

# SCHEDULING WORKSHEET

	Week # _____	Dates: June/July/Aug _____ to June/July/Aug _____			
	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

# 2021 KBIA Registration Form

Registration is available entirely online. Only submit this form if you are sending hard copy enrollment forms to to the Office. Please use one Registration Form per child. If you need more space for class selections, make a copy, fill out the camper information at the top and continue with selections. Reproducible forms are available online at [kbia.net](http://kbia.net). Please print clearly!

Participant's Name: \_\_\_\_\_ Membership Name: \_\_\_\_\_

Participant's relationship to member: \_\_\_\_\_ Participant's Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
month      day      year

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ (As of 6/15/21)      Grade in School 2020-2021: \_\_\_\_\_

Week 1: June 28-July 2 (No membership fee required this week!)			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

Week 2: July 5-July 9			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

Week 3: July 12 - July 16			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

Week 4: July 19-23			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

Week 5: July 26-30			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

Week 6: August 2-6			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

Week 7: August 9-13			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

Week 8: August 16-20			
Class Name	Day(s)	Start Time	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Total:			\$

All Weeks Total \$ \_\_\_\_\_

# 2021 Contact Information & Release Form

Participant's Name \_\_\_\_\_  
Relationship to member: \_\_\_\_\_

Birth Date: month day year \_\_\_\_\_  
Age as of June 15, 2021: \_\_\_\_\_

Participant's Name: \_\_\_\_\_  
Relationship to member: \_\_\_\_\_

Birth Date: month day year \_\_\_\_\_  
Age as of June 15, 2021: \_\_\_\_\_

Participant's Name: \_\_\_\_\_  
Relationship to member: \_\_\_\_\_

Birth Date: month day year \_\_\_\_\_  
Age as of June 15, 2021: \_\_\_\_\_

## Parent Information

*\*Cell phones contacts required below. We will be using Daxko Engage SMS text to notify ALL parents of weather and class cancellations.*

Parent 1/Guardian 1 Name: \_\_\_\_\_

Primary contact? Yes  No   
Responsible for payment? Yes  No

Email(s): \_\_\_\_\_ *Please do not contact me via text.*

\*Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Office: \_\_\_\_\_ Local or summer: \_\_\_\_\_

Mailing Address (if nonmember): \_\_\_\_\_

\_\_\_\_\_

Parent 2/Guardian 2 Name: \_\_\_\_\_

Primary contact? Yes  No   
Responsible for payment? Yes  No

Email(s): \_\_\_\_\_ *Please do not contact me via text.*

\*Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Office: \_\_\_\_\_ Local or summer: \_\_\_\_\_

Mailing Address (if nonmember): \_\_\_\_\_

\_\_\_\_\_

## Medical Information

Name of Health Insurance Provider: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Notes (Please list any allergies, medications, special needs or accommodations):

\_\_\_\_\_  
\_\_\_\_\_

## Emergency Contact (In case you cannot be reached):

Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

## Others who may pick up your child from KBIA:

Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

**Consent for Photographs & Videos:** Photos or video may be utilized for public relations purposes to promote awareness of KBIA on our website, our Facebook, Instagram & YouTube pages and in marketing materials such as newsletters & brochures. Photos or video may also be utilized to promote awareness of KBIA in the local media. If you do not consent to having your child's photograph used, you must notify our Program Administrator in writing.

## Liability Release

In consideration of being allowed to participate in any programs and related activities conducted or sponsored by Kennebunk Beach Improvement Association (KBIA), I acknowledge by my signature below that I have read this agreement and that I understand and agree that:

1. Participation in any KBIA related activities involves a degree of risk including the remote possibility of permanent injury, paralysis or death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE of KBIA or its subsidiaries or agents, and I assume full responsibility for my participation; and
3. I have read and agree to comply with all rules and regulations for participation in any activities conducted or sponsored by KBIA, including all the policies and expectations on page 25.
4. I, FOR MYSELF AND ON BEHALF OF MY HEIRS, ASSIGNS, PERSONAL REPRESENTATIVES AND NEXT OF KIN, HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS KBIA AND ALL OF ITS SUBSIDIARIES, THEIR OFFICERS, DIRECTORS AND AGENTS, WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, OR LOSS OR DAMAGE TO PERSON OR PROPERTY WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, TO THE FULLEST EXTENT PERMITTED BY LAW.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY. A parent or legal guardian must sign if a participant is under the age of 18.

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

# 2021 Annual Membership Form

Your membership supports the mission of our organization and allows you to register and participate in KBIA programs and activities. All membership registrations received by September 1 will be included in the annual Membership Directory. The KBIA is a 501 (c) (3) not-for-profit Maine corporation, and all membership fees (excluding \$25 for memberships, which is not deductible) and contributions are tax-deductible to the extent provided by law. KBIA EIN 01-0267877.

## SPONSOR MEMBERSHIP \$1,055

Sponsor Membership includes the Family Membership Fee for nine weeks of 2020 KBIA programming, plus membership for four additional houseguests (guests who are not family members but are staying at your home). Also includes Sponsor Member listing in 2020 Membership Directory, and includes a \$250 donation to support scholarships at KBIA, plus all the features of Patron, Supporting and Family Memberships.

## PATRON MEMBERSHIP \$535

All features of Supporting and Family Memberships and a contribution to a KBIA scholarship, plus Patron Member listing in our 2020 Membership Directory.

## SUPPORTING MEMBERSHIP \$375

All features of the Family Membership and a contribution of \$105 for enhancement of KBIA programs, plus Supporting Member listing in our 2020 Membership Directory.

## FAMILY MEMBERSHIP \$270

Enroll in all KBIA Programs (single household). Name included on mailing list for all membership communications, plus contact information listed in our 2020 Membership Directory.

## LOCAL MEMBERSHIP \$200

Enroll in all KBIA Programs (single household). Name included on mailing list for all membership communications, plus contact information listed in our 2020 Membership Directory. Year round Maine residency is required, and proof, such as a Maine Driver's license, may be required with this membership.

## FACULTY MEMBERSHIP

Enroll in all KBIA Programs (single household). Name included on mailing list for all membership communications, plus contact information listed in our 2020 Membership Directory. See Executive Director for pricing.

I AM ONLY SIGNING UP FOR WEEK 1 (JUNE 28-JULY 2), NO MEMBERSHIP IS REQUIRED. Individual class fees apply.

## MEMBERSHIP DIRECTORY LISTING INFORMATION

Member Name: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Member E-mail: \_\_\_\_\_

Spouse E-mail: \_\_\_\_\_

Membership Level: \_\_\_\_\_

Membership Fee: \_\_\_\_\_

Check if you are a new member

- Please do not include my information in the 2021 Membership Directory.
- This is a gifted membership. Please fill out their contact information below.

Children or grandchildren of member, who are also staying with member, using this membership.

\_\_\_\_\_

If joining as a Sponsor Member, please list names of up to four houseguests using membership (may be added later):

### WINTER CONTACT

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  Check if if this is a new address.

### SUMMER CONTACT

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  Check if if this is a new address.

### PRIMARY CONTACT (for gift recipients)

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

At KBIA, we traditionally list your WINTER ADDRESS in our annual Membership Directory. If you prefer to have your SUMMER ADDRESS listed instead, please check here.

# KBIA 2021 Payment Form

## Member Information

Membership Name: \_\_\_\_\_

## KBIA 2021 Annual Membership Fee

No membership fee required for Week 1. (Individual class fees apply. Week 1 participants are still required to complete a Membership Form)

I've previously signed up for membership Date Paid: \_\_\_\_\_

I'm paying my membership fee now \$ \_\_\_\_\_

Reminder! Attach your 2021 Membership Form, Page 23, reverse side, if not yet a member.

## KBIA 2021 Class Registration Fees

I'm including Registration Forms for children in the following age groups:

Ages 2-4 \$ \_\_\_\_\_

Ages 5-6 \$ \_\_\_\_\_

Ages 7-8 \$ \_\_\_\_\_

Ages 9-10 \$ \_\_\_\_\_

Ages 11-12 \$ \_\_\_\_\_

Ages 13+ \$ \_\_\_\_\_

Adults (Ages 15+) \$ \_\_\_\_\_

Total for all class registration fees \$ \_\_\_\_\_

Reminder: Please enclose a class Registration Form for each child.

In addition to my KBIA Membership, I would like to contribute: \_\_\_\_\_ \$ \_\_\_\_\_ to support KBIA's scholarship fund

\$ \_\_\_\_\_ to support KBIA's facilities

\$ \_\_\_\_\_ to support KBIA's general fund wherever it is needed most

## CHILD(REN)'S NAME(S)

Last	First	DOB	Grade 2021-2022	Gender
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Method of Payment

Please total your membership fee, class registration fees and donation.

Total payment \$ \_\_\_\_\_

I am paying by:  \*Check # \_\_\_\_\_  Credit Card

Payment must be made in full at the time of registration; alternate payment plans may be available if needed. Cash payments are only accepted during KBIA office hours.

Card Type:  MasterCard  Visa  American Express

Name on credit card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVW Code (last 3 digits on back of card): \_\_\_\_\_

Please keep this credit card on file for this season's use.



Confirmation of your registration will be sent via email or by regular mail (if email is unavailable).

\*As a non-profit, we want to ensure that our resources are directed toward our programs. Payments by check support this effort by lowering our processing fees. Thank you for considering paying your balance by check.

# KBIA Policies and Expectations

## WEATHER WARNING:

The weather on the waterfront can change quickly. Be sure your child has sun protection and appropriate clothing for all weather conditions. Some classes have specific physical, dress and equipment requirements. Please read the online class descriptions carefully. If you need assistance meeting class requirements, please contact the KBIA office.

## WAITING LIST:

If any of the classes you select are filled, you will automatically be put on a waiting list. The office will notify you if a spot opens.

## PAYMENT:

In order to be processed, all required forms must be accompanied by complete payment of the annual membership fee and all class fees. Alternate payment plans may be available if needed; please contact the Program Administrator. KBIA accepts checks as well as MasterCard, Visa, and American Express credit cards, and direct bank transfers.

We accept cash payments only during office hours: Monday 8 AM to 5 PM, Tuesday to Friday 9 AM to 12 PM and 1 to 4 PM, beginning June 15, 2021.

## SCHOLARSHIPS:

KBIA is a not-for-profit organization, and we're proud to offer scholarships to children of the Kennebunk area who require financial assistance – ensuring everyone can benefit from and enjoy an inspiring, fun-filled summer. For information, contact Executive Director Mimi Fox at [ExecutiveDirector@kbia.net](mailto:ExecutiveDirector@kbia.net).

## REGISTERING

Please be sure to review all policies before beginning your registration.

- Note that the registration process is available online in 2021 for the first time!
- If you have multiple children attending or need additional space to accommodate your class selections, please print a second copy of the Registration Form, fill out the participant information at the top and continue with your class selections.
- Incomplete registration cannot be processed.

You may opt to complete all your registrations online via [Basta](#). Alternatively, if you email, mail, or fax registrations then you must include the required forms:

- KBIA Membership Form — only if you haven't previously joined.
- KBIA Class Registration Form — one for each child.
- KBIA Contact Information & Release Form — one per immediate family.
- KBIA Payment Form — totaled for one family.
- Make copies for your records.

-Mail forms to KBIA, P.O. Box 707, Kennebunk, ME 04043, email to [registration@kbia.net](mailto:registration@kbia.net) or fax paperwork to (207) 510-8058

## COVID-19 POLICIES

There are many differences between KBIA this year and years past. When at all possible, KBIA will hold classes outside. Any class that occurs indoors will be in a space with an air purifier and/or exhaust fans in the windows, staff and children fully masked with hand sanitizing/washing stations available. All bathrooms will be fitted with germicidal UV lights and blowers and KBIA maintenance staff will regularly clean and sanitize shared areas throughout the day. All classes will have reduced enrollment to ensure we can provide a safe, quality enrichment space for children who participate.

Additional policies related to COVID-19 include:

### Masks are required at all times:

KBIA will comply with masking on campus at all times. Children, counselors, and staff are all expected to wear masks when on KBIA property. KBIA will have some disposable masks for students, but highly encourage 3-layer masks for all students. KBIA will provide masks for all counselors and staff.

The only times masks may be removed are when:

- In the pool
- On a private watercraft without a boat mate (single person kayak, SUP board, sailboat without a boat mate)
- With your pod in a private powerboating class

### All children who cannot swim on their own must be accompanied by a designated adult in the pool

KBIA anticipates that our swim instructors will instruct on the sidelines of the pool, as we did in 2020. In this model, no instructor will be in physical contact to assist young swimmers in the pool unless lifesaving measures are required. All classes will be limited in enrollment to allow for proper distancing.

### All those who cannot get into and out of a watercraft on their own MUST be assisted by a parent/guardian

For the safety of our participants and our staff, we are requiring that children without the ability to get themselves in or out of watercrafts must be assisted by a household member. KBIA employees will not assist in a hands-on manner unless a life-saving measure is required.

### COVID-19 Waivers must be completed or your participation will not be allowed

All KBIA participants must complete the form online for every day they participate in programming. The waiver cannot be completed prior to the day of classes. There are no exceptions. A link to the waiver is on our homepage at [www.kbia.net](http://www.kbia.net)

### Cancellations and Deadlines

To cancel a class for a full refund:

The cancellation request must be submitted to the Office and confirmed BEFORE 3:30pm on the Friday of the week before classes begin.

### Cancellations due to sickness

All cancellations due to sickness will result in a full refund. HOWEVER, if you cancel for sickness, NO MEMBER OF YOUR HOUSEHOLD will be allowed to participate in KBIA programming until all household members are 14-days symptom free or you can provide a negative test result after symptoms clear in the wake of an exposure consistent with CDC guidance on timeline.

Tennis registrations must be completed before the week begins. No additions will be made to tennis classes (for the multi-household sign ups) after 3:30pm on the Friday before the classes begin.

If KBIA cancels a private/pod lesson or class due to bad weather then we will issue refunds. This is specific for private and podded classes – it does not extend to multihousehold classes. In an effort to work with families, we will first offer to make up the time missed and if a suitable make up time cannot be found then we will offer refunds. KBIA classes will continue in rain, but not lightning or dangerous sea conditions.