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Welcome to Summer Lab at the University of Chicago Laboratory Schools! We are delighted that you have chosen to spend your summer with us, and we are excited to embark on this journey of exploration, growth, and fun together.

Summer Lab is guided by the University of Chicago Laboratory Schools’ mission to foster a nurturing environment that encourages intellectual curiosity, critical thinking, and creative expression. At Summer Lab we believe that summer is a unique opportunity to explore new interests, develop skills, and make lasting friendships.

Our program is designed to provide a diverse array of activities, from academic enrichment to creative arts, sports, and outdoor adventures. We are committed to creating a supportive and engaging environment where every child can thrive.

Our dedicated team of instructors, counselors, and staff have been working tirelessly to prepare an exciting and dynamic summer experience for your child. They bring extensive knowledge, enthusiasm, and experience to make each day memorable and full of opportunities for personal growth.

This handbook is intended to provide you with essential information about our program, including schedules, policies, and guidelines to help you make the most of your Summer Lab experience. We encourage you to review the policies and procedures that we have in place to ensure a safe and fun summer for everyone.

If you have any questions or need further information, please reach out to the Summer Lab team.

We look forward to an incredible summer!

Audrey Hampton  
Director, Family Life Programs
OVERVIEW

Summer Lab is open to all Nursery–Grade 8 students who reside in or will be visiting the Chicagoland area in the summer, including those who are not currently enrolled in the Laboratory Schools academic school year.

At Lab, learning is a year-round experience, which can, and should, take many forms. Summer Lab builds on over 70 years of summer programming at the University of Chicago Laboratory Schools, bringing together the resources and faculty of the Schools with exciting programs offered by experts from across the city. All of this takes place in and around an unparalleled university setting that enriches our summer fun in incomparable ways.

In an environment that focuses on kids, Summer Lab students and campers make new friends, learn new skills, connect, play, make art, explore the environment, perform, and much, much more. The programs are fun and like everything at Lab, they are designed to inspire curiosity, creativity, and confidence in each child.

At Summer Lab, the love of learning never goes on vacation!
SUMMER LAB STAFF

The Family Life Programs (FLP) division employs more individuals than any other unit or department; and it proudly boasts being the most diverse at Lab. There are ten full-time positions and over one hundred part-time, seasonal, and contracted positions. During Summer Lab there are a number of job categories with various responsibilities associated with each role.

Family Life Programs (FLP) Administrative Team

The FLP administrative team are 12-month employees that support the operations of Summer Lab with defined roles and campus responsibilities.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audrey Hampton</td>
<td>Director of Family Life Programs</td>
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<td><a href="mailto:rchmielewski@ucls.uchicago.edu">rchmielewski@ucls.uchicago.edu</a></td>
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</tr>
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<td>Kortney Davis, ESH</td>
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<td>773-702-9449</td>
<td><a href="mailto:kdcsmith@ucls.uchicago.edu">kdcsmith@ucls.uchicago.edu</a></td>
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<tr>
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<td>Amelia Royce, ESH</td>
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<td>773-702-9449</td>
<td><a href="mailto:aroyce@ucls.uchicago.edu">aroyce@ucls.uchicago.edu</a></td>
</tr>
<tr>
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<td>Transportation and Travel</td>
<td>773-834-4758</td>
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</tr>
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<td>Madeline Thompson, Project</td>
<td>Assistant</td>
<td>773-702-9449</td>
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</tr>
</tbody>
</table>
Lead Instructors
Lead Instructors are responsible for the design and delivery of summer classes. Many Lab faculty and staff during the school year serve as Lead Instructors during the summer. Summer Lab also contracts with outside companies to provide expert level instruction in specialized disciplines.

FLP Assistants
FLP Assistants are mostly employees that work in the Extended Day program during the academic year. They are responsible for providing additional assistance to Lead Instructors, and supervision during lunch/recess.

Camp Counselors
Camp Counselors are high school students entering grades 10-12 or recent graduates. They are assigned to lead groups in the Adventure Kids program, assigned to classrooms to support Lead Instructors, or floaters to assist where needed.

Counselors In Training (CIT)
This is a non-paid part-time position for rising 9th grade students. The CITs generally work in the Adventure Kids program and are responsible for supporting the Camp Counselors while receiving hands-on training from Lead Instructors, and gaining child care experience.
# DAILY SCHEDULE

## Summer Calendar

- **Full Session:** June 17–July 26
- **Session I:** June 17–June 28
- **Session II:** July 1–July 12
- **Session III:** July 15–July 26

*Summer Lab is closed on June 19, July 4, and July 5, 2024, in observance of national holidays.*

<table>
<thead>
<tr>
<th></th>
<th>Nursery-Grade 2</th>
<th>Grades 3-8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrival</strong></td>
<td>Earl Shapiro Hall (ESH) 5800 South Stony Island Ave</td>
<td>Historic Campus (HC) 1362 East 59th St</td>
</tr>
<tr>
<td><strong>Classes Start</strong></td>
<td>8:30 a.m.</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td><strong>Dismissal</strong></td>
<td>3:30–3:45 p.m.</td>
<td>3:30–3:45 pm</td>
</tr>
<tr>
<td><strong>Late Day</strong></td>
<td>3:30–5 p.m.</td>
<td>3:30–5 p.m.</td>
</tr>
<tr>
<td><strong>Late Day Dismissal</strong></td>
<td>5–5:15 p.m.</td>
<td>5–5:15 p.m.</td>
</tr>
</tbody>
</table>

## Tours

Campus tours will be available on Wednesday, June 12 at both ESH and HC. Advanced sign-up is required and families are encouraged to arrive 10 minutes before the scheduled tour time.

## Family Connect

The virtual Summer Lab Parent Connect is a great way to meet the FLP Administrative team and learn more about what to expect for your child’s first day at Summer Lab. The Parent Connect will take place over Zoom on Wednesday, June 12 at 6:30 p.m. Register here for the Parent Connect.
PRE-CAMP CHECKLIST

Required Forms
- Health Forms (non-lab families)
- Lunch Order Form (pre-purchased meals)

What to Bring
Materials and equipment for all program courses and activities will be provided, and we encourage campers to bring only the necessities listed below. Clothing should be comfortable and allow for active movement and play. Closed-toe sneakers should be worn daily. Specific class items will be found in the instructor welcome letters.
- Water bottle (labeled with name)
- Lunch/snacks or money to purchase lunch/snacks (HC only)
- Sunscreen
- Extra Clothes (ESH)
- Swimsuit and towel (if applicable)
- Summer Lab shirt for field trips (if applicable)
- A backpack to fit required items for the day

What NOT to Bring
- Toys from home (including Pokemon cards and Beyblades)
- Connected devices (smartwatches)
- iPods/Headphones
- Tablets, laptops, or computer equipment
- Expensive jewelry, cameras, or other monetary/sentimental valuables
- Weapons of any kind (pocket knives, matches/lighters, etc.)
- Products containing nut/peanuts of any kind
- Bicycles, skates, or scooters used to travel to camp should be stored or locked upon arrival
HEALTH AND SAFETY

Creating and maintaining a safe environment in which our children and staff can teach, learn, work, and engage together is a top priority at Summer Lab. As such, Summer Lab works closely with various departments to regularly evaluate our program to mitigate risks and follow best practices that actively support our strong school community.

Health

Summer Lab has a dedicated nursing team who are present daily at each campus throughout the summer. Nurses will contact parents/guardians with any important information about visits to the nurse’s office during Summer Lab. The nursing team also provides the Summer Lab staff with allergy and important medical information.

Required Health Forms and Medication

Summer Lab uses SchoolDoc, a highly secure, HIPAA and FERPA-compliant online health records management platform. Current Lab families do not need to complete a new form. However, if you did NOT attend Lab during the 2023–2024 school year, you are required to provide us with your student's immunization record and current health information via SchoolDoc. All required documents must be uploaded before the start of Summer Lab. Please drop off medication to the nurse’s office at Earl Shapiro Hall (ESH) or the Historic Campus (HC) on the first day of the student’s Summer Lab program. Should you have any health-related questions please reach out to the nursing team.

When to Stay Home

Out of an abundance of caution, we ask that you keep your child home from Summer Lab if they are experiencing any of the following symptoms and strongly recommend consulting with your healthcare provider to determine if testing for COVID, strep, RSV, influenza, and/or pink eye is appropriate.

- Fever (>100.4°F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea
- Dermatologic manifestations (new rash)
- Redness, itching, tearing and/or crusting of eye
Students that are sick may return to Summer Lab once the following criteria are met:

- Fever free for 24 hours without the use of fever reducing medication (if applicable)
- 24-hour cessation of any vomiting and/or diarrhea (if applicable)
- 24-hours have passed since initiation of prescribed antibiotic or antiviral medication (if applicable)
- Improvement of symptoms, but not complete resolution
- Having the energy to participate in a full day of activity

Safety

Our Safety and Security team serves Summer Lab by ensuring our community is safe and secure and enforcing safety policies. These areas of responsibility include traffic control during drop-off and pick-up times, monitoring hallways during Summer Lab hours, and processing visitors. Summer Lab has two University of Chicago Police Department Officers on staff who are trained as Student Resource Officers (SROs). As such, these are armed police officers assigned to each campus.

The Historic Campus main security desk is located at the Judd Hall entrance and can be reached at 773-834-8628. The Earl Shapiro security desk is located at the main entrance and can be reached at 773-702-4299. These desks are staffed during Summer Lab program hours.

Visitor Identification

All Summer Lab employees are required to wear their University-issued ID card at all times. Parents, guardians, and caregivers visiting campus during Summer Lab program hours will use the main ESH, Judd, or U-High entrances and use their ID at the security desk for tap access into the building. Those without a Lab ID are asked for a government-issued ID that the safety officer scans to run the identification information through the background-check Raptor system.

Inclement Weather/Emergency Notification

All Summer Lab staff undergo annual safety and security training focusing on different aspects of safety protocols, such as violent intruder training, medical emergencies, and weather-related safety drills. The University requires Summer Lab to conduct a fire drill for staff and campers during Session I of the program. The nursing team will alert all staff regarding unsafe weather conditions based on the heat and air quality index (see Appendix). Lab utilizes a multi-platform emergency notification system called Connect5. In the event of an emergency, you will receive calls and messages at those points of contact you provided when registering for Summer Lab.

We ask that families contact the Summer Lab administrative team if you have any questions, concerns, or feedback. Please either email or call us at 773-834-7766.
POLICIES AND PROCEDURES

Attendance
Attendance is taken at the beginning of each class and instructors take frequent head counts whenever they are transitioning their groups. Accurate attendance is important for the safety of the children in camp. Families can help us with attendance by communicating absences with us and by arriving for camp on time.

Absences
Timely notice from families regarding changes in attendance is essential to the safety and comfort of students participating in Summer Lab. Please report absences using the Absence Form.

Arrivals
Parents are allowed to walk students to classes, but are not allowed to stay in the building after that time. Families with children at both the Earl Shapiro Hall campus and the Historic Campus generally find it easiest to drop off first at HC in the morning and then proceed to ESH, and in the afternoon, to pick up first at ESH and then proceed to HC.

*Earl Shapiro Hall*
Summer Lab begins classes at 8:30 a.m. Students are expected to arrive at camp no earlier than 8:00 a.m., and will not be allowed to enter the building until that time. If students arrive before 8:00 a.m., they may wait outside, but they will be unsupervised.

Students arriving for a 10:30 a.m. class should arrive no earlier than 10:15 a.m. All students arriving for a 10:30 a.m. class should come through the front entrance on Stony Island.

*Historic Campus*
Summer Lab opens the Kenwood Mall gates on 59th Street from 8:00 a.m. to 8:30 a.m. and 3:30 p.m. to 5:15 p.m. For Late Morning and Afternoon class arrivals, our Summer Lab staff will greet students and open the gates.

Historic Campus arrival windows are as follows,

- 8:15 a.m. Early Morning class: 8:00 a.m. to 8:30 a.m.
- 10:25 a.m. Late Morning class: 10:15 a.m. to 10:35 a.m.
- 1:30 p.m. Afternoon class: 1:20 p.m. to 1:40 p.m.
Late Arrivals

Earl Shapiro Hall
Students that arrive outside of the arrival window must enter the building through the front entrance on Stony Island. Parents are expected to walk students all the way to their classrooms.

Historic Campus
Students that arrive outside of the arrival windows must enter the building through the Judd entrance at 5835 South Kimbark Avenue. One of our Summer Lab staff members will greet your child and ensure that they get to their class in a timely manner.

Early Dismissal
If you need to pick your child up outside of their regular dismissal time, parents/guardians will need to send an email to summerlab@ucls.uchicago.edu. A member of the Family Life Programs Team will confirm and coordinate with you to ensure a seamless transition for your child.

Dismissal
Please know that we work hard to support children in their transition from our care to yours, and so we ask that parents/guardians collaborate with us in making this transition as smooth—and often as brief—as possible. We, as well as your child(ren), expect that they will be picked up at the time for which they are registered.

Earl Shapiro Hall (ESH)
- The regular pick-up window is from 3:30-3:45 p.m.
- The mid-day pick up window is from 12:30-12:45p.m.
- Parents/guardians picking up need to have placards visible in both the walking line & carline. Please do not come into the building during dismissal time.

Carline
When arriving or dropping off by car at ESH for drop-off or pick-up, please follow the routes shown in the appendix. When your vehicle has reached the safe drop-off and pick-up area (the curb of south entrance to ESH), you can quickly help your child in and out of the car. Cars must display their carline placard in carline for dismissal. Placards are given on the first day of camp.

Walk-up
Stroller storage and bike racks are located in front of ESH at the main entrance. Additional bike racks are located in the back of the building. Parents can park their vehicle in the 60th Street and Stony Island Avenue UChicago parking lot and walk to ESH. Parking is restricted immediately in front of ESH on the west side of Stony Island Avenue but may be available on the east side of Stony Island Avenue and on Midway Plaisance. Visitor spots at ESH are for
visitors conducting school business. This may include parents and families with pre-arranged scheduled appointments, but there are some restrictions on how these spots are accessed during pick-up for both safety and access reasons. Dogs (and pets, in general) are not allowed on campus and should not be brought to school during arrival and dismissal, no matter their disposition.

**Historic Campus (HC)**

All children (except Late Day students) are dismissed from Kenwood Mall at the conclusion of their day. Families are responsible to make sure your child knows your dismissal plan, i.e., walking, carline or meeting point on campus. If you and your child do not connect at dismissal time, your child can return to Kenwood Mall and connect with security at the U-High entrance.

**Carline**

To ensure a safe, efficient dismissal period, please stay in your vehicle during the carline on 59th street. Parents and guardians picking up should have their placards visible. Our Summer Lab Team will ensure that your child is brought to your vehicle. As soon as your child is safely secured in the vehicle please exit the carline.

**Walk-up**

We encourage families that are walking or cycling to enter the Kenwood Mall gates no earlier than 3:15 p.m. and wait between the U-High and Kovler Gymnasium entrances where students will exit and be dismissed from the program.

**Late Pick-Up**

Please note that repeated difficulty with on-time pick-up will result in additional fees and may lead to program suspension without a refund.

**Lunch/Snack**

Children are always welcome to bring lunches and snacks from home. If families prefer, prepared lunches are available to order. Current Lab students with a Mealtime account can add money to their accounts for use during Summer Lab.

**Nursery–Grade 2**

Delivered lunches are available in a variety of hot and cold options. Lunches for the day, week, or month are pre-ordered online through MyMealOrder and then will be delivered on the selected day. All orders must be placed at least 48 hours in advance.

**Grades 3–8**

Children in grades 3–8 will have lunch in Café Lab. If your child does not bring a lunch from
home, hot and cold lunches and snacks will be available to purchase. Both credit card and cash will be accepted, or you can preorder in advance.

**Adventure Kids**
Children attending Adventure Kids Day Camp will be able to order boxed lunches for the days they are on field trips if they do not bring their own lunches to Summer Lab.

**Summer Lab is a peanut and nut-tree free environment.** We kindly ask that you not send any items containing these products. We cannot keep snacks overnight. Please make sure to mark in your student’s lunch box which snacks are designated for Late Day.

**Birthday Celebrations**
Camper birthdays will be acknowledged joyfully within their group and the community.

**Communication**
Families are encouraged to check the Summer Lab Hub weekly for class updates and pictures. Frequent email communication from the administrative team will be sent out, and parents/guardians are welcomed to reach out to the Family Life Programs administration to arrange a time to discuss questions, concerns, and/or feedback about their child’s experience.

We will communicate frequently and work collaboratively with families if your child demonstrates behavioral, social, or emotional needs that are beyond what Summer Lab can support. Families may be asked to reduce the amount of time they are in the program or not attend.

If there is a concern about something that happened during a specific Summer Lab class, please contact our administrative team via email. We will connect with our staff as soon as possible to gather all of the necessary information and schedule a time to speak with you either in person or via phone/zoom.

**Electronics Policy**
Summer Lab does not allow students to engage on cell phones during program hours, including during lunch and recess. We reserve the right to collect phones from those students who are having a difficult time disengaging from their electronic devices. If a parent/guardian needs to get in touch with your child, please contact the Summer Lab office at 773-834-7766 and we can get a message to your camper.
STANDARDS OF BEHAVIOR

As members of the Laboratory Schools’ community, we believe that the standards governing our participation and behavior within Summer Lab should be clearly stated, reasonable, and aligned with our mission. During Summer Lab, we aim to strike a balance between firm, realistic expectations and compassionate responses. As students mature and move from more supervision and structure in lower grades to greater freedom in the middle school, it is also recognized that greater responsibility accompanies such freedom. The community agreement follows these standards, specifying the behavioral expectations for each community member.

All STAFF are expected to...
- Provide a space that is welcoming, safe, and inviting for families.
- Bring energetic, welcoming, and positive tones to all your interactions.
- When dealing with student behavioral issues staff should strike a balance between firm, realistic expectations and compassionate responses.

All CAMPERS are expected to...
- Treat other campers, counselors, and staff with kindness and respect, and be inclusive to all regardless of differences.
- Follow all safety rules and guidelines set by Summer Lab including: staying with your group, using equipment properly, and reporting any unsafe conditions to a staff member.
- Take care of Summer Lab facilities, equipment, and personal belongings.
- Engage in activities and encourage others to contribute positively to the group.

All PARENTS/CAREGIVERS are expected to...
- Review the behavior expectations with your child.
- Reach out immediately to the Summer Lab administrative team if there are questions or concerns.
- Abide by camp policies including: absences notification, timely pick-ups and drop-offs, and health notifications.

Bullying

Bullying, including cyber-bullying, is a serious violation. Bullying, which may take various forms, is defined in the Laboratory Schools’ Policy on Harassment, Discrimination, Sexual Misconduct, Bullying, Hazing, and Retaliation. Bullying is a violation regardless of when, where, or how it occurred; in other words, conduct that meets the definition of bullying is prohibited even if it
occurs off campus, on social media, using any technology or equipment, during or after the school day, or during the summer or other school vacation.

Suspension/Dismissal

The Director of Family Life Programs has the authority to immediately suspend or expel a camper from the program. Behaviors which may warrant immediate suspension or removal from Summer Lab include: refusing to follow the behavioral guidelines, leaving the group or building without permission, intentionally hurting or endangering the health and safety of children and/or staff members, bringing dangerous or prohibited items to camp, and the theft or destruction of property belonging to individuals or The University of Chicago Laboratory Schools.
REGISTRATION AND BILLING

Summer Lab provides a number of registration options. To support the delivery of a safe, engaging, and fun program, we ask that families choose the registration that best meets your child’s interests and scheduling needs. The Summer Lab 2024 Brochure provides a full list of classes by session. Please reach out to the Summer Lab team if schedule changes are needed after the start of Summer Lab.

Registration Dates:

Registration Window: February 15–May 3, 2024
Final Payment Due: May 1, 2024
Cancellations Deadline: May 15, 2024

A $200 non-refundable deposit per class is due at the time of registration. Cancellations must be received in writing no later than May 15 for a full refund minus the non-refundable fee. If a family has to cancel for any reason after May 15, no refund will be issued.

Billing

All tuition and additional fees are paid through Summer Lab’s third party invoicing supplier, Jumbula.
APPENDIX

Arrival and Dismissal Campus Maps

HISTORIC CAMPUS

Map of Arrival and Pick-up Locations for the Historic Campus

Judd entrance
5835 S. Kimbark Ave.
8:30 a.m. to 3:30 p.m.

At 10:15 a.m., 12:25 p.m., and 1:30 p.m., Staff will operate an Arrival and Dismissal period on 59th Street at the Kenwood Mall entrance.

Kenwood Mall Access
8:00 a.m. - 8:30 a.m.
3:30 p.m. - 5:15 p.m.
Gates will be locked outside of these times.
EARL SHAPIRO HALL

Suggested Drive from Historic Campus to ESH

From Kenwood and 58th

From Blaine Hall
Heat Index

Understand the Weather

Wind-Chill
- 30°F is chill and generally uncomfortable
- 15°F to 30°F is cold
- 0°F to 15°F is very cold
- -20°F to 0°F is bitter cold with significant risk of frostbite
- -20°F to -60°F is extreme cold and frostbite is likely
- -60°F or lower is fatal and exposed skin will freeze in 1 minute

Heat Index
- 80°F or below is considered comfortable
- 90°F beginning to feel uncomfortable
- 100°F uncomfortable and may be hazardous
- 110°F considered dangerous

All temperatures are in degrees Fahrenheit
# Air Quality Index

<table>
<thead>
<tr>
<th>Air Quality Index</th>
<th>Who Needs to be Concerned?</th>
<th>What Should I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good 0-50</td>
<td>It's a great day to be active outside.</td>
<td></td>
</tr>
<tr>
<td>Moderate 51-100</td>
<td>Some people who may be unusually sensitive to particle pollution.</td>
<td>Unusually sensitive people: Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier. Everyone else: It's a good day to be active outside.</td>
</tr>
<tr>
<td>Unhealthy for Sensitive Groups 101-150</td>
<td>Sensitive groups include people with heart or lung disease, older adults, children and teenagers.</td>
<td>Sensitive groups: Reduce prolonged or heavy exertion. It's OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath. People with asthma should follow their asthma action plans and keep quick relief medicine handy. If you have heart disease: Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider. Everyone else: If it's a good day to be active outside.</td>
</tr>
<tr>
<td>Unhealthy 151 to 200</td>
<td>Everyone</td>
<td>Everyone: Sensitive groups: Avoid prolonged or heavy exertion. Move activities indoors or reschedule to a time when the air quality is better. Everyone else: Reduce prolonged or heavy exertion. Take more breaks during all outdoor activities.</td>
</tr>
<tr>
<td>Very Unhealthy 201-300</td>
<td>Everyone</td>
<td>Everyone: Sensitive groups: Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. Everyone else: Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.</td>
</tr>
<tr>
<td>Hazardous 301-500</td>
<td>Everyone</td>
<td>Everyone: Avoid all physical activity outdoors. Sensitive groups: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.</td>
</tr>
</tbody>
</table>