

Welcome to Clark County Safekey!

GENERAL PROGRAM GUIDELINES

- Participants are expected to respect staff and others at all times
- Children must practice fair play, honesty, and good sportsmanship
- Inappropriate behavior, horseplay, fighting, and abusive language are not allowed (see Participant Code of Conduct)
- Eating is only allowed in designated areas
- Chewing gum is not allowed
- Spitting on property, equipment, others or self will not be allowed
- Appropriate clothing and athletic-style shoes are required (**NO sandals or flip-flops allowed**)
- Hats and sun block are recommended for outdoor play.
- Personal toys, games, equipment, radios and musical equipment are not allowed except when pre-approved by staff
- Restitution will be sought for any damage to supplies and equipment resulting from misuse or abuse
- All facility rules are to be strictly followed
- Our number one goal is for all participants to be safe and have fun!

PERSONAL ITEMS

- Toys and items of value can not be brought to Safekey. Clark County is not responsible for lost, damaged or stolen items.
- Cell phones may not be used at any-time during Safekey.



COMMUNICATION

Our staff welcomes comments and suggestions to maintain a high quality of programming for participants. When areas of concern arise, please address your concerns to the Safekey Staff in a calm and appropriate manner. Remember, as adults, we serve as role models for the youth participating in our programs. When areas of concern arise, please notify the Safekey Site Supervisor - NOT school personnel. If your concern is not addressed to your satisfaction, you may phone the Safekey Administration Office at (702) 455-8251 and ask to speak with the Recreation Specialist responsible for your child's Safekey site.

In cases of an emergency, please phone the school and ask to be transferred to Safekey. If you are unable to reach the Safekey staff, phone the Safekey Administration Office at (702) 455-8251.

*Thank you for choosing
Clark County
Parks & Recreation.*

*Our Safekey programs
are managed by
Clark County
Parks & Recreation,
not the
Clark County School District.*

**If you have any questions,
please phone the
Safekey Administration Office
at (702) 455-8251**

**7 a.m. and 6 p.m.
Monday - Friday**



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

Clark County Board of Commissioners Susan Brager, Chairman; Steve Sisolak, Vice-Chairman; Larry Brown; Tom Collins; Chris Giunchigliani; Mary Beth Scow; Lawrence Weekly - Don Burnette, County Manager - Jane Pike, Director of Parks & Recreation

Clark County is an Equal Opportunity Employer

Safekey Program Parent/Participant Guidelines

This brochure will inform you of the guidelines that have established to provide a fun and safe environment for your child and other participants in the Safekey program. Please be sure to read this brochure in it's entirety and discuss the rules and guidelines with your children to ensure that all participants and staff have a safe and incredible experience in the program.



Clark County
Parks & Recreation



Safekey Administration Office
2601 E. Sunset Road, LV, NV 89120
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PARTICIPANT CODE OF CONDUCT

In order to ensure everyone's safety and enjoyment, participants are expected to follow the rules at all times. Staff praises and encourages desired positive behavior with the hope that participants will be aware that positive behavior will receive more attention than negative behavior. If inappropriate behavior is displayed, guidelines are in place to assist staff with correcting that behavior.

Examples of Inappropriate Behavior

(but not limited to):

- Inappropriate language/actions: The use of foul, abusive or unkind words, inappropriate gestures/actions toward participant, staff or others.
- Sexual harassment of participants or staff
- Racial or religious discriminatory remarks, actions, or harassment towards others
- Stealing, Fighting
- Inappropriate clothing or lack of personal hygiene (offensive to others)
- Bringing non-registered family members to activities, or leaving them unattended in the lobby, hallways, multipurpose rooms, playgrounds, or other public areas
- Physical harm to self and/or others
- Participants must adhere to all General Program Guidelines listed in this brochure.

PARENT CODE OF CONDUCT

As adults we serve as role models for the children in our program. If you ever have a concern, please address that concern in an appropriate and calm manner. Clark County Parks & Recreation has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation or abuse of power or authority. This includes actions of employees, supervisors, customers, clients, vendors, or other persons. Should a situation occur within the program due to inappropriate actions by parents/patrons that causes excessive time spent by County employees, Clark County reserves the right to remove parents and/or participants from the program.

Nevada Revised Statute
Chapter 199
CRIMES AGAINST PUBLIC JUSTICE
NRS 199.300

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

NRS Statute information is available online at <http://www.leg.state.nv.us/nrs/NRS-199.html>

POSITIVE/PROGRESSIVE DISCIPLINE

Staff will take the following positive and progressive steps to get a child back on track when addressing discipline matters:

1. The participant will be separated from the group and given an explanation of why the behavior is inappropriate. Staff will inform the participant what they need to do to correct the problem. They will explain the consequences if the problem persists.
2. If a problem persists, the participant will be asked to sit in a quiet time (QT). The standard time used is one (1) minute for each year of the participants age, not to exceed ten (10) min.
3. During QT, the participant will be asked to complete a "Let's Think About It" Report. This report must be signed by the parent/guardian and returned to the a staff member upon pick-up of the child. Staff will assist younger participants with the "Let's Think About It" Report.
4. If inappropriate behaviors persist a Behavior Report will be completed by staff and discussed with parent. The parent/guardian will be required to sign the report after reading it.
5. After three Behavior Reports a conference with the parent/guardian will be held to discuss the length of suspension and to discuss a mutually agreed upon solution to correct the inappropriate behavior.

NOTE: Clark County School District staff has no authority in discipline matters regarding Safekey.

SUSPENSION/EXPULSION POLICY

One Day Suspension: A one-day suspension will be imposed when a problem(s) cannot be corrected using the Positive/Progressive Discipline steps listed above, or when the severity of the behavior warrants immediate removal. If suspension is necessary, the parents/guardians will be contacted by the Site or Zone Supervisor to have the participant picked up immediately. The suspension will be effective for the following program day.

Multiple Day Suspension: A multiple-day suspension will be imposed when inappropriate behavior continues after a one-day suspension, or in the case of a more serious infraction. As stated above the parent/guardian will be contacted and required to pick participant up immediately. Days of suspension will begin the following program day.

Removal from the Program: Following multiple-day suspensions or serious incidents, a participant may be removed from the Safekey program in addition to other youth programs offered throughout the department. Participants whose behavior endangers the safety of themselves or others will be immediately removed from the program.

NOTE: No refunds will be granted for suspension or removal from the program. NO EXCEPTIONS.

Clark County Safekey staff reserves the right to suspend or trespass participants and/or parent /guardian when it is determined that their behavior endangers others or self at the site.

TRESPASS PROCEDURES

When the Safekey Site Supervisor and/or Safekey Administration have been unsuccessful in rectifying a situation, and after every effort has been exhausted, Metro Police may be contacted to trespass person(s) from the Safekey Program.

CHILD ABUSE & NEGLECT

Clark County Safekey's staff members are legally required to report signs of child abuse and/or neglect.

CHILD CUSTODY / PARENTAL RIGHTS & GUARDIANSHIP

Clark County Parks & Recreation realizes that often youth come from situations where parents may be separated, divorced, or currently seeking divorce. Please keep in mind that OUR #1 CONCERN IS THE SAFETY OF YOUR CHILD.

We do not have the ability to resolve custody issues or to act as mediators, this is the responsibility of the custodial parties. Only one registration form will be accepted for each child and all payments will be under the child's name in one account, regardless of who made the payment.

In a joint custody situation, the parent who registers the child is responsible for listing the co-parent and all required contact information on the registration form. In addition, all of the individuals including step parents, significant others, neighbors, friends, and siblings from both co-parents must also be included on the authorized pick up list.

Please note that all parties listed on the registration form may pick up the child at anytime. Any and all arrangements regarding payments or pick up of the child must be worked out in advance away from Safekey.

If custodial issues are in dispute, causing any uncertainty or disruption to our staff, we ask that you refrain from registering your child until such issues are resolved. If such issues arise once your child has been registered in the program, they must be resolved immediately or your child will not be permitted to participate in the program.

Information will be kept confidential.

By signing the program registration form you have acknowledged that you have read and understand these rules and guidelines and will assure that your child/children understands them as well.

