



BOYS & GIRLS CLUB OF WOOSTER

330-465-0348

Parkview Site Director: Sarah Victor

www.bgcwooster.org

www.facebook.com/bgcw1

Office Use Only

Staff Initials: _____

Membership Date _____

Club I.D. Number _____

Fee Category (F, R, NN) _____

____ New ____ Returning

2023-2024 PARKVIEW MEMBERSHIP

Return completed forms to the Parkview main office. Allow 2 business days for new forms to be processed. A waitlist will be created when capacity is reached.

CAREGIVER INFORMATION

Primary Parent/Guardian (must live with child)

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Ph.: _____

Email: _____

****Email is required for billing purposes****

Emergency Contact #1

(required, must be different from above)

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Employer: _____ Work Ph.: _____

Address (if different): _____

City: _____ State: _____ Zip: _____

Emergency Contact #2

(required, must be different from above)

Please provide a third, non-parent, Emergency Contact

Name: _____

Address: _____

Phone: _____

WHO DOES THE CHILD LIVE WITH?

____ 2 Parent Family ____ Grandparent(s)

____ Mom Only ____ Guardian

____ Dad Only ____ Other: _____

____ 1 Parent/1 Step Parent ____ Shared Custody

CHILD INFORMATION:

Child's Name: _____

Address: _____

City, State, Zip: _____

Age: _____ Date of Birth: _____

GENDER ____ Male ____ Female

GRADE for 23/24 School Year _____

RACE

____ African American

____ Asian

____ Caucasian

____ Hispanic

____ Native American

____ Multi-racial

Other _____

ETHNICITY

____ Hispanic

____ Non-Hispanic

FREE/REDUCED LUNCH STATUS

____ Free

____ Reduced

____ Does not qualify

All information requested on our membership application is REQUIRED and is kept strictly confidential.

Free/reduced lunch status and race/ethnic background information is needed and used for grant funding and reporting purposes.

Please Check YES or NO: I grant the Boys & Girls Club of Wooster permission to:

____ YES ____ NO Use photographs of my child for publicity purposes
____ YES ____ NO Ask my child to complete surveys that help evaluate the programs
____ YES ____ NO Take my child on walking field trips

SIGN OUT:

ELEMENTARY & MIDDLE SCHOOL LOCATIONS CLOSE AT 6:00PM

OPEN DOOR POLICY: I understand that the Boys and Girls Club of Wooster is an open door facility and open to all members during posted hours of operation. My child will be supervised while at Club. I set the boundaries and consequences if my child leaves the facility without my permission. Once a child is signed out, they will not be allowed to re-enter unless coming back from a pre-approved activity. *All youth 13 years of age or older may sign themselves out at any time.*

Initial: _____

PLEASE LIST ANYONE WHO CANNOT SIGN OUT YOUR CHILD: _____

LATE SIGN OUT: If a member is signed out after we close, you will be charged an extra fee. See the Family Handbook for details.

DISCLAIMER/ACKNOWLEDGEMENT OF BEHAVIOR POLICY

Our aim is to provide clear and straightforward guidance on acceptable behavior, emphasize the positive rather than the negative, and give recognition/praise whenever possible. If members conduct themselves in a disorderly fashion and disregard the Club Expectations and/or endanger themselves or their fellow members, they will receive an appropriate consequence. Examples of Minor and Major Infractions can be found in our Family Handbook.

WAIVER OF DISABILITY

In consideration of my child's membership and participation in the activities and program of the Boys & Girls Club of Wooster, I, as parent or guardian of named minor, my heirs, executors, administrators and assigns, waive, release, and discharge any and all rights and claims or damages against the Club and/or its sponsors for knowledge of the risks involved in said participation a participants when my child is involved in any of the sponsored activities.



I have read and understand BGCW's Behavior Policy & Waiver of Disability

Initial: _____

Child's Signature: _____

Date: _____

BGCW Family Handbook Acknowledgement

2023/2024 School Year—Handbook is attached to this packet. Remove and keep for your records.

I acknowledge that I have been provided with a copy of the Boys & Girls Club of Wooster (BGCW) Family Handbook, which contains important information on BGCW policies and procedures. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me and my family.

I understand that BGCW reserves the right to make changes to its policies or procedures at any time at its discretion. I further understand that BGCW reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate. I have read (or will read) and agree to abide by the policies and procedures contained in the handbook.

Authorized Adult Name (signed): _____ Date: _____

Child's Name: _____

Date of Birth: _____ Grade _____

Emergency Medical Authorization

(will be kept separately for field trips)

This form should list all facts concerning the child's medical history including allergies, medications being taken, and any physical impairments of which the Boys & Girls Club of Wooster professional staff and/or emergency medical staff should be aware. This information will be held confidential. This information is being requested so that we may better serve your child.

| | Primary Contact | Secondary Contact |
|-------------------------------|---------------------------------------------------|-------------------|
| Parent/Guardian Name | | |
| Home Phone | | |
| Cell Phone | | |
| Work Phone | | |
| Employer | | |
| | Emergency Contact other than those already listed | |
| Name & Relationship to Member | | Phone Number: |

EMERGENCY AUTHORIZATION:

___ I **DO** give permission to Boys & Girls Club of Wooster to seek emergency medical treatment for my child if I cannot be reached. I understand that treatment may include emergency transportation, x-rays or surgery in some circumstances, and I agree to assume responsibility for charges associated with this or any other treatment given to my child.

___ I **DO NOT** give permission to Boys & Girls Club of Wooster to seek emergency medical treatment for my child if I cannot be reached. **Please note: A BGCW staff person will reach out to you if you choose this option.**

Please list any and all allergies, medical conditions or physical limitations of member:

Please list any and all emotional or behavior limitations of member:

Please list any and all medications taken by member (include OTC medications, dose and frequency):

Please tell us anything else we should know about your child:

I, the parent/guardian of the child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Wooster, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from the use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

Parent/Guardian Signature: _____

Date: _____

Registration and Payment

1 Determine your family's fee category:

2022-2023 Fee Structure

To find your family's fee category:

1. Determine the number of family members residing in your household.
2. Determine the annual Income of the household.
3. Follow the chart to determine your fee category.

For example:

A family of 4 earning \$50,000/year would be Category 2

| Household Size (# of residents) | Household Income Category 1 "Free lunches" Maximum Assistance | Household Income Category 2 "Reduced lunches" Partial Assistance | Household Income Category 3 No Assistance |
|------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------|
| 1 | \$18,954 or less | \$18,955 — \$26,973 | \$26,974 or greater |
| 2 | \$25,636 or less | \$25,637 — \$36,482 | \$33,874 or greater |
| 3 | \$32,318 or less | \$32,319 — \$42,605 | \$42,606 or greater |
| 4 | \$39,000 or less | \$39,001 — \$51,338 | \$51,339 or greater |
| 5 | \$45,682 or less | \$45,683 — \$60,069 | \$60,070 or greater |
| 6 | \$52,364 or less | \$52,365 — \$68,802 | \$68,803 or greater |
| 7 | \$59,046 or less | \$54,484 — \$77,534 | \$77,535 or greater |
| 8 | \$65,728 or less | \$60,620 — \$86,266 | \$86,267 or greater |
| Each additional | +\$6,682 | +\$6,682 | +\$6,682 |

2 Circle the appropriate category below:

| | <u>Before School Fees</u> <i>Will begin on first day of school</i> | <u>After School Fees</u> <i>Will begin on August 28</i> |
|-------------------|-----------------------------------------------------------------------|------------------------------------------------------------|
| Category 1 | FREE | FREE |
| Category 2 | \$15/month | \$15/month |
| Category 3 | \$25/month | \$25/month |

3 Please mark with an X the program(s) that your child will be attending:

| Before School Program —WILL BEGIN ON <u>AUGUST 16</u> | After School Program —WILL BEGIN ON <u>AUGUST 28</u> |
|--------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

4 You will be invoiced for the months listed below. You may pay in advance.

2023: September October November December
2024: January February March April

- Payment is required monthly.
- An invoice will be provided to you via email for Before School participants and at sign out for After School participants.
- If you have questions, concerns, or would like to discuss a payment plan, please contact our Parkview Site Director, Sarah Victor, at (330) 465-0348

5 I understand that monthly payments are required for participation in the program.

Parent/Guardian Signature: _____

Date: _____



BOYS & GIRLS CLUB OF WOOSTER

2023-2024 Family Handbook

Before School Programs open on August 16, end on May 24

After School Programs open on August 28, end on May 17

Boys & Girls Club of Wooster
Mailing Address: 124 N. Walnut St. Wooster, OH 44691

2023-2024 Locations:

| Melrose Elementary | Parkview Elementary | Edgewood Middle School | Teen Center @ Wooster High School |
|---------------------------------------|---------------------------------------|------------------------------------------|--------------------------------------|
| 330-439-9629 | 330-465-0348 | 330-988-1616 | 330-988-1111 x7504 |
| 1641 Sunset Ln. Wooster, OH 44691 | 773 Parkview Dr. Wooster, OH 44691 | 2695 Graustark Path Wooster, OH 44691 | 515 Oldman Rd. Wooster, OH 44691 |
| <u>Site Director</u> Chey Sprinkle | <u>Site Director</u> Sarah Victor | <u>Site Director</u> Bri Priest | <u>Site Director</u> Kevin White |

**NOTE: The Teen Center number has changed. This number does not receive text messages.
Please join the Teen Center messaging app. Details to come.**

**If you need to contact your child during program hours, please call the appropriate number
listed above. See our Cell Phone policy within.**

Keep for your records.

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GREAT FUTURES START HERE.

Follow us for updates!



@bgcw1



@bgcwooster

www.bgcwooster.org

Keep for your records.

Dear Club Families,

We would like to welcome you and your child to the Boys & Girls Club of Wooster (BGCW). We pride ourselves in being a high-quality youth-focused organization. We are very proud of our first 9 years, and cannot wait to see what the future holds for us in the Wooster community.

You are welcome to reach out to your Site Director if you have any questions about our programs. We encourage feedback and want to ensure that BGCW is doing our best to meet the needs of our participants.

We hope you find this handbook very useful. If you have additional questions, please feel free to call or email us anytime.

Respectfully,

Boys & Girls Club of Wooster

Staff Directory

Executive Staff

Jon Hutchison - *Executive Director* - hutchison.j@bgcwooster.org

Caitlin Petit - *Director of Operations* - petit.c@bgcwooster.org

Ashlie Estephaynam - *Director of HR & Finance* - estephaynam.a@bgcwooster.org

Jenni Szafranski - *Director of Development* - szafranski.j@bgcwooster.org

Ericka Barr - *Office Administrator* - barr.e@bgcwooster.org

Club Leadership Staff

Bri Priest - *Edgewood Site Director* - priest.b@bgcwooster.org

Chey Sprinkle - *Melrose Site Director* - sprinkle.a@bgcwooster.org

Sarah Victor - *Parkview Site Director* - victor.s@bgcwooster.org

Kevin White - *Teen Center Site Director* - white.k@bgcwooster.org

Keep for your records.

| Our Mission | Our Vision | Our Values |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| To empower all young people to reach their full potential as caring, productive, and responsible citizens. | Our vision combines the resources of our local school systems, businesses, and community leaders to provide a club experience that assures our youth graduate from High School with a plan for the future that incorporates a healthy lifestyle, good character, financial literacy, and engaged citizenship. | Respect <i>for self and others.</i> Accountability <i>for your behavior.</i> Commitment <i>to your future.</i> |

Priority Outcomes

1. Academic Success
2. Good Character and Leadership
3. Healthy Lifestyles

Membership & Fees

- Families must submit an updated registration form every Fall.
- A waitlist will be created when capacity is reached. Registration is first come, first serve.
- If your contact information changes, you must notify your Site Director.
- Make checks payable to “Boys & Girls Club of Wooster”.
Include your child’s name & what month the payment should be applied to.

**Melrose Elementary Programs will have hourly fees
(same as General’s Club)
Fees will switch to monthly in JANUARY 2024.**

Before & After School Program Fees

Full Rate \$25/month

Partial Financial Assistance
(Reduced Lunches) \$15/month

Maximum Financial Assistance
(Free Lunches) \$0/month

You will be invoiced for the months listed below. You may pay in advance.

2023: September October November December
2024: January February March April

Outstanding Balances:

If there is an unpaid balance, your child cannot attend BGCW programs until all payments are made. This includes school year and summer balances.

Keep for your records.

Hours of Operation for Club Members

| <u>School Year Program Hours</u> | <u>Summer Program Hours (8-week program)</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Boys & Girls Club @ Parkview Elementary & Melrose Elementary</i> Monday thru Friday 7:00am - start of school 3:30pm - 6:00pm | <i>All BGCW Site Locations</i> Monday thru Friday New hours to be determined Spring 2024 Each summer, BGCW is CLOSED in observance of Juneteenth and Independence Day. Specific dates will be communicated at time of registration. |
| <i>Boys & Girls Club @ Edgewood</i> Monday thru Friday 6:45am - start of school 2:30pm - 6:00pm | |
| <i>Teen Center @ Wooster High School</i> Monday thru Friday 2:45pm - 5:30pm | |

Club Closures *BGCW reserves the right to change hours and days of operation based on need and/or economic circumstances. There may be times it is necessary to close the Club due to unforeseen circumstances.*
BGCW will end school-year programming prior to the last day of school in order to begin preparing for Summer Camp.

There will be NO after school Boys & Girls Club on Parent Teacher Conference Days at our elementary locations.

No School

BGCW will be closed any time Wooster City Schools are closed. This includes:

- Holidays
- Winter Break
- Spring Break
- Inclement Weather Days
- Teacher Inservice Days
- Release Days for Parent Teacher Conferences

Inclement Weather

When the school district cancels after-school activities due to weather conditions, BGCW will close our programs early. These steps will be followed:

1. Wooster City Schools cancels all after-school activities.
2. Boys & Girls Club of Wooster will announce that any student who can ride the bus home should do that instead of coming to Boys & Girls Club. If you cannot ride the bus home, go to Boys & Girls Club like you usually would.
3. Students sign in at Boys & Girls Club.
4. The front desk assistant or the appropriate staff in charge will call all caregivers, telling them that due to weather, we will be closing at 5:15pm. Please pick up your child, or make arrangements for your child to be picked up AS SOON AS POSSIBLE, no later than 5:15pm.

Keep for your records.

Club Expectations



Discipline Policy

Our aim is to provide clear and straightforward guidance on acceptable behavior, emphasize the positive rather than the negative, and give recognition/praise whenever possible.

If members conduct themselves in an inappropriate fashion and disregard the Club Expectations and/or endanger themselves or their fellow members, they will receive an appropriate consequence. Examples of Minor and Major Infractions are below.

| <u>Minor Infractions:</u> These will result in a redirection from program staff. 3 or more Minor Infractions = 1 Major Infraction | <u>Major Infractions:</u> These will result in staff completing an incident report, then the Site Director will assign a consequence. Depending on the severity of the incident, the individual may be suspended for a brief time or permanently removed from the Club. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Refusal to participate• Disruptive behavior• Inappropriate language (non-directed)• Name calling/teasing• Disrespectful behavior (tone, attitude, body language) | <ul style="list-style-type: none">• Repeated rule violations• Violence toward peers, staff or self• Threats made to peers, staff or self• Initiating or engaging in fighting or physical aggression<ul style="list-style-type: none">• Possessing weapons• Possessing, using or being under the influence of any controlled substance, alcohol, tobacco, or E-Cigarette• Defacing, stealing, or destroying Club or personal property• Inappropriate or derogatory language directed at peers or staff• Bullying, body shaming, threatening, harassing, discriminating, or hazing peers or staff• Photographing, audio/video recording staff or peers without permission• Repeated or major insubordination• Theft• Leaving Club grounds without permission |

Keep for your records.

Sign-In/Sign-Out

Sign-In

- All attending Club members must sign in when they arrive. If your child has not signed in, the Club staff are not responsible for your child.
- **Students may NOT turn in a form and attend Club the same day. Families must wait until receiving approval of enrollment from Boys & Girls Club before attending.**
- Club members should sign-in as soon as they are dismissed from school. If your child has an after-school activity (Academic Challenge, Student Council, practices, etc.), they must be signed in no later than 4:45pm.

Sign-Out:

Authorized adults must be listed on your child's registration form as a primary caregiver or emergency contact.

- Elementary participants must be signed out by an authorized adult.
- Middle School participants are allowed to sign themselves out of the Club with permission from an authorized adult. This authorized adult must speak with our Front Desk Assistant or with our Site Director. Text permission is not allowed.
- High School participants are allowed to sign themselves out of the Club at any time.

School Activities/Events

- Permission to sign out to attend a school activity (concert, sporting event, etc.) must be given to the Club in the form of a written note. Verbal permission over the phone is not accepted. BGCW staff do not attend school activities. When your child signs out, they are no longer BGCW's responsibility.

Late Pick Ups—Be On Time!

- Your child may be removed from the program if you habitually arrive after closing time.
- If you are more than 15 minutes late, you have not called the Club to notify staff, and staff cannot reach you or the listed emergency contacts, the police will be called.

Custodial Documents

The following legal documents must be filed with the Boys & Girls Club addressing custodial issues:

- Temporary Custody Order
- Termination of Parental Right
- Statement of Guardianship
- Restraining Orders

In the event custodial arrangements change, it is the responsibility of the parent/guardian to notify the Boys & Girls Club and provide current documentation. While BGCW does have a relationship with Wooster City Schools, the schools **do not** share this information with BGCW.

Keep for your records.

Relationship with Wooster City School District

Boys & Girls Club of Wooster is grateful for the impactful relationship that we have with our local school district.

ProgressBook: While this relationship allows us to access each Club member's ProgressBook, it is not the Club's responsibility to collect missing work from teachers.

School Suspension: If a Club member is suspended from school or they receive in-school-suspension, they may not attend Boys & Girls Club until they are allowed to fully return to school or their classrooms.

Boys & Girls Club Suspension: If a Club member is suspended from BGCW, they are **not** suspended from school.

Out of district youth: BGCW staff do not have access to grades/missing assignments for students who do not attend a school in our district. Out of district youth are welcome to join our programs at Edgewood Middle School and Wooster High School.

Health Policy

It is important that parents and guardians cooperate with the Health Policy. Our regulations are designed to protect the well-being of all members.

If your child becomes ill at the Club, all attempts will be made to notify the parent/guardians of the member. Please do not bring your child to the Club if they become ill before leaving home. This is especially important if their illness is infectious or contagious. Members who come to the Club sick **WILL** be sent home. The parents or guardians will be notified. If caregivers cannot be reached, an emergency contact will be called.

Examples of specific illnesses or situations where a member may be denied access to the Club:

- Fever
- Skin Rashes
- Any Contagious Illness
- Head Lice
- Bed Bugs
- Ringworm
- COVID-19

It is the policy of the Boys & Girls Club of Wooster not to administer any prescription or non-prescription medicine to members at any time. Band-Aids and ice packs will be the only first aid provided.

Self-carry and self-administered Inhalers and Epi-Pens are allowed with proper documentation.

Our Staff is trained only in basic first aid. We are not trained or equipped to provide care for extensive health needs, including toilet assistance.

Keep for your records.

Personal Property

All personal property brought into the Club by a youth is the responsibility of that youth. The Boys & Girls Club is NOT RESPONSIBLE for lost, damaged or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary, especially money. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost and found in a timely fashion will be donated to a local charity.

Boys & Girls Club of Wooster reserves the right to search personal property if there is reasonable suspicion that an individual has brought a prohibited item to Boys & Girls Club. Tobacco, drugs, alcohol, vapes, and weapons are prohibited.

Cell Phones and Other Electronic Devices

Taking pictures on cell phones is prohibited while at Boys & Girls Club of Wooster.

Boys & Girls Club of Wooster (Edgewood) is a SCREEN-FREE Club. We pride ourselves in encouraging our Club members to focus on building face-to-face relationships with their peers. The process for turning in electronic devices is as follows:

- Cell phones & electronic devices are allowed at designated times during Club.
- BGCW Staff will collect cell phones & electronic devices and put them in a labeled padded envelope during all other periods of time.

If Club Members are found to be using their cell phones inappropriately or in ways that do not align with BGCW rules and expectations, it may result in confiscation of said cell phone and will be returned to the Club Member's authorized adult.

Safety

Boys & Girls Club of Wooster strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff members are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and that any associated costs for such care are the responsibility of the parent or guardian. The Boys & Girls Club does NOT provide medical insurance for members. In the event of a serious injury the staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts.

Supervision

Our staff participate in training developed by Boys & Girls Clubs of America. Trained volunteers often support our staff. A staff member will oversee each of our designated program areas at all times.

Keep for your records.

Transportation - Available for Edgewood & Teen Center Only

Boys & Girls Club of Wooster transports children for occasional field trips. As indicated in the membership application, the Boys & Girls Club of Wooster, and the Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, are relinquished from all liability, claims, demands or causes of action for any loss, damage, injury or death. The Boys & Girls Club also reserves the right to suspend, or permanently expel a child from being in a vehicle for safety reasons.

During the school year, Boys & Girls Club of Wooster utilizes a Wooster City School District bus to drop Club members off after school at designated community stops. **This is only available to Edgewood and Teen Center participants.** If not all stops need to be made, your child may be dropped off earlier than expected.

If your child has been suspended from transportation by the Wooster City School District, they may not ride the evening bus. All members utilizing Club transportation are expected to adhere to the Wooster City Schools transportation policy. If policies are not followed, both Wooster City School District and Boys & Girls Club of Wooster may take disciplinary action.

2023-2024 Evening Drop-Off Times & Locations.

5:00 PM - Pick Up @ WOOSTER HIGH SCHOOL

5:05 PM - Pick Up @ EDGEWOOD MIDDLE SCHOOL

5:15 PM - CORNERSTONE ELEMENTARY

5:18 PM - WAYNE COUNTY PUBLIC LIBRARY

5:22 PM - % PITTSBURGH AVE & MASSARO AVE (COMMUNITY ACTION)

5:25 PM - % NOLD AVE & GASCHER ST

5:35 PM - MELROSE ELEMENTARY

5:44 PM - THE AVENUE AT WOOSTER CARE & REHAB CENTER

5:50 PM - % MINDY LN & OAK HILL RD

5:52 PM - PARKVIEW ELEMENTARY



Keep for your records.