

Clark County Recreation Center Locations
(Visit www.clarkcountynv.gov/parks for hours of operation)

Cambridge Recreation Center
3930 Cambridge St LV NV 89109
(Flamingo & Cambridge)

Cora Coleman Senior Center
2100 Bonnie Lane LV NV 89117
(Lake Mead, East of Nellis)

Desert Breeze Community Center
8275 Spring Mountain Rd LV NV 89117
(Spring Mtn & Durango)

Hollywood Recreation Center
1650 S. Hollywood Blvd LV NV 89142
(Hollywood & Sahara)

Helen Meyer Community Center
4525 New Forest Dr LV NV 89147
(Tenaya & Flamingo)

Paradise Recreation Center
4775 McLeod Dr LV NV 89121
(Tropicana & McLeod)

Parkdale Community Center
3200 Ferndale St LV NV 89121
(Lamb & Desert Inn)

Robert E. Price Community Center
2050 Bonnie Ln LV NV 89156
(Lake Mead & Linn)

Walnut Community Center
3075 N. Walnut Ave LV NV 89115
(Walnut & Cheyenne)

West Flamingo Senior Center
6255 W. Flamingo Ave LV NV 89103
(Flamingo & Jones)

Whitney Community Center
5712 Missouri Ave LV NV 89122
(Tropicana & Boulder Hwy)

Winchester Cultural Center
3130 S. McLeod Dr LV NV 89121
(Desert Inn & Pecos)

For more information visit: www.clarkcountynv.gov/parks



Clark County Parks & Recreation

SAFEKEY

A Before and After School Program



A SAFE PLACE FOR KIDS TO CREATE,
EXPLORE, AND MAKE NEW FRIENDS!

2015-2016



Through the Open School Open Doors Agreement,
Clark County Safekey programs are managed by:

CLARK COUNTY PARKS AND RECREATION

Safekey Administration Office

2601 E. Sunset Rd LV NV 89120

(702) 455-8251

www.clarkcountynv.gov/parks

DISCOVER



Clark County Board of Commissioners
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PROGRAM DESCRIPTION

Clark County Safekey is a before and after school recreation program designed for children in grades K-5 and at select middle schools. Safekey's focus is to provide a safe and fun environment for participants that offers a wide variety of indoor and outdoor recreational activities. Activities include arts & crafts, special guest speakers, tournaments, sports, movies, homework time, and on the spot fun!

OPERATING HOURS

- Program hours vary according to school bell times as mentioned in this brochure. Safekey is only available when school is in session.

Afternoon Safekey is not offered on half days.

Clark County Recreation Centers may offer a recreation program for school aged youth during breaks from school (excluding half days).

See the list of Recreation Centers on the back panel.

REGISTRATION DETAILS

- It is imperative that your child's registration form is updated as information changes to ensure the safety of your child.
- Any changes/additions to the contact information and/or authorized pick-up person on the registration form, must be made in person by the registering parent/guardian at the Safekey site.
- Only one registration form per child is required for each school year. If custody issues exist, include both co-parents' names and information on the registration form.

Please refrain from enrolling your child into the Safekey program if custodial issues exist that may cause uncertainty or disruption to the program/staff.

Same day emergency registration and payments must be completed at the Safekey Office only.

REMINDER: AM and PM passes are **NOT** interchangeable. i.e., participant must have AM passes to attend AM sessions and PM passes to attend PM sessions.

HEALTH & MEDICATION

- All food allergies must be indicated on registration form, and child must provide own *allergen free* snack.
- Please help us maintain a healthy environment by keeping your child home when he/she is sick.
- All medication, including over-the-counter drugs, need to be physician prescribed, labeled, in the original container, and accompanied by a completed medication request form by the guardian.
- Safekey Staff cannot dispense or administer any type of medication.

INJURY/EMERGENCY ISSUES

- An Incident/Accident Report form will be completed for injuries and staff will make every effort to contact the injured participant's parent/guardian.
- Call the Safekey Administration Office at (702) 455-8251 for more information about obtaining a copy of the report.

In case of emergency, it is critical that all information on the Registration Form be kept current.

- In cases of extreme emergencies or a life threatening injury, the following will occur in this order:
 - 9-1-1 will be called
 - Staff will call parent/guardian. If the parent/guardian cannot be reached, additional contacts on the participant's registration form will be called.

NOTE: Verbal authorization may be given by the parent/guardian via telephone to emergency responders for transport. The parent/guardian will be liable for all emergency transportation costs.

HOW TO ENROLL

1. Complete Registration Form

Where do I get a Registration Form?

Online at www.clarkcountynv.gov/parks

(Safekey Tab)

Safekey Administration Office

Safekey Site Staff (during current school year only)

Clark County Recreation Centers (during current school year only)

2. Make a payment

Where? Online at clarkcountynv.gov/parks (Safekey Tab)

Safekey Administration Office

Clark County Recreation Centers (during current school year only)

Submit Registration Form with proof of pay-

ment (Registration forms without payment will be returned)

Where? Mail-in/Walk-in (9 month schools):

July 6 - August 19

Mail-in/Walk-in (12 month schools):

August 13 - August 19

Safekey Administration Office

2601 E. Sunset Road, LV, NV 89120

Safekey Site Staff: Before or after school prior to attendance. (during current school year only)

IMPORTANT REMINDERS:

- **BOTH** payment and registration form must be submitted on or before the first day of attendance in order for your child to participate in the Safekey program.
- All registration forms and payments must be submitted by a parent or guardian.
- AM and PM passes are not interchangeable. i.e., participant must have AM passes to attend AM sessions and PM passes to attend PM sessions.

COST IS PER CHILD; TIMES AND COSTS ARE SUBJECT TO CHANGE

Standard Safekey Operating Hours & Fees:

AM: 7am - Bell \$4 PM: Bell - 6pm \$7

Adams	French	Mendoza
Alamo	Frias	Miller
Bass	Goolsby	Ober
Batterman	Gray	Reedom
Beckley	Harmon	Ries
Bendorf	Harris	Rogers
Brookman	Heard	Rowe
R. Bryan	Herr	Rundle
Cortez	Hill	Schorr
Cunningham	Iverson	H. Smith
Dailey	Keller	Stanford
Decker	Kim	Stuckey
Diaz	King	Thiriot
Diskin	Lake	Tomiyasu
Dondero	*Lawrence MS	Whitney
M. Earl	Long	Wiener
Fine	Lowman	Woolley
Forbuss	Lynch	Wright

Early Safekey Operating Hours & Fees:

AM: 6:30am - Bell \$3 PM: Bell - 6pm \$8

Bailey	*Silvestri MS
Beatty	Snyder
Cartwright	Steele
C. Cox	*Stewart
Dearing	Tanaka
Ferron	Tate
Gehring	Thomas
Goldfarb	Ullom
Hayes	G. Ward
Hickey	Wengert
Hummel	
*Jeffers	
Jydstrup	
*Manch	
Mountain View	

*Schools that do **NOT** have morning Safekey session.

Clark County Safekey follows the Clark County School District calendar and operates only on days that school is in session. (No School = No Safekey)

SAMPLE OF DAILY SCHEDULE

(subject to change and may vary by site)

- 3:15-4:00 Attendance & Snack, Outdoor Play
- 4:00-5:15 Structured/Organized Activities
- 5:15-6:00 Homework and/or Passive Activities

RECREATION SAFEKEY SITE STAFF

A large number of our staff are school teachers, college students, or interns. For the participant's safety, prior to employment, staff members are required to be First Aid and CPR certified, and they must pass a background check, or be able to obtain a work permit. In addition, all staff members are trained in positive discipline, safety procedures, and program supervision.



All program sites are assigned a Site Supervisor, a Zone Supervisor, and Recreation Program Assistants (*identifiable by Safekey Staff shirts*). We create a fun and safe environment for all participants while maintaining a ratio of 1-staff to every 12-participants.

INCLUSION

- Clark County Department of Parks & Recreation fully complies with the Americans with Disabilities Act (ADA) by making reasonable accommodations to encourage participation in programs and activities. Should your child require any accommodation, please contact the Safekey Administration Office to speak with an Inclusion Specialist two weeks prior to date of attendance.
- TDD services are available at (800) 326-6863.
- Program modifications may be made on a case-by-case basis.

NOTE: Although reasonable accommodations may be made, your child will be expected to adhere to the rules and regulations explained in the Parent/Participant Guidelines to ensure everyone's safety and enjoyment.

Staff does not provide personal care services such as feeding, toileting, or the changing of clothes. If personal care is needed the parent/guardian must provide the necessary care within 10 minutes of the request for service. After the third incident, the participant will no longer be eligible for our program.

SNACK / SPECIAL MILK PROGRAM

- Clark County Safekey participates in the Three Square, Child & Adult Care Food Program, and the Special Milk Programs.
- In accordance with the Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, or disability.
- To file a complaint of discrimination, call (800) 795-3272 or write: *USDA, Director, Office of Civil Rights, Room 326-w, Whitten Bldg., 1400 Independence Ave., SW, Washington DC, 20250*

SIGN-IN & SIGN-OUT PROCEDURES

- Participants must be signed in and out of the program daily. A government issued picture ID is required each time you or an authorized person arrives to pick up your child.

THERE ARE NO EXCEPTIONS.

- If any person not on the pick-up list attempts to take a child from the program, Metro Police will be called and this act may be considered a kidnapping.
- For afternoon Safekey, your child must report directly to the Safekey staff. Once your child has been accounted for during attendance you will incur an afternoon fee.
- If the participant is involved in Clark County School District after school activities, Safekey staff must be notified in advance.
- Clark County Safekey is not responsible for participants until they report to the Safekey program.
- If the after school activity occurs during the Safekey program, a written permission slip must be on file from the parent/guardians.
- During the first week of the program, Safekey staff will escort kindergartners to their classrooms as a courtesy. However, after the first week of school, Clark County School District Staff is responsible for ensuring that children arrive safely to their classroom.

LATE PICK-UP

- All Clark County Safekey sites close at 6:00 pm. At 6:01 pm, a late pick-up fee of \$5.00 will be accessed for every 10 minutes the participant remains at the site. **For example: 6:01pm = \$5, 6:11pm = \$10, 6:21pm = \$15, etc. (one fee, per family)**
- Late pick-up fees must be paid within 2 business days of notification.
- If a participant remains at the site until 8:01 P.M., Metro Police will be called to transport the participant to Child Haven. If this occurs, you may call Child Haven at (702) 455-9390 to make arrangements to pick up your child.
- After 3 late pick-ups for the afternoon program, your child will not be allowed to return to the program.



CHILDCARE VERIFICATION FORMS

- Any form that requires attendance verification and Safekey Staff signatures must be brought to the Safekey Administration Office.
- Please allow 7-10 business days for completion.

PLEASE NOTE: Your child will not be able to attend Safekey with past due balances, NSF fees, late fees, or without advance payment.

Once payments are made, proof of payment must be given to the Safekey staff before your child may return to the program.

INSUFFICIENT FUNDS

- Checks will no longer be accepted if one check is returned for NSF funds. A returned check fee of \$25.00 will be accessed if a check is returned.
- Payment of fees for insufficient funds must be paid by **credit card, cash, or money order** at the Safekey Administration Office, any Clark County Recreation Center, or by **credit card online**, before your child can return to the program.

CREDIT/REFUND

- Credits/Refunds will only be issued if advance notice is given in writing to the Safekey Site staff prior to the end of the school year. Credit on Household accounts must be used within 3 months.
- Any **approved** credits may take 2 weeks.
- Any **approved** refund checks may take from 6-8 weeks to process.
- No refunds/credits are granted for time missed due to disciplinary measures, including suspension, expulsion and/or trespass of participant, parent/guardian or escorts.

FINANCIAL ASSISTANCE

Financial assistance **may** be available to qualified families only through Las Vegas Urban League. Please call (702) 636-3949.

- Parents/guardians are responsible to bring a copy of the approved certificate to the Safekey Administration Office before using the Urban League discount. All passes purchased prior to the receipt of the certificate in the Administration office, must be paid in full, and will not be refunded.

TAX INFORMATION

The Safekey office and the Safekey program sites do not provide copies of attendance records, receipts, for custody or tax purposes. A Child Care Billing Statement will be emailed to the parent/guardian yearly before January 31. Clark County is a non-profit government agency, the County Tax ID # is 88-6000028.