

City of North Las Vegas

SAFEKEY/CAMP PROGRAM 2016/2017

Parent Handbook

Neighborhood and Leisure Services – Safekey
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Welcome to the City of North Las Vegas Neighborhood and Leisure Services - Safekey

Mission Statement:

To enhance the quality of life of the citizens of North Las Vegas by providing a diversity of open space, parks and leisure opportunities.

The Program

The Safekey Program is for children Kindergarten through Grade 5 and operates at elementary school locations in the City of North Las Vegas. Safekey programs include game periods, snack, recreational enrichment activities, and supervised open play.

Camp only runs during the summer, winter and spring break. These programs offer supervised activities such as arts & crafts, games, sports and special events. Please remember that you must pack a lunch, snack and drink daily if your child is in this program.

Holiday Closures

The above programs will not be open on the following holidays:

Monday, September 5, 2016 – *Labor Day*
Friday, October 28, 2016 – *Nevada Day*
Friday, November 11, 2016 – *Veterans Day*
Thursday/Friday, November 24-25, 2016 – *Thanksgiving*
Monday, January 18, 2017 – *Martin Luther King Day*
Monday, February 15, 2017 – *President's Day*
Monday, May 30, 2017 – *Memorial Day*

Program Benefits

The City of North Las Vegas, Recreation Division is dedicated to providing the best possible program for your children. Our aim is to create an atmosphere in which safety, fun, recreation and social skills take place. Research indicates that essential program services provided within the recreation profession afford our youth the following personal benefits:

- Leisure opportunities for your youth provide positive lifestyle choices.
- Children's play is essential to the human development process.
- Meaningful leisure activity is an essential source of self-esteem and positive self-image.
- Physical recreation and fitness contribute to a full meaningful life.

ENROLLMENT PROCEDURES

PAYMENT OF FEES

Payments are made at the Safekey School/Camp sites during program hours. **PAYMENT IS DUE PRIOR TO PARTICIPATION IN SAFEKEY.** Only credit or debit payments can be made in person at a Safekey site or the Safekey Main Office via telephone at (702) 633-1608.

Payment may be made by money order, check, cash, or by credit card at Silver Mesa Recreation Center or Neighborhood Recreation Center. Make checks and money orders payable to: **The City of North Las Vegas.** State of Nevada Driver's License identification number must be provided if payment is made by check. Please note that services may be discontinued based on nonpayment of fees.

For online payments ONLY please access the City's website at www.cityofnorthlasvegas.com. Refer to pages 9 through 16 of this handbook for online payment procedures.

NONPAYMENT

Services must be paid prior to your child attending the Safekey program. Each child must have money or an a.m. or p.m. pass on their account before they can attend Safekey. If money or passes are not on the account the child will be sent to the school's office. The school office will then follow their procedures, which may include contacting the proper authorities and transporting the child if they are unable to contact parents. **For more information on the Clark County School District's after school transport policy please contact your child's school.**

If the account is left unpaid, the family will be unable to register for any City of North Las Vegas recreation activities, classes, programs, etc., until the account is paid in full.

LATE FEE FOR LATE PICK-UP

A \$10 late pick-up fee is assessed for every 10-minute increment the child stays past the scheduled program time, beginning at 6:01 p.m. The late fee is due at the time of pick up or before the participant returns to the program. If your child is not picked up 30 minutes after the program ends, the proper authorities will be contacted to receive the child. When a child is picked up after 6:00 P.M. on more than two occasions, written notice will be issued with the next late pick-up resulting in the possible removal from the program.

FINANCIAL ASSISTANCE AND EMPLOYER REIMBURSEMENT VOUCHERS

Las Vegas Urban League - Child Care Subsidy Program (CCSP)

Parents must apply for assistance by going to the website at www.childcarelv.org or call (702) 473-9400.

Certificates are site specific and cannot be used for any other location than what is stated on the certificate. It is the parents/ guardian's responsibility to adhere to all expiration dates and rules of CCSP and ensure that all their information is kept current. Parents/guardians will be responsible for all fees to the Safekey program if their certificate is not renewed by expiration date or if they change schools. The certificate must be received before the discount can be applied and parents/ guardians must sign the Child Care Enrollment Attendance Verification Form (EAV) monthly in order to receive the discount. **Not signing the EAV can result in parents being charged for services provided for the program.**

Employer-Issued Child Care Reimbursement Forms

Employer-Issued Child Care Reimbursement Forms are usually issued by the employer for a reimbursement. Your payments to the Safekey Program or City of North Las Vegas programs must be current for all program fees for an employer reimbursement form to be completed. It is the parent or guardian's responsibility to ensure that staff has all pertinent paperwork to complete the reimbursement request. Once the form is turned in to the main Safekey office, please allow three days turnaround time for completion of attendance verification. Staff is not responsible for keeping employer reimbursement paperwork on file at the site.

RETURNED CHECK

Returned checks will be considered non-payment. Parents who pay for services with checks that are returned due to insufficient funds will be charged a \$25.00 administrative fee. Credit/Debit payments can be made at a Safekey site, the Safekey Main Office, at Silver Mesa Recreation Center, Neighborhood Recreation Center, or via telephone (702) 633-1608. Cash payments can only be made at Silver Mesa Recreation Center or Neighborhood Recreation Center. All recreation services will be suspended upon notification of a returned check. After two returned checks, all future payments must be made using cash or credit card only.

RECEIPTS FOR PAYMENT

Please keep all receipts of payments made or request a copy of any transaction using your City of North Las Vegas online account. The Safekey Office is unable to provide end of the year statements for tax purposes. City of North Las Vegas tax ID number is 88-6000-200.

REFUNDS

No refunds or credits will be given once payment has been received. Safekey Membership Passes will **expire nine (9) months** after purchased and will become **non-refundable three (3) months after** purchase.

PROGRAM SCHEDULE

AM/BEFORE SCHOOL PROGRAM

The before school program will offer recreational games and activities inside the Multi-Purpose Room. Activities such as board games, reading and quiet activities are offered. A special area may be provided for those children who wish to complete homework assignments.

PM/AFTER SCHOOL PROGRAM

Program schedules have been established for Safekey sites with a suggested time frame. Site activities will vary; however, each site will include all of the following within their daily afternoon schedule:

Games & Relaxation **15 Minutes**

This is a time set aside to help children make the transition from school to Safekey. Roll is also taken at this time.

Snack Time **15 Minutes**

Some of our School Sites qualify for the Three Square Food Program where children will be provided a meal during an allotted time period. For sites that do not qualify Safekey will provide a small snack within the program but will allow time for children who have snacks to eat. This is a social time for the children and time for sharing events of the day.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Leisure Activities **90 Minutes**

This time is set aside for recreation activities such as arts and crafts, sports, games, music, dance, tournaments, special events and seasonal activities. CATCH is a nutrition and fitness program that runs three times a week. Children are encouraged to participate.

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Supervised Free Time 45 Minutes

Children will be allowed to complete their homework assignments during this period. If children do not have homework, they can read or draw quietly during this time. Every effort will be made to allow your children to complete their homework assignments, however, please remember that this program is a recreational program and is not designed to assist or tutor your child.

Special Activities Waiver

Parents/guardians may request that their registered Safekey Program participant leave and return to the Safekey Program to attend another CCSD function (i.e., chess club, tutoring, assist a school-run program or function) during Safekey Program hours. A special activities waiver must be filled out and signed by a parent/guardian prior to the event. The special activities waiver is required for each separate activity or occurrence and does not allow your child to sign themselves in and out of the Safekey Program. A completed copy of the special activities waiver must be filed with the participant's Participant Information Form.

Sign-In and Sign-Out Procedures

Each child must be signed in (morning) and/or signed out (afternoon) daily by authorized persons. For the protection and safety of the children, ALL authorized persons must be prepared to show a picture identification card before a child can be released. Older brothers and sisters may be listed and must show a Student Body Photo identification card or Nevada State identification card. State identification cards may be obtained from the Department of Motor Vehicles. Children will be released only to those individuals authorized on the participation form.

STAFFING

Our staff is carefully selected and placed at program locations based on what is best for participants and the program. For your child's safety, all staff is trained and certified in CPR and First Aid. Each employee must also complete a Department of Justice background check. A minimum of at least two years of experience working with children in a recreational or educational setting is required. All staff is trained in positive child discipline and emergency and safety procedures.

INCLUSION STATEMENT

The City of North Las Vegas, Recreation Division proudly complies with ADA (The Americans with Disabilities Act) and encourages individuals of all abilities to get involved in their community by participating in all recreation programs and activities. Upon request, the City will make all reasonable accommodations to programs to ensure that people with disabilities have an equal opportunity to enjoy all of the City's programs, services, and activities. Reasonable modifications are provided to enable an individual's participation in a program. If you or your family member requires a reasonable modification to participate in a program, please call two weeks prior to the start of the program at (702) 633-1608. **Individualized Education Plans (IEP) or Behavior Intervention Plan (BIP); are not mandated by law in a recreational setting. Every effort will be made to accommodate all participants in the Safekey Program; however, the Participant Behavior Code of Conduct must be followed to ensure everyone's safety and enjoyment.**

PERSONAL CARE POLICY

The City of North Las Vegas, Recreation Division does not provide personal care services of any type (Reference: U.S. Department of Justice manual "The Americans With Disabilities Act" Title II Technical Assistance Manual, Article II-3.6200, which covers state and local government programs and services) however, individuals' requiring such assistance will not be discriminated against. Those individuals needing assistance with toileting, feeding, or changing of clothes must make personal arrangements for this assistance. Parents and /or guardians may provide the care themselves, hire a personal care attendant, or designate someone that can respond. The individual responsible for care must be available to respond to the situation within 30 minutes of the request for service. If your child requires this form of assistance to participate in a program, please call two weeks prior to the start of the program at (702) 633-1608.

Please make sure all enrollment forms are updated with the accurate and current phone numbers to ensure that staff can contact you in case of an emergency.

MEDICATION

Nevada Revised Statute 452.213 prohibits the possession or administration of a drug or medicine by personnel working within, or assigned to, the Safekey Program. If your child is not able to administer his/her own medication, you will have to make arrangements with his/her school nurse or other appropriate health provider.

TELEPHONE USE

Telephones at Safekey locations are intended for Emergency use only. Parents that need to contact their child, or a Safekey site, please call the main Safekey office (702) 633-1608. Office staff will contact the program site and relay messages. Children's personal cell phones should be turned off and placed in a backpack upon arrival at Safekey. The City of North Las Vegas is not responsible for cell phones brought to the program. Your cooperation is greatly appreciated.

PARTICIPATION FORM/WAIVER

The parent/guardian must fill out a participation form for every child attending the Safekey program annually and a new participation form must be completed for each Camp session. Parents who attempt to use these programs without a completed participation form on file will be contacted and their child will not be accepted. **Only the individual(s) who originally signed the Participant Information Form may make changes. We will not release a child to any person that is not listed on the Participant Information Form.**

CUSTODIAL ISSUES

The obligation of staff is to ensure a safe and environment for your child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce, these situations result in various custodial arrangements. The City of North Las Vegas is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties and the City will neither negotiate nor mediate custody arrangements. The City will not be responsible for enforcing time constraints relating to visitation.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the department asks that you refrain from registering the child until such issues are resolved. If such issues arise once a child has been registered in a program, we expect them to be resolved immediately. If the issues are not resolved immediately, the department will consider whether the child may continue to participate in the program.

Any parent or guardian who demonstrates they have any custodial rights to the child may sign the child in or out of the program and may sign the child up for field trips or obtain weekly updates or programmatic emails when applicable. Even if this person did not register the child and even if the information sheet does not list this person as an authorized pickup. Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to City of North Las Vegas prior to the child's participation in the program. Be sure to allow time for paperwork review and a response, if requested. It is our experience that many divorce decrees discuss terms of visitation but often do not specifically remove the custodial rights of the other party. The City does not enforce or mediate terms of visitation.

Our number one concern is the safety of your child. In the case of joint custody, as the parent who registers the child, please fill out one participation form per child and provide the name, address and home, work and emergency telephone number of the other person with custodial rights. The parent who registers the child has the responsibility of distributing a copy of the Safekey Handbook to the other parent. ***It is the responsibility of the parent who registered the child for the program to keep all payments up to date. If the account is left unpaid, the child will not be allowed to participate in Safekey, regardless of which parent is responsible for the balance.***

CONDUCT OF PARENT

As adults, we serve as role models for the children in our program. If you have a concern, please address your concern in an appropriate calm manner to the Safekey staff or call (702) 633-1608 and request to speak with a supervisor. The City of North Las Vegas has set forth a policy of zero tolerance or workplace violence, physical force, harassment, intimidation, or abuse of power of authority. Should a situation occur within the program, due to inappropriate actions by parents/guardians, causing excessive time spent by Safekey staff, **WE RESERVE THE RIGHT TO REMOVE PARTICIPANTS FROM THE PROGRAM.**

BEHAVIOR CODE OF CONDUCT

(Please review this section with your child)

The City of North Las Vegas has rules governing behavior in order to assure everyone's safety and enjoyment. Participants are expected to behave at all times. This can be accomplished by them showing respect to all other participants and staff, refrain from using abusive language, from causing bodily harm, or showing disrespect for equipment, supplies and facilities. If inappropriate behavior is displayed, the guidelines are as follows.

The City reserves the right to suspend participants whose behavior endangers the safety of them or others. Parents/guardians are required to follow the "Behavior Code of Conduct" as well, and could be responsible for the suspension or removal of participant.

Examples of Inappropriate Behavior that may lead to suspension:

1. **ABUSIVE LANGUAGE/INAPPROPRIATE GESTURES** - The use of foul or unkind words, and inappropriate gestures toward other participants or staff.
2. **FIGHTING/ASSAULT** - Injuring another participant or staff through inappropriate action.
3. **DISRESPECT OF STAFF** - Talking back or not listening to staff members. Not following directions.
4. **MISUSE OF PROPERTY** - Improper care of equipment or items that belong to the City of North Las Vegas, Clark County School District, or items belonging to other participants.
5. **STEALING** - Removing items from staff, site locations, or participant's personal belongings without permission.

STEPS TAKEN TO CORRECT INAPPROPRIATE BEHAVIOR

(The City of North Las Vegas reserves the right to suspend at any time, depending on the severity of the offense.)

1. **COMMUNICATE APPROPRIATE BEHAVIOR** - A staff member will communicate appropriate behavior to the participant. The participant will be expected to model the appropriate behavior and clearly understand the consequences.
2. **QUIET TIME** - If the inappropriate behavior continues, a staff member will remove the participant from the activity and participant will be placed in Quiet Time (three to five minutes). The participant will always be informed as to why they are in Quiet Time.
3. **WRITTEN REPORT** - If a problem persists, a staff member will document this behavior in writing and review this with the parent/guardian. The written report documents the issues a child is having in the program. Upon completion of the report, both the parent/guardian and staff will sign the report. After three (3) written reports, the child will be suspended pending a parent/staff meeting to discuss the behavior issues. It is the responsibility of the parent/caregiver to call the program supervisor to set up a behavior meeting. A Behavior Plan may be developed by the staff and parent/guardian to document what is expected. The staff member will contact the parent/guardian about the participant's behavior, either by telephone or in person, for a conference to decide if a Behavior Plan needs to be developed. Suspensions may occur while the Behavior Plan is being developed.
4. **BEHAVIOR PLAN** - A Behavior Plan will outline the problem areas and the ways of correcting or positively changing the behavior. This plan will be discussed with the child, parent/guardian, and staff. Each will sign the plan and accept their responsibility as outlined in the Behavior Plan.

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- Guidelines are set up to correct inappropriate behavior. At times, this procedure may not resolve the situation. If inappropriate behavior continues, the participant maybe removed from the program.

SUSPENSION POLICY

FIRST SUSPENSION

If after steps 1 through 4, the inappropriate behavior continues, the participant will be suspended for one to three program days, depending on the severity of the behavior.

SECOND SUSPENSION

Should inappropriate behavior continue after the first suspension, the participant will be required to take five days off from the program.

THIRD SUSPENSION

A one year or permanent suspension from the program is handled on an individual basis.

NOTE: Depending upon the severity of the situation, a participant may be suspended from the program for one year, or permanently, prior to the first suspension. NO REFUNDS WILL BE GRANTED FOR SUSPENDED PROGRAM DAYS.

PROGRAM RESPONSIBILITIES

IMPORTANT! This program is administered by the City of North Las Vegas. Clark County School District facilities are made available for the operation of Safekey through the Open-Door-Open-School Policy. The school office may give information as to where to register, or who to contact, but at no time are they responsible for the operation of the Safekey program. If you have questions or concerns, please contact the Safekey office.

SAFEKEY PROGRAM RATES

MORNING(AM) PROGRAM

7am School Starts

Days	1 Child	2 Children	3 Children
5	\$28.75	\$57.50	\$86.25
4	\$23.00	\$46.00	\$69.00
3	\$17.25	\$34.50	\$51.75
2	\$11.50	\$23.00	\$34.50
1	\$5.75	\$11.50	\$17.25

Antonello, Bruner, Goynes, Scott, Tartan (6am start)

AFTERNOON (PM) PROGRAM

After School 3pm – 6pm

Days	1 Child	2 Children	3 Children
5	\$43.75	\$87.50	\$131.25
4	\$35.00	\$70.00	\$105.00
3	\$26.25	\$52.50	\$78.75
2	\$17.50	\$35.00	\$52.50
1	\$8.75	\$17.50	\$26.25

EXTENDED AFTERNOON (PM) PROGRAM

Antonello, Bruner, Goynes, Scott, and Tartan

After School 2pm – 6pm

Days	1 Child	2 Children	3 Children
5	\$53.75	\$107.50	\$161.25
4	\$43.00	\$86.00	\$129.00
3	\$32.25	\$64.50	\$96.75
2	\$21.50	\$43.00	\$64.50
1	\$10.75	\$21.50	\$32.25

City of North Las Vegas Safekey After-School Nutrition and Physical Activity Policy

Obesity has been identified as an epidemic by the Centers for Disease Control and Prevention (CDC). The prevalence of obesity has doubled in the past 25 years. The rate of unhealthy bodyweight (overweight/obese) among children and adolescents has tripled since the 1980s.

Healthy snacks and opportunities for physical activity in after-school settings can play a key role in helping to combat obesity in children. City of North Las Vegas cares about the health of the children that we serve in our after-school programs. In an effort to improve the health of the students that we serve, City of North Las Vegas is implementing the following nutrition and physical activity policies in our after-school programs.

Physical Activity

At least 30 minutes of physical activity time (structured and/or non-structured) will be provided each day for participants in the after-school programs. This activity time will be a regular and intentional component of the curriculum and will utilize evidence-based physical activity curriculum such as the CATCH Kids Club on a regular basis. Structured physical activity offered during physical activity time will be inclusive of all participants and developmentally appropriate.

Non-educational screen time will be limited to no more than one time per week. Our programs will not withhold physical activity as a punishment for children unless it is determined by staff that to continue and/or allow the child to participate in the physical activity would potentially put the child or other children in danger.

Nutrition

Snacks and beverages offered during our after-school program must meet the nutrition guidelines summarized below:

We will serve snacks that have:

- 30% or fewer calories from fat (exception for cheese and yogurt see below)
- 10% or fewer calories from saturated fat
- 0% trans-fat
- 600 mg or less of sodium per serving
- 35% or less sugar by weight (excluding fruits and vegetables when used as additives)
- Cheese and yogurt made from reduced-fat, low-fat, or fat-free milk
- Beverages allowed include:
 - Water without flavoring, additives or carbonization.
 - 100% fruit or vegetable juice in serving sizes no larger than 8 oz per individual serving.
 - Milk, including flavored milk must contain 1% or less fat.

Foods of minimal nutritional value will not be given away or used as incentives for students. Foods of minimal nutritional value may include: soda, water ices/Popsicles (with the exception of products that contain fruit and/or fruit juice); gum, candies such as hard candies, jellies, gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn).

Staff will model healthy behavior by not consuming food that the children are not allowed to eat during the program. Water will be available/ accessible at all times during the after-school program hours. Fruits and/or vegetables (fresh, frozen or canned in its own juice) will be served as a snack at least one time per week.

Exceptions to the nutrition policy may be made on a case by case basis in order to celebrate special holidays and/or occasions.

Adherence:

City of North Las Vegas staff will receive information and training on the new policies and all staff are expected to adhere to the new policies. The policy will be included in the standard operating procedure and policy manual. Parents of students attending the after-school program will also be informed of the new policies.

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CAMPS

Day camp programs are offered at Silver Mesa Recreation Center in conjunction with Fun Zone. Safekey Camps are structured programs for elementary age children. Camps will offer a variety of activities and social events such as arts and crafts, fitness activities, and physical games that are facilitated by trained staff.

Safekey Camps require a completed Safekey Participation Form strictly for the use of the Safekey Camp program. Please make sure the site location written on the form is Safekey Camp Program. Please handle Fun Zone registration and fees with Front Desk Staff at Silver Mesa Recreation Center.

SAFEKEY CAMP/FUN ZONE PROGRAM RATES

PROGRAM	AGES	DAY(S)	TIME	FEE
WINTER BREAK	K – 5 Grade	Mon-Fri	7:00am – 3:00pm	\$18/day
SPRING BREAK	K – 5 Grade	Mon-Fri	7:00am – 3:00pm	\$18/day
SUMMER	K – 5 Grade	Mon-Fri	7:00am – 3:00pm	\$18/day

Silver Mesa Recreation Center Fun Zone in conjunction with Safekey Camp:

PROGRAM	AGES	DAY(S)	TIME	FEE
WINTER BREAK	K – 5 Grade	Mon-Fri	3:00pm – 7:00pm	\$3/month
SPRING BREAK	K – 5 Grade	Mon-Fri	3:00pm – 7:00pm	\$3/month
SUMMER	K – 5 Grade	Mon-Fri	3:00pm – 7:00pm	\$36/year