

City of North Las Vegas

SAFEKEY/CAMP PROGRAM 2017/2018

Parent Handbook



Neighborhood and Leisure Services – Safekey
4025 Allen Lane
North Las Vegas, NV 89032
Telephone: (702) 633-1608
Fax: (702) 636-5511



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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.

Safekey Program Description

Safekey is a before and/or after school recreational enrichment program designed for children, ages 5-11 attending kindergarten through fifth grades at their Safekey elementary school site. The program follows the Clark County School District (CCSD) calendar and operates only on days that school is in session. Daily and weekly scheduled activities include physical fitness, arts and crafts, music, drama, games, reading time, special events, and a nutritional afternoon snack.

Camp Program Description

Camp only runs during summer, winter and Spring Break. The camp programs offer daily and weekly supervised activities such as arts & crafts, games, sports, field trips, specialty clubs, and special events.

Holiday Closures

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

Monday, September 4, 2017 – *Labor Day*
Friday, October 27, 2017 – *Nevada Day*
Friday, November 10, 2017 – *Veterans Day*
Thursday/Friday, November 23-24, 2017 – *Thanksgiving/Family Day*
Monday, January 15, 2018 – *Martin Luther King Day*
Monday, February 19, 2018 – *President's Day*

Hours of Operation

Safekey main office (4025 Allen Lane. NLV, NV 89032)
Walk-In hours Monday-Thursday 8 a.m. – 6:30 p.m.
Phone hours (702) 633-1608; Monday – Friday 6 a.m. – 6:30 p.m.

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.

Safekey Staff

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.

The City of North Las Vegas enforces a "hands off" policy. The only time staff is permitted to touch a child is if the child is a danger to themselves or others or is destroying property.

ENROLLMENT PROCEDURES

Payment of Fees

There is an annual Safekey registration fee of \$10 per school year per child. In addition, an AM/PM. specific pass must be pre-purchased before a child attends Safekey. If your child is absent on the specific day that you purchased, you may transfer the pass. The transfer of a pass must be requested via phone to the main Safekey office at (702) 633-1608 prior to the start of the daily AM/PM session.

Payments can be made online at cityofnorthlasvegas.com, via phone by calling (702) 633-1608 (option 2) or at the Safekey main office using cash, money order, credit card (MC, Visa and Discover), debit card or check accompanied by a valid Nevada driver's license. You can also make a payment at the nearest City of North Las Vegas Recreation Center

Silver Mesa Recreation Center: 4025 Allen Ln. North Las Vegas, NV 89032 (Mon-Thurs 8am - 6:45pm) and (Saturday 9am-1:45pm)

Neighborhood Recreation Center: 1638 North Bruce Street. North Las Vegas, NV 89030 (Mon-Thurs 9am-5:45am) (Saturday 9am-1:45pm)

Returned Check policy

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 NSF.

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.

Prepaid Service Policy

The Safekey Program is a prepaid service. Each child must have an appropriate a.m. or p.m. pass on their account before they can attend Safekey. If no passes are purchased, the child will be sent to the school's office. **If payment is not made in a timely manner the child may be transported to the Boys & Girls Club or Child Protective Services (CPS) per CCSD policy.** For more information on the Clark County School District's after school transport policy please contact your child's school. The Clark County School District (CCSD) has an After-School Care Process. If the CCSD sends your child to Safekey under the After-School Care Process you will be responsible to the CCSD for any fees incurred.

Parents are not guaranteed to receive a call from the Safekey office when a child does not have a pass.

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.

Refund Policy

Once payment has been received No refunds, credits will be given. A pass may be transferred if notice of non-attendance is given in advance. Transfer of a pass must be requested via phone to the main Safekey office at (702) 633-1608 prior to the start of the daily am/pm program. NO EXCEPTIONS. Late request will not be accepted.

Tax Statements

The City of North Las Vegas does not provide printed tax statements for Safekey services. However, receipts can be printed through your on-line account. For more information or assistance, please contact the Safekey Office at (702) 633-1608.



Las Vegas Urban League 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.



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 school issued 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.

Late Pick-Up Policy

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 (CCSD Police) will be contacted to transport the child. **After a child has been transported by the CCSD Police or if a second late pick-up occurs, a parent conference will be scheduled. If there is a third late pick-up, families will be suspended from the Safekey Program.**

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., choir, 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 will be filed with the participant's participation Form.

Photography Release Statement

The city of North Las Vegas Safekey participant's may be photographed or videotaped during Safekey events by the Safekey staff. The images may be used by the City of North Las Vegas in print or electronic media unless specifically requested in writing otherwise by a participant or parent/guardian.



Medication Release Information

We would like to make sure that all participants are in a healthy environment. Keeping your child home if he or she is sick or displaying any of the following symptoms:

- Elevated temperature
- Wheezing
- Persistent headache
- Nausea/vomiting
- Unexplained rash
- Diarrhea
- Inflamed sore throat
- Earache

If the illness or condition is contagious or communicable, the child may not be permitted to participate in the program until he/she completely recovers from the illness or condition. A doctor's release will be required prior to the child re-entering the program.

If a child needs to take prescription medication during program hours,(administered by the child only) the following procedures must be followed:

- Parents must complete the medication release form and attach a photo of the child.
- Medication must be in its original container with the pharmacist's label.
- Pharmacist's label must display the child's name, the name of the medication, the instructions/dosage, and the name of the prescribing physician.
- Only a daily dose should be in the medication container and parents must pick up the empty container each day

Personal Care Policy

The City of North Las Vegas, Recreation Division does not provide personal care services such as feeding, toileting, or the changing of clothes. (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) If personal care is needed we will accommodate a personal care attendant by allowing them space and privacy in the implementation of their duties. Parent/Guardian may also provide the necessary care. 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.

Inclusion

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. There will be every effort 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.**

Telephone Use

Telephones at our Safekey sites are intended for business and emergency use only. If you need to contact the Safekey staff at your child's elementary school, please contact the Safekey Office at (702) 633-1608. They will contact the site and relay your message. **Our agreement with the Clark County School District prohibits the distribution of your child's elementary school Safekey Program phone number to participants as it is used by another operation during the school day.** 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 Participation Form.**

Custodial Issues

The obligation of staff is to ensure a safe 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.***



Parent Code of Conduct

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**

Nevada Revised Statute Chapter 199 Crimes Against Public Justice

NRS 199.300 Intimidating public officer, public employee, juror, referee, arbitrator, appraiser, assessor or similar person.

1. A person who directly or indirectly, addresses any threat or intimidation to a public officer, public employee, juror, referee, arbitrator, appraiser, assessor or any person authorized by law to hear or determine any controversy or matter, with the intent to induce him, contrary to his duty to do, make, omit or delay any act, decision or determination, shall be punished.

a. Where physical force or the immediate threat of physical force is used in the course of the intimidation or in the making of the threat, by imprisonment in the state prison for not less than one (1) year or more than six (6) years and may be further punished by a fine of \$5,000.

b. Where no physical force or immediate threat of physical force is used in the course of the intimidation or in the making of the threat, for a gross misdemeanor.

2. As used in this section, “public employee” means any person who performs public duties for compensation paid by the state, a county, city, local government or other political subdivision of the state or an agency thereof, including, without limitation, a person who performs a service for compensation pursuant to a contract with the state, county, city, local government or other political subdivision of the state or an agency thereof.

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

Suspension Policy – Parent conference required in order to return to the program

1st 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.

2nd SUSPENSION

Should inappropriate behavior continue after the first suspension, the participant may be suspended up to five program days.

3rd 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.**

Personal Possessions

The City of North Las Vegas Safekey program is not responsible for any lost or stolen items. Toys, radios, electronics, skateboards, scooters, and sports equipment are not allowed at Safekey. Any child who brings these items will be asked to place them in their backpack. Participant cell phone use is prohibited.



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, (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

Special Note: Some sites may not offer an AM Program. Rates are subject to change according to adjusted school start/end times. **No refunds or credits will be given under any circumstances.**

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	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



Program Disclaimer

The Safekey Program reserves the right to refuse service for the following reasons:

- Failure of parent, guardian or child to follow policies, procedures, and rules;
- Parent, guardian or child is physically or verbally abusive to staff or other participants/ parents;
- Failure to prepay fees as scheduled;
- Failure to provide updated information and records;
- Failure to adhere to pick up your child by closing time;
- When, at the discretion of the City of North Las Vegas Safekey Program, believe that the continued service is not in the best interest of the child and/or agency.



Frequently asked question

1. Can I get a credit/refund for unused Safekey Days?

If requested via phone prior to the program beginning.

2. Can I get a Tax Statement for my taxes this year?

Tax statements can be printed out using your online household account. The Safekey office does not provide end of the year tax statements. Please retain your receipts, our Tax ID number is 88-6000-200.

3. Can I just put money on my account?

Our registration system requires transactions to be a.m. or p.m. specific daily.

4. Is there a fee if I am late to pick up my child?

Beginning at 6:01 a late pick up fee of \$10.00 will be assessed for every 10 minutes the participant(s) remains at the Safekey site.

5. What happens if my child attends a.m. or p.m. Safekey without being paid for in advance?

A Child cannot stay until payment is made. They will be escorted to the school office.

6. How can I pay?

At your child's Safekey Site, Via Phone, Online, any CNLV Recreation Center or the Safekey Main Office.

7. How do I register?

Complete the participation form at the Safekey site or Main Safekey office. Forms are NOT available to download online.

8. Who is authorized to pick up my child?

The only people authorized to pick up a child are the individuals listed on the participation form. Everyone who picks up is required to show a picture ID.

9. Can you fax or email the participation form?

Unfortunately we cannot accept faxes or emails, all forms are in triplicate and cannot be copied.

10. I can't log in to my online account?

Call the Safekey Office at 702-633-1608 (option 2) and we will assist you.

11. Is my credit card information kept on file?

Only by request will the last four digits of your credit card information be kept on file. Before the card may be used the last four digits of the credit card must be verified.



City of North Las Vegas Neighborhood and Leisure Services Recreation Centers

SILVER MESA RECREATION CENTER

4025 Allen Lane
North Las Vegas, NV 89032
Phone: (702) 633-2550
Fax: (702) 636-5511

HOURS OF OPERATION:

Monday through Thursday, 9:00am - 7:00pm
Closed Friday
Saturday, 9:00am - 2:00pm
Closed Sun

NEIGHBORHOOD RECREATION CENTER

1638 North Bruce Street
North Las Vegas, NV 89030
Phone: (702) 633-1600
Fax: (702) 642-3667

HOURS OF OPERATION:

Monday and Wednesday, 9:00am - 6:00pm
Tuesday and Thursday, 9:00am - 8:00pm
Closed Friday
Saturday, 9:00am - 2:00pm
Closed Sunday

The City of North Las Vegas prohibits discrimination based on race, color, national origin, age, and disability in employment or the provision of services.