

Scarborough Community Services

Winter Programs 2014-15

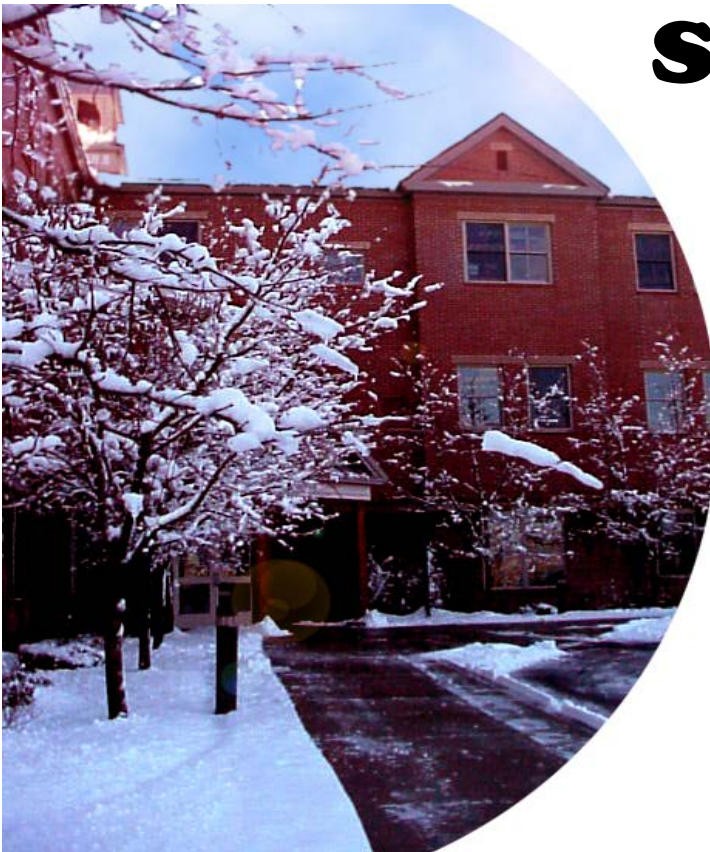
Registration Begins
Monday, November 3, 2014

REGISTER ONLINE
[https://register.parksreonline.com/
scarborough.html](https://register.parksreonline.com/scarborough.html)



259 US Route One, Scarborough, ME 04074
P.O. Box 360, Scarborough, ME 04070
Phone: (207) 730-4150 Fax: (207) 730-4165
Email: comserv@ci.scarborough.me.us
Website: www.scarboroughmaine.org

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.



Scarborough Community Services

Phone Numbers

Main Office 207-730-4150
 Main Office Fax..... 207-730-4165
 Ice Rink Hotline (*in-season only*)..... 207-883-7645
 Child Care Office 207-730-4170
 • 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 207-730-4780

Email Addresses

General Email: comserv@ci.scarborough.me.us
 Reservations Email: reservations@ci.scarborough.me.us

Location and Hours

The Scarborough Community Services Office is located on the third floor of town hall at **259 U.S. Route One, Scarborough, ME 04074** and is open 8:00 am to 4:00 pm Monday through Friday. We do not close for lunch. The office phone number is **207-730-4150**.

Passports are processed in the Community Services Office **Monday through Thursday between 9:00 am and 3:00 pm.**

Holiday Closures

The Scarborough Community Services Office and Child Care Office will be closed on the following days during the 2014-15 year:

- Monday, September 1 (Labor Day)
- Monday, October 13 (Columbus Day)
- Tuesday, November 11 (Veterans Day)
- Thursday, November 27 (Thanksgiving)
- Thursday, December 25 (Christmas)
- Thursday, January 1 (New Year's Day)
- Monday, January 19 (Martin Luther King Jr. Day)
- Monday, February 16 (Presidents Day)
- Monday, April 20 (Patriots Day)
- Monday, May 25 (Memorial Day)
- Friday, July 3 (Independence Day)

Community Services Staff

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

Like Us on Facebook!

Get up-to-the-minute information and updates from Scarborough Community Services . . . stay in the know regarding our youth and adult programs, cancellations or changes, or information about special events. Visit our page at **www.facebook.com/scarborocomserv** and click **Like** -- it's as simple as that!



Winter 2014-15 Brochure

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Registration Dates -- Year-Round

Scarborough Community Services has four registration periods throughout the year:

Seasons	Registration Begins
Fall.....	First Monday of August
Winter.....	First Monday of November
Spring.....	First Monday of February
Summer.....	First Monday of April

*If the first Monday falls on a holiday,
registration will begin the following day.*

Recreation Advisory Board

The Community Services and Recreation Advisory Board advises the Town Council on matters pertaining to the planning, developing, financing, and implementation of Community Services recreational programs and facilities for the benefit of the residents of Scarborough.

Meetings are held quarterly at 6:00 pm. Residents are invited and encouraged to attend these meetings. Anyone wishing to present a topic for discussion should call 207-730-4150.

Seniors Program Advisory Board

The Seniors Program Advisory Board provides directional advice for development of seniors programs and services to the Seniors Program Coordinator. The Board meets to discuss the planning, development, and implementation of senior programs, taking into consideration the monthly volunteer committee reports presented to the Board by the Seniors Program Coordinator. They review the budget at all meetings and they conduct periodic reviews of Senior Center Without Walls programs and services using data such as attendance records, cost analysis, and program evaluations.

The Senior Advisory Board meets the third Tuesday of each month at 8:15 am in the Town Manager's Conference Room. Residents are invited and encouraged to attend these meetings. Anyone wishing to present a topic for discussion should call 207-730-4150.



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 the 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 an appropriate period.

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.

Sibling Discount Policy^{SD}

Look for ^{SD} 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.

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).*

Refunds, Cancellations, and Changes

Youth and Adult Programs (see 55+ refunds below)

- **100% refund:** If Community Services cancels the activity.
- **\$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 seven calendar days prior to the start of an

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

- **100% 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 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 payments. 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! Follow the steps below to register online:

Step 1: Log In

1. Visit the Community Services webpage at www.scarboroughmaine.org/departments/community-services
2. Click on Online Registration Quick Link (located to the right).
3. Enter your User Name and Password.
 - User Names are typically a four-digit or five-digit number assigned to your household in our system.
 - Passwords are typically your last name but can be changed in the system to a password of your choice.
 - Passwords are case-sensitive.
 - If you don't know your User Name and Password, please call Community Services at 730-4150.
4. Click Registered Users Sign In.

Step 2: Search for Activity

1. Click Search and select Activity Search. The search screen allows you to customize the way you search for an activity, either by activity number, type of activity, by age range, or by keyword.
2. Once you have selected an activity, click on the shopping cart icon to the left. 
If an activity is listed as "unavailable," you must wait until the registration period begins or stop by our office if online registration has ended.
3. Select the family member you wish to enroll in the activity. Click Add to Cart at the bottom of this page once you are finished.
4. The Community Services release statements will appear. In order to continue with the registration process, please click Agree. If you choose to deny these statements, you must come into the Community Services Office and register in person.
5. Registration questions regarding T-shirt size, medical information, and special requests will appear. YOU MUST GIVE AN ANSWER FOR EACH QUESTION. If a question does not apply to you, you may enter N/A. Click Submit.
6. You will have two options on the next page:
 - a) Continue Shopping - if you would like to sign up for more activities, choose this option.
 - b) Proceed to Checkout - This will bring you to the payment page.

Step 3: Checkout

1. Once you are finished adding activities to your shopping cart, click Proceed to Checkout. Please review the billing information, select your payment type (Visa, Mastercard, or Discover), then click Continue.
2. You will be brought to a separate billing screen, where you are able to enter your credit or debit card information.
 - Be sure to change the expiration date -- it defaults to the current month and year
 - DO NOT click the back-button or refresh while this is processing or you may be double-charged.
3. You will come to a confirmation screen. It will list the email address where a confirmation receipt will be sent. If you would like to send it to another email address, type the address in the email box and click Submit.
4. Click Exit to sign off.

Please Note:
Registration
began August 4.

Basketball ^{SD}

Recreation Manager
Bill Reichl
Program Coordinator
Ryan Colpitts

Grades Pre-K to 8

We will kick off the basketball season with a Tip-Off, where players will meet their coaches and teammates, receive their team shirt, and have a short practice. Practice days and times are determined by coaches at the beginning of the season; therefore, we do not accept any requests for practice days and times. While we do our best to honor requests, team placement cannot be guaranteed. *Pre-school children must be four by October 15, 2014, in order to participate in this program.*

Changes in 2014-15



- This program will be split into two sessions, with Grades Pre-K to K beginning in November and Grades 1 to 2, Grades 3 to 4, Grades 5 to 6, and Grades 7 to 8 beginning in February.
- Tip-Offs will be held on a Wednesday evening instead of a Saturday morning.
- In an effort to keep teams balanced, we are not accepting special requests for Grades 5 to 6 and Grades 7 to 8 sports. This includes any special requests that are entered through the Roster Notes section during online registration.

Beginning in November: Grades Pre-K to K

Tip-Off
Wednesday,
11-05

11-08 to 12-20-2014 (6 weeks)

(No games on 11-29)

Wentworth Gym

Min 24, Max 140 (per division)

Activity
#210821

Cost: \$60

All early registration discounts have expired.

The registration deadline of 10-31 has passed.

*Please contact Community Services at 730-4150
for information on availability and late registration.*

Beginning in February: Grades 1 to 2, Grades 3 to 4, Grades 5 to 6, Grades 7 to 8

Tip-Off
Wednesday,
02-11

02-28 to 04-04-2015 (6 weeks)

Saturdays

Locations TBD

Min 24, Max 140 (per division)

Activity #210821

Cost: \$60

Early Registration Discounts:

If you register ~~on or after August 4~~\$50

If you register ~~on or after November 3~~\$55

If you register ~~on or after January 5~~\$60

Deadline for registration and requests (web and in-house) 02-13

Important Information

Register Early: Community Services will only place 10 kids on a team for basketball.

Coaches Meetings: Details will be emailed to our volunteers prior to the meeting dates.

Tip-Offs: Tip-Offs will be held on a Wednesday evening this year instead of Saturday morning. Details will be announced through email and on our website closer to the program start date. See above for Tip-Off dates.

Games: This program consists of six games held on Saturdays only. Times for games will vary based on the division and gym availability. Games are typically held no earlier than 8:00 am and are played no later than 4:00 pm. Detailed information on game times and locations will be available on our website closer to the program start date.

Practices: Each team will have an hour-long practice weekly with the exception of Pre-K to K teams who will practice before their games on Saturdays.

Pictures: Pictures will be taken at a Saturday game during the season. Details will be announced through email and on our website.



Indoor Soccer ^{SD}

Recreation Manager
Bill Reichl
Program Coordinator
Ryan Colpitts

Grades Pre-K to 8

When the weather gets cold and the snow starts to fly, we bring the fun of fall soccer inside! This fast-paced indoor soccer program allows kids to work on the skills they learned during fall soccer. Sign up early and receive a discount while they last! *Pre-school children must be four by October 15, 2014, in order to participate in this program.*

Changes in 2014-15

- This program will be split into two sessions, with Grades 1 to 2 beginning in November and Grades Pre-K to K, Grades 3 to 4, and Grades 5 to 8 beginning in January.
- In an effort to keep teams balanced, we are not accepting special requests for Grades 5 to 6 and Grades 7 to 8 sports. This includes any special requests that are entered through the Roster Notes section during online registration.

Beginning in November: Grades 1 to 2



11-08 to 12-20-2014 (6 weeks)

(No games on 11-29)

Saturdays

Middle School Gym

Min 24, Max 140 (per division)

Activity
#220443

Cost: \$45

All early registration discounts have expired.

The registration deadline of 10-31 has passed.

*Please contact Community Services at 730-4150
for information on availability and late registration.*

Beginning in January:

**Grades Pre-K to K, Grades 3 to 4,
Grades 5 to 8**

01-10 to 02-14-2015 (6 weeks)

Saturdays

Pre-K to K.....Middle School Gym

Grades 3 to 4 Wentworth Gym

Grades 5 to 8 Wentworth Gym

Min 24, Max 140 (per division)

Activity #220443

Cost: \$45

Early Registration Discounts:

If you register ~~on or after August 4~~\$35

If you register ~~on or after October 6~~\$40

If you register ~~on or after December 8~~\$45

Deadline for registration and requests (web and in-house) 01-02

Important Information

Coaches Meetings: Details will be emailed to our volunteers prior to the meeting dates.

Games: This program consists of six games held on Saturdays only. Please wear sneakers for this program and not cleats. Times for games will vary based on the division and gym availability. Games are typically held no earlier than 8:00 am and are played no later than 4:00 pm. Detailed information on game times will be available on our website closer to the program start date.

Practices: There are no practices during the week in this league.



**Please remind your friends to register for this program --
if we do not get enough participants the program will be cancelled!**



Youth Programs

Recreation Manager
Bill Reichl
Program Coordinator
Ryan Colpitts

Snow Sports Programs

Online registration is restricted for snow sports programs due to necessary paperwork that must accompany registrations. Although you may not register online, you may access the paperwork online: www.scarborough.me.us/commserve/documents/rec_youth.

Shawnee Peak Program Grades 4 to 8

Scarborough Community Services is once again sponsoring this recreational downhill ski and snowboard program for five selected Tuesday evenings. Program participants may choose from a lift-only option or elect to rent skis or a snowboard. Enroll in a lesson to enhance your skiing or riding ability. Lessons are targeted for the beginner right through the expert skier or rider. Lessons last 60 minutes, with free time afterward for skiing and riding (instructor approval necessary).

For cancellations due to inclement weather: All parents or guardians will be notified by email. It is up to parents to be sure Community Services has all appropriate email addresses.



Parent Volunteers! Volunteers are accepted on a first-come, first-served basis. Scarborough Community Services will provide a lift ticket to parent volunteer chaperones (limited amount of chaperone tickets available). For more information on becoming a volunteer, please contact Program Coordinator Ryan Colpitts at 730-4153 or rcolpitts@ci.scarborough.me.us.

01-20 to 02-24-2015 (5 weeks)

(No trip on 02-17; Make-up dates: 03-03 or 03-10)

Tuesdays

Bus Departs 3:45 pm

Week 1 Departure Time..... 3:30 pm

Bus Returns (approximate) 9:30 pm

Wentworth Parking Lot

Lift Only	\$185
Lift and Rentals	\$270
Lift and Clinic.....	\$270
Lift, Clinic, and Rentals	\$325
Bus Only.....	\$100
Helmet Rental (Already included in rental packages)	\$ 30

Deadline for registration 01-09

No online registration available -- must register in person.

We are unable to issue refunds for this program after January 9, 2015, as it is a pre-paid activity. When registering for this program, the fee must be paid in full.

Sunday River Program Grades 6 to 12

Scarborough Community Services is offering this recreational downhill ski and snowboard program once again for four selected Saturdays. A variety of options are available to program participants, including a lift-only option or the choice to rent skis or a snowboard. Lessons are also offered to improve your skiing or riding ability. Lessons are structured for the beginner right through the expert skier or rider.

Volunteers are accepted on a first-come, first-served basis. For more information on becoming a volunteer, please contact Program Coordinator Nikki Vafiades at nikspanish@roadrunner.com.



01-10 to 02-07-2015 (4 weeks)

(No class 01-17; Make-up dates: 02-28 or 03-07)

Saturdays

Bus Departs 7:00 am

Week 1 Departure Time..... 6:30 am

Bus Returns (approximate) 5:45 pm

Middle School Parking Lot

MOUNTAIN EXPLORER PACKAGES

Lift Only.....	\$225
Lift and Rentals.....	\$285

BEGINNER PACKAGES

Lift and Clinic.....	\$285
Lift, Clinic, and Rentals	\$300

Bus Only	\$125
Helmet Rental (Already included in rental packages)	\$ 32

Deadline for registration 12-31

No online registration available -- must register in person.

We are unable to issue refunds for this program after December 19, 2014, as it is a pre-paid activity. When registering for this program, the fee must be paid in full AND a wallet-sized picture must be turned in with completed activity form.

Youth Programs

Recreation Manager
Bill Reichl
Program Coordinator
Ryan Colpitts

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 12-22-2014.

Activity #210899

01-04 to 03-01-2015 (8 weeks)

Sundays

10:00 to 11:30 am

Wentworth School

\$65 per child (\$80 non-resident)

Min 15, Max 26



Deadline for registration (web and in-house) 01-02

Don't See a Program Here? Oftentimes, a program is added to the lineup after the brochure has gone to print. For added programs or updates, please visit the Community Services website at www.scarboroughmaine.org/departments/community-services.

Adult Programs

Recreation Manager
Bill Reichl
Program Coordinator
Ryan Colpitts

Open Gyms



Men's Open Gym Basketball

Call your friends and join us for a fun evening of basketball for all ability levels! *Each gym is limited to 18 people on a first-come, first-served basis.*

Please call Community Services at 730-4150 to be put on our Adult Open Gym Basketball email list. This will ensure that you receive notices on location changes and cancellations throughout the season.

Activity # 830001

11-04-2014 to 05-28-2015

(No open gyms on holidays and no-school days)

Tuesdays and Thursdays

7:30 to 9:00 pm

Middle School Gym

\$3 drop-in fee

Min 10, Max 18

Pickleball Suspended

Due to space limitations at our smaller schools and lack of availability at the larger schools, Pickleball sessions have been suspended until further notice. Any future changes will be announced on our website.

Ongoing Exercise Programs

Healthline and Healthline Plus

Healthline and Healthline Plus are exercise programs designed for all ages and abilities. With walking, jogging, and running (Healthline) mixed with strength training (Healthline Plus), these programs work to develop cardiovascular, aerobic, and muscular strength. Workouts change daily to keep exercise interesting and fun. We'll keep you moving year-round, either indoors working out or outdoors walking or running. *There will be a \$25 discount for those who register for both Healthline AND Healthline Plus (Combo). Instructor: Morgan Swinburne.*

Upcoming Healthline Sessions

Fall Session: 10-01 to 12-31-2014 (14 weeks)

Winter Session: 01-02 to 03-30-2015 (13 weeks)

Activity #220311

Mondays, Wednesdays, and Fridays

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

Healthline Plus7:00 to 7:45 am

High School Gym and Weight Room

\$65 per session (Healthline OR Healthline Plus)

\$100 per session (Healthline Combo)



Registration began Monday, April 7, 2014.

Registration Fee: \$110 per child *(non-refundable)*

All early registration discounts have expired.

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 your 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. It includes a nutritious snack every day, outside play or indoor physical activity, crafts, special projects, and quiet times.

We are a non-profit state-licensed program, complying with all the rules for the licensing of Child Care facilities established by the State of Maine.

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

Program Descriptions

Please refer to our School-Age Child Care and Club Teen Program Handbook for more information, including detailed program descriptions, no-school days, and vacation weeks:

www.scarboroughmaine.org/departments/community_services/child-care

The Primary School Program (Grades K-2)

Blue Point, Eight Corners, and Pleasant Hill Schools

- Before-school care and after-school care are both held at the primary school your 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, cards.
- After-school care runs from 3:10 pm until 6:00 pm sharp.
- An afternoon snack will be provided daily.
- Afternoon care consists of outside time, story time, projects, activity centers, and free play.

The Intermediate Program (Grades 3-5)

New Wentworth School

- Morning care will be provided at the 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.
- An afternoon snack will be provided daily.
- 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 to do quiet activities. At 4:30 pm more choices are offered, including clubs, table games, arts and crafts, etc.

The Club Teen Program (Grades 6-8)

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

Child Care Administrative Office Location

New 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

New Wentworth School (Room D-125) 730-4780

Club Teen (Grades 6 to 8)

Middle School Cafeteria 730-4848

Storm, Teacher, and Vacation Camp Days

New Wentworth School (Room D-125) 730-4780



Registration Procedures 2014-15 and Tuition Information

Registration Start Date

Monday, April 7, 2014.

Child Care Dates for Year 2014-15

September 2, 2014, through June 15, 2015.

Registration Location

Registration may be completed in the Community Services Office in the Municipal Building. We accept cash, check, or debit payments and are open between 8:00 am and 4:00 pm Monday through Friday. Starting in the fall of 2014 Child Care registrations may be taken by debit card only at the Child Care Office in the new Wentworth School. We are open until 6:00 pm.

Child Care Site Locations

Please see previous page for child care school locations.

Sibling Discount -- Two or More Children

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.

First-Come, First-Served Basis

Limited space is available at each child care site. All registrations are accepted on a first-come, first-served basis.

Waiting Lists

Once your school site has been filled, your child may be placed on a waiting list. We will notify you once an opening has become available.

Other Info

- **School-Age Child Care Program (Grades K to 5):** A minimum of two days per week is required. See next page for fee chart.
- **Club Teen (Grades 6 to 8):** Regardless of the number of days needed, only one option is available -- a monthly fee of \$250 per child.
- If you register your child after the start of the 2014 school year, please allow three business days for processing of the application. **It is the parent's responsibility to contact your child's school to let them know that your child will be attending the program.**
- We do not offer any hourly rates.
- Please understand that our school-age child care program is self-supporting and we therefore expect payment for the requested days regardless of whether your child or children attend and regardless of the reason for their absence.
- **Any unpaid child care fees will affect your ability to register for any other Community Services programs in the future until fully paid.**
- Scholarships may be available based upon financial need. Please request information from the Community Services Office located in the Municipal Building.

Payment Options and Protocol

Payment for child care may be made one of two ways: (1) Pay in full; or (2) Pay on a monthly or bi-monthly basis. Both payment options require a non-refundable registration fee and a completed EFT form upon registration. Payment will include care for 10 months -- September through June until our eight-week Summer Day Camp begins.

1. Pay in Full

When taken advantage of at the beginning of the school year, families who choose to pay in full receive one month FREE. Parents still have the option to pay in full if registering mid-year but will not receive a free month of care.

2. Monthly or Bi-Monthly Payments via EFT

You will be asked to complete an Electronic Funds Transfer (EFT) form at the time of registration. Payments will then be withdrawn once a month (on the 5th of the month) or bi-monthly (on the 5th and 19th of each month) for the months of September through June. The EFT form is available online, in the Community Services Office, and in the Child Care Program Handbook.

Insufficient Funds

If we receive an "insufficient funds" notice from your bank, we will NOT be making any second attempt to collect from your account on file. A \$25 fee will be added to your current monthly child care balance. We will then contact you and you will be responsible for paying the total within 48 hours. If we do not receive payment within that time frame, unfortunately we may be obligated to terminate child care services at the end of that week. Additionally, if we receive an "insufficient funds" notice a total of three times during the year, termination of care will be likely.

Receipts

Once payments have been posted to household accounts, a receipt may be emailed to you upon request or you may access it online using your user name and password.

Mid-Month Registrations

Should you register in the middle of the month, your bill will be pro-rated for that partial month and payment will be due at time of registration along with the registration fee. EFT payment will begin during the next month's billing.

Schedule Changes (Effective November 20, 2014)

A \$15 processing fee will be assessed when a schedule change is made in a child's before-care and/or after-care schedule (by either adding or dropping a day or days).

Withdrawal from Program

A one-month written notice must be provided prior to withdrawing your child from our program. If you fail to give proper notice, you will continue to be billed for that time and payment will be expected. Please remember it is your responsibility to notify us appropriately so you will not have to pay for services not used.



Child Care

2014-15 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	\$200	\$185	\$150	\$115
After School	\$335	\$290	\$240	\$185
Before and After School	\$415	\$360	\$285	\$210
Club Teen (Grades 6-8)	One payment option: \$250 per month (regardless of day used)			

Fees for Extra Days

In an attempt to provide care for all Scarborough school children, we have reviewed the printed 2014-15 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 final fees and schedules: www.scarboroughmaine.org/departments/community-services/child-care

	Activity Name	2014-15 Dates	Availability and Pricing
Included in Monthly Child Care Fees**	February & April Vacation Weeks (4-day weeks)	February 17-20 No care on Monday (holiday) April 21-24 No care on Monday (holiday)	Open to children enrolled AND not enrolled in child care program Enrolled: \$0 per day Not Enrolled: \$210 per week* \$60 per day*
	Partial Days (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
	No School Days (Full Days)	12-22 : 12-30 12-23 : 12-31 12-24 : 01-02 12-29 :	Open to children enrolled AND not enrolled in child care program Enrolled: \$55 per day* Not Enrolled: \$55 per day*
NOT Included in Monthly Child Care Fees**	Teacher/Staff Days (Full Days)	10-24 : 04-17 11-26 : 05-22	Open to children enrolled AND not enrolled in child care program Enrolled: \$55 per day* Not Enrolled: \$55 per day*
	Storm Days (Full Days)		Only open to children already enrolled for the specific day(s). \$40 per day
	Interim Care (August 2015)	Dates TBD	Open to children enrolled AND not enrolled in child care program Enrolled: \$210 per week* Not Enrolled: \$210 per week* \$55 per day* \$55 per day*
	Late Start School Days (Wednesday Teacher In-Service Days)	09-10 : 02-11 10-08 : 03-11 11-19 : 04-08 12-10 : 05-13 01-07 : 06-03	Open to children enrolled AND not enrolled in child care program Enrolled: \$0 No registration required if already attending Wednesday AM care. Not Enrolled: \$150 for the 10-date package No single-day registrations available.

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

Child Care

Child Care Manager
Audra Keenan
Program Coordinators
Andrea Zglobicki
Steve Kramer

Date Night for Parents

Enjoy a night out while Community Services staff provide a safe and fun evening for your children. Go out to dinner, watch a movie, get your holiday shopping and wrapping done, or just enjoy a quiet night without the kids. Activities will include crafts, games and a movie. A pizza dinner is provided.

Activity # 211936

12-12-2014
Friday
6:00 to 9:00 pm
Wentworth School Room D124/D125
\$20 per child
(*\$5 discount for each subsequent child*)
Min 10, Max 40

Deadline for registration (web and in-house) 12-08



February Vacation Camp

Parents, do you have to work while the kids are on vacation? Why keep your kids at home when they can join their friends at Vacation Camp? We will plan a variety of activities, including cooking, arts and crafts, gym time, and outdoor play, and a few field trips (TBD). *All participants must bring a lunch. Morning and afternoon snack will be provided.*

Activity # 312311

02-17 to 02-20-2015 (4 days)
Tuesday through Friday
7:00 am to 6:00 pm
Wentworth School
All 4 Days..... \$210 per child*
Individual Days..... \$60 per day*
Min 10, Max 100 (per day)

* Early registration discounts available
(Example: If you register before January 22, you will pay \$160 for all 4 days or \$40 per individual day)

Already enrolled in before-school or after-school care? There is NO FEE for registration but you MUST pre-register in the Community Services Office using the Vacation Camp registration form. See form on our website for details, including the cancellation policy.

55+ Programs

Recreation Manager
Bill Reichl
Program Coordinator
Hallie Hodge

Mission Statement

The 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.

Be a Part of Our New and Changing Programs!

Not seeing a program or trip you want? Let us know! We are always looking for suggestions for future trips, activities, and programs to offer our 55+ members. Feel free to email us at comserv@ci.scarborough.me.us, call us at 730-4150, or stop by our office on the third floor of town hall at 259 U.S. Route One.

Bus Transportation Available for Our Programs!

We have a 14-passenger bus AND a 28-passenger bus to get you around to our programs!

We provide transportation to the following Community Services programs: Wednesday Lunches at Camp Ketcha, Monday BINGO at Scarborough Terrace, Out-To-Lunch Bunch restaurants, Portland Players and Lyric Music Theater, and 55+-sponsored trips.

*In order to use our transportation, a current 55+ membership is required.
We do not offer transportation for individual appointments or errands.*



Want More Information?

www.scarboroughmaine.org/departments/community-services/55-program

Community Information

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/licenses-permits#TOC-Dog-License



Dogs on the Beaches

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

www.scarboroughmaine.org/town-government/town-ordinances

Facilities, Fields, and Trails

Looking to Reserve a Facility or Field?

Community Services has made booking a field or facility simple by accepting reservation requests online!

Using your user name and password, you are now able to log onto our online reservation system at <https://register.parksreonline.com/scarborough.html> and access the following features:

- Update your organization's contact information.
- 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 a reservation online using a debit or credit card.



To access your 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.

Scarborough Trails

Visit our trails webpage for maps and more information:

www.scarboroughmaine.org/departments/community-services/trails



Outdoor Lighting Management

Our wireless lighting system allows users within the community to schedule field lights. The High School Sports 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

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



Any person who is younger than high school age must wear a helmet at all times when playing hockey. Hockey is only allowed on the upper rink--it is prohibited on the lower 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

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
System Rain Barrel	\$62 each

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

Community Information

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 our department, we have provided the most popular website links below for your convenience:

Scarborough School Sports

- **Scarborough High School Athletics**
<https://sites.google.com/a/scarboroughschools.org/shs/student-life/athletics>
- **Scarborough Middle School Athletics**
<https://sites.google.com/a/scarboroughschools.org/sms/student-life/athletics>
- **Scarborough Red Storm Gear**
<https://sites.google.com/a/scarboroughschools.org/shs/student-life/school-store>

Youth Sports Leagues & Groups

- **Scarborough Cheering Club**
<http://scarboroughcheeringclub.com>
- **Scarborough Little League**
www.scarboroughll.com
- **Scarborough Youth Football**
www.scarboroughyouthfootball.com
- **Scarborough Youth Lacrosse**
<http://scarboroughlacrosse.org>
- **Scarborough Soccer Club**
www.eteamz.com/ssc
- **Scarborough Travel Basketball**
www.eteamz.com/Scarboroughbasketball
- **Big 20 Bowling Center Bowling Leagues**
www.big20bowling.com

Youth Groups & Organizations

- **Boy Scouts of America**
<http://pinetreebsa.org>
- **Girl Scouts of Maine**
<http://girlscoutsofmaine.org>

For a full listing of organizations and their website links, please visit our website and search under our Youth Recreation or Adult recreation web pages:

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

Passport Processing

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 for processing. *For complete information on what to bring, please visit the website below:*

- **Proof of U.S. Citizenship**
Certified U.S. birth certificate
- **Photo Identification**
Driver's license or Maine ID
- **Passport Photos**
This service is offered at many local places. Please contact our office for a list of available nearby photographers.
- **Payments**
 1. **Passport Book/Card Fee:** This fee **MUST** be paid by personal check or money order. Made payable to the U.S. Department of State.
 2. **Acceptance Fee:** Community Services can accept cash, check, or debit card payments for the acceptance fee.

To expedite your passport processing in our office, 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



Community Information

Social Media

Like Us on Facebook!

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

Special Events

Santa in the Park and Tree Lighting 2014

Bundle up and gather with friends, family, and neighbors in Memorial Park where we'll all be waiting anxiously for Santa's arrival! Enjoy a tractor ride to and from the park and be sure to bring a camera to capture the moment. *Parking is ONLY available at the High School Parking Lot*



Saturday, December 6
5:00 to 6:30 pm
Memorial Park Gazebo
FREE

Winterfest 2015

Join us for the 26th Annual Winterfest! There will be an array of activities on the ice rink and the high school sports fields starting at 12:00 noon. These include skating events, races, snow sculptures, a bonfire, and fireworks.

Please stay tuned to our website under *Special Events* to find up-to-date information about Winterfest 2015, including event schedules and silent auction items.

01-17-2015
Saturday
(Make-up date: Sunday, 01-18)
Begins at 12:00 noon
Ice Rink and High School Fields
FREE

Sponsor-A-Tree



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 received 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.

Tickets

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

Boston Celtics vs Houston Rockets

Friday, January 30
Game begins at 7:30 pm
Balcony 312, Row 9
21 tickets available (*entire row*)
\$40 each



Discount Ski Lift Tickets

- Sugarloaf and Sunday River..... \$66 each
- Wild Cat and Attitash..... \$58 each

All tickets are sold on a first-come, first-served basis. No refunds available for tickets. For more information on prices and availability, please visit our website:

www.scarboroughmaine.org/departments/community-services/community-information



Amenities Guide

																											For detailed directions and reservation information for our schools and fields, please contact Community Services at 730-4150. www.scarborough.me.us/commserv/index		
Parking (approx. # of spots)	Benches/Bleachers	Bike Racks	Boat Launch	Concession Stand	Drinking Fountains	Field - Baseball/Softball	Field - Football	Field - Multi-Use	Field - Soccer	Foot Shower	Ice Rink	Indoor Rental - Gym	Indoor Rental - Auditorium/Stage	Indoor Rental - Cafeteria	Leisure Equipment Rental (seasonal)	Open Space	Outdoor Amphitheater	Outdoor Basketball Courts	Outdoor Skateboard Park	Outdoor Tennis Court	Outdoor Track	Picnic Tables	Playground	Portable Toilets	Public Shower Facilities	Restrooms -- Year-Round	Restrooms -- Seasonal	Walking/Bike Trail	
690	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓				✓		✓	✓					✓	✓	✓	Scarborough High School & Clifford Mitchell Sports Complex - 11 Municipal Drive
150	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓												✓		✓	Scarborough Middle School & Middle School Sports Complex - 21 Quentin Drive
190	✓	✓						✓				✓	✓	✓									✓			✓			Wentworth School - 9 Wentworth Drive
50					✓	✓						✓		✓								✓			✓	✓	✓	✓	Blue Point School - 174 Pine Point Road
50					✓				✓			✓		✓								✓			✓	✓	✓	✓	Eight Corners School - 22 Mussey Road
35					✓			✓				✓		✓											✓	✓	✓	✓	Pleasant Hill School - 143 Highland Avenue
30	✓	✓		✓				✓									✓	✓	✓			✓					✓	✓	Memorial Park - 5 Durant Drive
75	✓	✓			✓	✓		✓	✓													✓					✓	✓	Springbrook Park - 11 Longmeadow Road
85		✓			✓	✓	✓	✓	✓													✓					✓	✓	Willey Park - End of Tenney Lane <i>(This is a spelling correction)</i>
75		✓		✓		✓		✓	✓													✓	✓			✓	✓	✓	Peterson Sports Complex - 138 Old Blue Point Road
40								✓																					SEDCO Field - 29 Black Point Road
10																		✓	✓	✓									Blue Point Park - 241 Pine Point Road
60		✓						✓									✓						✓						Black Point Park - 160 Black Point Road
n/a		✓			✓					✓																			Snowberry Ocean View Park - 376 Pine Point Rd.
86		✓							✓						✓							✓				✓	✓		Ferry Beach - 50 Ferry Road
346		✓		✓						✓												✓				✓			Pine Point Beach (Hurd Park) - 63 King Street
84		✓	✓		✓					✓												✓			✓	✓			Higgins Beach - 39 Ocean Avenue
8			✓																										Clay Pits Boat Launch - 33 Clay Pits Road
75*		✓	✓	✓																									Co-Op Parking/Boat Launch - 93 King Street * 75 car parking spots, 50 boat trailer parking spots
20		✓																							✓				Eastern Trail Parking 0.3 miles on left on Pine Point Road
10																	✓												Scarborough River Wildlife Sanctuary (56 acres) - Parking across from 207 Pine Point Road (Ken's Place)
15		✓															✓												Fuller Farm (220 acres) - 315 Broadturn Road
n/a																	✓					✓							Libby River Farm (123 acres) - Parking at 336 Black Point Road (Camp Ketcha)
10		✓															✓												Broadturn (Meserve) Farm (434 acres) 388 Broadturn Road
n/a		✓															✓												Sewell Woods (35 acres) Parking 0.2 miles on left on Ash Swamp Road

Schools

Parks / Fields

Beaches

Boat Launches

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 cash donation helps to support special events, including but not limited to SummerFest, WinterFest, and the Annual 55+ Barbeque. 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 Personal Plaque Brochure Recognition SCS Website Recognition <i>with link to business website</i> Cable TV Recognition <i>with business logo, name, and website on full slide</i> Tree in Memorial Park <i>Effective 07-01-2014</i> <i>Tree planted with company's first Platinum donation only.</i>	Town Hall Public Plaque Personal Plaque Brochure Recognition SCS Website Recognition <i>with link to business website</i> Cable TV Recognition <i>with business logo, name, and website on full slide</i>	Personal Plaque Brochure Recognition SCS Website Recognition <i>with link to business website</i> Cable TV Recognition <i>with business logo, name, and website on full slide</i>	Personal Plaque Brochure Recognition SCS Website Recognition Cable TV Recognition <i>with business logo, name, and website on half slide</i>	Certificate of Recognition Brochure Recognition SCS Website Recognition Cable TV Recognition <i>with business name on one slide with all Friends</i>

Platinum Sponsor



Thank you to Project G.R.A.C.E. for supporting many of our child care families.

Gold Sponsors



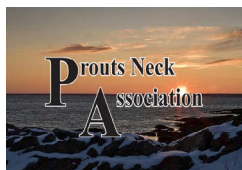
**Mitchell's
Electric**



Piper Shores



CPRC Group
The leader in conversion technology.



Silver Sponsors

Eight Corners Pizza
Sullivan Tire
Town & Country Federal Credit Union
Villari's Self Defense Center
Walmart

Bronze Sponsors

Beech Ridge Motor Speedway
cPort Credit Union
Dead River Company
Fielding's Oil & Propane
Fun & Sun Rentals
Lisa Howard, DDS
Main Line Fence
Moody's Collision Centers
P.A. Renovations
Pat's Pizza of Scarborough
Scarboro Muffler Center
Tri-State Packing Supply, Inc.

Friends Sponsors

Katahdin Trust Company
Northeast Civil Solutions
Oak Hill Ace Hardware
Scarborough Dental Associates
Scarborough Garden Club
Scarborough Lions Club
Woodin Store Fixtures, Inc.

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
Scarborough Terrace

Gold Benefactors

Bessey Commons
Dunkin Donuts
Haven's Candies
Villari's Self Defense Center

Silver Benefactors

Five County Credit Union
Muller Heating & Plumbing

Bronze Benefactors

Black Point Inn
Cats on Call
Fun & Sun Rentals
Romeo's Pizza

Friend Benefactors

Casella Pine Tree Waste
KJ Awards
Towneplace Suites

Donors

Al's Variety	PetLife
Amato's Italian Sandwich Shop	Scarborough Grounds
Beal's Ice Cream	Shaw's Supermarket
Beech Ridge Motor Speedway	Thai 9 Restaurant
Big 20 Bowling Center	
Bull Moose Music	
Dairy Corner	
Egg & I Restaurant	
Estabrook's	
Funtown/Splashtown USA	
Gee & Bee Sporting Goods	
Glazey Days	
Gorham Savings Bank	
Maine Indoor Karting	
Mainely Wraps	
Nonesuch River Golf Course	

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.*

