

Kennebunk

1 Summer Street
Kennebunk, ME
04043

Recreation Department

www.kennebunkmaine.us

offering programs for ages 1 through 101



BEYOND TOTS ADVENTURE CLUB

FOR AGES 3-5*

**Ages are the age your child is on October 15, 2013.*

PROGRAM HANDBOOK 2013-2014

LOCATION

Youth Community Center,
Park Street
Kennebunk, Maine

BTAC TIMES

Mon/Wed/Fri: 9am-12 noon
Tues/Thurs: 9-11:45am

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, May 1

6-7 pm

Staff:

Suzanne Craig, Coordinator

Maureen Smith

Grace Cain

Lynn Domaschko



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SCHEDULE

Mon/Wed&Mon/Wed/Fri (Ages 4 & 5*)

Tuesdays & Thursdays (Ages 3 & 4*)

Children must be age eligible to register for either class. Age 3 for the Tu/Th and Age 4 for the M/W & M/W/F respectively.

Start Date: Sept. 9 & 10, 2013-June 2014

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 10/15/2013.*

PROGRAM FEES

Participants may choose from a 2-or 3-day program. The cost of the 2-day program is \$730 for Kennebunk residents and \$780 for non-residents. The cost of the 3-day program is \$1130 for Kennebunk residents & \$1210 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 \$73 or \$78 respectively for the 2-day program or \$113 or \$121 respectively for the 3-day program due on the first of each month *with the first and last payments due at registration.*

ARRIVALS

BTAC's hours are M/W/F 9:00 am - 12 pm and T/T 9:00 am-11:45 am. 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, 2013. 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 2010-2011 schedule and is provided as a general guideline.*

DISMISSALS

Please be at the classroom door no later than 11:45/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 ½ 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

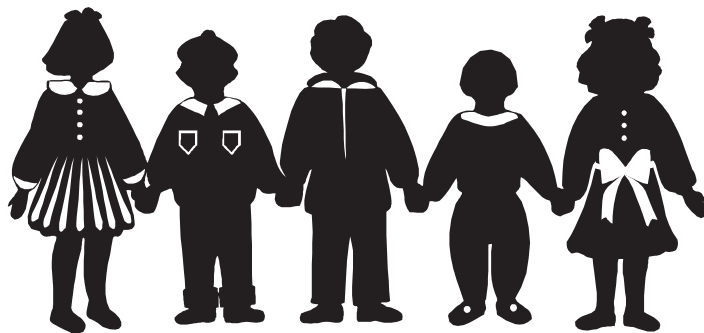
HEALTH

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.



You MUST return these forms to the Kennebunk Recreation Office 2013 - 2014

PRIOR to Friday, August 16, 2013 for your child to attend!!

Beyond Tots Adventure Club Medical & General Information Form

My child is _____ years old and is registered for(circle one): M/W M/W/F T/TH

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. However, if your child is currently enrolled in the Tu/Th program and is moving on to the M/W/F Program and they will be eligible for Kindergarten the following year (Age 5 on or before Oct 15) they are eligible to move on with the M/W/F BTAC Program.

Signature of parent/guardian

Date

OVER

and your help is needed! Please take a moment to complete this survey!
BTAC depends on volunteer efforts to make our program a successful experience for the children.
Below is a list of volunteer needs. We do anticipate other volunteer opportunities throughout the
program as well. All efforts whether performed in the class room or home-based are important!!

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- Thoughts, Ideas & Comments:

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