

# Kennebunk

## Recreation Department

1 Summer Street  
Kennebunk, ME  
04043

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

offering programs for ages 1 through 101



### REGISTRATION INFORMATION ON THE OTHER SIDE:

### Registration Form

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_ Town/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact(s) \_\_\_\_\_ Phone \_\_\_\_\_

Medical Insurance Co. \_\_\_\_\_ Group/Policy # \_\_\_\_\_

### Participant Registration

Participant Name	Birth Date	Grade/Fall	Shirt Size	Program	Fee
<b>Total Fee</b>					

### 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 and publish photographs of program participants. 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, After School Adventures, Healthy 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 participate 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. I have signed up for a**

\_\_\_\_\_ **Contractual** \_\_\_\_\_ **Non -Contractual**  
program and have read the refund policy, especially in the case of a contractual program.

X \_\_\_\_\_  
**Signature of Participant or Parent/Guardian (if under 18)**

\_\_\_\_\_  
**Date**

# **REGISTRATION INFORMATION- HOW TO REGISTER:**

**REGISTER ONLINE at [www.kennebunkrec.com](http://www.kennebunkrec.com) (Create your account today)**

## **Or:**

Complete the registration form and mail with total fees due to: **Kennebunk Recreation, 1 Summer St., Kennebunk, ME 04043**. If you would like a copy of your receipt mailed to you please include a self-addressed stamped envelope. We do not send or call with confirmations for mailed in registrations. We will notify you if the program you are registering for has been filled, cancelled, or changed. Mailed in registrations are processed AFTER walk in registrations.

## **Or:**

Come to our office located on the 3rd floor of the Kennebunk Town Hall during normal business hours. We are sorry, but the department cannot accept telephone registrations or reservations. All parents/guardians must sign a release waiver located on our registration form or the release waiver on our payment receipt to sign up for a program. Friends or other family members may NOT register another person without a registration form signed by a child's parent/guardian or by the other adult wishing to participate. **Please be aware:** Please be aware that we do not allow person(s) to be dropped off or attend a program without being registered prior to the program start date. Due to liability concerns if a person arrives at a program and is not on the participant list that person will not be able to participate until such time as proof of registration is given to the program coordinator.

## **Non-Resident Fees:**

There is an additional fee of \$5 per program per participant unless otherwise stated for anyone not residing in Kennebunk. In some programs this fee may be higher.

## **Assistance:**

Fees are charged in almost all of our program/events to help offset the cost to the town's taxpayers. If for any reason you are unable to pay the cost of a program/event, please contact the General Assistance Office to work out a payment agreement or to receive assistance. Any payment agreements must be paid in full prior to the start of the program for the participant to attend. Payment agreements are available to Kennebunk Residents Only.

## **Participant Age/Grade:**

All participants are required to be of the age/grade requested by the start of the program to be eligible to participate. No exceptions will be made. For all summer programs the participants' grade is the grade entering in the fall.

Prorating cost for non contractual programs that are already in operation:

If a participant would like to join a program after it has started and the program has space available the department will prorate the fee on a program by program basis. Please be aware this does not include: Summer Day, Teen Xtreme, Pee Wee Explorers or one-day participation.

## **Refund Policy:**

**In order to be considered for a refund, the participant and/or parent/guardian must put the request in writing via email or fax on the day they would like to withdraw from a program.** Please be aware checks can take a minimum of 3 weeks to be processed and will be mailed to the address we have on file.

**Due to the processing time and expense associated with program refunds, there will be a \$5 handling charge per program which will be deducted from the program refund.**

The Recreation Department will grant refunds by check for programs and activities under the following conditions:

1. When there is a conflict between the schedule of a program and the participant, and the participant has not attended any class whatsoever; a full refund can be obtained from the department, except in the case of a contractual program. This refund request must be made no later than the start of the programs second class at which time Guideline 4 will be in effect.
2. Should the participant have any injury or sickness that prevents him/her from completing the program, he/she will be entitled to a full refund if he/she has not attended any sessions, or a pro-rated refund based upon the number of sessions that will not be attended, except in the case of a contractual program.
3. When the participant attends the first session and realizes he/she is not interested or can not afford, for example, additional costs of clothing, equipment, etc., then a full refund will be given, except in the case of a contractual program.
4. No refund will be given after the start of the second program's class, except for Guideline 2.
5. Contractual Program Refund Policy: Contractual programs are programs where a verbal or written contract has been made by this department with an individual or business to run the program. Refunds will be granted to Contractual programs only in the event that the issuing of this refund does not come at the expense of the Town of Kennebunk. All refunds must be requested at least 3 working days prior to the program start date. A refund will not be granted if the department has already issued the program payment to the contracted business, or the issuing of the refund puts the program under the minimum number of participants needed to run the contracted program. In the event of a one-day program, a refund request must be made a minimum of one business day, excluding weekends and holidays, prior to the start of the program.
6. Summer Day Refund policy: \*A \$60 fee will be deducted from refund per child if canceled before the 8-week camp starts. \*A \$30 fee deducted from refund per child if canceled before the 4-week camp starts. \*50% refund of prorated weeks of program left if canceled after attending the second day of camp. The date of the last day the participant will be considered in camp will be when the department is notified by the parent/guardian that they would like to take their child out of summer day and be granted a refund. \*No refund will be given if canceling after 50% of the program is completed.
7. Teen Xtreme Refund policy: \*A \$60 fee deducted from refund if canceled before 8-week camp starts. \*A \$30 fee deducted from refund per child if canceled before the 4-week camp starts. \*Same 50% policy as the Summer Day refund policy above. \*No refund will be given if canceling after 50% of the program is completed.
8. Pee Wee Explorer Refund policy: \*A \$35 fee deducted from refund if canceled before the 8-week program starts. \*Same 50% policy as the Summer Day refund policy above. \*No refund will be given if canceling after 50% of the program is completed.
9. BTAC & Just For Kids Club Refund Policy: \*A \$50 fee will be deducted from refund per child if cancelled before the program starts. After the start date a two week notice is required of all participants leaving prior to the end of the program.