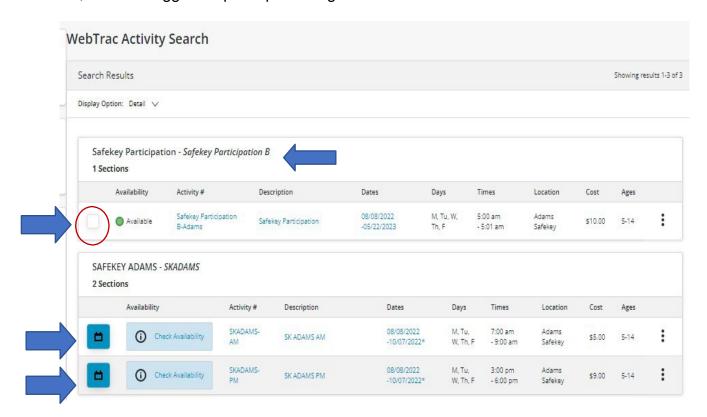
Dear Parent/Guardian,

Please don't wait for processing to make a payment!! We are now accepting payments for our yearly registration fee and dates/sessions selections for the 2025-2026 school year.

This year's payment steps go as follows:

- 1. If you have not done so yet please create an account or log in (<u>HERE</u>) to update/add members to your household.
 - if your child has not been added to your account please do so under "My Account" settings then "Household & Member" once you have logged in/created an account.
 - ** When creating a new account, it may take up to 24 hours to approve. **
 - Once added/updated, you can now apply your child(ren)'s registration/participation fee (Safekey Participation B) under "Safekey".
- 2. Click on "Safekey" tile & find your child(ren)'s school amongst the tiles. *They are listed by the school's last name*.
- 3. Then, select & toggle the participation/registration fee.



August 2022 Previous Month Sunday Wednesday Saturday ▶ Location (0) 2 3 4 ▶ Type (0) ▼ Begin Month ▶ Age (0) ▶ End Month ▼ Year Selected Items

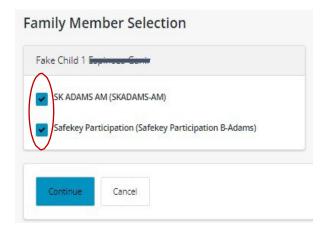
4. Then select either the AM (top) or PM (bottom) session to add to your cart.

5. Our calendar will pop up with all dates/sessions available for purchase. Select all the dates you need your child(ren) to attend our program.

Safekey Participation (Safekey Participation B-Adams)

Clear Selection

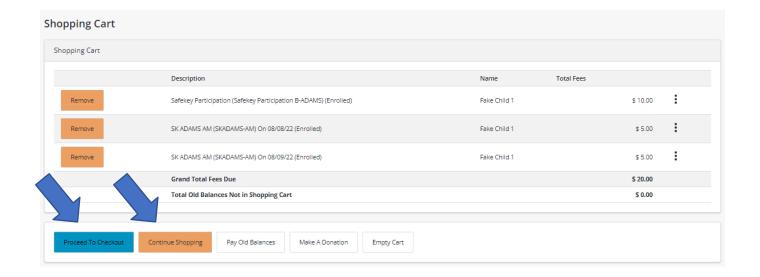
- ** Unfortunately, when a date/session reads as "Unavailable", that school site has reached its capacity for the day and additional children cannot and will not be accepted. We cannot add additional children past the capacity due to liability, staff-to-participant ratios, and safety protocols. **
- 6. Once you have selected all dates needed, please click "Add to Cart" at the bottom of the screen. Your child(ren)'s registration/participation fee will also be listed here.



- 7. The next screen will have you select on the family members to assign the dates/sessions to, please select only the **children AND their Safekey Participation**.
- 8. Click Continue
- 9. A "tickler" will be shown reminding you of our NO credit, refunds, or transfer policy for each of the dates/sessions you have selected.
 - **"Copy Tickler" can be toggled to only see this once per session**



10. A preview of your Shopping Cart will be shown. Please review the dates/sessions here and the total amount owed.



11. Then you can either "Continue Shopping" to add any remaining sessions you need your child(ren) to attend our program or finish your transaction here and "Proceed to Checkout".

** The system will have you start over from the beginning if you need to select a different AM/PM session after hitting "Continue Shopping**

- The steps are the same as previous (1-12). Go through the list again to find your child's school & select any remaining AM/PM sessions you need.
- "Proceed to Checkout" will ask for your debit/credit card information to complete your transaction. ** We do not accept American Express**
- A copy of your receipt will then be emailed to the email we have on file with your child(ren)'s registration form.

Please be advised, that we **will not** be issuing any credits, refunds, or transfers of dates/sessions already purchased but not attended.

Our calendaring system is open on a quarterly basis this school year giving the fair and equal opportunity for parents/guardians to select dates/sessions before they are maxed out. The quarterly opening will be based on the CCSD calendar for uniformity.

Childcare Subsidy parents, if you have not done so, please forward your child(ren)'s valid U.L. certificates to CCSafekeyUL@ClarkCountyNV.Gov for processing. U.L. certificates need to be submitted every new school year with the correct school listed.

If you have additional questions, concerns, or need your username &/or password reset, please email CCSafekey@ClarkCountyNV.Gov, or call 702-455-8251.

Please visit our Safekey webpage for more information on our program and to view our 2025-2026 Parent/Guardian Handbook (click here - information is subject to change).

We appreciate your patience!