



Clark County Parks & Recreation

INDIAN SPRINGS AFTERSCHOOL PROGRAM_PARENT GUIDELINES

STAFF

Staff members are qualified applicants and have successfully completed a Metro background check.

EMEREGENCIES

If a participant requires medical attention, a parent/guardian will be notified. In cases of joint custody, the parent who registered the child will be the first contact. If a parent or guardian cannot be reached, staff will contact the alternate person(s) listed in the order provided on the registration form, If no contact can be made, the emergency authorization, signed by the parent will be used, When deemed necessary staff will call 911.

TAX INFORMATION

Clark County Parks and Recreation is a non-profit governmental agency. You are responsible for retaining copies of all receipts for your IRS financial records, Clark County's Tax ID number is 88-6000028.

ARRIVAL & DEPARTURE

Participants must be picked up no later than **5:00 p.m.** In the event that your child is picked up after normal operating hours, a late fee will be assessed (see registration form). All participants must be signed out each day by a parent or guardian. In order for anyone other than the child's parents or guardians to pick up a participant, staff will need written and signed permission (ID required). If custodial rights have been awarded to only one parent, a court order is required to be on file.

PATRON BEHAVIOR GUIDELINES

Programs offered through the department are designed to provide a comprehensive leisure experience in a safe and supervised environment. It is our goal that participants succeed in our program in order to ensure everyone's safety and enjoyment, participants are expected to follow the rules at all times. Staff praises and encourages desired behavior in the hope that participants will be aware that positive behavior will receive more attention than negative behavior. When this practice is ineffective, further action will be taken.

GENERAL PROGRAM GUIDELINES

- Participants must be at least 5 years of age in kindergarten in order to participate in SafeKey
- Participants should respect staff and other participants at all times
- Children must practice fair play, honesty, and sportsmanship
- Inappropriate behavior, horseplay, fighting, and abusive language are not allowed
- Eating is allowed in designated areas only
- Chewing gum is not allowed
- Personal toys, phones, game equipment, radios and musical equipment are not allowed except when pre-approved by staff
- Restitution will be sought for all damage to supplies and equipment resulting from misuse or abuse
- Our number one goal is for all the participants to be safe and have fun!

POSITIVE/PROGRESSIVE DISCIPLINE

1. Staff will take the following positive and progressive discipline steps to get a child back on track when addressing discipline matter:
2. Separate the participant from the group and explain why the behavior is inappropriate. Inform the participant what they need to do to correct the problem. Explain the consequences if the problem persists. If a problem persists, the participant will be asked to sit in quiet time for no longer than 10 minutes.
3. If the behavior is not corrected following these 2 steps the participant will be placed back in quiet time. At which time the program supervisor will contact the Parent/Guardian for assistance in resolving the problem. Actions which are more serious in nature: such as fighting, stealing or repeated behavioral problems may result in suspension from the program.

SUSPENSION POLICY

One-Day Suspension: Suspension will be imposed when a problem(s) cannot be corrected using the above steps or when the severity of the behavior warrants immediate removal. Staff will contact the parent or guardian to pick up their child immediately once a one-day suspension has been issued. The suspension will be in effect the following program days.

Multiple Day Suspension: Suspension will be imposed when the inappropriate behavior continues after a one-day suspension or in the case of a more serious infraction.

Removal From the Program: Following multiple day suspensions or serious incidents, a participant may be removed from the program, in addition to other youth programs offered through 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.

COMMUNICATION

Our staff welcomes comments and suggestions in order to maintain the high quality of programming for participants. When areas of concern arise, please address your concerns to the Recreation Specialist or Program Supervisor in a calm and appropriate manner. Remember, as adults, we serve as role models for the youth participating in our programs.

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By signing below, I confirm that I have read and understand the Indian Springs Safekey program guidelines.

Participant Name: _____
(Please Print)

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____