by school staff, one row at a time, once students have safely cleared the area. Do not try to leave before school staff start to send you that is very unsafe.
- If you arrive later than 8:25am you will need to bring your child to the main office for check-in.

If we do not receive prior notification that your child will be late, you will incur a \$1.00 per minute late fee. We will bill your account.

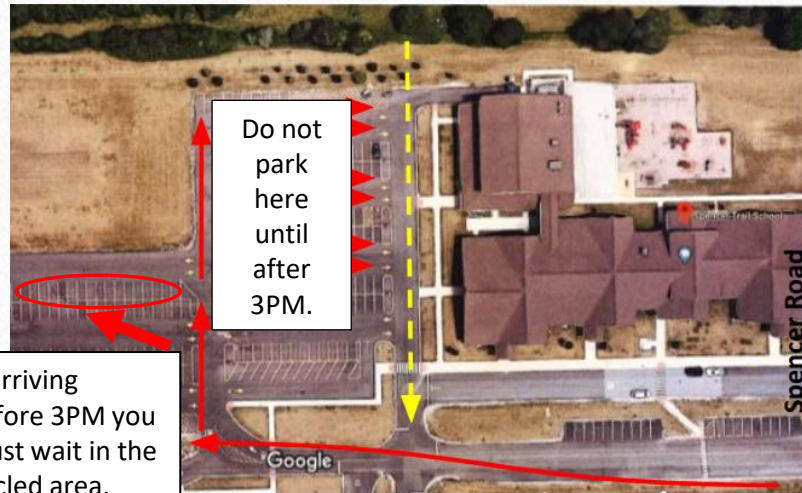
If you incur three unexcused late fees, your child will no longer be allowed to attend the program.

# Pick up from PM Trailblazers

#1



#2



If arriving before 3PM you must wait in the circled area.

Follow these procedures for pickup. This will consist of stadium style parking. All cars will pull in creating 2 rows in the 3 lanes and turn off your vehicle.

## Pick-up

- Trailblazer pick-up must wait until 3:00pm when the PM Kindergarten students are fully dismissed. Follow the parking layout for picture #1.
- If you arrive before 3:00pm do not get in the car lines shown in photo #1, but follow photo #2. You will need to park along the soccer field across the parking lot from Spencer Crossing. Wait until the car rider lines are released for students in PM Kindergarten. After the car rider lines are released then the Spencer Trailblazer parents will be able to pull up.
- Starting at 3PM the pick-up person may get in line to park their car. Park on the red lines shown in #1, and walk to the building to do sign out with our staff.
- Do not park in parking spots.
- Must have picture ID for pickup
- Pickup person must be listed in ePACT to be released from the program.
- If there are any Trailblazer students not picked up by 3:20pm, they will automatically be put in our ACES program at Spencer Crossing for an additional fee.

# Daily Schedule

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## A day at Trailblazers

- Structured activities, games, outdoor play, variety of arts and crafts and snack time.

## Lunch

- We will start the school year with 25-30 minutes to eat. In January we will go down to 20 minutes in preparation for First Grade. Working on this at home will help with this transition.
- Must provide own lunch
- No microwave or refrigerator available.
- Please send a reusable water bottle
- We have them eat their sandwich/healthy items first and then open the rest one at a time
- Any unopened items from their lunches will be sent back home
- Pack any utensils needed, if reusable we will make sure they are returned



# Trailblazers Schedule

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- Trailblazers starts on the first day of Kindergarten.
- We follow the school calendar for NLSD 122.
  - Spencer Trail Kindergarten has a specific Half Day Schedule that they follow. We will give out detailed information about registration for those days once the program has started.
- If there is no school, Trailblazers is not offered however we do offer Beyond the Bell on specific dates throughout the school year.
  - Beyond the Bell is located at the Lions Community Center on days there is no school. Review our website for specific dates the program is offered.
  - Registration is required; this is not included in your Trailblazers registration.
  - For detailed information visit our website at [www.newlenoxparks.org](http://www.newlenoxparks.org)

# Trailblazer Payments

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## Weekly Payment

- You are only charged for the days school is in session, and you have committed to.
  - For example: If you attend MWF and school has a Monday holiday, you will only be charged for two days that week
- Your card will be charged every Wednesday for the following week
  - For example: your card will be charged Wednesday, October 1, for the week of October 6
- If your card declines, there will be a \$25 service charge. If we do not receive payment by close of that day there will be a \$25 late fee charged. If we do not receive payment by Friday, your child is not allowed to attend the following week. If this happens regularly, NLCPD Staff can excuse you from attending the program.

# General Notes

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- Pack a reusable water bottle, which can be refilled throughout the day
- It can get cold in class, pack a sweatshirt or sweater just in case
- The Trailblazer program provides one snack daily for the kids
- You can text the Trailblazer classroom phone assigned to your child with any changes in your child's schedule (absence/early pickup).
- Permanent schedule changes need to go through the main Park District office to be approved or denied, 815-485-3584 or [blerch@newlenoxparks.org](mailto:blerch@newlenoxparks.org)
- Trailblazer classrooms are distributed as evenly as possible based off the number of children attending each day. Friend requests for classrooms are not considered for this program.

### For More Information:

- Supervisor's email  
[blerch@newlenoxparks.org](mailto:blerch@newlenoxparks.org)
- New Lenox Park District General Information Email  
[geninfo@newlenoxparks.org](mailto:geninfo@newlenoxparks.org)
- New Lenox Community Park District Phone Numbers  
Trailblazers Cell Phones - 815-739-3133 and 815-641-5072  
Only on during program hours 7:45am-3:15pm  
Park District Main Office – 815-485-3584  
Office hours 8:30a-4:30p
- New Lenox Community Park District Website  
[www.newlenoxparks.org](http://www.newlenoxparks.org)
- New Lenox Community Park District Facebook Page  
<https://www.facebook.com/NLCPDPage>