

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
(New Tenaya & Flamingo)

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

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



Safekey Administration Office
2601 E. Sunset Road, Las Vegas, NV 89120
702.455.8251

Clark County Parks & Recreation

SAFEKEY

A Before and After School Program



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

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



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.

HOW TO REGISTER

Step 1: **COMPLETE A REGISTRATION FORM** available at:

- www.clarkcountynv.gov/parks under the **Safekey tab**
- Safekey Administration Office at Sunset Park
- Safekey Site Staff: (during school year)
- Clark County Recreation Centers (during school year)

Step 2: **MAKE A PAYMENT — HERE'S HOW :**

- Online at www.clarkcountynv.gov/parks (online account required)
- Safekey Administration Office:
2601 E. Sunset Rd. Las Vegas, NV 89120
 - ◊ **Mail-in:** check/money order payable to: "Clark County Parks and Recreation" (2 week processing time; include: Payment Explanation Form, available online)
 - ◊ **Walk-in:** exact cash, check/money order, MC/VISA and DISCOVER
- Clark County Recreation Centers (during school year)
 - ◊ Exact cash, check/money order, MC/VISA and DISCOVER

Step 3: **SUBMIT REGISTRATION FORM WITH PROOF OF PAYMENT TO:**

- Safekey Administration Office - Mail-in or Walk-in: (July - August 8th)
- Safekey School Site Staff, before or after school, in the multi-purpose room/cafeteria, prior to attendance.

ATTENTION:

Registration for the Safekey program is not complete until **both** proof of payment and a Registration Form is submitted by a parent/guardian to the Safekey Staff, before or after school, in the multi-purpose room/cafeteria, prior to the first day of attendance.

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 session and PM passes to attend PM session.

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 as listed 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.

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

Early Safekey Operating Hours & Fees:

AM: 6:30am - Bell \$3	PM Bell - 6pm \$8
Bailey	*Lawrence MS
Beatty	Lynch
R. Bryan	*Manch
Cartwright	Miller
C. Cox	Mountain View
Dearing	*Sawyer MS
Ferron	*Silvestri MS
Gehring	Snyder
Goldfarb	Steele
Hayes	*Stewart
Hickey	Tanaka
Hummel	Tate
*Jeffers	Ullom
Jydstrup	Wengert

*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 15-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.
- 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 being notified that late charges have been entered into the system.
- 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.



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

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.
- **If there is no proof of payment, or if there are NSF or late pick-up fees due, your child will not be accepted in the program, and will be escorted to the school office.** The school will then implement their procedures for late pick-up.

IF ANY BALANCES ARE PAST DUE, YOUR CHILD WILL NOT BE PERMITTED TO ATTEND THE SAFEKEY PROGRAM OR ANY OTHER PROGRAM OFFERED BY CLARK COUNTY PARKS & RECREATION UNTIL THE PAYMENT IS MADE.

CREDIT/REFUND

- Refunds/Credits will only be issued if a one week notice is provided. Credit on Household accounts must be used within 3 months.
- If it is necessary for your child to withdraw from the Safekey program, any **approved** refunds/credits may take from 6-8 weeks.
- 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

CLARK COUNTY SAFEKEY DOES NOT OFFER FINANCIAL ASSISTANCE.

However, financial assistance may be available to qualified families through Las Vegas Urban League. Please call (702) 636-3949.

TAX INFORMATION

The Safekey office and the Safekey program sites do not provide copies of attendance records, receipts, or child care reporting statements for tax purposes.

Clark County is a non-profit government agency, the County Tax ID # is 88-6000028.