

Berkeley Township Recreation Pre-School Arts & Crafts Program

Ages 3-5



Debbi Winogracki
Director of Recreation

630 Atlantic City Boulevard (Rt. 9)

Bayville, NJ 08721

732-269-4456



Berkeley Township Recreation presents:
Pre-School age Arts & Crafts Program



A child's imagination has no limits, and arts and crafts are a great way for kids to explore their imagination and turn it into something productive. Arts and crafts encourage kids to be creative and innovative, which could further nurture other artistic talents down the line.

POLICIES & PROCEDURES



ITEMS NEEDED: Students will need a smock or apron. Please provide a medium to large sized backpack to fit their folder, personal belongings, snack, etc. Parents will be given a list of art supplies to bring on the first day of class. Most supplies will be provided by the Recreation Department.



SNACK TIME Parents are responsible for providing a healthy snack for their child to enjoy during snack time. Please use a labeled lunch bag. Desired snacks are fruit, yogurt or pretzels, water (bottled water or a water bottle) or juice boxes. THERE MAY BE CHILDREN WITH SEVERE PEANUT ALLERGIES, SO PLEASE BE ADVISED THAT SNACKS WITH PEANUTS OF ANY KIND ARE STRICTLY PROHIBITED.



PICKING UP YOUR CHILD: Pick up your child at 11:00 am. Please be advised that your child will only be released to the parent or guardian that you have designated on your Authorized pick-up list. This is done to ensure the safety of your child.



POTTY TRAINING: All children must be potty-trained or in pull-ups. Recreation staff are not allowed to change diapers. If your child has an accident, the parent will be called to come in and assist your child.



SICK POLICY: Your child cannot come to our recreation program with a fever of 100 ° degrees or higher and the child must be fever free for a minimum of 24 hours before returning to the program. That means your child must be fever free without the aid of a fever reducing medication. Colds are a common occurrence. However, there are some symptoms that warrant keeping your child home. These include, but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.



FEES: All fees paid to Berkeley Township are **non-refundable**.



CALENDAR: The Recreation Program follows the Berkeley Township School District calendar. We will be closed during their designated times. When a delay occurs with the Berkeley Township School District, Berkeley Recreation Arts & Crafts will be closed.



DISCIPLINE: The following will apply for any necessary discipline:

1. First Offense: A verbal warning is given, with an explanation of the offense.
2. Second Offense: A written warning is given.
3. Third Offense: Child will be suspended from program.
4. Fourth Offense: Child will be removed from program without a refund.

Berkeley Township Recreation Pre-School Arts & Crafts Program

Payment Schedule is as follows:

\$140.00 per six week sessions, per child

Payments are due at least 3 weeks before the next session.

Session 1: 9/4 — 10/11	payment due by August 14 th
Session 2: 10/14 - 11/22	payment due by September 23 rd
Session 3: 11/25 - 1/3	payment due by November 4 th
Session 4: 1/6 — 2/14	payment due by December 16 th
Session 5: 2/17 — 3/27	payment due by January 27 th
Session 6: 3/30 — 5/8	payment due by March 9 th
Session 7: 5/11 — 6/19	payment due by April 20 th

Please note, if we do not receive your payment 2 weeks prior to the next session, your child risks being dropped from the class and we resume the right to place another child in his or her spot. Any payment not received 2 weeks prior to the next session will be charged an automatic late fee of \$50.00 per child.

Why do we charge a late fee?

Our instructors need to plan their curriculum and order supplies based on the number of children enrolled. Without payment, we will not order supplies for your child. We may incur extra shipping costs for late and small orders.

Please utilize our online payment system, CivicRec, at www.BTREC.org to avoid any late fees that can incur over holidays or vacation periods.

The Berkeley Recreation Arts & Crafts program payment is pro-rated to adjust for holidays.

Berkeley Recreation Pre-School Arts & Crafts



Our Artistic Day

Doodlers develop new skills and talents while designing unique creations using a variety of materials. Each day focuses upon developing skills, techniques and expanding self-confidence. Doodlers develop artistic skills and craftsmanship. Their artistic day will be expressive and give them social opportunities.

- **Drop-off:** 9:00 am
- **Free Time:** Free art time and stations such as play-doh, coloring, dot markers and stamps until all children arrive.
- **Clean up:** Children will assist in cleaning up their stations to help keep our classroom clean and organized
- **Pick-up:** 11:00 am

Berkeley Recreation Pre-School Arts & Crafts

Authorized Pick-Up Form



Child/Children's Names:

I give the following people permission to pick up my child(ren) from the Berkeley Recreation Arts n Crafts program:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Parent Signature: _____

Berkeley Recreation Pre-School Arts & Crafts Program

Registration form (please print)

Monday, Wednesday & Friday
9:00 – 11:00 am (For 3 to 5 year olds)
\$140 per six week session, per child

Child's Name _____ Age: _____ Date of Birth: _____

Child's Name _____ Age: _____ Date of Birth : _____

Address: _____

Cell Phone numbers: _____

Emergency contact (name and number) _____

List any allergies or special needs: _____

I understand that payments are due no later than three weeks before the next session. I agree to a late fee of \$50 if payment is not received two weeks prior to next session start date.

Parent or Guardian Signature: _____

Agreement to participate

I, the parent or guardians of the above named child(ren), hereby give my approval to participate in the activities associated with the recreation program. I assume all risks and hazards incidental to such participation, including transportation to these activities and do hereby waive, release, absolve, indemnify and agree to hold harmless Berkeley Township and all of its employees, participants, etc. whether the result of negligence or any other cause.

Parent or Guardian Signature: _____

The Berkeley Recreation Arts & Crafts has my permission to use my or my child's photograph publically to promote the program. I understand that the images may be used in print publications, online publications, presentations, websites and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent or Guardian Signature: _____

Parent or Guardian Name (Please print): _____

For office use:

Copy of birth certificate attached _____

Amount Paid: _____ Check # _____ Cash: _____ Online _____