

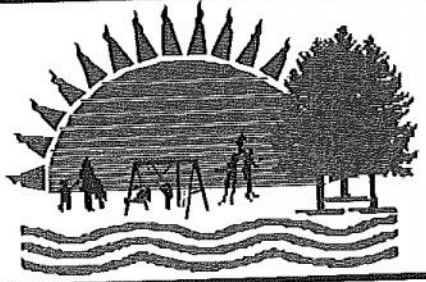
Kennebunk

Recreation Department

1 Summer Street
Kennebunk, ME
04043

www.kennebunkmaine.us

offering programs for ages 1 through 101



JUST FOR KIDS CLUB

(Healthy Kids Club & Wake Up Club are now called Just For Kids Club)
SEPTEMBER 2013 REGISTRATION

Kennebunk Recreation is happy to announce that the 2013-2014 **Just for Kids Club** staff, Linda Kramer, Program Administrator, along with Nance Sullivan, Assistant Administrator are thinking ahead and ready to start another season in the Fall of 2013. Even though our name has changed, the program will run as usual.

Resident registration for the fall **Just for Kids Club** program will begin on **Thursday, May 2, 2013**, from 7:00am-4:30pm at the Kennebunk Recreation office on the third floor of the Town Hall. This sign up will be open to the public. This will be for any new children wishing to enter Just for Kids Club in the fall.

If your child is currently enrolled at Healthy Kids Club, After School Adventures and/or Wake Up Club, and you wish for him/her to register for September 2013, you must notify the Recreation office on the third floor of the Kennebunk Town Hall in writing on the attached forms with required deposit before May 1, 2013 in order for this office to hold you a spot. Please be sure to enclose with your Returning Registrant Form, a monetary deposit equal to requirement costs listed on the back of this page for a **2, 3, 4 or 5 day program and/or your Morning Just for Kids intentions.** This deposit will cover September and June fees. 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, on a first come first serve basis. Due to limited space in the program, it is important to be sure to get your registration in before the deadline.

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 on registration day, open to the public on a first come first serve basis.

****Refund Policy for Just for Kids Club:** A \$50 fee will be deducted from your initial refund per child if canceled before October 1, 2013. After October 1st a two week notice is required of all participants leaving Just for Kids prior to end of the program.

****A new fee schedule was made for the 2013-2014 season.** The new rates will take effect in September and we will no longer be offering a 2nd child discount. For those with more than one child in the program, you will notice that the new fee schedule will be very similar to what you are currently paying.

KENNEBUNK RECREATION DEPARTMENT

Just For Kids Club: Formerly Healthy Kids Club, Wake Up Club & After School Adventures
2013/2014 Schedule for Grades K-5-- PROGRAMS FOLLOW RSU 21 SCHOOL CALENDAR

Just For Kids Morning Club

6:55 am - 7:55 am -- M-F (when school is in session)---Gr.1 -5, Begins Sept 3--Grade K, Begins Sept 5

COST: Cost Per Child per Day (A \$10 non-refundable registration fee is due to hold a spot for your child)

1-Day/Drop-In.\$5/participant per day

3-Days/Week. \$15/child per week

2-Days/Week. \$10/child per week

4-Days/Week. \$20/child per week

5-Days/Week. \$25/child per week

This before school program allows parents to drop off children at the KES cafeteria early so that they can get to work on time. Children use this time for getting some morning energy out in the gym, playing games or using building toys with friends, or simply color or read a book. Students in grades 4 & 5 who attend this program are bused to Sea Road School each day. We follow the RSU21 school calendar and schedule.

Just For Kids Afternoon Club

2:45 - 5:30 pm--M-F (when school is in session)-- Gr.1 -5, Begins Sept 3--Grade K, Begins Sept 5

COST: Cost Per Month Per Child in Program (First and last month's payments are due at registration)

2-Day. \$55/child per month

4-Day. \$105/child per month

3-Day. \$80/child per month

5-Day. \$130/child per month

The primary goal of our program is to provide children in Grades K-5 with a safe and enjoyable environment after school while their parents are still at work. Each afternoon participants will be given the opportunity to have quiet homework time as well as take part in outdoor and indoor play from organized games to creating or building projects. **Contact the office for availability @ 604-1338.**The prior year's participants are allowed pre-registration each year before the program is offered to the public. We do accept a waiting list for this program. **No programs will be held on the last day of school**

We hope we have answered any questions you may have about JFKC 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 JFKC staff member. 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 JFKC.

Thank You,

The Kennebunk Recreation Staff

KENNEBUNK RECREATION DEPARTMENT

Just For Kids Club Registration & Emergency Information Form

Child's Name: _____ Grade 2013-2014 _____ Teacher: _____

2nd Child's Name: _____ Grade 2013-2014 _____ Teacher: _____

Parent/Guardian(s): _____ Email: _____

Home: _____ Cell: _____ Cell: _____ Work: _____ Work: _____

List People Who have Permission to pick up your child from Just For Kids Club:

1. _____ Relationship: _____ Home: _____ Cell: _____

2. _____ Relationship: _____ Home: _____ Cell: _____

3. _____ Relationship: _____ Home: _____ Cell: _____

****Please provide any court documents and any instructions pertaining to those who may not pick up your child:**

_____ Relationship: _____

List any medical conditions we should know about: _____

Food Allergies? _____

In the event of an extreme emergency, if you are not available, who should we call?

_____ Relationship: _____ Home: _____ Cell: _____ Work: _____

In the event school is called off for any reason, what back-up plan would you use for your child:

_____ Reg. Bus Number: _____

Please indicate how many days a week and the specific days you want to commit to for your child(ren):

(Check) _____ 5 days a week _____ 4 days a week _____ 3 days a week _____ 2 days a week

(Circle) _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Note: **Refund Policy for Just for Kids Club: A \$50 fee will be deducted from your initial refund per child if canceled before October 1, 2013. After October 1st a two week notice is required of all participants leaving Just for Kids prior to end of the program.

Kennebunk Recreation Department

Just For Kids Club Parent/Legal Guardian Medication

Request Form

Over-the-counter Medication Permission slip

I would like the following over-the-counter medications to be available to my child during camp hours for headache, minor pain or other health issues as appropriate throughout the 2013-2014 camp season. Please check those you would like available to your child. Please note that it is our policy that no medications will be available to your child at camp if you have not signed a permission slip in advance. We will make contact with you in order to discuss your child's aches/pains before administering these medications.

- ☐ Acetaminophen/Tylenol
- ☐ Ibuprofen/Advil
- ☐ Antacid
- ☐ Other _____

Administration directions for other specified over-the-counter medication(s), which you will need to supply the camp with:

Camper's Name: _____

Grade in fall: _____

Parent signature: _____

Print name: _____

Date: _____

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Kennebunk Recreation Department

School Involvement and Communication

Please be aware that the success of our program relies on the involvement of the program staff, parents, and school personnel. Because of this as well as the fact that we share space with the school and its staff throughout the year, we feel it is important to keep open lines of communication.

Your child's after-school experience can also be affected by how their school day went, especially since a school day can be extremely long for some children. In sharing information, our hope is to meet children's individual needs, both inside and outside of school.

We take our partnership with the schools seriously so below you will find a Authorization to Obtain/Release of Confidential Information form. This release form is included in an effort to communicate in a more professional and timely fashion with the schools.

Kennebunk Recreation Department

AUTHORIZATION TO OBTAIN/RELEASE OF CONFIDENTIAL INFORMATION

As a parent or guardian of

_____, I hereby authorize the

(Child's Name-Please Print)

Kennebunk Recreation Department Director, Assistant Director, Program Supervisor, Programmer, Administration Assistant and Before and After School program staff to obtain/release any pertinent information regarding my child with all appropriate RSU#21 personal as necessary.

(Signature of Parent/Guardian)

(Date)

Restrictions, if any as follows:

KENNEBUNK RECREATION DEPARTMENT

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 A.K.A 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 (if under 18)

Date