

HOW DO I REGISTER FOR SUMMERSCAPE?

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- 1) All participants must preregister this year @ <https://northreadingma.myrec.com>
Or call the office at 978-664-6016. This summer only there is a one week minimum for registration.
- 2) The one time per child (non-refundable) fee of \$20 must be paid at time of registration. **Please be sure all your emergency, medical and e-mail is current.** Once this is paid, you will be on the roster and will receive any and all updates via e-mail.
- 3) Once you have registered you will be added to a roster for SummerScape and all contact and medical information will be available on site.
- 4) We do not keep any credit card information on file. It is destroyed once it has been run for a transaction; therefore, you must submit your credit card (MasterCard or Visa, Discover) information each time you make payment with a credit card.

HOW DOES SIGN IN AND PAYMENT WORK?

- 1) All participants will be prepaid and pre-registered this year. no payments on site.
- 2) Before care and After care are pre-registered as well. However, if you do find you need to add it, please call the office.

General Information:

- 1) FORMS, All forms are available on our website. Most can be faxed to 978-664-8061 and payments can be phoned into our office.
- 2) PAYMENTS, We accept cash, check (payable to NR Parks & Recreation) and MasterCard, Discover and Visa.
- 3) HOURS,
Town Hall Office: Monday ~ Thursday, 8AM to 4PM, Friday, 8AM to 1PM.
SummerScape: Before Care 7:30AM to 9:00AM, Regular Care 9:00AM to 3:00PM, After Care, 3:00PM to 5:30PM.
- 4) REFUNDS, **THERE ARE NO REFUNDS/CREDITS OR TRANSFERS.**
- 5.) CHECK IN/SIGN OUT; please respect our procedures that requires participants to check in at front desk and requires guardian to **sign out** at end of day. If you drop off

later than 9:15AM, or need to sign out prior to 3PM, you must find the Director or a STAFF member to check-in/sign out.

6) PICK UP PERMISSION; Please note, when registering you must list all authorized people that you are allowing to pick up your child(ren) throughout the season. Person picking up should expect to show identification if they are not known to staff.