

# Safekey

**CITY OF LAS VEGAS**

**Parent Handbook**



The Key To Unlocking  
Your Child's Potential

**Contact Us!**

**SAFEKEY OFFICE**

416 N. Seventh St. // Las Vegas, NV 89101  
(702) 229-3399 // [recreation.lasvegasnevada.gov](http://recreation.lasvegasnevada.gov)





## Dear Safekey Participants and Parents,

Welcome to the city of Las Vegas Safekey program. Research has shown that afterschool programs are a critical component to extended learning. After more than 30 years of service, the city of Las Vegas remains committed to ensuring that the Safekey program aligns and supports the Clark County School District, so that all students are "ready by exit." Safekey keeps students safe; supports learning through homework help or tutoring at select sites; provides mentoring by caring adults; and promotes healthy lifestyles and nutrition. We offer a comprehensive program designed to meet the needs of today's families.

For the past two years, the city partnered with the District to offer the APPLE CORE reading incentive program. APPLE CORE stands for All People Promoting Literacy Efforts; Counting Our Reading Efforts. Students at all 72 of the city of Las Vegas Safekey sites tracked minutes throughout the school year that were read during Safekey. We are pleased to announce that for the 2015-16 school year, **4,935** Safekey students participated in the contest and read a grand total of **1,692,865 minutes** or **28,214** hours. Over two dozen students received a Kindle Fire or Home Library for being named "top readers". Through this program we are promoting the love of reading, which is a lifelong gift.

This year, we will be integrating STEAM (Science, Technology, Engineering, Arts & Math) into the Safekey program, as well as, making homework help available to students. Some Safekey sites will offer certified tutors. The city of Las Vegas is dedicated to delivering a top notch afterschool experience and always welcomes and appreciates your feedback on ways we can enhance our program.

Again, thank you for choosing the city of Las Vegas Safekey Program as your afterschool provider. We look forward to caring for your child and making this an exciting year. Please find enclosed a handbook to provide information about the city's Safekey Program.

Yours in service,



Dr. Lisa Morris Hibbler, Director

Department of Youth Development and Social Innovation

City of Las Vegas





## Table of Contents

Safekey Vision .....	1
Mission Statement .....	1
Program Description .....	1
Holiday Closures .....	1
Hours Of Operation .....	1
Frequently Asked Safekey Questions .....	2
Safekey Partnerships .....	5
Contact Information .....	6
Safekey Staff.....	6
Fee Payment .....	7
Credit Card Disputes.....	7
Prepaid Service Policy .....	7
Refund Policy .....	8
Tax Statements.....	8
Refund Policy .....	9
Financial Assistance and Employer Reimbursement Vouchers .....	10
Custodial Issues .....	10
Sign-In and Sign-Out Procedures .....	11
Late Pick-Up.....	11
Special Activities Waiver .....	11
Photography and Videotaping.....	11
Medical Insurance.....	12
Medication Release Information .....	12
Parent Code of Conduct.....	12
Inappropriate Behavior .....	14
Suspension Policy .....	14
Inclusion.....	15
Personal Care Policy.....	15
Telephone Use .....	15

## Safekey Vision

The city of Las Vegas Safekey Program is dedicated to providing the best possible program for your child. Our goal is to create an atmosphere where safety, fun, recreation, and socializing take place.

We will:

- Provide a positive and meaningful experience;
- Help children develop self-esteem through a safe, supervised program;
- Involve children in group and individual activities that will help each child grow to his or her fullest potential;
- Foster growth and development by incorporating values and respect in peer group relationships.

The benefits of recreation are endless. Personal, social, economic, and environmental benefits are obtained through recreation.

## Mission Statement

The city of Las Vegas Safekey Program provides families with recreational experiences for elementary school age children in a supervised and fun environment. This allows parents to work, go to school, or seek employment while knowing their child is safe. It is a positive alternative, for a child who may otherwise be left unattended during out-of-school time.

## 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, homework assistance, and a nutritional afternoon snack.

Please check with Safekey staff (702) 229-3399 or on-line at [recreation.lasvegasnevada.gov](http://recreation.lasvegasnevada.gov) to see if morning Safekey is available at your child's school.

## Holiday Closures

Safekey will be closed on all city of Las Vegas holidays. The Safekey program follows the Clark County School District (CCSD) calendar and operates on the days school is in session excluding PM Safekey on half-days.

## Hours Of Operation:

Safekey main office (416 N. Seventh St., 89101)

Walk-In Hours: Monday-Friday 7 a.m. - 6:30 p.m.

Phone Hours (702) 229-3399: Monday-Friday 7 a.m. - 7 p.m.

## Frequently Asked Safekey Questions

1. Can I get a refund for unused Safekey passes?
  - a. There are no refunds, credits, or transfers for any circumstance.
2. Can I transfer a.m. passes to p.m. passes?
  - a. There are no transfers from a.m.'s to p.m.'s.
3. Can I transfer passes between siblings?
  - a. There are no transfers from sibling to sibling.
4. Can I transfer passes to different schools?
  - a. We cannot transfer passes from one school to another.
5. Can I just put money on my account?
  - a. Our registration system requires transactions to be a.m. or p.m. specific.
6. Can I use unused passes for the next school year?
  - a. Unused passes expire at the end of the current school year.
7. Can I get an itemized tax statement for my taxes this year?
  - a. Keep all receipts for payments made. The Safekey office does not provide end-of-year statements for tax purposes. For your information, our Tax ID number is #88-6000198.
8. Is there a fee if I am late to pick up my child?
  - a. A \$10 late pick-up fee is assessed for every 10 minute increment the child stays past the scheduled program time beginning at 6:31 p.m. The late fee will continue to accrue until the child is signed out of the program, for example at 6:41 p.m. another \$10 fee will be charged.
9. What happens if my child attends a.m. or p.m. Safekey without an a.m. or p.m. pass?
  - a. Child cannot stay until pass is purchased. They will be sent to the school's office.
10. Is there a grace period in the afternoon?
  - a. There is no grace period. Once scanned in for the day the pass cannot be returned.
11. Does the city of Las Vegas offer financial aid?
  - a. Yes the city offers assistance. The Safekey office can provide you with an application and a list of required documentation.

12. How can I get my receipts?
  - a. You can reprint your receipts online by logging in at [recreation.lasvegasnevada.gov](http://recreation.lasvegasnevada.gov).
13. How can I pay?
  - a. You can pay on the website at [recreation.lasvegasnevada.gov](http://recreation.lasvegasnevada.gov), over the phone at (702) 229-3399 or at any city of Las Vegas community center.
14. How do I register?
  - a. Complete the participant form at the Safekey site or at the Safekey Office (416 N. Seventh St.). Once staff has created your account you can call in your payment.
15. What is the annual registration fee?
  - a. The annual registration fee is \$20 per child.
16. Who is authorized to pick up my child?
  - a. The only people authorized to pick up a child are the people who are listed on the participation form. Everyone who picks up must show a picture ID.
17. Who can pay?
  - a. Anyone can pay for your child.
18. Dad's pass? Mom's pass?
  - a. Any pass available on a child's account will be used. It is not Safekey's responsibility to monitor accounts.
19. Can you fax or e-mail the participation form?
  - a. No, all forms are in triplicate and cannot be copied.
20. Audit account fee?
  - a. There will be a \$35 fee if you would like your account audited.
21. Why does the sign in sheet say 2 a.m. passes but staff is telling me I am out of passes?
  - a. Sign in/out sheets are printed once a week. As you use passes during the week, they are subtracted from your account. The passes used during the week do not reflect on the Sign in/Out sheets that are printed on Monday.
22. How can I view how many passes my child has?
  - a. You can log into your account and click on the "Shop" tab, Select "Pass", and then "Renewal" ; then you will see how many punches you have left.

# Safekey

---

23. I can't log in?
  - a. If you are having trouble logging in you can contact the Safekey office at (702) 229-3399 and we will assist you.
  
24. Do you keep my credit card information on file?
  - a. No we do not do this, for your own protection.
  
25. Do I have to show ID every time I pick up my child?
  - a. Yes. This is for the safety of the children. Even if you pick them up consistently, please be prepared to show your ID each and every time.
  
26. How do I apply for the city of Las Vegas Financial Assistance program?
  - a. Pick up and complete the Financial Aid application in person and submit copies of all required documents at the Safekey office location 416. N. Seventh St. 89101. Call for any additional information at (702) 229-3399. (See pg. 9)
  
27. What happens when Financial Aid Funds have been depleted?
  - a. Due to the demand of our assistance program, once the assistance has been used you will not receive any additional funding for the duration of time left.

## **SAFEKEY PARTNERSHIPS**

### **C.A.T.C.H Kids Club**

The city of Las Vegas Safekey program is proud to partner with the Southern Nevada Health District to include the Coordinated Approach to Child Health (CATCH) Kids Club as a component of its services. The CATCH program is designed to promote behaviors that assist in developing and maintaining good health in school-age children. This component of Safekey helps support the Mayor's Healthy Lifestyle Initiative, which encourages Las Vegas residents to Get Smart, Get Up and Get Out to improve diet, nutrition and physical fitness. Participants will be involved, on a daily basis, in a variety of enjoyable physical activities, crafts, or educational topics such as nutrition, personal safety and positive choices, all with an emphasis on promoting healthy lifestyle behaviors. Children will be given many opportunities to participate and practice their skills.

### **APPLE Partnership**

The APPLE (All People Promoting Literacy Efforts) Partnership operates on the understanding that all children are capable of learning and that reading is the basis of all learning. It also operates under the understanding that parents and families are the biggest influences on literacy and development and that parents are the most important teachers in a child's life. In an effort to promote literacy, the city of Las Vegas has joined with APPLE Partnership to provide resources and incentives at select Safekey sites.

### **Three Square Kids Café Program**

Inadequate nutrition in childhood has been shown to have a debilitating effect on a child's cognitive function, often leading to underperformance in school and lower academic achievement. In an effort to address this ever-growing issue, the city of Las Vegas has teamed up with Three Square to offer Kids Café, a program of Feeding America, which is designed to ensure that children without access to regular nutrition receive a nutritional meal after school in the late afternoon at all eligible city of Las Vegas Safekey sites. Kids Café is one of the nation's largest charitable meal service programs, providing free and prepared food and nutrition education in a safe environment to children in need.

### **Child and Adult Care Food Programs**

For those Safekey sites that are not eligible to participate in the Three Square Kids Cafe Program, the city of Las Vegas Department of Youth Development and Social Innovation Safekey Program participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children and adults receiving daily care. Each day more than 2.6 million individuals participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals, which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.



## Contact Information

If you have any questions about CACFP, please contact one of the following:

### SPONSORING ORGANIZATION/CENTER

City of Las Vegas  
Department of Youth Development and Social Innovation  
Safekey Program  
416 N. Seventh St.  
Las Vegas, NV 89101  
(702) 229-3399

### STATE AGENCY

CACFP Nutrition Programs Professional  
Nevada Department of Agriculture  
2300 McLeod St.  
Las Vegas, NV 89104-4314  
(702) 668-4585

U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a civil rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

If your child has allergies or dietary restrictions notify the Site Leader and the Safekey Office so that the proper documentation can be obtained.

## Safekey Staff

Our staff is carefully selected and placed at Safekey sites based on their skills and abilities. Safekey staff members have been fingerprinted, drug tested and passed extensive background checks. They have also been trained in emergency and safety procedures.

**The city of 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.**

## Fee Payment

There is an annual Safekey registration fee of \$20 per school year per child. In addition, an a.m. or p.m. specific pass must be pre-purchased before a child attends Safekey. Up to 10 a.m. and 10 p.m. passes may be purchased at a time which may be used any day that Safekey is in session. Any unused passes expire on the last day of the school year.

Payments can be made online at [recreation.lasvegasnevada.gov](http://recreation.lasvegasnevada.gov), over the phone by calling (702) 229-3399 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 drivers license. You can also make a payment at the nearest city of Las Vegas Community Center

### CIMARRON ROSE

5591 N. Cimarron Road  
(702) 229-1607

### DOOLITTLE

1950 North J St.  
(702) 229-6374

### EAST LAS VEGAS

250 N. Eastern Ave  
(702) 229-1515

### MIRABELLI

6200 Hargrove Ave.  
(702) 229-6359

### STUPAK

251 W. Boston Ave.  
(702) 229-2488

### VETERANS MEMORIAL

101 N. Pavilion Center  
(702) 229-1100

## Credit Card Disputes

Credit Card payments for Safekey will appear as "CLV Parks & Rec" on your credit card statement.

If you dispute a charge on your credit card for Safekey services, the Safekey office will audit your account. If the dispute is found to be valid and your child did not use the passes purchased, the payment will be returned and no additional fees will be incurred.

If it is found that your child used the passes that were purchased, your account will be frozen and services will be suspended. Your household will be charged a \$35 account audit fee for each dispute notification received. Your household will be charged the full amount for any services which were rendered, plus a \$25 return payment fee for each payment that was returned to your credit card company. Your account can be unfrozen after the balance has been paid in full.

**Note: If Safekey receives multiple credit card dispute notifications for your account, your Safekey program services may be suspended for the remainder of the current school year.**

## 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.

**Safekey staff will use any available pass on the child's account, regardless of custodial circumstances.**

# Safekey

---

Any account balance that is left unpaid for any activity in the city of Las Vegas is flagged as a delinquent account. As a result, a child's Safekey service will be suspended until all balances are paid in full.



- **You can view your receipts and the dates your child has been scanned in through your on-line account at [recreation.lasvegasnevada.gov](https://recreation.lasvegasnevada.gov). If you request an audit of your account there is a \$35 audit fee.**

## **Refund Policy**



**No refunds, credits or transfers of passes will be given under any circumstance.** All passes expire at the end of the current school year, so please make sure you purchase passes accordingly.

## **Tax Statements**

The city of Las Vegas does not provide printed receipts 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) 229-3399.

## **Financial Assistance and Employer Reimbursement Vouchers**

### **Financial Aid Fund (FAF)**

FAF assistance is available for participants who wish to register in city of Las Vegas Safekey and other recreational programs. The application process is easy. Assistance is limited, offered on first come, first served basis, and is site/program specific. Applicants must reside within the city of Las Vegas boundaries to qualify for financial assistance. Applicants who reside in Clark County, North Las Vegas or Henderson are not eligible for assistance. The Financial Aid Application and instructions are available at the main Safekey Office (416 N. Seventh St.). Call (702) 229-3399 for additional information.



**Note: All financial assistance is contingent upon availability of funds.**

### **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 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 Safekey staff, please allow five days turnaround time for completion of attendance verification. Staff is not responsible for keeping employer reimbursement paperwork on file at the site.



**Currently, Safekey no longer accepts child care certificates from Child Care CCDP-Urban League.**

## Participant Information Form/Emergency Information



It is the parent's responsibility to provide current phone numbers and addresses for all of the people included on the emergency contact list. **Only the individual(s) who originally signed the Participant Information Form may make changes.** The originator can revise the participant form any time a change is necessary--initialing changes and indicating the date the change was made. **We will not release a child to any person that is not listed on the Participant Information Form.**

## Custodial Issues

The obligation of Safekey staff is to ensure a safe and fun 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 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 or mediate custody arrangements. The party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be for all program times. 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 city 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, the Department expects them to be resolved immediately. If the issue is not resolved immediately, the city will consider whether the child may continue to participate in the program.

Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the city of Las Vegas prior to the child's participation in the program. Be sure to allow at least four full city of Las Vegas business days (Monday-Thursday) to review this paperwork. 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 Department does not enforce or mediate terms of visitation.

Safekey Program Sign In/Out sheets are legal documents. To request a copy you must provide our office with a court order or subpoena. There is a \$35 research fee and \$2 notary fee and an additional \$1 per page.

The city's number one concern is the safety of your child. Please provide the name, address, home, work and emergency telephone numbers of the other person with custodial rights. You are also responsible for providing a copy of this parent handbook to the other person.

## Sign-In and Sign-Out Procedures

Children must be signed in upon arrival in the morning, and signed out upon departure in the afternoon for each day of attendance. The only people permitted to pick up and sign out a child are those listed on the **Participant Information Form**, and they must indicate, in ink, the time and their initials on the Sign In/Out sheet. Please be prepared to show a picture ID at all times when picking up your child. Also, inform those you have listed as emergency contacts that a picture ID will be required before we can release the child. Older brothers and sisters, ages 12 and older, may pick up the child upon producing a school issued photo ID or a Nevada ID card which can be obtained at the Department of Motor Vehicles.



**NOTE: Safekey staff is not responsible for your child until your child enters the Safekey area and checks in with staff. Once your child has been checked in for the day the pass cannot be returned. The clock at the Safekey Program site serves as the official time piece.**

## 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 6:31 p.m. The late fee will continue to accrue until the child is signed out of the program, for example at 6:41 p.m. another \$10 fee will be charged. Every effort will be made to contact the parent or other emergency contacts listed on the Participant Information Form. If the child is not picked up within 30 minutes of the closing of the Safekey Program, the Deputy City Marshals will be notified to transport the child to the nearest city of Las Vegas community center or city facility. A note will be posted with the location they were transported to. If the child has not been picked up by 8 p.m. the Deputy City Marshals are authorized to take the child to Child Haven. **After a child has been transported by the Deputy City Marshals 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.**



**NOTE: The Late Pick-up Fee must be paid in full before the child can return to the program. Fees for passes or from any financial assistance program cannot be credited towards the Late Pick-up Fee.**

## 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 will be filed with the participant's Participant Information Form.



**Note: All Safekey Participants MUST check into the Safekey program before attending any extracurricular activities (i.e., Tutoring, Cheerleading, Chess Club, etc.).**

## Photography and Videotaping

The city of Las Vegas staff may photograph or videotape events and program participants from time to time and these images may be used by the city of Las Vegas in print or electronic media unless specifically requested otherwise by a participant or parent/guardian.

## Medical Insurance

Please recognize that the Safekey Program does not carry medical or accident insurance for injuries sustained in its programs and facilities. The cost of such could make program fees prohibitive. Therefore, your health insurance policy will be responsible should your child be injured while attending Safekey.

## Medication Release Information

If a child has any illness or condition that necessitates taking medication during program hours, it is preferable that the child not participate in the program until he/she completely recovers from the illness or condition. At the risk of infecting others, health services recommend that if any one of the following symptoms are present, the child should stay home:

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

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, the following procedures must be followed:

- Parents must complete the medication release form and attach a recent 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.
- Liquid medication must be premeasured with the above information.

## Parent Code of Conduct

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in a calm and appropriate manner. The Safekey Program has a policy of zero tolerance of work place violence, physical force, harassment, intimidation or abuse of power or authority. Should a situation occur within the program due to inappropriate actions by parents/guardians that causes excessive time spent by staff, **action will be taken and the individual may be removed from the program and cited with trespassing.**



## 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

Participants are expected to behave appropriately and to promote a safe, fun and healthy environment through productive participation. The staff will use a positive approach to discipline; will seek parental support to resolve behavioral issues and to encourage positive behavior. Participants who remain disruptive after consultation with the parents may be dismissed from the program. Please go through the following points with your child so that they fully understand the expectations.

As a participant, I will:

- Show respect to all staff and cooperate fully with their instructions;
- Show respect to other participants;
- Know and follow the rules of the Safekey program;
- Participate in activities to the best of my abilities;
- Respect the rights and beliefs of others and treat others with courtesy and consideration;
- Communicate in an appropriate manner, which means I must not use foul/abusive language, inappropriate gestures, harsh words, or a harsh tone of voice, to self and others;
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing, bullying others, harassment, intimidation or other unkind behaviors are not allowed;
- Refrain from deliberately causing bodily harm to other participants and staff
- I understand that pushing, kicking, hitting, spitting or fighting are not acceptable and **will not be tolerated;**
- Use program equipment, supplies, and facilities properly;
- Will not leave the immediate area of supervision without staff permission;
- Respect the property of others;
- Be fully responsible for my actions and understand that irresponsible behavior has consequences.

## Personal Possessions

The city of 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 back pack. Participant cell phone use is prohibited.

## Steps Taken to Correct Inappropriate Behavior

The following steps may be taken to correct inappropriate behavior:

- 1 Communicate appropriate behavior to the child;
- 2 Remove the child from the activity;
- 3 An Inappropriate Behavior Tracking Report will be completed and the parent/guardian will be contacted;
- 4 Behavior Plan (if applicable)



**A behavior plan is an outline of behavior expectations and consequences. Guidelines are set up to correct inappropriate behavior. However, this procedure may not resolve the situation. If inappropriate behavior continues, a participant may be suspended from the program.**

## Suspension Policy - Parent conference required to return to program

### 1st SUSPENSION

If inappropriate behavior continues, the participant may be suspended up to three program days depending upon 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 third suspension may result in the participant being suspended from the Safekey Program for up to one year and is handled on an individual basis depending upon the severity of the situation.



**Note: No refunds or credits will be granted for suspended program days. A participant may receive an immediate suspension for up to one year depending on the severity of the behavior.**

## Inclusion



The city of Las Vegas Safekey Program provides reasonable modifications to all participants as requested. If a parent or participant needs assistance in the Safekey Program, please contact the Safekey Region Leader or the Safekey Coordinator at least two weeks prior to the program start date to discuss reasonable modifications. Program modifications will be made on a case-by-case basis. **Note: 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.**

## Personal Care Policy

The city of Las Vegas does not provide personal care services such as feeding, toileting, or the changing of clothes. (Refer to the 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.) When personal care is needed, we will accommodate a personal care attendant by allowing them space if available and privacy in the implementation of their duties. Parents/guardians may provide the care themselves, or employ or solicit a volunteer to act as a personal care attendant. It is recommended that personal care be provided within 10 minutes of the request for service. However, as long as assistance is provided within 30 minutes of the request, the participant will be accommodated whenever possible.

## 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) 229-3399. 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.

## 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 Safekey Coordinator or the city of Las Vegas, believe that the continued service is not in the best interest of the child and/or agency.



## The Key To Unlocking Your Child's Potential

The city of Las Vegas prohibits discrimination based on race, color, national origin, age, or disability in its programs and activities. If any individual believes he or she has been discriminated against, he or she may file a discrimination complaint with the Director, Equal Opportunity Program, U.S. Department of their Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.



/CITYOFLASVEGAS



YD-0030-06-16 RS • GA 62288