



# SCHOOL'S OUT PROGRAM POLICIES

SPR Office - Mon-Fri - 8am-4pm

[parksandrec@sacomaine.org](mailto:parksandrec@sacomaine.org)

(207) 283-3139

## Registrations & Payments

### **AFTER THE BELL** *(after school care)*

Complete the online registration and payment for your child no later than **11:00am** of the day needed to ensure they will be on our daily attendance list.

### **FULL DAYS OFF** *(vacation weeks and some holidays/teacher workshop days)*

The registration/payment deadlines for these days vary and can be found on our payments page in each activity line.

Full Day Off registrations cannot be guaranteed until they are registered and paid for.

### **LATE REGISTRATION FEE**

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

## Cancellation Updates

Please contact the SPR Office to cancel registered days.

***Camp counselors cannot process any cancellations or relay information to the office.***

Leave a **voicemail at 283-3139 x801** or **e-mail [sacorecattendance@sacomaine.org](mailto:sacorecattendance@sacomaine.org)** with your child's name and the date(s) you wish to cancel. Voicemail is available 24/7, and all messages are time stamped. Please leave a message if we cannot answer.

### **AFTER THE BELL**

If you report the cancellation **before 11:00am**, 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 (includes early release days).

**Full Days Off Hours:** 7:30am – 5:30pm. You may drop off and pick up at any time within these hours provided we are not on a field trip. 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 of school. Anticipate that there may be a line for pickup between 4:00-5:00pm.

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. Pick ups on Early Release days are available starting at 1:00pm.

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).

**Photo 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 this.

**Updates to the pickup list must be made through your online household account by 3:00pm. Same day updates cannot be accommodated after this time.** Campers will not be released to unauthorized people.\* [Click here for directions on how to update your child's contact form.](#)

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

## **Contacts at SPR**

**The SPR Office** can assist you with the following: 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 us and we will respond as soon as possible.

**Camp Counselors** – should you need to contact your child's camp directly, please call that camp's cell phone number. These cell phones are only powered on during camp hours. Counselors cannot assist you with any of the topics listed in the SPR Office section.

Saco PreK: (207) 294-2439

Community Center Gr. K-2: (207) 294-2436

CK Burns Gr. 3-5: (207) 294-2438

Dayton Consolidated Gr. PK-5: (207) 294-2437