

Kids Club

River Falls School District

Parent Handbook



Table of Contents	2
Contact	3
Registration/Schedule changes	4
Rates & Billing Information	5
Additional costs	6
Health & Behavioral Concerns	6
Drop-off & Pick Up	8
School Year information	9
Inclement Weather and Emergencies	10
Summer	11
School Year 20-21 COVID-19 POLICY AND CHANGES	11
Questions or Concerns	17

Contact

Kids Club Office (Rocky Branch):**Coordinator: Angela Bohnert****Phone: (715) 425-0799****Email: angela.bohnert@rfsd.k12.wi.us****Accounts Receivable Clerk: Deb Sorenson****Phone: (715) 425-0799****Email: deb.sorenson@rfsd.k12.wi.us****Greenwood Kids Club****Phone: (715) 821-2947****Email: greenwood.kidsclub@rfsd.k12.wi.us****Montessori Kids Club****Phone: 715-307-3644****Email: montessori.kidsclub@rfsd.k12.wi.us****Rocky Branch Kids Club****Room Phone: (715) 425-1828****Cell Phone: (715) 307-1525****Email: rockybranch.kidsclub@rfsd.k12.wi.us****Westside Kids Club****Room Phone: (715) 425-0580****Cell Phone: (715) 307-0582****Email: westside.kidsclub@rfsd.k12.wi.us**

Registration

Registration Dates

- **School Year 20-21 registration opens August 15th**
- Registration for the following school year Kids Club opens May 1st of each year.
- Registration is open all school year, but acceptance is based on staff to student ratios.
- Registration for Summer Kids Club opens on March 1st of each year. Contracts are accepted through the last Friday in April. After that date, contract approval is dependent on staff to student ratios.

Registration Fee

- There is a \$25 registration fee per child per household.
- Separate registration is required for children from multiple households that rotate payment responsibility.
- Children must re-register for Kids Club each school year.

Please Note

- **See School Year 20-21 COVID-19 Policy for changes this year on page 11**
- Please know that your child's contract must be approved prior to them being able to start. Once the contract has been approved they may start the next day.
- **This may take up to a week to approve depending on when your contract is submitted. This includes drop-ins and students registering on orientation day.**
- We apologize for any inconvenience, but we require this time to process and/or update your child's information to ensure their safety.

Schedule Changes

School Year Schedule changes:

- Schedule change requests can be done online through Eleyo... <https://rfsd.ce.eleyo.com>.
- To be considered a schedule change, and not a Drop-In request, a schedule change request must be submitted online through Eleyo three (3) days or greater in advance.
- **two(2) days to twenty-four (24) hours, notice is considered a Drop-In.**
- If a schedule change is submitted with **less than 24 hours**, notice and approved, you will be charged the Drop-in rate as well as a \$10.00 fee.
- If your child is not attending Kids Club after the 3 day schedule change window, it will be treated as an absence.
- Please see absences under additional charges. This is due to the fact that I have staff scheduled for a certain number of students to be in staff to student ratio.
- **Please note: If a student attends on an unscheduled morning/afternoon, guardian accounts will be charged a \$10.00 fee in addition to the drop in session fee.**

- Please see the Summer Welcome Packet for schedule changes for summer schedules.

Rates & Billing Information

Cost

School Year Kids Club

- **Regularly scheduled:** \$4.50/hour per child
- **Drop-in:** \$10.00 per session or \$18.00 for both sessions. A session is 6:00-8:30 am or 3:45-6:00 pm.
- **A regular schedule:** If your child is enrolled to attend Kids Club on a regular basis. This is any type of regular attendance. Also, if you know 3 days or more in advance that your child will be attending Kids Club, you should register for the pick your session schedule.
- Your child will be charged a one hour minimum for days scheduled and not attended.
- If your child is going to be absent from Kids Club, please notify your child's Kids Club site, your child's teacher and the bus garage.
- **Drop-In Attendance:** is defined as a session added on short notice (2 days to 24 hours) to a schedule.
- A **morning Drop-In** request must be submitted before 6:00 AM the morning prior to drop-in to not be charged the additional \$10.00 fee.
- An **afternoon Drop-In** request must be submitted before 6:00 PM the afternoon prior to drop-in to not be charged the additional \$10.00 fee.
- Please note: If a student **attends on an unscheduled** morning/afternoon, guardian accounts will be charged a \$10.00 fee in addition to the drop in session fee.
- Making a request for Drop-In care does not guarantee that your child can attend that day.
- Check on the status of your Drop-In requests in your account by clicking on and viewing the details of your contract. If your request is approved you will receive a confirmation e-mail.
- Please view the e-mail to determine which dates have been approved.
- If your child is a drop-in, you must notify the child's teacher, your child's Kids Club site and bus garage of the change.
- If there is an emergency in which you need care for your child/ren. Please contact the Kids Club office.

Billing information

- Your weekly invoice will be sent to you via email every Tuesday and will be due **in full** the following Monday.
- If you have autopay, the funds will be taken out of your account on the due date.
- A weekly \$5.00 late fee will be assessed to any unpaid amount.
- Unpaid balances are subject to suspended attendance.
- Any account two weeks past due is subject to dismissal.

- Checks, cashier's checks, and money orders should be made payable to Kid's Club or River Falls Kid's Club and dropped off at any Kids Club site. Checks and/or cash may also be mailed to the Kid's Club office at: 1415 Bartosh Lane, River Falls WI 54022.
- Online payment fees are included in your daily charge
- Billing questions should be directed to Deb Sorenson at deb.sorenson@rfsd.k12.wi.us or 715-425-0799

Additional Charges

- Kids Club reserves the right to assess fees and/or penalties for late payments. Fees and penalties may be subject to change. Fees are as follows:
- **Late Pickup:** \$1 for every 1 minute after 6 o'clock pm.
- **Late registration:** Your child's contract may be denied due to staff to teacher ratios which are set by state statute.
- **Late payments:** \$5 fee will be charged weekly for any unpaid balance. Partial payments are subject to late fees.
- **Finder's Fee:** **\$5.00 fee will be charged, if you do not notify Kids Club that your child is not attending and Kids Club staff needs to call to verify that your child is not attending Kids Club. This also includes if you child does not check into Kids Club within 15 minutes of being released from class. Please remind your child to go straight to Kids Club.**
- **Absences:** You will be billed for a minimum of a one-hour session if the child is absent for any reason including illness.
- **If your child is going to be absent from Kids Club, please notify your child's Kids Club site, your child's teacher and the bus garage to avoid being charged for the entire session.**

Health & Behavioral Concerns

When you register your child, you will be asked to provide information about any known medical or behavioral conditions that may affect your child while at Kid's Club. Examples of known medical conditions include:

- Food allergies and/or special dietary needs (i.e. nut allergy, gluten free)
- Bee sting allergies
- Diabetes
- Epilepsy
- ADHD
- Biting, hitting, kicking, scratching, or other potentially harmful behaviors
- Any other condition that may affect the student or require medication during Kids Club hours

On-Site Injuries and Illnesses

- See School Year 20-21 COVID-19 Policy for changes this year on page 11

Kids Club procedure requires that all head injuries are reported to the on-site nurse (summer) and school nurse (school year). If your child has any head injury while at Kids Club, you will be contacted prior to pick-up.

For severe injuries, allergic reactions, seizures, or under any circumstance where the child loses consciousness or has trouble breathing, 911 will be called immediately.

If your child is vomiting or has diarrhea, a fever, or any contagious illnesses or symptoms within 24 hours of Kids Club, we ask that you keep them home. If your child experiences any of the previous while at Kids Club, you will be contacted and asked to bring them home.

Behavior

If you have any concerns regarding your child's behavior, please communicate them at the time of registration. Behavioral concerns that should be communicated are:

- o Kicking, hitting, biting, scratching, or other potentially harmful behaviors
 - o Inability to recognize the need to use the bathroom/frequent accidents
 - o Frequent and/or violent tantrums
 - o Inability to control strong emotions
 - o Any other behavior that may affect the student during Kids Club hours or require medication
- If your child displays any of the above behaviors, he or she may be asked to "take a break" and/or refrain from participating in the next activity.
 - If the behavior continues and/or escalates, or for repeated behaviors, you will be notified and a meeting will be arranged with the Kids Club coordinator to discuss further actions.
 - Our staff will always make an effort to privately communicate with you regarding behavioral concerns while at Kids Club.

Behavior Plan

- **This is the behavior plan that we will be using for summer Kids Club and school year. You will receive a copy of this form**

Kids Club Behavior Report Plan

At Kids Club we will be kind, respectful, responsible, safe and a problem solver

Students Name: _____ Grade: _____

Today's Date and Time: _____ Staff Reporting: _____

Major Behaviors	Minor Behaviors
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<ul style="list-style-type: none"> ○ Inappropriate or Abusive Language ○ Physical Aggression towards students ○ Physical Aggression towards staff ○ Direct Defiance ○ Inappropriate Behavior ○ Harassment/Bullying ○ Property Damage or Vandalism ○ Theft ○ Leaving the area without permission ○ Other _____ 	<ul style="list-style-type: none"> ○ Name Calling ○ Pushing ○ Not following rules ○ Inappropriate Language ○ Unsafe choices ○ Hurtful gossiping ○ Lying ○ _____ ○ Other _____
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Three related Minor Behaviors may become a major behavior.

A Major Behavior or repeated behaviors may result in parent conferences or removal from Kids Club

Consequences	Consequences
<ul style="list-style-type: none"> ○ Suspension from the program ○ Removal from the program ○ Other _____ 	<ul style="list-style-type: none"> ○ Take a Break from the activity ○ Problem Solve with Student ○ Time in with Site Supervisor ○ Loss of privileges ○ Parent Contact

Parent Signature: _____

Date: _____

Comments or further explanation of behavior: _____

Drop-off & Pick Up

- **See School Year 20-21 COVID-19 Policy for changes this year on page 11.** When dropping off and picking up your child, please be sure that you sign them in and out. This is to ensure that all students are accounted for. There are sign in/out areas at each site. If for some reason you cannot walk your child in and sign them in, you must make arrangements to have a staff member sign them in. Please contact Deb or Angela to set this up.

- Drop off locations differ at each building so please check the school district website, under the parent tab and under your child's elementary school to see where the drop-off and pickup area for your school is.
- All persons who are allowed to drop off and pick up must be entered into the computer as authorized pick-ups. This is separate from being an emergency contact.
- **This person will need to have their ID to pick the child up and must be at least 18 years of age. This is in accordance with state statute.**
- You may be asked to present your **Photo ID**, especially in the beginning of the year until the staff recognizes you. To ensure the safety of your child, you may be asked at any time for identification. Therefore, it is best to always carry your ID.

School Year

Hours

6 am-8:30 and 3:45pm-6 pm

Please ensure that your child is picked up no later than 6 pm. If you will be late for any reason, please notify the on-site staff. **Understand that there is a fee for late pickup.**

Location

During the school year, your child will attend Kids Club where they are enrolled for school. The four Kids Club locations are:

- Greenwood
- Westside
- Rocky Branch
- Montessori

Breakfast and Afternoon Snack

- Breakfast and an afternoon snack are provided for your child.
- Students are taken down to breakfast at 8:00 am. If your child arrives after that time, they need to let a teacher know they would like breakfast.
- These will be charged to your child's lunch account.
- You can find the charges for Kids Club breakfast and snack on the food service handout in your child's beginning of the year paperwork or online on the RFSD website.
- Please indicate to the staff if you want your child to have breakfast so that they can assure your child receives it every day.



- If you do not specifically indicate that your child should have breakfast, it is up to the child to determine if they will have it.
- There is a designated seating area for children with food allergies.

Inclement Weather and Emergencies

- Should inclement weather or other emergency situation(s) require the District to close school(s), the following procedures shall be followed:
- Automated calls will be placed to student and employee home phone numbers before 6:00 a.m. or as soon as possible using the District's emergency notification system, Infinite Campus School Messenger, if conditions warrant the delay or closing of schools.
- Local television and radio stations will also be notified by 6:00 a.m. or as soon as possible. If you do not receive a phone call, please call and notify your child's school secretary to update your telephone information in Infinite Campus. Information is also posted on the District website. Parents are encouraged to monitor these TV and radio stations:

Television Stations: WCCO (Channel 4)
KSTP (Channel 5, 45, and KSAX-TV Channel 42)
FOX (Channel 9, 25, 29, and 48)
KARE (Channel 11)
WEAU (Channel 13)

Radio Stations: WCCO (830 AM)
WEVR (1550 AM & 106.3 FM)
WIXK (1590 AM & 107.1 FM)
KWNG (105.9 FM)
iHeart Media (AM 880, 1400 FM; 95.1 FM; 98.1; 100.7;
106.7)

- If the School District of River Falls is **CLOSED**, Kids Club is **CLOSED**.
- If the School District of River Falls has a **2 Hour Delay**, Kids Club opens at 7:00am.
- If the School District of River Falls **closes early for a weather related reason**, Kids Club will be **CLOSED** for the afternoon session.

Emergency

- Fire drills, tornado warnings, and lock down drills will be performed regularly to ensure all staff and students are aware of the procedures.



Summer

Summer Kids Club location is determined during the previous school year. If there is a change of location, you will be notified as soon as possible.

Please read the Summer Kids Club Welcome letter/packet located on the River Falls School District website, under the parent tab and under Summer Kids Club/Opti-Club option. This contains a lot of information regarding the summer program.

The website is also where you can find dates, fees, calendars, field trip descriptions, requirements for kindergarten attendance, informational help for registration, schedule changes and bill payment with the Eleyo system.

Kids Club School Year 20-21 COVID-19 Policy

Limited Participation

We will be asking what tier of essential employees you or your spouse are. This will be how we prioritize contracts as we near our cap and or need to utilize a wait list.

Tier One: Front line medical/health care workers

Tier Two: School district employees, contractors, and other staff in vital areas including but not limited to military; long term care; residential care; pharmacies; child care; child welfare; government operations; public safety and critical infrastructure such as sanitation, transportation, utilities, telecommunications; grocery and food services; supply chain operations; and other sectors as

determined by the department.

Tier Three: An expanded definition of "minimum basic operations employees" which allows additional workforce sectors to work in a limited, safe fashion during this time.

COVID-19 Protocol

The safety and wellbeing of all staff, children, and the families at Kids Club continues to be of utmost importance to us. We commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 outbreak. To ensure the safety of families and staff, Kids Club will follow the protocol outlined below as well as any other direction given by the Department of Children and Families who are working closely with the CDC to help reduce the spread of COVID-19.

The students will be separated *into their classroom cohorts* and spread out throughout the multi-purpose space and using the gym or other spaces when available.

Parents will be asked to sign a sick child agreement for the 2020-21 school year indicating that you have read and agree with the information in the policy and will not send a sick child or a child exposed to COVID-19 to Kids Club.

Enrollment

Based on limited capacity, Kids Club before/after school will be provided for K-5th grade students.

Enrollment will be capped when we reach the number of students we can safely provide proper staffing while accomplishing covid-mitigation efforts including social distancing.

Once that has been reached, we will start a waiting list if additional staff and space become available

You will receive an email once your contract has been accepted.

Parents of students who have compromised immune systems or other health related issues where the possibility of contracting COVID-19 could lead to more serious health effects, should thoughtfully consider if Kids Club is the best place for their child.

Drop Off and Pick Up - Entering the Building

All exterior doors are to remain locked at all times. Parents/caregivers will not need to enter the building when dropping off and/or picking up. Please allow for extra time during high peak times.

IMPORTANT: It is important that one person at a time comes up to the door to drop your child off and/or pick up your child. You may send a different person to pick up/drop off, but it is important that it is only 1 person at a time. We ask that you practice "social distancing" (6 feet) at all times. Please note that you may be asked to stagger your arrival/departure times if social distancing is not being followed.

When parents are dropping off or picking up their child(ren), they will call their site's phone number when a staff member is not present and staff will meet them at the door.

Greenwood Elementary Kids Club drop off will be at the main entrance. Kids Club will operate out of the multi purpose room. Please call: 715-821-2947

River Falls Public Montessori Kids Club drop off will be at door # 303. This is the door on the north side facing Pine Street and the angled parking spots. Kids Club will operate out of the Media Center. Please call: 715-307-3644

Rocky Branch Elementary Kids Club drop off will be at door 307 in the parent turnaround. Kids Club will operate out of the multi purpose room. Please call: 715-307-1828

Westside Elementary Kids Club drop off will be at the main entrance. Kids Club will operate out of the multi purpose room. Please call: 715-307-0582

Staff will sign children in/out each day and do a visual health check. You may be asked about your child's current health.

Temperature

At this time, the taking of temperature is not required by DCF, but RFSD exercises the right to add this step if needed to help further ensure the health of our students.

Masking

Staff and students will wear masks inside of the school building. While outside, masks are not required, but encouraged if they will not be practicing social distancing and in contact for more than 15 minutes.

Grouping of Kids Club students

All Kids club students will operate out of the multi purpose room. The students will be separated into their classroom cohorts and spread out throughout the multi purpose space with the possibility of using the gym or other spaces if available.

We will try to keep the cohorts separated both inside the building and on the playground to try and limit crossover.

Sanitization

- Handwashing will be done whenever the student enters or leaves the Kids Club area (ex: to lunch, before and after going to the playground)
- Hand sanitizer is located throughout the building
- Kids Club staff will clean all surfaces, hard surface manipulatives with the District approved cleaning agent.
- Please send a personal water bottle with your child as only the water bottle filling stations are available.

Handwashing

Staff and children will wash their hands with soap & water for 20 seconds frequently throughout the day (this includes the following times, but is not limited to just these times): If warm water is not accessible, then hand sanitizer will be used.

- Upon arrival
- Before and after all meals and snacks
- After using the bathroom
- After coming in from outside
- Before and after playing in the gym
- After projects

Social Distancing

Kids Club will follow these guidelines for social distancing:

- Each designated area will have, when possible, every effort will be made to follow the 6 foot rule of separation.
 - Two children will be allowed to play a game at a time. They will sit across the table from each other. No other students may stand or sit near them to watch.
- A hook for child belongings with empty hooks between each child and/ or family or students will put their belongings on the floor outside of the classroom with space between each backpack.
- Please only send essential school items with your student. Please **NO** toys or other items from home unless specified in the handbook additions.
- Have kids spread out when in the room, gym, or outside.
- When lining up, have kids stand on X'/dots or use other practices to make sure they keep space between them. Minimize the time kids are waiting in line.
- Keep in mind that when students have masks on, students will be able to play with each other during free play with social distancing being encouraged.
- We recognize the need and desire to social distance, but must also recognize that school age care and playtime are inherently social. There will be times when social distancing can not be accomplished or is limited.

Playground

Masks will not be required on the playground. Social distancing will be encouraged on the playground. Individual sports (wall ball, shooting baskets, solo jump roping) will be encouraged.

Supplies

- A hook for belongings or designated space for a backpack
- Pencil case with crayons, markers, colored pencils, scissors, glue stick, pen and pencil

Staff/Students illness

Students who become ill will be masked and sent to the monitoring room at each site to be safely and respectfully isolated from other students and monitored by a staff person until their parents can come and pick them up. Parents or other approved pick up are to pick up students within an hour of notification. Staff will be following the COVID 19 sick child policy below. A Kids Club monitoring staff member will take temperature, notify Kids Club Coordinator who will in turn contact Karin Bravold, District Nurse to notify her of the situation and supply more information if needed. Medical information will be logged in the health binder at the site.

Door staff will also be tasked with a visual screening of students being dropped off. If any of the below symptoms are seen, parents will be asked about their child's condition and may be sent home immediately if it is determined that they do not have a baseline for their symptoms.

COVID 19 Sick Child/Staff Policy

Staff/Children will be monitored for signs or symptoms of COVID-19 daily.

If your child has an underlying condition such as seasonal allergies, migraines, frequent stomach upset etc., we must have a doctor's note to create a baseline. If we do not have a doctor's note, we will send children home with these symptoms even if it happens repeatedly.

Staff/Children will be asked to stay home or return home if any of the following applies:

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- Presenting with a cough, congestion/runny nose, sore throat, shortness of breath, diarrhea, nausea or vomiting, fatigue, headaches, myalgia, poor feeding or appetite that are **outside of a student's baseline**.
- Have come in contact with others who have COVID-19

If your child will be asked to stay home with the above symptoms or is sent home with any of the above symptoms, you will be asked to have a COVID test done:

- If you have the COVID test done and it comes back negative, they can return once they are symptom free for 24 hours.
- If it comes back positive, then public health will be notified and they will follow up
- If you choose not to have a COVID test, then your student will stay home 72 hours (3days) after symptoms resolve without the use of medication.

If your child has symptoms after being exposed to a positive case of COVID and they had close contact, they must quarantine for 14 days past the last exposure and monitor symptoms.

If they have been exposed to someone with COVID, but show no symptoms and did not have close contact, they can come to daycare, but must monitor for symptoms.

Households with ill household members

- COVID positive household: Public health will determine "close contacts" and exclude as appropriate, typically this will be the 14 days since the last exposure to the ill patient.
- COVID negative household/Unknown: all "well" individuals are able to attend school as usual.

To prevent the spread of COVID-19

- Staff/Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Staff/Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up within an hour. Parent will need to wear a mask when picking up their child
- We encourage families to practice frequent handwashing at home
- Kids Club will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing

- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If an enrolled child or employee tests positive for COVID-19

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. Kids Club will follow their guidance for next steps
- The program will post and notify families of any confirmed staff or child cases of COVID-19

Returning to a child care facility after suspected COVID-19 symptoms

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the child care facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 7 days after the onset of first symptoms. They must contact their county's Health Department and ask for a return to school letter. This letter will state the date they can return to Kids Club.

Absences

If your child is going to be absent for several days due to illness, testing or quarantine, please contact Deb or Angela to discuss options

Food Service

We will follow the district policy supplied by Food Service for breakfast service. An afternoon snack consisting of a pre packaged snack and beverage will be distributed by Kids Club staff. Staff will wear gloves and hand out the snack to each child.

Staffing

For safety reasons, the daycare will have no less than 2 staff on the premises at all times. Staff will be required to take a Kids Club health assessment each week to determine that they are cleared to work. They are required to follow the same COVID-19 guidelines as families. Staff will be required to sign the District's COVID-19 policy and to satisfy any District training in regards to COVID-19.

School Closure/Early Release

School may have to close due to positive cases of COVID-19 in the school setting. In the event of a school closure, Kids Club will open full day programming for families with active contracts in conjunction with the school district if permitted by the health department.

Parents would be notified by the school district of any school closures. We would follow the health department's guidance as to whether we would be allowed to operate. Parents would be notified if

Kids Club could not operate.

If you do not have an accepted contract and it is determined that we have space, contracts from the waitlist would be accepted in the order of the employee tiers listed above and the order in which we received the contract.

In the event of a school closure and school daycare implemented, your child would be responsible for bringing their school issued device and any other materials needed for the school day.

Kids Club will not offer care on a snow day or inservice day as in other years.

Kids Club will work in conjunction with the school district to provide school day care on early release days.

This document will be amended if there are changes mandated by the State government, DCF, DHS, county Health Department or school district.

Please know that the above information may change before the start of school and you will be notified of any changes to the document. Thank you



**Questions or
Concerns**

Thank you for choosing to enroll your child in Kids Club! Our staff is looking forward to working with you and your child. If you have any questions, comments, or concerns regarding our program, please direct them to our current Kids Club Coordinator, Angela Bohnert.