

School's Out Program Policies

Saco & Dayton Grades PreK - 5

Registrations & Payments

AFTER THE BELL

- Complete the registration and payment for your child online no later than 1:00PM of the day needed to ensure your child will be on the attendance roster.

FULL DAYS OFF

- **Single days (holiday, teacher workshop, etc):** Register at least one business day prior to the day needed.
- **Vacation weeks:** due to enrollment limits, vacation weeks require earlier registration deadlines as noted online.
- Due to maximums, Full Day registrations cannot be guaranteed until they are registered and paid for.

Late Registration Fee

- *Payments received after the deadlines above are subject to a \$7.00 per day, per child fee billed to your account.*

Cancellations & Attendance Updates

- **Please contact the SPR Office** to cancel days you have already purchased.
- You can either **leave a voicemail at 283-3139 x801, or e-mail sacorecattendance@sacomaine.org** with your child's name and the date(s) you wish to cancel. Camp counselors cannot take any cancellation information.
- Voicemail is always available, and all messages are time stamped. Please leave a message if we can't pick up.

AFTER THE BELL

- If you report the cancellation before 1:00pm, your account will receive a full credit for the day's fee. Cancellations reported after this deadline are not eligible for an account credit.

FULL DAYS OFF

- If you report the cancellation by 3:00pm at least one business day prior, your account will receive a full credit for the day's fee. Cancellations reported after this deadline are not eligible for an account credit.

Drop Off & Pick Up

- **After the Bell Hours:** school dismissal until 5:30pm.
- **Full Days Off Hours:** 7:30am – 5:30pm. You may drop off and pick up at any time within these hours. Every camper MUST be walked to the check-in table by a parent/guardian for drop-off each day.*
- Billing for late pickups begins at 5:31pm and time is based on camp clocks.*
- Allow for extra time to pick up during the first couple weeks. Anticipate that there may be a line for pickup between 4:15-5:30pm.
- **For After the Bell, please wait until 2:45pm for early pick-ups** to ensure that we can complete all of our attendance processes in a safe and timely manner once all the children have arrived.
- If you need to pick up prior to 2:45pm for any reason, we ask that you please pick up your child directly from their school and either do not register for after school that day or notify us of their absence (283-3139 x801).
- **Picture ID is required to be shown at pick up every day.*** Advise all authorized pick-up people to do the same. You may become familiar with some members of our staff over time. However, if the staff member stationed at the check-out table cannot visually identify you, they will ask you to provide your photo ID to ensure the safety of your child. Please always be prepared to provide your photo ID.
- **Changes to the pickup list must be done directly with the SPR Office by 12:00pm.** Same day updates cannot be accommodated after this time. Campers will not be released to unauthorized people.*

Contacts at SPR

- **SPR Office** – open Monday-Friday 9:00am-1:00pm. **(207) 283-3139** or **parksandrec@sacomaine.org**
The office can assist you with the following requests: registrations, payments, refunds, cancellations, contact form updates including updating approved pick-up people, and emergency medications. If we cannot pick up the phone, please leave a voicemail on our general mailbox (NOT specific staff members' extensions) or e-mail parksandrec@sacomaine.org and we will respond as soon as possible.
- **Program Counselors** – should you need to contact your child's camp directly, please call that camp's cell phone number. *Counselors cannot assist you with any of the topics listed in the SPR Office section.*

***Failure to adhere to this policy may result in fees assessed to your account. FMI 283-3139**