



Hello School's Out Families!

Thank you for enrolling in our program! We are busy preparing for another fantastic school year. Below you will find LOTS of information about the program so that you and your child can start the year off ready. We ask that you please take the time to review the entire message, and reach out with any questions you may have.

ENROLLMENT FEE

If you have not yet paid your School's Out Enrollment Fee, please log on to your account at www.sacorec.com to process payment. All enrollments with unpaid fees will be cancelled on Tuesday, August 27 so that we can accommodate families on our wait lists.

DATES & LOCATIONS

	PreK	Kindergarten	Grades 1-2	Grades 3-5
Start of After the Bell Services	Thursday, September 5	Tuesday, September 3	Wednesday, August 28	Wednesday, August 28
Saco After the Bell Location	Saco PreK on Willey Road	Saco Community Center	Saco Community Center	CK Burns School
Dayton After the Bell Location	Dayton Consolidated School			
Full Days Off Saco & Dayton Location	Saco Community Center			

SACO K-2 STUDENTS INFO NEEDED

Students at Fairfield School and Young School are bussed to the Saco Community Center by Saco School Department busses at dismissal time. Busses arrive at different times from the two schools and we take attendance for each bus. If your child attends one of these schools, **please email parksandrec@sacomaine.org with your child's name and their school**, so we know who to expect on each bus.

Please be sure to let the Transportation Office know that your child will use the bus to go to our After the Bell program (207-494-9631).

EARLY PICK UPS

For After the Bell, please wait until 2:45pm to pick up 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).

Allow for extra time to pick up during the first couple weeks of school. Anticipate that there may be a line for pickup between 4:15-5:15pm.

SCHEDULES

To communicate your child's schedule with Saco Parks and Recreation, simply register and pay for the days you need in your online account. We don't "hold" schedules. You may intend to send your child on the same days each week, but we will not expect them to arrive to our program unless you have registered and paid for the day.

Notify your child's school (office and teacher) about your child's participation in our program. SPR does not exchange student schedules with the schools, so families must coordinate with SPR and the School Dept separately. Please update the school regularly about which days your child should come to our program after school, and each time that you change your schedule.

HOW TO BUY AFTER THE BELL DAYS – *Please note new payment deadline!*****

Our flexible daily registration option allows you to choose only the days your child needs each week. Participants can have consistent schedules or varying schedules. As long as the daily registration deadline of **11:00am** is met, your child will be on our attendance roster.

The entire school year is available to purchase, however... please register in smaller time blocks (1-2 weeks or up to one month at a time). There is no risk in losing your child's spot in the program by registering in smaller blocks.

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." Please call the office to report an issue if you do not receive an email confirmation – this often means that the registration was not completed.

HOW TO CANCEL AFTER THE BELL DAYS - ***Please note new cancel deadline!***

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 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.

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.

EMERGENCY MEDICATIONS

Families with campers who have prescriptions for emergency medications (inhalers, EpiPens, Benadryl) will drop them off with their corresponding action plans at the SPR Office by Friday, August 23. For campers who already have their medications with SPR for this year's Summer Camp program, we will transfer the medications to their After the Bell location and notify parents of any meds due to expire during the school year. To view our full medications policy, please click the following

link: <C:\Users\moroam\AppData\Local\Temp\msod711.tmp> (myrec.com)

MAINTENANCE MEDICATIONS

Campers are not permitted to carry any medications on them – this includes prescription and over-the-counter medications. If your child requires a dose of their prescribed medication to be administered during program hours, please make arrangements for family or friends to come to our location. Our staff are not permitted to administer medications other than the three emergency medications listed in the section above.

WHAT TO BRING

Our program LOVES to play outside! We will take the campers outside on every day that the weather is suitable – this includes winter days when there's snow on the ground. Please be sure that your child has clothes and shoes appropriate for outside play each day. Label everything with your child's name!

Once everyone has arrived and is checked in, they will have snack time. SPR does not provide snacks. Please be sure to pack a snack for your child each day they will attend, and review with your child that the snack should be saved until they arrive here. We have a water bottle filling station so campers can refill their water bottles whenever needed.

PICK UP

After the Bell Hours: school dismissal until 5:30pm (includes early release days)
Billing for late pickups begins at 5:31pm and time is based on camp clocks (minimum \$10.00 charge).

Photo ID is required to be shown at pick up every day. Failure to adhere to this policy may result in fees assessed to your account. 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 your 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. Failure to adhere to this policy may result in **fees** assessed to your account. Call 283-3139 or email parksandrec@sacomaine.org to make updates.

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

If you have any questions about the School's Out Program, please email parksandrec@sacomaine.org or call the SPR Office (207) 283-3139.

Thank you!

Saco Parks and Recreation