



Pee Wee Play Summer Program



Thank you for your interest in the Pee Wee Play Program. Please contact the Eliot Community Service Department with questions regarding the program or registration. We are looking forward to an exciting summer of adventure, learning and fun. Please take a few moments to completely read the parent manual; the information will help you and your child understand the program's procedures and policies.



Community Service Department

207-451-9334

Personnel

Heather Muzeroll-Roy Eliot Community Service Department, Director 207-289-0104

Amanda Paradis KidsPLAY Director 207-475-7835

TBA Pee Wee Play Coordinator

Junior Counselors: The responsibilities of the junior counselors are as follows: to assist staff with setup and cleanup of activities; to model responsible behavior; and to help the staff plan events and interact with youth in a positive manner. The junior counselors will not be asked to discipline other youth or supervise an activity without another adult member present.

Staff will be certified in First Aid and Adult, Child CPR

Pee Wee Play Program Philosophy

It is the sincere attempt of the Eliot Community Service Department and Staff to create a well-rounded program that encourages children to have fun, to continue the endless process of learning, take healthy risks and develop socially. While your child is in this program they will create various arts and crafts projects, enjoy many sports and physical activities, and most importantly have fun with their peers. If at any time you have questions about how your child is doing in the program please feel free to ask. We want to make each class a safe and fun learning experience for your child.



Pee Wee Play Program Overview

Location/ Structure The Pee Wee Play Program will be based at the Eliot Boat Basin. Check-In/Attendance, Art Activities and Snack Time will take place in the pavilion. Physical activities and other play- time will take place in the fields and trails.

Hours of Operation *Five Weeks: July 10th-August 9th
*Mondays and Wednesdays
*3-5 year olds
*9:00-11:00 am



Registration Procedures & Fee Structure

How To Register Registration begins on April 24th. This includes filling out the enrollment forms and providing a copy of your insurance card.

Registration Forms An individual enrollment form must be completed for every child that participates in the Pee Wee Play Program. **Please fill out one form per child.**

Fee Payment by check is preferred, or please have the exact cash amount. Checks should be made payable to the "ECSD." The Program fee for the summer is \$85.00 for Residents and \$95.00 for Non-Residents.



Policies

Refunds Refunds may be given up to one week prior to the start of the program. A \$5.00 administration fee will apply. **Refunds are not given once a program has started.**

Arrival All children must be **signed in** by a parent or guardian.

Dismissal All children must be **signed out** by a parent or guardian. No one will be allowed to remove a child from the program unless prior arrangements have been made with the staff.

Behavior Policies It is the goal of the ECSD staff to limit discipline as much as possible. However, there will be times that a child may act inappropriately. In the event that this happens the child will be spoken to and given a chance to change their behavior. If the behavior is not corrected the child may be removed from the group with a staff member. Parents will be notified if need be.



Supervision Staff will be present in all areas that are open to children while at the Eliot Boat Basin.

Potty Training

Please note: All children attending this program must be potty trained. **NO** exceptions.

Daily Requirements

T-Shirts



Participants are encouraged to wear a Pee Wee Play Program t-shirt on the days they attend. T-shirts will be distributed on the first day of the program to each child.

Clothing/Footwear

Children should wear clothing that is comfortable and appropriate for the day's activities. The nature of our camp means that clothes will get dirty and wet. We recommend that children wear sneakers or an athletic-type sandal to the program. Please note that if children wear sandals their feet may be susceptible to sun burn or injury.

Bathing Suit/Towel

Some activities planned may involve water (in the form of a sprinkler, or other non-swimming activities). Staff will give parents notice if **a bathing suit & towel are needed on a particular day.**

Sunscreen



Send your child to camp lathered in sunscreen and with additional sunscreen to re-apply throughout the morning. It doesn't take long in the hot summer sun for a severe burn to occur and we will be outside for most activities.

Backpack

It is suggested that children bring a backpack or some type of bag to carry all the things that they will need on a particular day (i.e. extra clothes, hat, water bottle). This is not a requirement, just a suggestion.

Medications

Any medication that is needed during camp hours *must* be accompanied with a note by a parent/guardian. No medication will be given without the permission of a parent/guardian. All medical information is confidential.

Important Registration Information

Confirmation letters are not sent. Your child's registration is your confirmation. If for some reason the program is canceled, you will be contacted and offered a refund.

Each day there will be a schedule posted. Please check this to make sure that there have been no changes and that your child has arrived with everything needed for the day.





Youth Name

Registration Checklist

- ✓ Familiarize yourself with all procedures & policies
- ✓ Bring a copy of your child's insurance card
- ✓ Save time by completing enrollment forms at home

Pee Wee Play Parent Consent Form

Please initial after each policy

Behavior Guidelines

I have read and understand the enclosed manual and behavior guidelines. I understand that if my child does not follow the set rules and guidelines disciplinary action will be taken.

Initials _____

Medical Release

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, I understand this group travels to different sites and in the event that my child must require immediate medical attention I give the adult in charge permission to make sure my child gets to the nearest medical facility. Permission is also granted for my child to travel to any school, recreation department, community center, or other location for play or special events related to this program. I will make arrangements for my child's transportation (with written notification if individual picking child up is not listed above) upon return from the trip or while on the trip. I understand the nature of the event and my child's involvement in the program.

Initials _____

Late Pick-up Policy

I am aware that if I am late according to the program that I signed up for and/or my child has not been picked up by 11:00. I will 1st receive a written warning and, then if the problem persists, I will be charged at a rate of \$5.00 per 15- minute increments.

Initials _____

By signing below I agree to the above policies.

Signature of Parent/Guardian

Date

Please return with registration form to the Eliot Community Service Department. Thank You.