



## School's Out 2023-2024 Enrollment Process

Thank you for your interest in SPR School's Out programs for school year 2023-2024! Use this checklist to complete the three-step enrollment process with Saco Parks and Recreation.

### PAPERWORK REQUIRED TO ENROLL

#### STEP 1: FORM NEEDED

- PARTICIPANT CONTACT FORM (form version 4.5.21)

**2023 Summer Campers:** *if you are registered for 2023 day camps or Theater Academy, you can send an email request to [parksandrec@sacomaine.org](mailto:parksandrec@sacomaine.org) to have your paperwork rolled over and enrolled in School's Out.*

### SUBMITTING FORMS

**STEP 2: Enrollment Opens: Tuesday, July 11, 2023** · FYI: *we cannot process new enrollments or rollover requests prior to this date*

Submit forms via email to [parksandrec@sacomaine.org](mailto:parksandrec@sacomaine.org) (or request the rollover enrollment)

- CONFIRMATION:** an automated email confirmation will be sent within 2 business days processing the School's Out membership and attendance group assignment.
- INVOICE:** The confirmation includes an invoice of the "Schools Out Membership Fee" billed to your account (\$25/resident or \$30/non-resident) with the attendance group assignment. Go to "My Account/Balances" in your household account to pay your invoice.

### SCHOOL YEAR PAYMENT OPTIONS OPENS MID-AUGUST

**STEP 3: Registering for dates** - After you have paid your membership fee, you will have access to registering for program dates online throughout the school year. Here are some notes:

- **Process Overview:** during the school year, enrolled families will pay for days needed through your online household account at [www.sacorec.com](http://www.sacorec.com).
- *Payments are required in advance of your child attending.* See "Steps" in next section.
- **When can I start paying?** The entire school year will be available to register starting in mid-August. *We recommend registering in smaller calendar blocks, for example,* one-two weeks or up to one month at a time. This is helpful in the event of schedule changes to limit adjustments required with the office.
- **Daily attendance options:** often referred to as "pick and choose", this allows you to choose specific days of the week your child will attend. Participants may have consistent schedules of days attending week to week or varying schedules. As long as the daily attendance deadline of 1:00pm is met, your child will be on the attendance roster.
- **We don't "hold" schedules.** To communicate your child's schedule, simply register and pay for the days needed by our attendance deadlines. For example, you may intend to send your child the same specific days each week; however we will not expect them to

arrive to our program unless you have registered and paid for the day before the deadline.

- **If a student is not registered and shows up to the program**, we will call you to confirm they are meant to be there, even on days they typically attend. Because we offer the flexibility of registering for just the days you need and don't require a minimum or locked schedule, registering is the only way to verify your child is meant to be there, and also avoid late payment fees.
- **When you register for dates of service, payment is required to complete the registration.** You will receive an email receipt/confirmation every time you purchase days so you will know that the transaction was successful.
- **You can view your current registrations anytime in your sacorec.com account under "Registrations."**

### **FOLLOW THESE STEPS TO REGISTER THROUGHOUT THE SCHOOL YEAR:**

1. Log in at [www.sacorec.com](http://www.sacorec.com) to your household account
2. Go to "Programs" and "Schools Out Payments Page" for your child's school district (Saco or Dayton)
  - *When registering for vacation days or holiday weeks, these will all be listed on the Saco payments page as they are held at the Saco Community Center.*
3. Next choose your payment option for your child's School's Out program:
  - **OPTION 1 Weekly:** includes all five days of the week chosen.
  - **OPTION 2 Daily:** choose your week and then the days of that week your child will attend.
  - **Credits:** you may apply credits during checkout if you have them.
4. Follow payment steps and answer questions during check-out to complete the transaction.
5. Repeat the registration process throughout the school year in the manner that works best for you (every week, every two weeks, or up to one month per transaction).
6. The daily registration and attendance change deadline is by 1:00PM on the day of service.

**We look forward to providing the best school year experience with Saco Parks and Recreation!**