

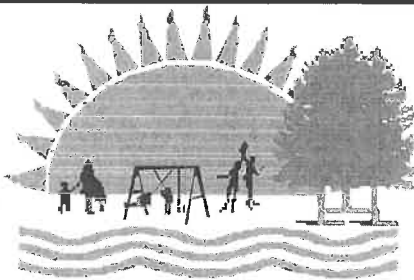
# Kennebunk

1 Summer Street  
Kennebunk, ME  
04043

## Recreation Department

[www.kennebunkmaine.us](http://www.kennebunkmaine.us)

offering programs for ages 1 through 101



## BEYOND TOTS ADVENTURE CLUB SEPTEMBER 2017 REGISTRATION

The Kennebunk Recreation Department is happy to announce that the Beyond Tots Adventure Club staff will be returning in the fall of 2017. Maureen Smith, Program Coordinator along with Grace and Lynn will all be available during our **Sneak-A-Peak** nights listed below to meet with you and your child as well as any new families considering enrollment in the fall program.

This year we are having fall 2017 registration and open houses early for the fall BTAC program. Registrations for current BTAC participants will begin immediately at the Kennebunk Recreation office on the third floor of the Town Hall and will be open to the public on May 2, 2017.

If your child is currently enrolled at BTAC, and you wish for him/her to register for September 2017, you must notify the Recreation office on the third floor of the Kennebunk Town Hall or a BTAC staff member **in writing with the required deposit and paperwork before Thursday, April 27, 2017 in order for the office to hold you a spot.** Please be sure to enclose with your returning registrant form, a monetary deposit equal to the requirement costs listed on the back of this page for a **2, 3, 4 or 5 day program.**

There is a 2 day minimum requirement for this program. Parents must schedule the same specific days of the week they will need for the entire school year. For example, if your child is registered for Monday and Tuesday, your child can not attend any other day of the week. If a reply is not received by the date listed above, your child's spot will become an opening to be filled beginning on May 2, 2017, on a first come first serve basis.

Unfortunately, if you have a child currently enrolled, that does not guarantee a spot for a sibling to enter. You will need to register the sibling beginning May 2 to guarantee a spot on a first come first serve basis.

The children who return to BTAC are more comfortable in the setting, know the routine and grow in abilities. This can be very rewarding to a child. Each year the BTAC staff as a team spends a lot of time making BTAC an interesting and exciting environment for the children.

**\*\*Refund Policy for BTAC: A \$50 fee will be deducted from refund per child if canceled before October 1, 2017. After October 1<sup>st</sup> a two week notice is required of all participants leaving BTAC prior to end of the program.**

### **Upcoming Sneak-A-Peak**

**When:** Wednesday, April 26, 2017

**Where:** Youth Community Center, Park Street, next to Harbor Playground

**Times:** 6:00 - 7:00 pm

Come alone or with your child. This is a perfect time to meet the staff, learn about the day-to-day activities of the program, and allow yourself and your child to get familiar with the surroundings.

**We will be accepting registrations for new students during the Sneak-A-Peak.**

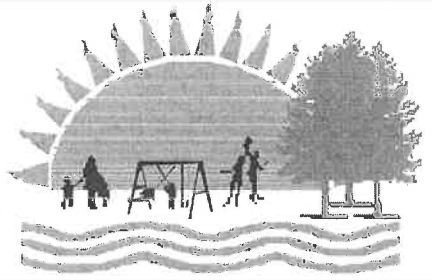
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Our NEW 2017 fall schedule is as follows:

### **BTAC FALL 2017 INFORMATION**

---AGES 3-5---

*(All participants must be potty trained before the start of the program)*

*\*2 year olds are eligible to register now for the fall if they will be 3 years old by October 15\**

**Where:** Youth Community Center, Park St

**When:** Monday - Friday

Wednesday, September 7 - June 2018

**Times:** 9:00 am - 12:00 pm

**Cost:** 2-day: resident: \$800 or 10 monthly installments of \$80,  
with the first month installment due at registration  
non resident: \$850 or 10 monthly installments of \$85,  
with the first month installment due at registration

3-day: resident: \$1200 or 10 monthly installments of \$120,  
with the first month installment due at registration  
non resident: \$1280 or 10 monthly installments of \$128,  
with the first month installment due at registration

4-day: resident: \$1530 or 10 monthly installments of \$153,  
with the first month installment due at registration  
non resident: \$1630 or 10 monthly installments of \$163,  
with the first month installment due at registration

5-day: resident: \$1930 or 10 monthly installments of \$193,  
with the first month installment due at registration  
non resident: \$2060 or 10 monthly installments of \$206,  
with the first month installment due at registration

**Min: 14      Max: 21**

We hope we have answered any questions you may have about BTAC for the fall. If you have any comments, additional questions or concerns, please be sure to contact the office at 604-1335 or speak to a BTAC staff member at 985-3844. We will be happy to assist you in any way possible and hope you continue to look forward to another fun-filled year starting in September at BTAC.

Thank You,  
The Kennebunk Recreation Staff

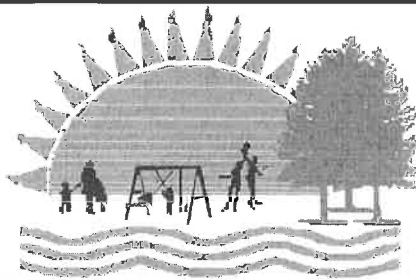
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### FALL BEYOND TOTS ADVENTURE CLUB 2017 RETURNING REGISTRANT FORM DUE BY Thursday, April 27, 2017

My child(ren), \_\_\_\_\_ will return to BTAC in September 2017.

He/She will be \_\_\_\_\_ years of age as of Sept 2017 **Date of Birth** \_\_\_\_\_ (To determine eligibility)

PARENT NAME(S): \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

We wish to register for the following days (circle days your child will be attending)\*:

Mondays    Tuesdays    Wednesdays    Thursdays    Fridays

*\*There is a 2 day minimum requirement for this program. Parents must schedule the same specific days of the week they will need for the entire school year. For instance if your child is registered for Mon & Tues, your child can not attend any other day of the week.*

PARENT SIGNATURE: \_\_\_\_\_ DEPOSIT ENCLOSED: \$ \_\_\_\_\_

\*\*2 day deposit requirements: Residents \$80

\*\*3 day deposit requirements: Residents \$120

\*\*4 day deposit requirements: Residents \$153

\*\*5 day deposit requirements: Residents \$193

Non-Residents \$85

Non-Residents \$128

Non-Residents \$163

Non-Residents \$206

You MUST return these forms to the Kennebunk Recreation Office 2017 - 2018  
PRIOR to Wednesday, August 30, 2017 for your child to attend!!

## Beyond Tots Adventure Club Medical & General Information Form

My child is \_\_\_ years old and is registered for(circle days): Mon Tue Wed Thur Fri

Child's Name \_\_\_\_\_ Nick name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_  
Mom's Names \_\_\_\_\_ Dad's Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Mailing \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Cell Phone(s) \_\_\_\_\_ (Pager) \_\_\_\_\_ Cell Phone(s) \_\_\_\_\_ (Pager) \_\_\_\_\_  
Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact (other than parent(s) above)

Name \_\_\_\_\_ Relation \_\_\_\_\_  
Phone (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (cell) \_\_\_\_\_ (other) \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Allergies (Please be specific) \_\_\_\_\_  
\_\_\_\_\_

Likes & Dislikes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Siblings Names & Ages \_\_\_\_\_

Please let us know any information that may help us to understand your child (please include special needs or concerns) \_\_\_\_\_  
\_\_\_\_\_

In addition to the parents/guardians' names listed above, the following people will be authorized to pick up your child. No child will be released to anyone not on this list. We must receive a written note, signed and dated to release your child to a special person on any particular day. Please update this list as needed: (names and phone numbers)

Name _____	Hm Phone _____	Wk _____	Cell _____
Name _____	Hm Phone _____	Wk _____	Cell _____
Name _____	Hm Phone _____	Wk _____	Cell _____

May we include your name & phone # on our class list to be distributed to other BTAC participants? \_\_\_\_\_

**I have read all the information and fully understand how BTAC will run. I understand that this is a September through June program, not monthly. I agree to abide by all the rules and regulations listed. I understand the refund policies and know that there is no refund if my child should be dismissed from the program for disciplinary reasons. I also understand that my child will not be eligible to register for this program unless they are age eligible at any point in time.**

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date



**BEYOND TOTS ADVENTURE CLUB 2017 - 2018**

**PARTICIPANT RELEASE WAIVER & REFUND POLICY AGREEMENT**

The undersigned participant is aware that participant in Kennebunk Recreation Department program actively and/or special event can involve the risk of injury, including serious injury. The participant understands that the Town of Kennebunk, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to his/her person or property occurring during or arising out of participation in any Kennebunk Recreation Department program, activity and/or special event. To the fullest extent permitted by law, the undersigned participant agrees to assume all risk of injury, harm or damage to his/her person or property arising during or in connection with said Kennebunk Recreation Department program, activity and/or special event. The undersigned participant hereby releases and agrees to indemnify and hold harmless the Town of Kennebunk, its agent, officers and employees from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, harm or damage to his/her person or property that may arise or occur during or in connection with said program, activity and/or special event. The undersigned participant hereby releases and agrees to allow Kennebunk Recreation Department to photograph /video and publish photographs/videos of program participants for our promotional material as well as through the social media sites including but not limited to Facebook, Twitter and television. It is your responsibility at the time of registration to notify the Kennebunk Recreation Department if you or your child do not wish to have his/her picture/video published. The undersigned participant has read through all the rules, regulations & policies, including the contractual refund policies concerning the programs that the undersigned participant has signed up for. The undersigned participant further understands & agrees to abide by these rules, regulations & policies at all times. **Please be advised that the department reserves the right to remove a participant from a program at any time during the course of the program if the department feels that the participants actions are a threat to the well being and safety of the other children and/or staff.**

In the event that your child participants in Summer Day Camp, Teen Extreme Camp, Just for Kids Club before and after school program, Pee Wee Explorers and Beyond Tots Adventure Club the following time out discipline warning procedure we be in place: If your child continues to have behavior problems, the Kennebunk Recreation Department rules state that if you receive three Time Out Slips during our program, your child will be excused from the program until a meeting is set up with the participant's parent(s)/guardian(s) and department Director or full time staff in the event the Director is not available, to discuss the disciplinary action which could include days off, weeks off or expulsion from the program. By signing below I fully agree to abide by the time out discipline warning procedure. Please be advised that no participant will be allowed to participant in the program they received the time outs in after receiving 5 times outs.

Number of Time Out Slips received to date: #1 #2 #3 #4 #5

Action Taken: Time Out Slip only \_\_\_ Excused from 1 day \_\_\_ 2 days \_\_\_ 3 days \_\_\_ Removed from program \_\_\_

The undersigned participant also fully understands that there is a charge if a child is picked up late from a Recreation program. These fees are: 10-15 min. \$10, 15-30 min. \$15, 30- min. \$15, anytime over 30 minutes is \$30. If participant's parents, guardian or adult that is approved to pick up child are late in picking up their child 2 times during the duration of the program and/or more than 40 minutes late at any time, a meeting will be set up with the Director to discuss if the participant will be allowed to continue in the program. The participant will not be able to participate in the program until this meeting has taken place. Payment is expected at time of pickup of your child. If we do not receive payment during time of pickup, the late fee will be charged to your account and must be paid in order to participate in the current program and or any further programs. I acknowledge that I have read and fully understand the refund policy.

American with Disabilities Act: In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Town of Kennebunk invites you to identify any physical or mental disability or behavior that would preclude you from fully participating in the Kennebunk Recreation programs. The Town is fully committed to complying with the requirements of the Acts set forth above. In this regard, the Town, to extent required by law, will provide reasonable accommodations to participants who require them in order to participate in the program. Individuals with disabilities are not required to self-identify at any time. However, the Town is only required to provide reasonable accommodations for known disabilities. The Town is not required to search medical files in order to determine the existence of a disability. If your child needs a reasonable accommodation(s) in order for your child to participate in our program, you must contact the office a minimum of 1 week before the program.

I have read and I agree to abide by all of the policies, rules and regulations of this department. I have reviewed the programs printed on this receipt and agree that they are correct and I understand that if there is an error, correction to the intended program may not be possible.

X \_\_\_\_\_

Signature of Participant or Parent/Guardian

Print Name Parent/Guardian

Date

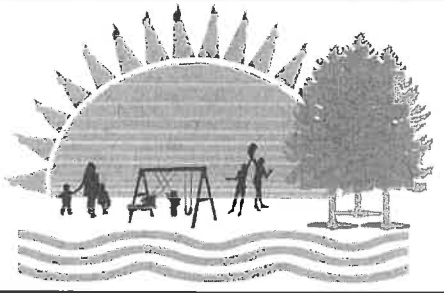
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# BEYOND TOTS ADVENTURE CLUB

FOR AGES 3-5\*

*\*Ages are the age your child is on October 15, 2017.*

## PROGRAM HANDBOOK 2017-2018

### LOCATION

Youth Community Center,  
Park Street  
Kennebunk, Maine

### BTAC TIMES

Mon-Fri: 9:00 am-12:00 pm

### BTAC PHONE

207-985-3844

### KENNEBUNK RECREATION

1 Summer Street  
Kennebunk Town Hall  
Third Floor  
Kennebunk, Maine 04043  
604-1335

**Sneak-A-Peek Day**  
**Wednesday, April 26**  
6:00 - 7:00 pm



### Staff:

**Maureen Smith**  
**Grace Cain**  
**Lynn Domaschko**

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# SCHEDULE

**Mon-Fri (Ages 3 - 5)**

Children must be age eligible to register for either class.

**Start Date: September 6 - June 2018**

*BTAC follows RSU 21's school schedule including vacations, holidays & snow days. If school is cancelled due to inclement weather, BTAC is closed.*

*\*Ages are the age your child is on 10/15/2017.*

## PROGRAM FEES

Participants may choose from a 2 to 5 day program. The cost of the 2-day program is \$750 for Kennebunk residents and \$800 for non-residents. The cost of the 5-day program is \$1880 for Kennebunk residents & \$2010 for non-residents. Parents may pay the entire cost of the program at registration, or choose to divide the cost into ten equal installments of \$75 or \$80 respectively for the 2-day program or \$188 or \$201 respectively for the 5-day program due on the first of each month ***with the first and last payments due at registration.***

## ARRIVALS

BTAC's hours are M- F 9:00 am - 12 pm. Doors do not open until 9am; coordinators arrive earlier but are busy preparing for the day's activities. The transition from home to preschool can be a challenge for children (and parents). Please remember we are here to assist you and your child during this process.

If your child will be arriving late or will be absent for the day, we request you notify us. Children (and coordinators) wonder and worry about their friends who are late or ill. Your call will allow us to share appropriate information with your child's friends.

## REFUND POLICY

A \$50 fee will be deducted from refund per child if canceled before October 1, 2017. After October 1st a two week notice is required of all participants leaving BTAC prior to end of the program. The date of the last day your child will be considered in this program will be two weeks after the department is notified by the parent/guardian that they would like to take their child out of BTAC and be granted a refund. At that time a prorated refund of the number of weeks remaining in this program will be calculated by the department and mailed out to you. Please be aware that it may take 2-3 weeks after cancellation to receive the refund check. If you would like to take your child out of BTAC, you **MUST** contact Kennebunk Recreation office, 604-1335 or stop by the office on the Town Hall third floor.

**There is no refund if a child should be dismissed from the program for disciplinary reasons.**

## LATE OR NON-PAYMENT

**This program relies on the program fees of its participants to continue operating. Late or non-payments for this program may result in your child not being allowed to attend BTAC. Late payment fees are as follows: If not received within 5 days of due date, an additional fee of \$10 will be charged. If not received within 8 days of due date, the late fee will increase to \$20 and your child may not participate in this program until the balance is fully paid.**



## ABOUT THE PROGRAM

Beyond Tots Adventure Club seeks to provide all children with a safe, nurturing first experience away from home. The program encourages social interaction and the development of positive self-esteem through a variety of hands-on, developmentally appropriate experiences. Activities include: arts and crafts, music, dance, exercise, cooking, blocks, games and field trips. We will provide a place where your child can have fun, make friends and learn along the way. Play is also an integral part of the day, as it is through indoor and outdoor play that children learn about the world and their place in it. Children are supported and encouraged as they interact in a variety of small and large group activities.

## A TYPICAL DAY AT BTAC

9:00-10:00am **Choice Time:** includes individual greetings, getting belongings settled into cubbies, 'good-byes', free play from a variety of centers: blocks, art, dramatic play, manipulative play, and book, & clean-up

10:15-10:30am **Circle Time:** includes group greetings, discussion of the morning's theme/activities, movement, songs, stories, finger plays, etc.

10:30-11:00am **Snack:** practice self-help skills to prepare space and self for snack time, eating snack, socializing, & clean-up

11:00-11:45am or 11:00-11:30 **Outdoor Play:** We are fortunate to be located at the Youth Comm. Center, Park Street so children may take full advantage of the Harbor playground. Additional activities may include a variety of outdoor games, nature explorations, bubble blowing and outdoor art activities.

11:30-11:45 or 11:45-12:00 noon **Closing Circle Time:** After returning from outdoors, children will begin the process of transitioning from school to home. This circle will include a discussion of the morning's events & upcoming events, stories, songs, finger plays, etc.

11:45 am **OR** 12:00 Noon **Dismissal**

*\*The time frames noted may be adjusted to reflect the interests and needs of the children. This schedule reflects the 2015-2016 schedule and is provided as a general guideline.*

# DISMISSALS

Please be at the classroom door no later than noon to pick up your child. Children must be picked up by a parent, guardian, or an individual on the signed authorization form. A child may not be released to anyone without authorization.

## LATE PICK-UP POLICY

Late pick-ups are emotionally difficult for children and staff. The time spent waiting to be picked up can seem like an eternity to a child who is wondering why his/her parent or care giver hasn't arrived. Please call if you find yourself in a situation where you will be late.

The late policy for Kennebunk Recreation and BTAC is as follows:

~10-15 mins. late \$10

~15-30 mins. late \$15

~Over 30 mins late \$30

If the participant's parent/guardian or adult approved to pick up the child is late in picking their child two times throughout the duration of the program &/or more than 40 minutes late at any time, a meeting will be set up with the Director to discuss if the participant will be allowed to continue the program. Your child will not be allowed back into the program until this meeting has occurred and a determination is made.

## THEMES/ACTIVITIES

Because we encourage the natural creativity and curiosity of children, we do not use the themes of super-heroes or TV shows. Toy weapons are not used at BTAC.

## TOILETING

Children must be independently toilet trained to attend BTAC.

# TREASURES FROM HOME/SHARING DAY

While we do not wish to dampen your child's enthusiasm to share, please do not allow your child to bring toys or objects to BTAC. Treasures can be lost or broken. There are two exceptions to this rule. First, each child will have the opportunity to share a special item when it is his/her turn for "Sharing Day".

(Look for the Sharing Bag will be placed in your child's cubby). Secondly, your child is encouraged to bring any type of interesting specimen/object (i.e. rocks, shells, flowers) that may enhance our current theme. Please discuss this with us in advance so we can plan accordingly.

## SNACK

Please send a nutritious snack and beverage each day. To avoid confusion at snack time, mark each snack and drink container clearly with your child's name. While the sharing of snacks is discouraged, there may be occasions when we will share a group snack. For example, an apple activity may include making applesauce. Children may also wish to share a special treat to celebrate their birthday (or 1/2 birthday if their birthday is during the summer months).

## FOOD ALLERGIES

Please let us know if your child has a food allergy. This is extremely important so that we can plan safe food activities and alert other BTAC families to be vigilant if necessary.

# CLOTHING

BTAC is an active, hands-on environment. This means your child will get dirty and messy. Please send your child to preschool in washable clothes that won't restrict her/his full participation in our activities. All children should have a complete change of clothes available at BTAC (including underwear). Clear containers are provided on the top of your child's cubby for storage. Please write your child's name on all clothing (including hats, mittens and coats). Maine is a state prone to rapid weather changes. The only time we do not go outside is in extreme weather. Please be sure to dress your child in clothes that are appropriate for the season & weather. Layered clothing tends to be the best approach to our varied temperatures. Clothing that is easy on-off & properly sized makes everybody's job a lot easier.

# COMMUNICATION

We look forward to getting to know and communicating with parents throughout the year. We encourage your questions, ideas and concerns. Methods of communication may include newsletters, posted information, notes, conversations, and/or telephone calls and/or email correspondence. Arrivals and dismissals are busy times for everyone at BTAC. Please understand that while we may not have an opportunity to engage in lengthy conversations at this time, we are interested in what you have to say. Don't hesitate to ask for an opportunity to talk at a less hectic time.

# GUIDANCE / DISCIPLINE

Guidance/discipline is a gradual process requiring that the adults in a child's life model good behaviors and be warm, loving, firm, consistent and patient in the process of setting limits. Guidance/discipline, if understood in this context, would never result in the child feeling humiliated, hopeless about improving, manipulated or over controlled, but would rather increase the child's self esteem and self direction. At BTAC, children are expected to observe important, simple rules such as, respecting their peers & adults, observing safety regulations, and participating in activities that support the group (i.e. picking up toys). They are not allowed to harm others, BTAC property or themselves. Ongoing and/or significant guidance issues will be discussed with parents. A variety of developmentally appropriate methods are used to address guidance issues. Typical guidance techniques are redirection, age appropriate discussions of the issue, age appropriate problem solving, etc. A quiet area will be available for children who would like to "take a break" or "think about things".

# FIELD TRIPS

BTAC program participants will be scheduled for 2-3 driving field trips (i.e. orchard, pumpkin farm) per year. Additional walking trips to local sites will be planned according to curriculum themes and weather conditions

# HEALTH

If your child is not feeling well, please do not send them to BTAC. Children who are ill cannot fully participate in the BTAC day and deserve more attention and care than we are able to provide. It is always best to err on the side of caution when faced with a potentially sick child. Allow her/him to remain at home. Communicable illnesses are common among young children and can spread quickly in a group setting. BTAC appreciates your assistance in keeping all our children (and staff) healthy. In keeping with the guidelines set forth by the Center for Disease Control, children experiencing the following health issues should be kept home:

- Fever--AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.  
\*Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally
- Diarrhea--runny, watery, or bloody stools
- Vomiting--2 or more times in a 24-hour period
- Body rash with fever
- Sore throat with fever and swollen glands
- Severe coughing--child gets red or blue in the face or makes high-pitched whooping sound after coughing
- Eye discharge--thick mucus or pus draining from the eye, or pink eye
- Yellowish skin or eyes
- Child is irritable, continuously crying, and requires more attention than BTAC can provide without hurting the health and safety of other children

We do not administer any medicine, prescription or non-prescription, to children. Cough drops are a potential choking hazard for young children and should remain at home.

We do advocate proper procedures for hygiene, such as coughing or sneezing into your arm, not your open hand. This reduces transmission of germs.

