



## **2022-2023 Family Handbook**

**Established in May of 1990**  
**A proven program for your childcare needs.**

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## Welcome

Thank you for selecting District #477 Tiger Club for your child. Since its beginning in 1990 we have grown from one location to three. Princeton Primary Elementary houses both of our elementary school Tiger Club Programs. We also have a preschool program located at the Family Center. The Family Center location is a companion child care program to the Hand in Hand Preschool Program. All of our programs focus on respect, creativity, safety, friendship and fun. Showing “**Tiger Pride**” is our goal. We accomplish this through a variety of well supervised, nurturing activities. We work with the whole child, helping them to develop in all areas of their lives.

Within the school we have access to many resources such as the computer labs, gyms, and very knowledgeable staff to help your child. We strengthen the academic side for each child to include non-traditional learning experiences. Retention and advancement have been key factors for many children over the years. As well as enjoyable experiences with guest speakers and field trips. We sincerely hope you enjoy your experience at Tiger Club!

## Staff Contacts

Your Site Supervisor will be your first point of contact for questions, student concerns, attendance and schedule changes. For questions regarding billing, registration or staffing concerns, please contact the Program Coordinator and/or Community Education Secretary.

### Preschool Site Supervisor

Alyssa Castonguay

Phone: 763-389-6085

Email: [alyssa.castonguay@isd477.org](mailto:alyssa.castonguay@isd477.org)

### Primary (K-5) Site Supervisor

Amanda Groshong

Phone: 763-389-7200

Email: [amanda.groshong@isd477.org](mailto:amanda.groshong@isd477.org)

### Community Education Program Coordinator

Kayla Maring

Phone: 763-389-6176

Email: [kayla.maring@isd477.org](mailto:kayla.maring@isd477.org)

### Community Education Secretary

Kristie Kaiser

Phone: 763-389-6198

Email: [kristie.kaiser@isd477.org](mailto:kristie.kaiser@isd477.org)

## Program Information

### Hours & Location

<p><b>SCHOOL YEAR:</b> <u>School Age (Grades K-5)</u> Princeton Primary 1206 N. 7th Ave Phone: 763-389-7200</p> <p>Groups are divided by by age level: Kindergarten - 2nd Grade 3rd Grade - 5th Grade</p> <p>Times: AM Session: 6:00am - Start of school PM Session: After school - 6:00pm</p> <p>Non-School Days: 6:00am - 6:00pm <i>Groups may be combined on non-school days.</i></p> <p><b>SUMMER:</b> Located at Princeton Primary Open 6:00am - 6:00pm</p>	<p><u>Preschool (Ages 3-5)</u> Princeton Family Center 706 1st Street Phone: 763-389-6164</p> <p>Time: 6:00am - 5:30pm</p> <p>Non-School Days: 6:00am - 5:30pm</p>
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### School District Holidays

Tiger Club will be closed the following district holidays:

New Year's Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. The district may also designate one floating holiday per year (normally New Year's Eve). Subject to change.

To register for Tiger Club or pay for care, click [here](#) or visit [the district website](#), click on "Community Education" and then click on "Tiger Club".

## Registration & Attendance Information

### Registration

Registration can be found at [Princeton Community Education](https://isd477.ce.eleyo.com) (<https://isd477.ce.eleyo.com>)

### Types of Contracts

What are your Contract options?

- Consistent Contract: One to five days, schedule repeats consistently every week all school year
- Pick Your Day Contract: Best for families who have a variable schedule throughout the school year
- Drop-in Contract: Best for families who need a casual day here and there or only need care on Non-School Days (NSD)

### Absence

IMPORTANT: Parents are required to notify Tiger Club if your child will be absent on scheduled school days. Please call or email your Site Supervisor with any schedule changes or absences.

The school office staff and teachers are not responsible for relaying messages to Tiger Club if your child is absent, left school early or is involved in an after school activity. **You will still be charged the daily rate in your contract as we will still have staff scheduled.**

### Non-School Days (NSD)

Information for each non-school day will be distributed at least two weeks in advance. Please note, if you register your child and they do not attend, you will be responsible for payment and refunds will not be given. All staffing and planned activities are based on enrollment. We must have a minimum number of participants to be open on non-school days. Groups may be combined as well as adjusting hours to accommodate the needs of our families.

### Pick Up & Drop Off

You must follow your site's specific pick up and drop off protocols. Know that if you or another person is unknown to our staff, we will ask you to show I.D.

Please inform us if someone different will be picking up your student and have them prepared to show proper I.D. Tiger Club staff will not release children to anyone not listed on the registration form as "authorized to pick up a child", including staff. It is imperative that anyone who will be picking up a child be listed on the registration form. In an emergency, please call your site supervisor if someone not listed will be picking up your child(ren).

### Share Information

Remember to keep your child's teacher informed in regards to your child's attendance at Tiger Club. It is essential that the Tiger Club staff is informed when your child participates in after school activities. We need to know where they are to avoid making phone calls, panicking parents, and disrupting the rest of the group.

## Rates & Payment Information

### Registration Fee

There will be a \$25.00 registration fee for all contracts including Drop-in and Non-School Days only. There are also different rates for each contract option.

### School Age (Grades K-5)

Before and after school care is offered for children in grades K-5. We are also open most non-school days. Activities include arts & crafts, reading, fun math games, gym time, computer lab or iPad time, outdoor activities, field trips and more. An after school snack is included. We also accept CCAP child care assistance.

2022-2023 School Year 6:00am-6:00pm

	Consistent Schedule	Pick Your Day	Drop-in
Before School (am)	\$9.00/am	\$10.00/am	\$11.00/am
After School (pm)	\$13.00/pm	\$14.00/pm	\$15.00/pm
NSD	\$36.00/NSD	\$36.00/NSD	\$38.00/NSD

### Preschool (Age 3-5)

For Children Currently Attending a Hand in Hand Preschool Class. Tiger Club is proud to offer a companion child care program to our Hand in Hand Preschool schedule. As a Parent Aware 4 Star Program, we work with the Hand in Hand staff to further enrich your child's experience at preschool. We also accept CCAP child care assistance.

2022-2023 School Year 6:00am- 5:30pm

The under and over 6 hours is determined by the sign-in/sign out time on the ipads minus time at preschool based on your total hours at School. If you are signed up for an under 6 hour daily rate and exceed the 6 hours at Tiger Club for the day, an additional fee of \$12.00 will be added to your bill for that day.

	Consistent Schedule	Pick Your Day	Drop-in
Under 6 hours	\$23.00/day	\$24.00/day	\$25.00/day
Over 6 hours	\$35.00/day	\$36.00/day	\$37.00/day
NSD	\$36.00/day	\$36.00/NSD	\$38.00/NSD

## Billing

Invoices are set up on a two-week billing cycle. Invoices will be sent on Tuesdays the week prior to the two weeks of care, with payment due the first Monday of those two weeks. **Important: if your invoice is not paid by that first Monday of the billing period, your child(ren) will not be able to attend Tiger Club until the invoice is paid.**

We prefer payment (credit/debit, check, bank account) through [your Eleyo account](#), but we can accept cash or check payments. Forms are available at your site. **We encourage you to sign up for automatic payments in your Eleyo account to avoid late payments which will prevent your child from attending Tiger Club.** Payments in Eleyo will be deducted at 5am on the date the invoice is due. Should your payment be denied, we will contact you immediately and other arrangements will need to be made. Your child's status in the program will be in jeopardy if payment is not received in full prior to the deadline on the invoice. A dismissal letter will be sent and your child will not be able to attend the program. Past due accounts will be turned over to the school district for collection. Please keep your account up to date to avoid this unfortunate process.

\* Note: Returned checks go to collection immediately.

## Late Pick Up Fees

The Tiger Club staff enjoys their jobs, but they do have other responsibilities and families who like to see them. Therefore, our sites close promptly at 6:00pm at the Primary School and 5:30pm at the Family Center and 6:00pm in the summer. If you know you will be late, please make other arrangements for your child to be picked up by 6:00pm or 5:30pm, and notify the site immediately.

**A late fee of \$1.00 per every minute, per child, will be charged to you in the event your child has not been picked up by closing time.** This fee covers the school's cost of providing child care beyond usual hours of operation. The charge will be assessed for each child remaining after closing.

We will be calling your emergency numbers after 6:00pm. After an hour with no call from you or a family member, we will contact the local authorities. **Consistent late pickups will result in dismissal. The number of late pick ups resulting in the dismissal is at the discretion of the Tiger Club staff.**

## Contract Change Fee

If you submit a contract change or need to make adjustments to your Consistent Schedule after the school year begins, Tiger Club will assess a \$10.00 contract change fee each time you request a change. It does take our administrative office time to go in and make adjustments. Consistent Schedules are locked in for the full school year.

## Drop-In/Non-School Day Only Contracts

Drop-in days are days that you need care that you have not contracted out in your consistent or pick your day contract after the deadline. Drop-in days will only be accepted if there is space available for

additional students. If you are requesting a drop-in day more than 14 days in advance, you can submit this request in your Eleyo account. If you are requesting a drop-in day within 14 days from when you need it, you will need to contact the site supervisor to see if we can take additional students.

Families can also sign up for only Non-School Days. These days there is no school, but Tiger Club is open.

### **Withdrawal Policy**

If a parent/guardian is wanting to withdraw from the Tiger Club program for any reason, a 14-day minimum notice will be required. You will be charged a \$10.00 contract change fee for withdrawing from Tiger Club.

### **Vacation Days**

Because when you choose a Consistent Schedule, you are locked into that schedule, Tiger Club will allow up to 5 days vacation per school year where fees for that day will be removed. To request a vacation day, you will need to submit a Vacation Request Form to the Site Supervisor a minimum of 14 days in advance. There may be a delay for this adjustment to show up on your bill. You will not be charged a contract change fee for requesting vacation day(s).

## **Emergency Closings**

Unexpected closings, early dismissals, weather-related issues, etc. can become a problem for everyone involved. **Please have a backup plan in place for your child should this occur.**

### **School Late Start**

If Princeton Public Schools issues a two-hour late start due to weather, Tiger Club will open at 8:00am.

Under no circumstances should you drop your child off if you are questioning whether or not we are open. Please call the site to verify that a staff person is there.

### **Early Release**

If Princeton Public Schools issues an early release, Tiger Club will close two hours after the early release dismissal time.

### **After School & Evening Activities**

If Princeton Public Schools and Community Education cancel activities at the end of the school day for weather or emergency reasons, Tiger Club will close two hours after that.



### **No School Due To Inclement Weather**

If the Princeton Public Schools is CLOSED due to inclement weather, Tiger Club will also be closed for the day. Parents will be notified by phone and/or email.

### **Tiger Club Site Closing**

If a specific Tiger Club site needs to be closed for emergency reasons, children enrolled will be transported to an alternative location. They will remain with Tiger Club staff at all times. Parents will be notified by phone and/ or email.

### **Emergency Communication Site**

#477 School District Website and will be listed on local news channels as being closed. An email blast/text message from Sky Alert will also go to anyone that has signed up for that program.

## **Behavior Guidance Policies**

As a part of the Princeton School District, we will follow the policies set up in each building. We follow the Tiger Pride matrix that is respect for self, others, community, and property. Their playground rules will also be followed. Should your child be on an IEP or behavioral plan through the district, we will consult with the staff to ensure consistency for your child. In conjunction with these policies, the following behaviors will not be tolerated at Tiger Club and will result in a Behavior Report and possible dismissal.

### **Dismissal Policy**

For serious and/or repeated behavior concerns, it may become necessary for a student to be removed from our program as we do not have the proper support to keep them or others safe. If a student is having trouble being successful in the program, this may not be the best setting for that student. Since we are concerned with the well-being and safety of a large group of students, we need to consider what is best for both your child and the other children in our care.

**Verbal behavior** – includes the use of four-letter words, harmful put-downs, name-calling, disrespect for others, racist or sexist language

**Physical violence against others** – includes hitting, pushing, kicking, wrestling, biting, pinching, throwing objects at others or property

**Sexual behaviors** – includes showing private parts, negative words about sexuality, inappropriate touching of self, students or staff

**Threatening behaviors** – includes use of threats to do damage or harm to any other person(s) in the school or program, and/or threats of bringing or using a weapon at the program

Depending on the severity of the conduct, immediate removal from the program may be warranted, and will be at the discretion of the Program Coordinator with input from the Site Supervisor and program staff. Parents/Guardians will be called to immediately pick up their student from the program site, and will be given the reason for the student's leave of absence from the program and the length of the suspension or dismissal. **Note: any leave of absence will result in a charge of 50% of the contracted rate for each day the student is gone.**

### **Behavior Intervention Strategies**

Tiger Club staff will take the following steps for behavior intervention:

- Verbal warnings/loss of privileges
- Taking time out or removal from the setting
- Verbal communication with a parent/guardian after each incident
- Written parent/guardian notification known as our Behavioral Report
- After the third report, a three-day suspension will occur.
- Should a fourth report occur, a conference with a parent/guardian, the Site Supervisor and the Program Coordinator must take place before the child can return to the program.

If the behavior threatens the safety of the children or staff, then an immediate suspension may be warranted and parents/guardians will be called to pick up their child.

Depending on the severity and frequency of behavior, Tiger Club reserves the right to suspend or dismiss a child from the program at any time.

Weapons will not be tolerated at Tiger Club. In conjunction with the school district policies, toy weapons, either look-alike or real, squirt guns, constructing with blocks, etc. may be subject to suspension or withdrawal from the program.

## **Medical & Health Information**

When it comes to illnesses, we follow the school district guidelines in regards to your child's attendance at Tiger Club. Our program is structured to keep children with us as much as possible. However, there are times when students **MUST** stay home to prevent exposure and the spread of illness to others.

Many parents often have questions about when a child should stay home from school with an illness. The following information is guidelines and will help you decide what is right for your child and family.

The following criteria should be used to keep your child home and will also be used to send your child home if noted at Tiger Club. (See child exclusion Covid plan on last page)

- If the student has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.

- If the student has vomited or had diarrhea, the child should stay home for 24 hours after the last episode.
- If the student has any rash that may be disease related or if the cause is unknown, it is important to check with your healthcare provider before sending the child to Tiger Club.

It is your responsibility to call the Tiger Club site if your child will not be attending due to an illness.

Primary – 763-389-7200

Preschool – 763-389-6164

Kayla's office – 763-389-6176

If any of these conditions occur when your child is with us, we will have them rest until you arrive. If your child's temperature is above 100 degrees or if the staff feels it necessary, they will attempt to contact a parent or guardian. If they cannot be reached, the emergency contact person will be called. Upon contact, the parent/guardian or emergency contact will need to pick up the child immediately.

### **Medication and Returning to Tiger Club**

For any activity restrictions or special accommodations a note from the health care provider is required. Tiger Club can administer only prescription medications that are in their original containers. A Medication Permission form must be filled out and signed by a parent/guardian in order for staff to administer medication. We will keep a log of all medications administered.

Over the counter medications such as Tylenol, cough syrup, etc. needs a Medication Permission form filled out and signed by a parent/guardian in order for staff to administer. We will follow the dosage and directions on the container.

Must be treated for 24 hours before returning for the following: Strep throat, impetigo, pink eye, ringworm, and scabies.

A note from a health care provider must be provided when the child has a rash that could be disease related.

### **School Accommodations**

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the Tiger Club setting if parents and physicians work with Tiger Club staff to minimize risks and provide a safe environment for students with food allergies. "Safe Eating Zones" practices will be used, as needed, in the cafeteria. For example, we will try to encourage students with food allergies to sit in a specific area and we will try to monitor students' lunches next to and across from that student. We encourage you to note ALL allergies on the Registration Form and if necessary have an Emergency Medical Form on file.

### **Insurance**

Medical/Dental insurance coverage for children is the responsibility of the parent/guardian.

## Illness or Injury

In the event of illness or injury, every reasonable attempt will be made to contact the parent(s)/guardian(s). If we are unable to reach the parent/guardian, we will then contact those listed as emergency contacts on the Family Information Form or online family profile. If the illness or injury is deemed more extensive, emergency treatment will be sought by calling 911, and, if transport is required, the student will be accompanied by a staff member to the nearest emergency facility.

## Field Trip Information

### Procedures

Tiger Club provides opportunities for the children to experience many different facets of Minnesota. Children will be transported by bus and/or van for all field trips. Parents will be notified in advance of dates, destinations, departure/approximate return times, and the cost of each field trip. **You must commit to the field trip days at a minimum of 14 days in advance. Field trips are under the Non School Day Contracts, and you must sign up for the trips to be included. Note: if you checked a field trip day in your contract, you will be charged for that day whether or not your child attends. Each field trip has its own cost attached to it.**

Tiger Club reserves the right to cancel any field trip due to inclement weather for your child's health and safety.

NO STAFF are left back at the site on field trip days. Extra staff are needed on our trips to maintain a safe ratio.

If a child demonstrates behaviors that would make the field trip unsafe for the child, parents will be notified to pick up their child.

Staff will meet with the children prior to departure to discuss expectations and guidelines:

- Children MUST wear their Tiger Club t-shirts on ALL out of town trips.
- Children must arrive 30 minutes prior to departure of the field trip.
- Roll call will be taken before departure at the school, during the trip and on the bus prior to leaving the field trip location.
- PLEASE notify the staff if you will be picking your child up at the field trip location. DO NOT take your child unless you have signed them out with a staff person.
- The children will follow all bus policies. Failure to follow driver's directions may result in loss of field trip privileges.
- Children will notify the staff when going to the bathroom. When possible, we will go to the bathroom as a group. A staff person will accompany the child to the bathroom area.
- Children must wear closed toed shoes on all field trips (no flip-flops, unless noted).

**NOTE:** Field trips are a privilege and children may not be given a second chance for unsafe or disrespectful behavior on these trips. We represent the Princeton area and the School District. Tiger Pride will be demonstrated wherever we go.

### **What to Bring on Field Trips**

- Comfortable and weather appropriate clothing and shoes.
- Water Bottle
- Additional morning and/or afternoon snack and/or beverage, if desired.
- Additional money for concessions, if available.

### **Swimming Policies**

Tiger Club will swim only with lifeguards on duty or hired by our program.

Staff to children ratio will be approximately 1:6 for elementary and 1:3 for preschoolers

Sunscreen will be applied when participating in outdoor water activities.

Buddy checks will be done.

Children must stay within the boundaries set by the location or staff at all times.

Tiger Club staff and children will leave any outdoor water activities at the first sign of bad weather.

Tiger Club staff will be in the water while the children are swimming or playing.

We will expect children to be respectful of other people using the facility.

## **General Information**

### **Snack and Treat Policy**

To help comply with our nutrition guidelines, we will not be allowing families and classrooms to bring in special treats, (i.e cupcakes). Instead, the class will celebrate your events in a different and special way. Each classroom will celebrate differently, and your teacher will let you know specifics.

### **Sunscreen & Insect Repellant**

Tiger Club does not provide sunscreen or repellant in the summer. You will need to provide these items for your child if you want this protection for them. Please have it labeled with their name.

Children are responsible for applying these with supervision from the staff. If a parent DOES NOT want their child to apply, a written statement must be given to the staff.

### **Toys/Electronic Devices**

Tiger Club would greatly appreciate no toys or electronic devices being brought from home unless a special day has been designated. We will let families know when these days occur. We are not responsible for any of these items.

### **TV/Computer Policy**

Tiger Club likes to limit the use of TV and movie viewing to certain times of the day or week. All movies are "G" or "PG" rated. Staff will review all movies for appropriate content. Children have

access to the computer and internet and are supervised at all times. Safe and secure sites have been designated for Tiger Club use.

### **Cell Phones and Cameras**

Children are not allowed to have cell phones or cameras. These items should be kept at home. If a child uses a cell phone or camera, it will be confiscated and returned to the parents/guardian.

### **Social Media**

Tiger Club staff are not allowed to interact with children or parents via Facebook, Twitter, etc.

### **Cold Weather Policy**

Tiger Club will follow district guidelines about going outside in cold weather. Typically if the temp is below 0 or the windchill is below -10, Tiger Club will stay inside for the day.

### **Parent Information Area**

Both Primary and Family Center will have a parent area that will have helpful/useful information and any updates that need to be communicated out. This will include a daily schedule, a month/week activity calendar, staff information/get to know you, and program updates/policies.

### **Pet Policy**

Tiger Club does not allow pets in the program.

### **Non-School Day Calendar**

Tiger Club will provide a Non-School Day Calendar to parents that list all of the days that there is no school that Tiger Club will provide Non-School Day care. These days are often theme based days (i.e beach day, bring a toy from home day...) or we will be going on a field trip. Most of our Non-School Day students will be required to bring lunch from home. Sign up for all Non-School Days will be available at time of registration but the deadline for signing up for these is two weeks in advance of the day.

[Tentative NSD Calendar for 2022-2023 \\*Subject to Change\\*](#)

### **Appropriate Clothing**

- Your child should be prepared to go outside every day, weather permitting. This includes coats, hats, gloves/mittens, boots and snow pants for the winter. PLEASE label your child's items for easy identification.
- No "flip flop" sandals. They can be very dangerous during many summer activities. As well as breaking very easily and causing falls. Tennis shoes are required in the gym.
- Children need to dress appropriately for various activities in the gym, on the playground equipment, etc.
- No short skirts/shorts or spaghetti straps. We follow the school district dress code.

- On swimming field trip days, your child should have their swimsuit on under their clothes when they arrive at Tiger Club. Place undergarments and a towel in a bag. Plastic or waterproof is best for wet swimsuits & towels.
- PLEASE label your child's items for easy identification.
- We encourage each child to have an extra set of clothes available for accidents, spills or changing weather conditions.

### Preschoolers

All preschoolers must be completely toilet trained and self-sufficient in the bathroom. This includes knowing when they need to go and proper cleaning up afterwards.

### Certified Child Care Site-DHS Guidelines

Tiger Club at both Primary School and Family Center are DHS Certified Child Care Sites. We follow guidelines associated with this certification. One of the Guidelines is maintaining appropriate staff to child ratios. Tiger Club will always staff at the very least. The majority of time, we will be well under these ratios. This is a grid from the DHS website.

Age category	Definition of age category	Maximum group size	Staff-to-child ratio
Preschool	33 months through prekindergarten	20	1:10
School age	Kindergarten through age 13	30	1:15

### Guidelines Specific to Covid-19

Tiger Club is part of the Princeton Public Schools and will follow district standards and guidelines with the guidance that [Centers for Disease Control and Prevention's Guidance for Schools and Child Care Programs](#) and the [Minnesota Department of Health Guidelines for Social Distancing for Youth Programs](#) are providing Child Care programs in the state of Minnesota.

## Safety Plan

### Social distancing we will:

- Maintain 6 feet of separation whenever possible.
- Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment.
- Hand washing routines on arrival and when returning in from outside.
- Cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials.
- Try to adhere to a staff (or volunteer) to participant ratio of 1:15.
- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 25 people in each pod.
- Whenever possible, we will implement programming that refrains from intermixing pods. If intermixing of pods is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix. We will be combining students consistently at the beginning and end of each day.
- We have a plan for back-up staffing in case a staff member or volunteer becomes ill during the day/program.
- We will be holding activities outdoors and encourage participants to spread out whenever possible.
- Use visual cues at parent drop off to maintain distance.
- When helping participants apply sunscreen, ensure staff and volunteers are washing hands between applications.
- If shared supplies are necessary, consider using designated bins for clean and used supplies.
- Community supplies are considered high-touch and will be cleaned frequently.
  - Clean high touch surfaces and equipment between different groups.
- Promote cloth face coverings Follow cloth face covering guidance for schools and child care.
- Wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible.
- Have staff, volunteers, and participants wash hands or use hand sanitizer if they come into contact or use shared amenities.
- Avoid taking multiple pods to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess).
- Limit nonessential visitors.
- Limit the presence of volunteers for activities.
- Will not allow the public access to indoor facilities when a program is in progress.
- Will not share food or drinks.
- Exercise caution when using drinking fountains. Please bring your own water bottle with your child's name on it for individual use.