

Payment & Registration Guide for SPR School's Out

Process Overview: families will register and pay for days needed through your online household account at www.sacorec.com.

- Payments are required in advance of your child attending. Deadlines are noted online and in this guide.
- The entire school year is available to purchase, however...
- **We recommend registering in smaller calendar blocks.** 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 with Saco Parks and Recreation, simply register and pay for the days needed in your account. 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 fixed 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 to your household account
2. Go to “Register” and choose “Programs” in the drop down menu.
3. On the Programs page, select the payment activity page for your school district, Saco or Dayton.
 - a. 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:
 - a. **OPTION 1 Weekly:** includes all five days of the week chosen.
 - b. **OPTION 2 Daily:** choose your week and then the days of that week your child will attend.
 - c. **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.

Reminders and Checklist to prepare for the SPR School's Out Program

- **Communication:** Throughout the year, please communicate with your child's school office and teacher in advance about their after school schedule so that the school knows when your child will be attending our program. ***We do not exchange student information with the schools.*** It is important that parents update both the schools and Saco Parks and Recreation for attendance updates and changes throughout the year.
- **Transportation:** For Saco students in grades K-2, please check in with the transportation department so they can include your child on the school department bus driving to the Community Center each day.
- **Daily Snacks:** Pack an extra snack for your child each day. Review with them that this snack is to be saved for when they arrive in our program after school.
- **Required Emergency Medications:** Bring your child's inhaler, EpiPen, and/or Benadryl to the SPR Office at least two business days prior to your child's first day in our program. They will not be able to check in to our program without the office first receiving the medication. (Summer campers' meds will be transferred automatically.)
- **Attendance Payments:** Register for the days you need using the directions above.
- **Emails to use this year:**
 - **Call Out email:** sacorecattendance@sacomaine.org – use this email if you've paid for a day of After the Bell and need to cancel. Deadline for changes is by 1:00pm.
 - **Troubleshooting and Questions email:** parksandrec@sacomaine.org
 - **Please limit sending questions or attendance changes to individual staff emails.** Many of our staff work in programs and are not always at their desk; we want to ensure that your email is addressed in a timely manner.