



## School's Out 2021-2022 Enrollment Process

Thank you for your interest in SPR School's Out programs for school year 2021-2022! Use this checklist to complete the three-step enrollment process with Saco Parks and Recreation.

### PAPERWORK REQUIRED TO ENROLL



#### STEP 1: FORMS NEEDED

- Form 1** – PARTICIPANT CONTACT FORM (2021 updated form)
- Form 2** - Assumption of Risk and Waiver of Liability Relating to Coronavirus

Forms are available at [www.sacorec.com](http://www.sacorec.com)

**2021 Summer Campers:** *if you are registered for 2021 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: Wednesday, July 7, 2021

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 (\$20/resident or \$25/non-resident) with the attendance group assignment. Go to "My Account/Balances" in your household account to pay your invoice.

### REGISTERING FOR DATES AND PAYMENT OPTIONS



STEP 3: Registering for dates - After you have received your confirmation email, you have access to registering for program dates online throughout the school year. Here are some notes:

- We are bringing back 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. For example, you may intend to send your child the same specific days each week; the only way to guarantee they are registered and expected to attend is by purchasing those dates by our attendance deadlines.
- The entire school year is available to register, however we recommend registering in smaller 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.
- When you register, payment is required to complete the registration.

**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 the appropriate “Schools Out Payments Page” (Dayton PreK-5, Saco K-2, 3-5, and PreK).
  - *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).

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