

# Scarborough Community Services **Spring 2016 Programs**

Registration begins Monday, February 1

<https://register.parksreconline.com/wbwsc/scarborough.wsc/wbsplash>



*Photo courtesy of resident Rich Brooks*



259 US Route One, Scarborough, Maine  
P.O. Box 360, Scarborough, ME 04070  
Phone: (207) 730-4150 Fax: (207) 730-4165  
[www.scarboroughmaine.org](http://www.scarboroughmaine.org)



# Scarborough Community Services

Spring 2016

*It is the mission of Community Services to provide diverse, safe, quality, and cost-efficient services. We accomplish this through communication, coordination, and education in a professional and timely manner for the Town of Scarborough.*

## Community Services Office

259 US Route 1, 3<sup>rd</sup> Floor      **Phone:** 207-730-4150  
P.O. Box 360      **Fax:** 207-730-4165  
Scarborough, ME 04070-0360

**Office Hours:** Monday through Friday  
8:00 am to 4:00 pm

**Passport Hours:** Monday through Thursday  
*No acceptance hours on Fridays*  
9:00 am to 3:00 pm

## Intergenerational Programs Office

Wentworth School      **Phone:** 207-730-4170  
20 Quentin Drive      **Fax:** 207-730-4165  
P.O. Box 360  
Scarborough, ME 04070-0360

**Office Hours:** Monday through Friday  
9:00 am to 6:00 pm

### Child Care Site Phone Numbers

- Blue Point Site ..... 207-730-5340
- Club Teen Site ..... 207-730-4848
- Eight Corners Site ..... 207-730-5235
- Pleasant Hill Site ..... 207-730-5260
- Wentworth Site/Cafeteria ..... 207-730-4657

General Email: [comserv@ci.scarborough.me.us](mailto:comserv@ci.scarborough.me.us)  
Reservations Email: [reservations@ci.scarborough.me.us](mailto:reservations@ci.scarborough.me.us)

## Community Services Staff

Director ..... Bruce Gullifer, C.P.R.P.  
Office Manager ..... Marcia McGinnis  
Facilities Scheduler/Program Coordinator ..... Dan Hager, C.P.R.P.  
Secretary/Receptionist ..... Nicole Hall  
Intergenerational Programs Manager ..... Audra Keenan  
Program Coordinator ..... Andrea Zglobicki  
Program Coordinator ..... Steve Kramer  
Recreation Manager ..... Bill Reichl, C.P.R.P.  
Program Coordinator ..... Ryan Colpitts  
Facilities Manager ..... Steve Quirk

## Spring Registration

**Begins on Monday, February 1.**

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# Policies

## Registration Policy

Community Services accepts registrations in person and through our website. We do not accept registrations via the phone or mail. To continue to maintain the integrity of our programs, registration into activities will be allowed only if an account is in good standing and there is no balance. Exceptions will be made for activities in which installment payments are permitted or monthly fees are charged, such as child care. Community Services reserves the right to deny registration into an activity pending payment of an outstanding balance and the right to deny continuation in a program if installment payments are not made or are returned due to insufficient funds after a specific period of time.

## Non-Resident Fee

Non-residents may register for our programs. An additional \$15 fee will be assessed for most programs. However, some programs may require additional fees. Please see each program for more information.

## Early Registration Discount

Community Services works hard to offer the best prices available for our programs. Because our work becomes labor-intensive the week prior to a program start date, we like to encourage residents to register early by offering early discount prices on certain programs. We hope people will appreciate this and take advantage of these lower prices. *However, this discount incentive is a special offer which cannot be extended if those dates have passed. No exceptions.*

## Late Registrations

All of our programs require a high level of coordination which includes facility scheduling, staffing, volunteer recruitment, team formation, and the purchasing of supplies. There is a point when a program will be cancelled or modified if there are insufficient registrations.

You will also notice that the majority of our programs have registration deadlines. If there is room in a given activity after a deadline has passed, late registrations may be accepted with an additional \$10 late fee assessed; however, children may not be guaranteed a T-shirt, ball, etc.

## Youth Team Request Policy \*

Community Services understands that one of the best aspects of participating in our programs is the ability to play with friends or have the same coach year after year. However, in an attempt to keep teams balanced, we have instituted the following policy.

In programs such as basketball, fall soccer, and indoor soccer, coach and player requests will be limited to **two requests per participant**. You may request one coach and one player, or you may request two players. Timely **registrations** allow Community Services the opportunity to balance teams in a fair manner; timely **requests** also help in this process. However, there are many variables that go into the planning process and, even though we do our best, we cannot guarantee that your choice will be honored.

*\* **Grades 5 to 8 Exception:** In an effort to balance teams fairly, Community Services no longer accepts special requests for Grades 5 to 8 sports (fall soccer, basketball, and indoor soccer).*

## Sibling Discount Policy<sup>SD</sup>

*Look for <sup>SD</sup> next to activities that may be discounted.*

### • Youth Recreation Programs

Families with **three or more** children registering for the same Community Services-run recreation program may receive a 10% discount off the third child and any additional children from the same family/household. All participants must be registered at the same time to receive this discount. *Sibling discounts will not be applied for online registrations. To receive this discount, you must register in the Community Services Office.*

### • Child Care

Families with **two or more** children registered for full-time (five days per week) before-school and/or after-school care will receive 10% off the second and/or subsequent child care fees. Discount will be taken off of the lowest child care fee.

## Refunds, Cancellations, and Changes

### Youth and Adult Programs *(see 55+ refunds below)*

- **Full refund:** If Community Services cancels the activity.
- **Full refund minus \$15 processing fee:** For any cancellation or change made by applicant.
- **No refunds:** If an individual does not attend an activity or does not cancel at least 7 calendar days prior to the start of an activity.

### Health Reasons

If a participant cannot partake in an activity due to medical reasons, a refund will be given if a signed doctor's note is presented to the Community Services staff within the first 48 hours of said injury. If an injury occurs and is reported with a doctor's note before the activity begins, no processing fee will be assessed. If a participant attended some classes, the refund will be prorated for the number of days attended.

### Multiple-Session Programs

When registering for multiple sessions at once, please keep in mind that combined session dates are all inclusive; therefore, should you choose to cancel once the first session begins, no refund will be given for the remaining sessions.

## 55+ Programs Refunds

### • Full refund

If Community Services cancels the activity or trip.

### • No refunds

**Wednesday Lunches:** If an individual does not attend a lunch or does not cancel by the Monday prior by 2:00 pm, the household will be charged and the balance must be paid in full in order to enroll in future lunches or programs.

**Trips:** If an individual cancels a trip or does not attend a trip, no refund will be issued.

# Registration

**There are two ways to register for a Community Services program . . .**

## 1. In Person

You may stop by the Community Services Office Monday through Friday between 8:00 am and 4:00 pm to register for any Community Services program. We accept cash, check, or debit card payment. *We do not accept credit cards in the office. No phone registrations accepted.*

.....

## 2. Online

Registration for most programs (with the exception of child care programs and snow sports programs) may be done in the convenience of your home via online! Available to you 24/7!

- Log onto our website: [www.scarboroughmaine.org/departments/community-services](http://www.scarboroughmaine.org/departments/community-services)
- To the right is an **Online Registration Link** with an image of a computer. Clicking this link will bring you directly to WebTrac, our site for online registrations and payments.
- We have provided step-by-step instructions for online registration just below the **Online Registration Link**. These are especially helpful for first-time WebTrac users.
- As always, if there is an issue with online registration or you need help walking through the process, please contact us at 730-4150 and we would be happy to assist you!

## Annual Passport Day in Scarborough

Will your next vacation or business trip take you outside of the United States? No matter where you go, a U.S. passport will get you there and back home. To learn more about travel requirements for U.S. citizens or to apply for your U.S. passport, please join us for Passport Day in Scarborough.

**Saturday, March 5, 2016**  
**10:00 am to 3:00 pm**  
Scarborough Municipal Building  
Chambers A and B  
259 U.S. Route One, Scarborough, ME

For first-time passports, please be sure to bring the following with you:

- **Proof of U.S. Citizenship**  
*Certified U.S. birth certificate*
- **Photo Identification**  
*Maine driver's license or Maine ID*  
(If you only have an out-of-state driver's license, you must bring additional photo identification)
- **Passport Photos**  
*This service is provided by area businesses. We do not provide this service.*
- **Personal Checks**  
*Must bring two for payment*

For more specific information, please visit [Travel.State.Gov](http://Travel.State.Gov) or call us at 730-4150.



To expedite your passport processing, we recommend completing the passport application prior to stopping in. For printable applications, information on documentation, required fees, and other passport and international travel information, please visit the only official website for passport information:

**[travel.state.gov](http://travel.state.gov)**

# Youth Programs

Recreation Manager  
Bill Reichl  
Program Coordinator  
Ryan Colpitts

## Outside Groups and Sports

Looking for an activity but couldn't find it here?

Oftentimes, Community Services receives questions regarding local groups, leagues, and organizations, such as Little League, field hockey, football, men's softball, etc.

While these groups are not associated with us, we do our best to provide links to their information and websites under our Youth Recreation and Adult Recreation webpages.



[www.scarboroughmaine.org/departments/community-services](http://www.scarboroughmaine.org/departments/community-services)



If you belong to one or more of these groups noted on our webpage and the information needs revision or you would like your group to be added, please contact us at 730-4150.

## Baseball

### Mini Hits Ages 2.5 to 4

This 40-minute program is designed to be an introduction to the sport of baseball. The learning outcomes of the week include communication, social interaction, trust, patience, and general improved interest in a team sport and baseball. Parent involvement in this program is always encouraged. Each class size is limited to 24, so register soon!  
**Instructor: SCS Staff.**

Participants should wear comfortable clothing, such as a T-shirt, sweat pants, and sneakers. A glove is recommended but not required.

Activity #311742

**05-03 to 05-24-2016** (4 weeks)  
(Make-up date: 05-31)  
**Tuesdays**  
**10:00 to 10:40 am**  
**Memorial Park Field**  
**\$40 per child**  
**Min 10, Max 24**

Deadline for registration (web and in-house) 05-02



To register, follow the instructions on Page 3.

## Cross Country

### Spring Cross Country Grades 1 to 6

Come join in the fun of this popular spring sport. This program involves learning the proper technique used in running through different terrain such as woods, fields, and a track. Practices are held Mondays and Thursdays. Participants who are interested in competing may attend the optional cross-country meets on Wednesday afternoons (transportation not provided). Meet schedule will be provided by coaches as soon as it is finalized. **Instructor: Kathy Werner.**

Shirts for this program may be purchased through the coach for a fee of \$10.

Activity # 311728

**04-25 to 06-02-2016** (6 weeks)

**Practices: Mondays and Thursdays**  
(No practice on 05-30)  
**Memorial Park**  
**4:30 to 5:30 pm**

**Meets (optional): Wednesdays**  
**Times and Locations Vary**

**\$50 per child**  
**Min 10, Max 75**

Deadline for web registration 04-22

In-house registration continues throughout program but will not be prorated for missed sessions. Late fees will be added on or after 05-09-2016.

## Softball

### Softball Pitching Clinic Grades 2 to 8

Open to girls interested in learning the basic technique of windmill-style pitching. Experience playing softball is not required. Lessons consist of instruction in technique, pitching, drills, and fielding. Participants must bring a catcher (there is no charge for the catcher). **Instructor: Tom Griffin.**

Non-resident registration begins 02-19-2016.

Activity # 210899

**03-06 to 04-03-2016** (4 weeks)  
(No clinic on 03-27)

**Sundays**  
**10:00 to 11:30 am**  
**High School Plummer Gym**  
**\$30 per child**  
**Min 10, Max 26**

Deadline for registration (web and in-house) 03-04 by 12:00 noon

# Adult Programs

Recreation Manager  
Bill Reichl  
Program Coordinator  
Ryan Colpitts

## Exercise Programs

### Healthline and Healthline Plus

**H**ealthline and Healthline Plus are exercise programs designed for adults of all ages and abilities. These programs work toward developing cardiovascular, aerobic, and muscular strength through walking, jogging, and running (our Healthline program) and strength training (our Healthline Plus program). A combination of the two programs provides a good mix (Healthline Combo). Workouts change daily to keep exercise interesting and fun. We will keep you moving year-round, either indoors working out or outdoors walking or running. Come join us for a great way to start your day! There is a \$25 discount for those who register for Healthline Combo. *Instructor: Morgan Swinburne.*

### Upcoming Healthline Session

Spring Session: 04-01 to 06-29-2016 (13 weeks)

Activity #220311

**Mondays, Wednesdays, and Fridays**

Healthline ..... 6:00 to 7:00 am

Healthline Plus ..... 7:00 to 7:45 am

**High School Gym and Weight Room**

**\$65 per session (Healthline OR Healthline Plus)**

**\$100 per session (Healthline Combo)**

## Sports Leagues

### Men's Basketball League

**C**ommunity Services will offer a men's recreational basketball league for adults of all ability levels. Teams will be made each week to ensure a competitive level of play.

Activity #830003

**04-26 to 06-09-2016 (7 weeks)**

**Tuesdays and/or Thursdays**

**7:00 to 9:00 pm**

**Wentworth Gym**

**\$50 for Tuesdays AND Thursdays (14 sessions)**

**\$25 for Tuesdays OR Thursdays (7 sessions)**

**\$5 drop-in fee per visit\***

**Min 10, Max 18**

*\* Must have a minimum of 10 registered in order to offer the drop-in rate.*

**Deadline for registration (web and in-house) 04-25**



# 55+ Programs

Intergenerational Programs Manager  
Audra Keenan

## Mission Statement

**T**he mission of the 55+ Programs is to give all seniors an opportunity to maintain dignity, enrich their quality of living, and actively promote participation in all aspects of community life.

## Join Us for Our Weekly Senior Activity Drop-In Center!

**W**e'll continue to offer this two-hour block of time for coffee, pastries, games, camaraderie, as well as other new programs for your benefit. *See our 55+ Newsletter for more details.*

**Fridays**

**10:00 am to 12:00 noon**

**Wentworth School -- Rooms D124/D125**

**20 Quentin Drive, Scarborough**

**FREE!**

## 55+ Newsletter

**L**ooking for more information and programming from our 55+ Programs? Scarborough Community Services produces a special newsletter for our 55+ programs. This is automatically mailed to all 55+ members' homes. You may stop by our office to pick up more information or visit our website for a digital version of the newsletter:

**[www.scarboroughmaine.org](http://www.scarboroughmaine.org)**



**Limited spaces still available for 2015-16 school year! Please call 730-4170 to check on site availability.**

## **Registration Fee: \$100 per child**

*Registration has been ongoing since April 6, 2015. Mid-year registrations (accepted on/after February 2016) will be assessed a reduced \$75 registration fee. Registration fees are non-refundable.*

Scarborough Community Services Child Care welcomes all Scarborough school-age children to our before- and after-school program. We offer care for children in Kindergarten through Grade 8, all conveniently located in each child's school. Our mission is to promote the physical, mental, social, and emotional development of each child by providing a high-quality child care program. This program enriches the experiences of children as we view the home, school, community, and child care settings as complementary and interrelated domains that affect children's growth and development. This program offers outside play or indoor physical activities, crafts and special projects, as well as some quiet time. A nutritious snack is provided each day.

We are a non-profit recreational program complying with all the rules for the licensing of child care facilities established by the State of Maine.



## **Program Descriptions**

*The following information is designed to give you a more in-depth look at our program. We welcome and encourage you and your child to visit any of our child care sites prior to registering.*

### **The Primary School Program (Grades K to 2) -- Blue Point, Eight Corners, and Pleasant Hill Schools**

- Before-school care and after-school care are both held at the primary school each child attends.
- Morning care opens at 7:00 am and runs until approximately 8:45 am.
- Morning care consists of quiet activities such as drawing, puzzles, and cards.
- After-school care runs from 3:10 pm until 6:00 pm sharp.
- Afternoon care consists of outside time, story time, projects, activity centers, and free play.
- An afternoon snack will be provided daily.



### **The Intermediate Program (Grades 3 to 5) -- Wentworth School**

- Before-school care and after-school care are both held at Wentworth School.
- We open at 7:00 am every morning and run until approximately 8:15 am.
- After-school care runs from 2:45 pm until 6:00 pm sharp.
- Outside time runs from 3:30 to 4:00 pm for all students, weather permitting. From 4:00 to 4:30 pm children are given an opportunity to complete homework and assigned reading or do quiet activities. At 4:30 pm more choices are offered, including clubs, table games, arts and crafts, etc.
- An afternoon snack will be provided daily.

### **The Club Teen Program (Grades 6 to 8) -- Middle School Cafeteria**

- Club Teen is located at the Scarborough Middle School in the cafeteria after school only.
- After-school care runs from 2:15 pm until 6:00 pm sharp.
- An afternoon snack will be provided daily.

## **Locations**

### **Child Care and Administration**

#### **Intergenerational Programs Office**

Wentworth School (Room D-137).....730-4170

#### **Grades Kindergarten to 2 (Child's School)**

1. Blue Point School.....730-5340
2. Eight Corners School.....730-5235
3. Pleasant Hill School.....730-5260

#### **Grades 3 to 5**

Wentworth School (Cafeteria).....730-4657

#### **Club Teen (Grades 6 to 8)**

Middle School Cafeteria.....730-4848

#### **Storm, Teacher, and Vacation Camp Days**

Wentworth School (Cafeteria).....730-4657

# Child Care

## 2015-16 Monthly Fees (per child)

We reserve the right to change the rates on any of the payment options with at least one month's written notice.

Day Care Options	Days Per Week (2-day minimum required)			
	5 days	4 days	3 days	2 days
Before School	\$225	\$210	\$175	\$140
After School	\$360	\$315	\$265	\$210
Before and After School	\$440	\$385	\$310	\$235
Club Teen (Grades 6-8)	One payment option: \$275 per month (regardless of days used)			

## Fees for Extra Days

In an attempt to provide care for all Scarborough schoolchildren, we have reviewed the 2015-16 School Department calendar. As a result, we have tried to incorporate the majority of no-school dates and times into our child care calendar. Please refer to our School-Age Child Care and Club Teen Program Handbook for more information or visit our Child Care website for fees and schedules:

[www.scarboroughmaine.org/departments/community-services/child-care](http://www.scarboroughmaine.org/departments/community-services/child-care)

	Activity Name	Remaining 2016 Dates	Availability and Pricing
Included in Child Care Fees	<b>February &amp; April Vacation Weeks</b> (4-day weeks)	<b>February 16-19</b> <i>No care on Monday (holiday)</i>  <b>April 19-22</b> <i>No care on Monday (holiday)</i>	Open to children enrolled AND not enrolled in child care program. <b>Registration required.</b>  Enrolled: \$0 per day    Not Enrolled: \$260 per week* \$ 65 per day*
	<b>Partial Days</b> (i.e., early release or delayed openings due to weather)		Only open to children already enrolled for the specific day(s).  Enrolled: \$0 per day
	<b>Late Start School Days</b> (Wednesday Teacher In-Service Days)  <i>If your child already attends our before-school child care program on Wednesdays, then they are automatically enrolled.</i>	02-24 03-30 04-27 05-25 06-01	Open to children enrolled AND not enrolled in child care program.  Enrolled: \$0 per child    Not Enrolled: \$150 per child  <b>See next page for Late Start Package details.</b>
	<b>Staff Days</b> <b>No School Days</b> <b>December Vacation Days</b> (Full Days)	04-15 05-27	Open to children enrolled AND not enrolled in child care program. <b>Registration and pre-payment required.</b>  Enrolled: \$65 per day*    Not Enrolled: \$65 per day*
NOT Included in Child Care Fees	<b>Storm Days</b> (Full Days)		Only open to children already enrolled in child care programs. <b>Fee will be assessed separate from Child Care EFT and will need to be paid in-office or online within one month after date of storm.</b>  \$45 per day

\* Please view website for fee details as some programs have early registration discounts available.

Please refer to our Child Care Program Registration Handbook  
for more details, including registration procedures and tuition information:

[www.scarboroughmaine.org/departments/community-services/child-care](http://www.scarboroughmaine.org/departments/community-services/child-care)



## Late Start Wednesdays Grades K to 8

Looking for someone to watch your student on the Wednesday late start days for this coming school year? Register with Community Services for the remaining late start days. Open to all children in Grades K to 8.

*If your child already attends our Community Services before-school child care program on Wednesdays, then they are automatically enrolled.*

**PLEASE NOTE:** This program has already begun. Registrations are still accepted but will not be prorated for the missed late start dates. Single-day registrations are not available. Must register in the Community Services Office at Town Hall or the Child Care Office at Wentworth School.

Activity  
#701003

**\$150 per student**

Remaining Late Start Dates:

02-24, 03-30, 04-27, 05-25, and 06-01

### Note for Grades 6-8 Participants

While we accept late start package registrations for Grades 6-8 students, students must be dropped off at Wentworth School and must walk to the Middle School once dismissed at 8:45 am. There will be no transportation provided between Wentworth School and the Middle School; therefore, Community Services is not responsible for their arrival.



## April Vacation Camp

Parents, do you have to work while your kids are on vacation? Why keep them at home when they can join their friends at Vacation Camp? We will plan a variety of activities, including arts and crafts, gym time, outdoor play, and a few field trips, including a Sea Dogs game. *All participants must bring a lunch, snacks, and drinks daily.*

Activity # 312311

04-19 to 04-22-2016 (4 days)

Tuesday through Friday

7:00 am to 6:00 pm

Wentworth School

All 4 Days..... \$260 per child\*

Individual Days.....\$65 per day\*

Min 10, Max 100 (per day)

\* Early registration discounts available

For example: If you register before March 4, you will pay \$185 for all 4 days or \$50 per individual day.



**Registration begins Monday, February 22.**

### Already enrolled in our child care program?

No need to complete a form this year! No fee will be assessed for days your child already attends but you **MUST** pre-register for vacation care. You may stop by the Community Services Office at Town Hall or the Child Care Office at Wentworth School to complete the registration.



We will also accept vacation registration requests from child care program participants through email until April 1 (space permitting). Please email your child's name and requested days to [comserv@ci.scarborough.me.us](mailto:comserv@ci.scarborough.me.us). Once registration has been processed in our system, we will send you a confirmation receipt. If you do not receive an emailed confirmation receipt, please follow up with a phone call to 730-4170 to be sure we received your emailed request. **Without a confirmation receipt, your registration is not considered complete.**



## Early Registration Bonus for Summer Day Camp 2016

While the Summer Day Camp information will not be available until mid- to late-March, we wanted to give parents advance notice about a special registration bonus.

During the first week of summer registration (April 4 through 8), families who register for all eight weeks of Summer Day Camp will be entered into a drawing to win four weeks of camp for FREE (to be issued as a refund)! Online registrations will be available to those paying in full using a credit or debit card. Those wishing to set up a payment plan using an EFT form must register in the Community Services Office and pay the required deposit. Registrations must be completed **no later than Friday, April 8, by 4:00 pm**, in order to qualify for this special drawing.

One entry per child per household. One name will be pulled at random on Monday, April 11. The winner will be announced on our website and will be contacted via telephone on that day.



# Community Information

## Discount Tickets

Community Services will be selling the following tickets during the winter/spring season:

### Discount Ski Lift Tickets

- Sugarloaf and Sunday River..... \$67 each



For more information on prices and availability, please visit our website:

[www.scarboroughmaine.org/departments/community-services/community-information](http://www.scarboroughmaine.org/departments/community-services/community-information)

*All tickets are sold on a first-come, first-served basis.  
Refunds are not available for ticket purchases.*

## Dog Information

### Dog Licensing

For details on how to register your dog in the Town of Scarborough, please visit the Town Clerk's website:

[www.scarboroughmaine.org/departments/town-clerk](http://www.scarboroughmaine.org/departments/town-clerk)

### Dogs on the Beaches



For dog regulations and owner responsibilities, please view our town ordinances by visiting the Town's website:

[www.scarboroughmaine.org/town-government/town-ordinances](http://www.scarboroughmaine.org/town-government/town-ordinances)

## Dragonfly Nymphs

We are hoping to once again offer dragonfly nymphs for sale this spring or early summer as a way for homeowners to combat mosquitos naturally. Please keep an eye on our website and Facebook page for updates, including the order form and prices:

[www.scarboroughmaine.org/departments/community-services/community-information](http://www.scarboroughmaine.org/departments/community-services/community-information)

## Facebook

### Like Us on Facebook!

Stay in the know regarding our youth and adult programs, cancellations or changes, and information about special events. Visit our page at [www.facebook.com/scarborocomserv](http://www.facebook.com/scarborocomserv) and click **Like** -- it's as simple as that!

## Facilities, Fields, Trails

### Looking to Reserve a Facility or Field?

Community Services has made booking a field or facility simpler by allowing online reservation requests!

Using your organization's user name and password, you are now able to log onto our online reservation system at our website <https://register.parksreconline.com/wbWSC/scarborough.wsc/wbsplash> and access the following features:

- Update your organization's contact information.  
*We ask that each group or organization only maintain one primary contact person to keep communications consistent throughout the reservation process.*
- Check field and facility availability in real-time.
- Request a field or facility -- no more paper forms!
- Print request confirmation for your records.
- Make a payment for reservation online using a debit or credit card.



To access your group's user name and password, or to create a new account, please contact Community Services at 730-4150, or email us at [reservations@ci.scarborough.me.us](mailto:reservations@ci.scarborough.me.us).

## Outdoor Lighting Management

Our wireless lighting system allows users within the community to schedule field lights. The Clifford Mitchell Sports Complex (High School Complex) light system is set up in seven zones as follows:

- Basketball Courts
- McFarland Baseball Field
- Tennis Courts
- Track
- Turf Field
- Rt. 114 Multi-Use Field
- Varsity Softball Field

### RATES:

Basketball/Tennis Courts ..... \$15 per hour  
Track ..... \$15 per hour  
Fields\* ..... \$70 per hour

\* Turf, McFarland, Varsity, and Softball Fields

## Scarborough Trails

Visit our trails webpage for maps and more information:

[www.scarboroughmaine.org/departments/community-services/trails](http://www.scarboroughmaine.org/departments/community-services/trails)



# Community Information

## Facilities, Fields, Trails (cont.)

### Municipal Ice Rink

Community Services has an outdoor ice rink next to Wentworth School. There is a warming hut for changing, keeping warm, and grabbing a bite to eat. *No rentals or skate sharpening available.*

#### OPEN SKATE

Monday through Friday ..... 2:00 to 8:00 pm  
Weekends/Holidays/School Vacations ..... 8:00 am to 8:00 pm

#### HOCKEY

Monday through Friday ..... 2:00 to 4:30 pm  
Weekends/Holidays/School Vacations ..... 8:00 am to 1:00 pm



*Proper safety equipment is required for hockey players. Hockey is only permitted on the upper rink.*

The ice rink will be open on a day-to-day basis depending on the ice conditions and weather. The ice rink will remain open as long as the cold weather persists. We thank you for respecting our signs when the ice rink is closed.

*Please call 883-7645 to check the status of the ice (in-season only).*

## Going Green

### Take a stand for a greener Earth!

Looking for a way to reduce your carbon footprint? Contact Scarborough Public Works to purchase any of the following items:

Earth Machine Backyard Compost Bin ..... \$46 each  
Kitchen Scrap Pail ..... \$8 each  
Rain Barrel ..... \$62 each

**For more information,  
please contact Public Works at 730-4400.**



## Memorial Park Sponsorships

### Sponsor-A-Tree at Memorial Park

Would you like to purchase a tree to be placed in beautiful Memorial Park to honor a birth, anniversary, or the memory of a loved one? Select from three types of trees and a granite stone marker will be placed beneath with a message of your choice. You'll not only be paying tribute to a loved one but will be providing your community with a lifetime of benefits that come from planting a tree.

Please complete the Sponsor-A-Tree form (available on our website under *Community Information*) and return it to the Community Services Office with payment of \$600. Payment may be made in the form of cash, check, or debit card. Please make checks payable to *Town of Scarborough*.

*Please note that trees may not be planted until the appropriate season, typically spring or fall. You may contact Community Services at 730-4150 to check on your tree once purchased.*

### NEW! Sponsor-A-Lightpost at Memorial Park

Honor a birth, anniversary, or the memory of a loved one by purchasing a granite lightpost to be placed along the inner perimeter of beautiful Memorial Park. You will not only be paying tribute to a loved one but will be providing your community with a lifetime of benefits that come from lighting our walkway.



Please complete the Sponsor-A-Lightpost form (available on our website under *Community Information*) and return to the Community Services Office in the Scarborough Municipal Building with payment of \$500. Payment may be made in the form of cash, check, or debit card.

*Please note that this project will commence once proper funding is in place (i.e., after we receive a certain number of applications).*

## Kayak Rack Rental



Tired of lugging your kayak to and from the beach? Community Services has the answer for you! We now have a kayak rack available at the Pine Point Co-Op with eight dedicated spaces available for rent. Stop by our office to register and receive your rack decal. Limited spaces available.

**Residents ..... \$100 per space**  
**Non-Residents ..... \$150 per space**



# Community Information

## Passport Acceptance

For your convenience, Scarborough Community Services accepts passport applications on behalf of the U.S. Department of State. U.S. citizens planning international travel may apply for their passports in the Community Services Office located at the Scarborough Municipal Building.

### Passport Acceptance Location and Hours

Scarborough Community Services  
259 U.S. Route One, 3rd Floor  
730-4150

**Monday through Thursday**

**9:00 am to 3:00 pm**

*No Friday acceptance hours*

For first-time passports, please be sure to bring the following with you:



- **Proof of U.S. Citizenship**  
*Certified U.S. birth certificate*
- **Photo Identification**  
*Maine driver's license or Maine ID*  
(If you only have an out-of-state driver's license, you must bring additional photo identification)
- **Passport Photos**  
*This service is provided by area businesses. We do not provide this service.*
- **Personal Checks**  
*Must bring two for payment*

We recommend completing the passport application prior to stopping in to our office for acceptance. For printable applications, information on documentation, required fees, and other passport and international travel information, please visit the only official website for passport information, [Travel.State.Gov](http://Travel.State.Gov), or call us at 730-4150.

## ScarBEARos

### ScarBEARo Vacation Bears

Is your family headed out of town for the weekend or going away for a vacation? Stop by our office to sign out one of our mascots and let it accompany you on your trip. We encourage you to take pictures or send postcards about your journey, and we will keep track of destinations at our office on the Travel Tracker board. Come by before your vacation and sign out a special bear from the Scarborough Community Services Office.



## Special Events

### Passport Day in Scarborough

Will your next vacation or business trip take you outside of the United States? No matter where you go, a U.S. passport will get you there and back home. To learn more about travel requirements for U.S. citizens or to apply for your U.S. passport, please join us for Passport Day in Scarborough.

**Saturday, March 5, 2016**

**10:00 am to 3:00 pm**

Scarborough Municipal Building  
Chambers A and B

259 U.S. Route One, Scarborough, ME

*For passport information, fees, and forms, please visit [Travel.State.Gov](http://Travel.State.Gov) or call us at 730-4150.*

### Bunny Hop Grades Pre-K to 2

Back by popular demand! This spring event will have kids running around the Wentworth playground searching for hidden eggs. The Easter Bunny will be available for photographs so remember to bring your camera. *Please bring your own basket or bag for your egg collection.*

**03-19-2016**

**Saturday**

*(Make-up date: Sunday, 03-20)*

**Pre-K to K.....Begins at 1:00 pm**

**Grades 1 to 2 .....Begins at 2:30 pm**

**Wentworth School Playground  
FREE!**



### Flashlight Egg Hunt Grades 3 to 5

Bring a flashlight and hunt for eggs in the dark! Find a special egg and get an extra prize! *Please bring your own flashlight and basket or bag for your egg collection.*

**03-19-2016**

**Saturday**

*(Make-up date: Sunday, 03-20)*

**Begins promptly at 7:30 pm**

**Wentworth School Playground  
FREE!**



[www.scarboroughmaine.org/  
departments/community-services](http://www.scarboroughmaine.org/departments/community-services)

Trails

# Sponsors

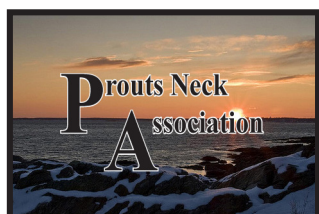
Scarborough Community Services (SCS) is pleased to acknowledge sponsors within our community who support Community Services and its countless activities provided to the residents of the Town of Scarborough. Each monetary donation helps to support special events, including SummerFest and the Annual 55+ Barbeque, Santa in the Park and the Tree Lighting, WinterFest, and Bunny Hop and Flashlight Egg Hunt. Each sponsorship level is recognized in the following ways:

Platinum Sponsor	Gold Sponsor	Silver Sponsor	Bronze Sponsor	Friend Sponsor
\$2,000	\$1,000	\$500	\$250	\$100
Town Hall Public Plaque	Town Hall Public Plaque	Personal Plaque	Personal Plaque	Certificate of Recognition
Personal Plaque	Personal Plaque	Brochure Recognition	Brochure Recognition	Brochure Recognition
Brochure Recognition	Brochure Recognition	SCS Website Recognition <i>with link to business website</i>	SCS Website Recognition	SCS Website Recognition
SCS Website Recognition <i>with link to business website</i>	SCS Website Recognition <i>with link to business website</i>	Cable TV Recognition <i>with business logo, name, and website on full slide</i>	Cable TV Recognition <i>with business logo, name, and website on half slide</i>	Cable TV Recognition <i>with business name on one slide with all Friends</i>
Cable TV Recognition <i>with business logo, name, and website on full slide</i>	Cable TV Recognition <i>with business logo, name, and website on full slide</i>			
Tree in Memorial Park <i>Effective 07-01-2014 Tree planted with company's first Platinum donation only.</i>				

## Platinum Sponsors



## Gold Sponsors



**Mitchell's  
Electric**



## Silver Sponsors

Fielding's Oil & Propane  
John Hughes, CFP®, ChFC® at Ameriprise Financial Services, Inc.

## Bronze Sponsors

American Legion Libby-Mitchell Post #76  
Bessey Commons  
Biddeford Savings  
cPort Credit Union  
Michelle Raber and Robin Thurston State Farm Agencies  
Moody's Collision Centers  
NAPA Village Center Auto Care  
Nationwide Payment Solutions  
Optimal Performance Physical Therapy  
Pat's Pizza of Scarborough  
Scarborough Dental Associates  
Scarboro Muffler Center  
Scarborough Lions Club

## Friends Sponsors

Big 20 Bowling Center  
F.A. Bartlett Tree Experts Co.  
Katahdin Trust Company  
Maine Warmers  
Oak Hill Ace Hardware  
P.A. Renovations  
Scarborough Garden Club



# Benefactors and Donors

Scarborough Community Services is pleased to present our Benefactor and Donor Program. Many businesses prefer to give donations in the form of certificates, tickets, and gifts. These donations enhance our sponsorship program by providing us with more opportunities.

Each benefactor will be recognized through our brochure, website, and cable television.

Platinum	Gold	Silver	Bronze	Friend	Donor
\$2,000	\$1,000	\$500	\$250	\$100	Less than \$100

## Platinum Benefactor

Camp Ketcha  
Project G.R.A.C.E  
Scarborough Terrace

## Silver Benefactors

Saco & Biddeford Savings Institution  
Five County Credit Union  
Portland Pie Co.

## Bronze Benefactors

Pet Quarters  
Shelly Rose Photography  
Subway Sandwiches

## Friend Benefactors

Black Point Inn  
Pizza Time of Scarborough

## Donors

Anjon's	Lots for Tots
Amato's Italian Sandwich Shops	Making Waves Hair Salon
Dairy Corner	Marden's
Egg & I Restaurant	Meineke Car Care Center
El Rayo Taqueria	Mr. Bagel of Scarborough
Estabrook's	New Angles Hair Salon
Hannaford Supermarket	Romeo's Pizza
Happy Wheels	Scarborough Grounds
Kamasouptra	Shaw's Supermarket

## Sponsorship and Benefactor Information

### What does Community Services use sponsorship money and donations for?

When businesses provide monetary donations, it is deposited into our Special Events account which is used to fund free family-friendly events throughout the year. When businesses donate items, such as gift certificates, services, tickets, coupons for free food or activities, gift baskets, or gift items, we offer these as prizes through raffles or silent auctions. This enables Community Services to generate money for future activities and events throughout the year.

### How can the community help?

Local businesses, organizations, families, and individuals are welcome to donate items throughout the year to Community Services. We accept help from volunteers at all of our events (as needed) and we are always looking for gift certificates in small amounts, candy, coupons for free food or activities, and small trinkets (pencils, stickers, toys). These items are given out to children as prizes at some of our yearly events.

*If you are interested in donating to our special events, please contact Community Services at 730-4150.*



# Find the Hidden Pictures!



www.hiddenpicturepuzzles.com

