

Notes & Reminders for Teachers

- ◆ FEES—Fees are unchanged from last year. Please see enclosed memo and fee structure. *We do not accept personal checks for student fees.* We WILL accept checks from classroom teachers, schools, PTO/PTA groups. *There is no charge for adults.*
- ◆ NAME TAGS *PLEASE!*—Very helpful to Renfrew teaching staff. Only first names are needed. Best yet—tags with the name on both sides, so they are visible when flipped over!
- ◆ PLANNING AHEAD—Most of our programs are designed to run for 2 hours. If circumstances arise which require a change in your scheduled arrival/departure times, it is helpful for our staff to know as early as possible. Please remind parent chaperones that our public parking area is in the lower lot near the pavilion.
- ◆ “Carry In–Carry Out” TRASH POLICY— Please bring a trash bag to remove your lunch trash when you leave the park. We no longer have trash cans at the pavilion, as we are a “carry in–carry out” facility. (*see enclosed flier*)
- ◆ BRING PAYMENT ENVELOPE—Please bring to Renfrew, even if you are requesting billing. Envelope should be marked with teacher name, date, school, program(s), number of students, amount enclosed. *Make checks payable to: Renfrew Institute.*
- ◆ SAFETY ISSUE—Our staff will have bug repellent on hand to use in the field only as needed or requested.
- ◆ CELL PHONE USE—We respectfully request that you refrain from cell phone use during instructional time. [*Emergencies excepted, of course!*] By doing this, you will model attentiveness for students and encourage full participation.



Artwork by Frauke Goertz