

TOWN OF WOODBRIDGE

HUMAN SERVICES DEPARTMENT



11 Meetinghouse Lane, Woodbridge, Connecticut 06525
Telephone (203) 389-3429

Human Services Commission
Monday, June 7, 2021 - 7:00 p.m.

For meeting materials, visit the Town of Woodbridge website, Human Services Commission page
<https://www.woodbridgect.org/221/Human-Services-Commission>.

In accordance with Governor Lamont's Executive Order #7b Section 1, which suspends the open meeting requirements of in-person participation, this meeting may be accessed via Zoom Link:

[https://zoom.us/j/6526335452?pwd=amR0dzBwZlh4UDdsZ3pBL1FYs0FRQT09](https://zoom.us/j/6526335452?pwd=amR0dzBwZlh4UDdsZ3pBL1FYs0FRQT09;);

Meeting ID: 652 633 5452, Passcode: 2RGujF; Dial by your location +1 929 205 6099 US (New York)

Passcode: 804944 or find your local number: <https://zoom.us/u/qrBzqfmn>

AGENDA

- I. Public Comment – email comments to jglicksman@woodbridgect.org by 4:00 pm, June 7, 2021
- II. Additions to the Agenda
- III. Liaison Reports
 - Board of Selectmen
 - Board of Finance
- IV. Minutes of the May 4, 2021 Meeting
- V. The Woodbridge Center
 - Summer Second Saturdays' Tag Sale
 - Kitchen Rental Space
 - Programming
 - Programming request
- VI. Youth Services
 - Programming
 - First Selectman's Youth Award
 - Awareness week
- VII. Human Services
 - Capital and Operating Budgets, Annual Town meeting follow-up
 - First Aid/AED/CPR Training
 - Living Treasure
 - Independent Contract Instructor guidelines
- VIII. Old Business / New Business
 - Farewell and thank you to departing Commission Members and Liaisons
 - Next meeting – August 2, 2021 (no meeting in July) - Election of officers per statute.
- IX. Adjournment

Woodbridge Human Services Commission

Minutes of the Tuesday, May 4, 2021 Meeting

Conducted via Zoom: <https://youtu.be/AwMi8hrdKCE>

Members Present via Zoom Platform: S. Davidson, Commission Chair; V. Livesay; M.L. Sabshin; B.P. Madden; N. L. Atwood; J. Ciarleglio

Liaisons: E. Scalettar, BOF Liaison

Staff present: J. Glicksman, Human Services Director; N. Pfund, Youth Services Director; K. Moriarty, Woodbridge Center Director

Absent: J. Clarke-Lofters; J. Labieniec; A. Holzman; D. Rowland, BOS Liaison

Meeting called to order 7:04 p.m. by S. Davidson, Chair.

I. Public Comment

Although publicly noticed, no members of the public were in attendance.

- II. Additions to the Agenda** - J. Glicksman mentioned that the terms of five (5) Commission members end in June 2021. If those members want to be reappointed, they should contact their nominating Town Committee.

III. Liaison Reports

- Board of Finance – E. Scalettar reminded the Commission that the Annual Town meeting will be held on May 17 at 7:30 p.m. via Webex. The Amity School Budget referendum is tomorrow, May 5, 2021 from 6:00 a.m. - 8:00 p.m.
- Board of Selectman – None.

IV. Minutes of the April 5, 2021 Meeting

M.L. Sabshin made a motion to accept the minutes of the April 5, 2021 meeting. J. Ciarleglio seconded. Nancy Atwood abstained. All other members approved.

- V. Capital and Operating Budget Update** - J. Glicksman reported that the FY2022 budget was approved by the BOF with a reduction of \$3,000 from the "Part-Time - all other" line item. The Preliminary Budget Hearing netted no questions from Human Services. J. Glicksman encouraged all members to attend the May 17th Annual Town Meeting at 7:30 p.m. to show support for the budget.

VI. The Woodbridge Center

K. Moriarty presented the April 2021 Woodbridge Center Report, which is on file in the Human Services office.

- **New Staff Update:** The recently hired staff, Michael Arcangelo and Jessica Esposito, have adapted well to their new positions with positive feedback from clients.

- **Summer Second Saturdays:** Beginning in May, Human Services, the Town Library and the Recreation Department will host this event series. As part of the series, the Center will host a community tag sale on Saturday, June 12 (rain date June 19) from 10:00 a.m. to 1:00 p.m.
- **Programming/Center reopening** – The Center opened on April 15, 2021 for in-person programming.
 - The first program was the Craft group, which met inside in the Center Cafe. The new check-in kiosks, made possible by the CARES Act Grant, were used on April 15. Members were issued laminated ID cards to use for self check-in at the kiosks.
 - Exercise with Laurie and Painting for Pleasure resumed on April 27 and 28, respectively. Both programs met outside.
 - All classes are close to or at capacity.
 - Indoor Pickleball and Targeted Strength Training will begin in-person on May 10.
 - Monthly Drive-Thru Luncheons - The Spring/Earth Day luncheon took place on April 22 and served 80 Woodbridge residents. The next drive-thru will be on May 6 to celebrate Mother’s Day. This meal will be prepared by Elaine Marcuccio and is sponsored by NE Young at Heart, Whitney Rehab and Artis Senior Living.
 - New Zoom Program: T’ai Ji Quan - Moving for Better Balance by Bill Banick began its 24 - week Zoom session on April 26 with nine (9) students.

B.P. Madden made a motion to accept the April 2021 Woodbridge Center report. V. Livesay seconded. All approved.

VII. Youth Services

N. Pfund presented the April 2021 Youth Services report, which is on file in the Human Services office.

- **Programming**
 - **Red Cross Babysitter Training:** Twenty-four (24) students received training on April 13 & 14. A second class was opened due to the high demand. Youth Services currently has six (6) students on the waitlist for the summer course.
 - **After School Guided Study program** - Beecher Road School is conducting this program remotely. Seven (7) teachers are meeting with individual students and the program should be completed by next week. This program is funded by the Youth Services Enhancement Grant.
 - **Second Saturdays** - Chalk Art and Games - The Second Saturday series kicks off this Saturday, May 8 with an outdoor family event with free chalk and lawn games at the Town Center. Six (6) families are currently registered. The rain date is next Saturday, May 15, 2021. High School students who assist will earn community service.
 - **Home Alone Classes:** This program (for ages 9-12) is being held on Thursdays, May 6 and May 13, 2021 from 4:00 p.m. to 5:15 p.m. in the Center Gym. Officer Vinny Lynch will provide emergency information. The fee to attend is \$15.
 - **Awareness Week @ Amity Middle School-Bethany (AMSB)** - Themes for each day of the week were chosen by members of the student council. They include: Day of Pride; Day of Acknowledgment, Diversity and Anti-Hate; Day of Silence, Day of Kindness/Gratitude, and The Future is So Bright. Thanks to Beth-Wood Baseball League for a donation for kites.
 - **Anti-Defamation League** - “Bystander to Ally” workshops are scheduled for May 25 at AMSB.

- **First Selectman's Youth Award** - Six (6) nominations were received. The Youth Advisory Board is in the process of selecting a winner. A plaque and a \$200 check sponsored by Peoples United Bank will be given to the winner.

M.L. Sabshin made a motion to accept the April 2021 Youth Services report. V. Livesay seconded. All approved.

VIII. Human Services

J. Glicksman presented the April 2021 Human Services report, which is on file in the Human Services Office.

- **First Aid/AED/CPR Training** - Certification classes are being planned for the staff next month. Most of the class will be remote, with some in-person instruction (two classes of 6).
- **CARES ACT update** - The CARES ACT grant application was approved for \$2,500. Human Services (HS) is waiting to hear if it was approved for a Federal appropriation from Rosa DeLauro's office in the amount of \$300,000. HS should be notified in early May.
- **Homebound vaccination program** - HS partnered with Quinnipiack Valley Health (QVHD) and the Woodbridge Police Department to hire a paramedic, an Emergency Medical Technician (EMT) and a public health nurse to deliver the COVID-19 vaccine to those who are physically/medically unable to leave their homes. HS also partnered with Bethany to meet the delivery requirements. On May 1, 2021, seven (7) Woodbridge and two (2) Bethany homebound residents were able to access this service. Bethany will pay a portion of the cost to hire medical staff to vaccinate.

V. Livesay made a motion to accept the April 2021 report Human Services report. J. Ciarleglio seconded. All approved.

IX. Old Business/New Business - None

X. Next meeting – June 7, 2021

B. P. Madden made a motion to adjourn the meeting at 7:40 p.m. M.L. Sabshin seconded. All approved.

Submitted by:

Human Services Commission

Accepted and approved this _____ Day of _____, 2021.

Senior Center Director's Report May 2021

Summer Second Saturdays: As part of the Summer Second Saturdays, The Center will host a community tag sale on Saturday, June 12 (rain date June 19) from 10:00 am – 1:00 pm in the Center Building/Library parking lot. Vendor spaces will be two parking spots with a \$10 fee for the space, \$25 for the space with two tables set-up. Currently we have 18 vendors signed up. The Center will have tables set-up under the portico to sell items donated for past tag sales, and for those items that are no longer needed. The Craft group will also have tables set-up to sell crocheted and knitted items that members have made. A pizza truck and lawn games will be available as well.

Rented kitchen space: The Center's kitchen space is being rented by Café Rebelde. This rental includes approximately one hour of use to brew coffee needed for coffee cart sales at \$10/hour. All supplies are provided by Café Rebelde. Refrigerator storage for a large coffee container may also be rented for an additional fee. Café Rebelde will offer coffee and other items for sale to the public most weekday mornings in the old firehouse's parking lot.

COVID guideline update: Masks and six-foot social distancing are still required in The Center. Although not required during outside programming, masks are encouraged if in close proximity to others. Six-foot social distancing is encouraged outside as well.

Program updates:

Effective June 2, Painting for Pleasure will meet only indoors due to wind and tree debris interfering with painting. Masks and social distancing will be maintained indoors.

Due to masks being required indoors, and lack of airflow in the gym, pickleball players are opting to play outdoors at this time.

New people continue to inquire/join the various offered programs. All classes remain close to or at capacity. As such, the Craft group will begin meeting twice per week, on Tuesdays and Thursdays, beginning June 22.

As part of our delivery lunch program, frozen soups are now available for \$1.00 per 10 oz. container. Varieties include Italian wedding, beef orzo, carrot apple, sweet potato bisque, and more.

Grant funding for T'ai Ji Quan: Moving for Better Balance in the amount of \$2880.00 was received from the CT Healthy Living Collective.

Up-coming in-person programming:

June 14: Cards and mahjong will resume play with pre-COVID players. Added COVID precautions will be in place including preregistration, masks, and hand sanitizer use prior to play. Other precautions include: four players maximum per table, card deck use no more than once per week, mahjong tiles cleaned between use, and play time limited to two hours per day.

June 21: Men's Coffee Corner at the Grove will be offered Mondays, Wednesdays, and Fridays between 10:00 -11:30 am. Clients can bring their own beverage or buy a cup from the Café Rebelde coffee cart then play a game of bocce, shuffleboard, or just enjoy sitting and socializing with some new or old friends.

June 22: The pool table will be open for play in The Center café every Tuesday and Thursday from 1-3 pm. Preregistration and masks are required.

June 23: Yoga for All, with Bill Banick, will begin an eight-week session on Wednesdays from 1:30 - 2:30 pm in Center Building room 16.

Continued in person monthly programs:

Monthly drive-thru luncheons:

The Mother's Day luncheon drive-thru on May 6 served 100 Woodbridge residents. The meal was provided by New England Young at Heart who sponsored the event along with Whitney Rehabilitation and Artis Senior Living. The Center provided beautiful anemones along with tea bags and chocolates.

The next drive-thru luncheon will be on Thursday, June 17 to celebrate Father's Day with a choice of bar-b-que brisket on a rustic roll or turkey, cheddar and bacon on a croissant. Both options come with a side of homestyle macaroni salad and blueberry shortcake. Hamden Health and Rehab will be providing The Center's annual tradition of a root beer float treat along with the lunches. Larry Batter's music (close to the grove area weather permitting) will complete this festive event where extra tables and chairs will be set-up if small groups would like to eat in the Grove after picking up their lunches.

Get to the Point of Health Lecture Series: 11+ Zoom attendees plus WGATV viewers enjoyed Christine Buck's presentation on May 14, "Maintain Your Financial Health and Well-being - Avoid Scams." Ms. Buck is a Legal Investigator from the Office of the Attorney General. Her lecture included scams currently circulating to gain access to financial and personal information as well as what to do if either is compromised. Ms. Buck provided slides from the PowerPoint after the presentation to distribute to those who attended as there was a high-level of interest to review this important information. The YouTube recording was distributed to attendees as well at that time.

The final lecture in the Get to the Point of Health series will be on June 18 with the Visiting Nurses Association presenting "Memory Matters." This lecture, available on Zoom and WGATV, will include why exercising your brain is as important as exercising your body, how to maintain brain function, and to dispel the myths of memory loss and aging.

Proposals: Exercise with Laurie is currently offered Tuesdays and Thursdays from 10-11:00 am for a fee of \$2.00 per class. This fee has not changed in over ten years. I propose to increase the fee to \$3.00 per class effective August 1st.

Advertising/Promotions:

Newsletter: 3,500 households/ month
Woodbridge Town News: 3,500 households/ month
Distributed flyers: 100
Facebook: 132 followers
Robocalls: 0
Website
Targeted email blasts: as needed

Services:

Medical Loan Closet: 0 withdrawals, 0 returns, 0 donations
Mailings- personal cards (birthday, get well, sympathy, etc.): 23+
Puzzles/ boredom busters upon request
Yarn/craft accessories upon request
Books upon request

Training:

Bill Banick:

- Refresher/Enhanced Training, 8 hours
T'ai Ji Quan: Movement for Better Balance

Jessica Esposito:

- Customer Service for Muicipal Personel, 2 hours
CT Conference of Ct Municipalities

2021 Regular Programs	May
Painting for Pleasure	17
Book Club	12
Craft	49
Exercise with Laurie	90
	2x/week - Channel 79
Strength Training	24
T'ai Ji Quan: Moving for Better Balance	56
Lunch: meals	135
soup	54
AARP/AAA	virtual
2021 Special Programs	
Lecture Series	11 Zoom + Channel 79
Mindfulness	6
Holiday Lunches/ drive-thru	100

2021 Transportation	May
Medical	35
Service: drop off/ pick up (meals, equipment, etc.)	51
Shopping	6
Social	0
Totals	92

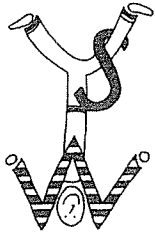
2021 Revenue	May
Targeted Strength Training	\$240.00
Art	\$114.00
Exercise with Laurie	\$224.00
TJQ:MBB	\$2880.00
Meals	\$703.00 (\$658.75/outstanding)
Transportation	\$82.00
Donation- newsletter	\$5.00
Total Deposits	\$4248.00

2021 Expenses	May
Dollar Tree, Stop & Shop, BJ's, Costco	\$25.70
Wholesale Growers-flowers	\$72.00
Mindfulness instructor fees	\$450.00
Mild to Wild Automotive (battery for van 436)	\$172.95
Mild to Wild Automotive (plexiglass fixed on van 436)	\$230.00*
Total Expenses	\$950.65

*submitted to FEMA for possible reimbursement

2021 End of month balance	May
	\$3297.35

2021 Donations: 411-54710	May
	\$60.00



Woodbridge Youth Services
11 Meetinghouse Lane Woodbridge, CT 06525
(203) 389-3429 FAX (203) 389-3472

YOUTH SERVICES MONTHLY REPORT
May 2021

Information	28
Advocacy	14
Referrals	3
Job Bank Interviews	3
Job Bank Follow-Up Calls	42
Job Bank Requests	7
Youth Community Service Hours	18

PROGRAMMING

After School Guided Study

Program which was held at Beecher Road School has been completed. Teacher and program coordinator Katie Mc Collom will provide reporting to Youth Services. Program is funded by the Youth Services Enhancement Grant.

Second Saturday Chalk Art and Games

Although the weather was changeable, 69 persons attended the event. Families who participated enjoyed the outdoor event with free chalk, lawn games, and bubbles. They were also happy to meet up with friends. Six volunteers from the high school assisted with set up and games.

Home Alone Classes

Ten students participated in the 2-day class (May 6 & May 13) in the Center gym. Officer Vinny Lynch provided fire and safety information and distributed emergency bags.

ADL

The "Bystander to Ally" workshops were held remotely on May 25 at Amity Middle School-Bethany.

Amity Middle School Bethany Eighth Grade Grad Party

Youth Services is assisting the PTSO run party at AMSB on June 3rd with recommendations and a contribution for the program.

AMSB 8th Grade Yearbook Signing/Ice Cream Social

Youth Services will provide ice cream treats to allow students to get outside on June 8th and take some time to sign yearbooks in the courtyard.

AMSB Kickball Tournament

Youth Services joins with the AMSB faculty to provide treats for the last day of school (June 8) while students spend their time enjoying games before they leave for the summer.

Job Bank

Ongoing program is busy with jobs that need to be completed. Students should be more available as school ends for summer but the need for students to work outside often exceeds availability. Outreach is done through school newsletters and local papers, as well as in other programs.

FIRST SELECTMAN’S YOUTH AWARD

Winner Christina Burland and her family will attend a ceremony at the Gazebo on June 15th at 6:30 pm. A plaque will be presented by Beth Heller, and a \$200 check sponsored by Peoples United Bank will be awarded.

AWARENESS WEEK FOR AMITY MIDDLE SCHOOL-BETHANY

The topics for the week (May 17 – 21) were particularly enhanced by items supplied by Youth Services with assistance from the Town of Bethany and Beth-Wood Baseball League. The students ran outside on the last day wearing their “Be Amity” sunglasses and flying their kites.

MEETINGS AND TRAINING ATTENDED

- 4 Job Bank Interview
- 4 AMSB Awareness Week Planning/ Student Council Meeting
- 4 Human Services Commission Meeting
- 5 Human Services Staff Meeting
- 5 Bethany-Orange-Woodbridge Drug/Alcohol Action Council (BOWDAAC)
- 5 AMSB PTSO Meeting
- 6 Home Alone Class
- 7 Job Bank Interview
- 8 Chalk Art & Games Day
- 10 Job Bank Interview
- 13 Home Alone Class
- 20 Youth Advisory Board
- 24 Eighth Grade Grad Party Meeting
- 26 BOW/Mfd. Collaborative Meeting
- 28 Amity Coalition for Diversity, Equity, and Inclusion Meeting

6/7/21 Human Services Commission Meeting- Director's Report: May

Budget/ Referendum: The Annual Town meeting was adjourned on May 17th and reconvened June 2nd. With a quorum in the room, there were multiple efforts to defund many of the FY22 budget line items- including Youth Services. This overall effort failed, and the Board of Finance was able to adopt the current version of the Town's FY22 budget. We are grateful to Jenn Clarke-Lofters who was able to educate one attendee so that she would not make a motion to defund the Human Services budget simply because she did not understand what this department's responsibilities included.

We are still waiting to hear if we will be granted the opportunity to purchase chairs from this year's budget (\$15,000) after the Human Services FY22 Capital Budget was cut. Stay tuned!

First Aid/ AED/ CPR Training: Ten Human Services staff members and two other town employees completed the on-line portion of the CPR/AED/First Aid certification and today, six of them completed the in-person section of the class. Tomorrow night the other six will complete the class. All the Human Services staff will now be certified for two years. Just one of Youth Services p/t employees will have to take the class when it is offered again. We plan to offer another hybrid version (1/2 online and 1/2 in classroom) of this class at the end of August for other town departments' staff. Although this department coordinates this training for many town employees, it falls within the Selectmen's budget and is not reflected in the Human Services budget.

Living Treasure is back! We are planning the Living Treasure event for September 14th as an outdoor event (with a tent). This scaled down version of this previous successful fundraising event will feature a ceremony to honor two local residents, an ad book, a small onsite/online silent auction, and a meal which may be eaten in or taken to-go. Nominating forms were included in your packets for tonight and will be available on the Human Services and Senior Center pages at the Town's website.

We hope to have the first meeting of the committee in late June. Please consider joining this planning committee.

Independent Contract Instructor Guidelines: Kristy and I worked to create consistency for interaction with all the Center's non-employee instructors. Our hope is to have all the instructors follow these guidelines to create uniformity for clients and staff in our day-to-day program offerings. Town hall has approved this document, and we would like to have the Commission approve as well. Please see attached guidelines for your review.

MUNICIPAL AGENT REPORT MAY 2021

Adult Day Care	2
Advocacy	8
Alzheimer's/Dementia	3
Area Agency on Aging	3
Assisted Living Referrals	4
CHOICES	9
Disability Application	1
Elderly Housing	4
Follow up	39
Food Pantry	4
Food Stamps	2
Geriatric Assessment Referral	2
Greater New Haven Transport	1
Hoarding Client	1
Home Health Care/Homemaker Services	4
Home Repairs	2
Home Visit	1
Housing	3
Infoline	2
IVC Volunteer	2
Legal Issues	2
Lifeline Medical Alert	3
Massaro Farm Produce Program	17
Medical Loan Closet	1
Medicare Explanation Benefit	1
Mental Health Issues	4
Notary	1
Nursing Home Visit	1
Operation Fuel	1
Power of Attorney	1
Probate Court	1
Support Groups	1
TEAM	2
Telephone Calls	211
Transportation	3
Veterans Affair	1
Total Elderly Contacts/Cases	83

5/13 Medicaid Refresher on Zoom
 5/25 CPR Training
 5/20 M Meeting
 5/26 Medicare Coverage & DME
 5/28 Rotary

2019 Living Treasure Award Nomination Form
Awards to be given by the Woodbridge Human Services Department at the

The Woodbridge Center Living Treasure Award Ceremony

September 14, 2021

5:30 to 8:30 p.m.

Nominations due August 6, 2021

I am pleased to nominate _____ for the 2021 Woodbridge Human Services Department's Living Treasure Award. I believe this nominee meets the following eligibility requirements.

- ❖ The nominee is a current resident and at least 60 years of age.
- ❖ The nominee has demonstrated positive actions to improve the quality of life for Woodbridge residents through volunteer work.
- ❖ The nominee has contributed, and continues to contribute, time to enhance the Woodbridge community as a whole.
- ❖ The nominee performed this work on a volunteer, unpaid, basis.

Nominee's Name _____

Address _____

Town _____ State _____ Zip Code _____

Telephone _____ E-Mail _____

Details of Nomination: Please be specific and detailed in your answers to the following questions. Use additional pages if needed and please write clearly or type.

1. How has the nominee's volunteer service enhanced the lives of Woodbridge residents?

2. How has the nominee's volunteer service improved the community?

3. How has the nominee inspired others to service?

4. Why do you consider this nominee to be a "Living Treasure"?

If the nominee's service was performed as a volunteer for a specific organization or group, please provide the information below and a contact person for that group.

Group/Organization _____
Contact person _____
Address _____
Telephone _____ E-Mail _____

Information about the person making the nomination:

Name _____
Address _____
City or Town _____ State _____ Zip Code _____
Telephone _____ E-Mail _____

Relationship to Nominee (may not be a family member):

How did you become familiar with the volunteer's accomplishments?

Signature of person making the nomination _____
Date _____

Please complete this form and return it by the August 6, 2021 due date to:

Jeanette Glicksman
Woodbridge Human Services
4 Meetinghouse Lane
Woodbridge, CT 06525
Or email: jglicksman@woodbridgect.org

Independent Contract Instructor guidelines:

- W-2 and I-9 must be completed and submitted to your supervisor prior to the first class.
- Invoices, with your business name, address, and phone number must be submitted with dates of services and fees associated as requested by office staff.
- All advertising materials utilized to promote the class must have prior approval by The Woodbridge Center.
- Contract Instructors are not Town employees, however, they do represent The Center and the Town and as such must conduct themselves in a professional manner at all times.
- All communication with clients related to programming at The Woodbridge Center shall be handled through The Woodbridge Center's office. Instructors should not reach out to clients directly regarding programming at The Woodbridge Center.
- All matters relating to class administration, eligibility of any student and evaluation of instructors' performance are within the sole authority of the supervisor. The instructor shall be responsible for the content and the day-to-day conducting of the class.
- If an instructor must cancel a class, he/she should do so at least 24 hours in advance of the scheduled class during The Woodbridge Center's regular business hours: Monday through Friday, 8:30 am - 4:30 pm.
- Instructor attendance must be a priority. No more than one (1) class may be cancelled per session unless due to an on-going illness. Class must begin and finish according to advertised times.
- An instructor should not contact a Woodbridge Center staff member after hours unless there is an emergency. If an issue arises outside of business hours which causes an instructor to be unavailable to teach a class, the instructor should leave a message on the voicemail at The Woodbridge Center (203-389-3430).
- If you are going to be late, please notify staff so they may inform the participants who may be waiting. Classes starting five minutes or later after the advertised start time should have the time added at the end of the class to ensure the participants are receiving the amount of instruction for which they have paid.
- All classes, which have not met their minimum registration within two (2) working days prior to the scheduled start date, may be cancelled. Instructors will be notified if their class has been cancelled.
- If a class is cancelled due to low enrollment or for any other reason, students will receive a credit of class fees; the instructor will receive no payment for cancelled classes.
- In case of an accident or incident during class, please contact the office staff and, if necessary, 911. Office staff may provide first aid as needed. An incident report must be requested from staff and completed immediately.
- Any violation of these guidelines may result in disciplinary action up to and including termination.