



Safekey Parent Handbook

2010-2011

Contact Us!

Safekey Office
1651 S. Buffalo Drive
Las Vegas, NV 89117
(702) 229-2526
(702) 229-3399

www.lasvegasnevada.gov



Parent Handbook 2010-2011

Welcome to the city of Las Vegas Department of Leisure Services Safekey program. The city Safekey Program offers a wide variety of safe, fun, and affordable activities for elementary school age children.

Our vision is to take a proactive approach to being the preeminent leader in providing outstanding leisure services in the Las Vegas valley to all citizens, families, and visitors.

Our mission is to meet the needs of our participants and provide quality experiences while enhancing their quality of life, both mentally and physically. We will meet those needs by listening to our customers and participants, through continuous internal and external assessments, by meeting high safety standards, providing superior customer service, utilizing sound fiscal management practices, implementing and practicing solid business ethics, valuing and promoting diversity, and demonstrating unparalleled professionalism and responsiveness.

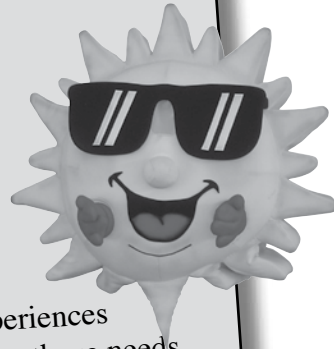
Our service delivery is based on our philosophy which emphasizes that we “do it better and do it right.”

Again, it is a pleasure to welcome you to the family of the best recreation and leisure services program provider in the valley. The city of Las Vegas Department of Leisure Services is proud and thankful to serve you this year and for many years to come.

Best Regards,

Ed Jost

Leisure Services Division Manager



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, fun environment allowing parents to work, go to school, or seek employment with a secure feeling knowing their child is safe. It is a positive solution, especially for the latchkey child and at-risk child who may be left unattended during out-of-school time.

Program Descriptions

Safekey is a before and/or after school recreational enrichment program designed for children, ages 5-11 attending kindergarten through fifth grades at the 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 nutrition and physical fitness, arts and crafts, music and drama, games, special events, homework assistance, and a nutritional afternoon snack. For an additional fee, special program days may be offered at some Safekey sites on CCSD staff development days or during parent/teacher conference days when school is on a half-day schedule. If your child attends a magnet school and you wish your child to attend his/her neighborhood school you must contact the program coordinator for assistance.

Holiday Closures

Safekey will be closed on all city of Las Vegas holidays observed as listed below:

Labor Day	Winter Break
Nevada Day	Martin Luther King Jr. Day
Veteran's Day	President's Day
Thanksgiving Day	Spring Break
Family Day	Memorial Day



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The city of Las Vegas Department of Leisure Services 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.

Program Staff

Our staff is carefully selected and placed at Safekey sites based on their skills. Staff members include school teachers, school district employees, college students, and adults interested in the well-being of children. For your child's safety, Safekey staff is trained in positive child discipline, emergency, and safety procedures. All staff receive extensive background checks.

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. **Please revise your form any time a change is necessary. We will not release a child to any person that is not listed on the Participant Information Form. Please make sure that you keep your e-mail address updated. We use it as an important communication tool so that you will receive the most updated information regarding Leisure Services as well as Safekey.**

Fee Payment

Our new E-Pass registration allows a paid registration (AM or PM specific) to be used on any day of any week that Safekey is in session for the 2010-2011 school year. Unused days are no longer lost but rather carry over week to week until they are used.

Discounted rates are no longer determined by date and time of payment. With E-Pass, a discount is given for any payment of five days (AM only, PM only, or both AM and PM) or multiples five days (10 days, 15 days, 20 days, etc.) Since unused days no longer expire and can be used at any time, it is beneficial and more economical to purchase five days at the discounted rate, regardless of your child's attendance patterns.

Daily E-Pass registration rates are also available for purchase for AM and/or PM.

Payment for Safekey is expected **before** the day of attendance.

Any account balance that is left unpaid for any activity in the city of Las Vegas is flagged as a delinquent account, therefore your child's Safekey services will be suspended until all balances are paid in full. Delinquent accounts are handled according to the city of Las Vegas' billing policy. Should your account remain unpaid, your account will be handed over to a collection agency.

NOTE: Payment may only be accepted from the adults listed on the participation form. We cannot accept payment from any program child. The parent or guardian who registers the child is responsible for the payment of all fees.

Methods of Payment

Payment may be made in the form of credit card, debit card, money order, or a local pre-printed check. Each form of payment must be accompanied by a State issued ID. Each time payment is made, Driver's license number, issuing state and expiration date must be written on every check and money order.

Cash payments can only be taken at select city of Las Vegas locations.

Cash cannot be accepted at any Safekey site.

Please Note!

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 # is 88-6000198.

Returned Check Policy

Any check returned by the bank, due to insufficient funds, is subject to a service charge. Any customer who writes a check that is returned for insufficient funds and does not correct the situation within one week of notification will be required to pay all future fees with a credit card, debit card, money order, or by cash only at selected city of Las Vegas locations.

Holiday and Special Rates

Half-day programs during parent/teacher conferences will require a fee increase for the extended hours. The Safekey program follows the Clark County School District (CCSD) calendar and operates only on the days that school is in session. The extended hour programs may not be available at all sites on half days.

Sign-In and Sign-Out Procedures

Children must be signed in and signed out upon arrival and departure each day attending. An adult listed on the form must sign child upon each arrival. The only person(s) permitted to pick up and sign out a child are those listed on the *Participant Information Form*. 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 student body photo ID or a Nevada ID card which can be obtained at the Department of Motor Vehicles.



Safekey staff is not responsible for your child until your child enters the Safekey area and checks in with staff.

NOTE: If your child comes to the afternoon Safekey session charging for the program begins 15 minutes after the dismissal bell.

Late Pick-Up

Beginning at one minute past the Safekey Program end time of 6 p.m. or 6:30 p.m. (for the late sites), a late fee of \$1 per minute per family will be charged for each minute children remain at the site. 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 community center or city facility. If the child has not been picked up by 8 p.m. from a city of Las Vegas community center or city facility, 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 clock at the Safekey Program site serves as the official timepiece. Late Pick-up Fee must be paid in full before child can return to the program. E-Pass fees cannot be credited to 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*. If your child attends a magnet school and you would like your child to attend before or after school Safekey at their home school, please contact the Safekey Coordinator for registration details.

Medical Insurance

Please recognize that the Safekey Program does not carry medical accident insurance for injuries sustained in its programs and facilities. The cost of such could make program fees prohibitive. Therefore, we ask you to review your own health insurance policy for coverage should your child be injured while attending our programs.

Medications

If your child should require medication during program hours, the following procedures must be followed:

1. A *Medication Release Form* for each medication to be taken must be completed and signed by the parent or guardian before staff will be allowed to store and secure the medication. A copy of this form will be kept on file at the Safekey Office as well as the Safekey Program site.
2. A recent photograph of the child must be provided by the parent and attached to the *Medication Release Form*.
3. All medication must be stored in a container labeled by the pharmacist and shall include the name of the medication, the participant's name, prescribing doctor's name, and instructions for taking the medication (this includes over-the-counter medications).
4. Medications will only be accepted from an adult listed on the *Participant Information Form* and should not be sent in sacks, packs, or lunch boxes. We will only be able to accept the **daily dosage** of any medication that is in pill form. Amount of medication will be counted and logged on the *Medication Log Form* at the Safekey Program site to verify amount received. Medication will be stored in a locked and controlled location.
5. Any change in type, frequency, or amounts of medication will require a new *Medication Release Form* completed by the parent or guardian.



Inclusion

The city of Las Vegas Department of Leisure Services is happy to provide reasonable modifications to programs in order to provide success for all participants. If you need assistance, please contact the Safekey Senior Adaptive Recreation Leader at 229-4830 or the Safekey Coordinator at 229-2526 or 229-3399 two weeks prior to the program start date to discuss reasonable modification. Program modifications will be made on a case-by-case basis.

Note: IEPs (Individual Educational Plans), a master plan of goals and objectives for children with disabilities, are not mandated by law in a recreational setting. Although policies and practices may be revised, the Behavior Code of Conduct is applicable to ensure everyone's safety and enjoyment.

Did you know? It's a sad fact that childhood obesity is rapidly rising due to sedentary behavior and poor diet. But we can help! In addition to Safekey, we have dozens of classes, activities, workshops, and sports leagues available year-round that will keep your child active. Visit one of our facilities for a tour today!

Personal Care Policy

The city of Las Vegas Department of Leisure Services 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 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.

Telephone Use

Telephones at our Safekey locations are intended for business use. If you need to contact the Safekey staff at your child's elementary school, please contact the Safekey Office at 229-2526 or 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.



Parental Rights and Guardianship

The Safekey Program realizes that there are situations where parents are separated, divorced, or currently seeking a divorce. ***Please keep in mind that our number one concern is the safety of your child.*** If a parent is in this situation and custodial rights have been awarded with no custodial rights given to the ex-spouse, we are required to have on file a court restraining order. Please remember that current law prohibits staff from withholding any participant from their biological parent without appropriate court documentation on file with the Safekey Office.

If a situation should arise with parents who have joint custody of a child, the city of Las Vegas will contact the parent who signed the *Participant Information Form*. In a joint custody situation, the parent who registers the child is responsible for listing the ex-spouse's address, home telephone number, work telephone number, and an emergency phone number. The parent who registers also has the responsibility to distribute a copy of this Safekey Program Handbook to the ex-spouse and returning the signed acknowledgement form. The parent who did not register the child and who has joint custody may obtain a weekly progress report by submitting a written request the Safekey Office.

Staff cannot take responsibility to decide who has legitimate custody of a child. Copies of all legal documents must be provided to the Safekey site in order to enforce custody arrangements.

Please make sure that you keep your e-mail address updated. We use it as an important communication tool so that you will receive the most updated information regarding Leisure Services as well as Safekey.

Personal Possessions

Toys, radios, skateboards, scooters, and sports equipment are not allowed at Safekey. (Participant cell phone use is prohibited.) Items not allowed, that are brought to Safekey will be taken from the Safekey participant and kept to be returned to the parent/guardian.

Safe and Respectful Safekey Environment

In regards to bullying, cyberbullying, harassment, and/or intimidation all of which are prohibited in any of our Safekey programs-The city of Las Vegas Leisure Services Department is committed to providing all participants and staff with a safe and respectful environment in which all persons of differing beliefs, characteristics, and backgrounds can realize their full personal potential while participating in our Safekey program. It is the intent of this policy to ensure that all city of Las Vegas employees-both full-time and part-time- demonstrate appropriate behavior on the premises of the Safekey program by treating other persons, including, without limitation Safekey participants, parents and Safekey staff, with civility and respect and by refusing to tolerate bullying, cyberbullying, harassment and/or intimidation.

Participant Code of Conduct

The city of Las Vegas Department of Leisure Services is dedicated to providing outstanding programs for the youth in our valley. To achieve this goal, we place value on children by offering exciting program experiences with an emphasis on safety, convenience, and affordability.

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 and 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 volunteers and cooperate fully with their instructions;
- Show respect to other participants and treat them as well as I would like to be treated;
- Know and follow the rules of the Safekey program;
- 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, unwelcoming teasing, bullying others, harassment, intimidation or other unkind behaviors are not allowed;
- Refrain from deliberately causing bodily harm to other participants, staff, or volunteers. 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 will result in disciplinary action.

Steps Taken to Correct Inappropriate Behavior

The following steps may be taken to correct inappropriate behavior:

1. Communicate appropriate behavior;
2. Removal from activity;
3. Disciplinary Action Report and contact parent/guardian;
4. Behavior Plan (if applicable)



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 one week depending upon the severity of the behavior.

2nd Suspension

Should inappropriate behavior continue after the first suspension, the participant may be suspended up to two weeks.



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 day of suspension.

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 are physically or verbally abusive to staff;
- Failure to pay fees as scheduled;
- Failure to provide updated information and records;
- Failure to adhere to closing time;
- When, at the discretion of the Safekey Coordinator or the city of Las Vegas Department of Leisure Services staff, believe that the continued service is not in the best interest of the child and/or agency.



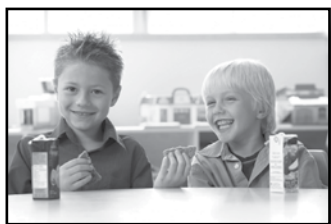
Conduct of Parent/Guardian

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in an appropriate and calm manner. The Safekey Program has set forth 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 year nor more than six years and may be further punished by a fine of not more than \$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.



BENEFITS OF PARTICIPATING IN SAFEKEY

Enjoy a safe place to play. ● **Build strong bodies.**

Meet friends. ● **Increase communication skills.**

Develop creativity. ● **Expand knowledge.**

Be happier. ● **Participate in lifetime sports.**

Eliminate boredom. ● *Relax.* ● *Feel great.*

Learn vital life skills. ● **Build self-esteem.**

ENJOY SOCIAL INTERACTION WITH PEERS.

Receive homework assistance. ● *Have fun.*

Financial Assistance, Employer Reimbursement Vouchers, and Scholarships

The Safekey Program accepts employer-issued child care assistance vouchers, State of Nevada Child Care & Development Fund Program, and Community Development Block Grant Scholarships. Some restrictions may apply to child care assistance in regards to E-Pass Purchases.

● **Employer-Issued Child Care Assistance Vouchers**

Vouchers are usually issued by the employer as 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 voucher 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.



● **State of Nevada Child Care & Development Fund Program (CCDFP)**

Parents must apply for assistance by calling the CCDFP at 387-0985. Vouchers are site specific and cannot be used for any other location than what is stated on the voucher. It is the parent or guardian's responsibility to adhere to all expiration dates and rules of CCDFP and ensure that all their information is kept current. Parents/guardians will be responsible for all fees to the Safekey Program if their vouchers are not renewed by the expiration date or if they change schools. Call 387-0985 for more information on the application process.

● **Community Development Block Grant Scholarships (CDBG)**

CDBG program 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. Application instructions are available onsite or at the Safekey office. Call 229-2526 or 229-3399 if you require additional information.

Note: All funding is contingent upon availability of funds.

Child and Adult Care Food Programs

The city of Las Vegas Department of Leisure Services 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 Leisure Services
Recreation Division Safekey Program
749 Veterans Memorial Drive
Las Vegas, NV 89101
(702) 229-2526 or (702) 229-3399

CACFP Coordinator

Diane Hogan, M.S., R.D., Coordinator
Nevada Department of Education
Office of Child Nutrition and School Health
9890 S. Maryland Parkway, Suite 221
Las Vegas, NV 89183
(702) 486-6472

In accordance with Federal law and U.S. Department of Agriculture policy, the city of Las Vegas Department of Leisure Services is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.