



**Contact Us!**

**SAFEKEY OFFICE**

**2601 E. SUNSET ROAD // LAS VEGAS, NEVADA 89120**

**(702) 455-8251 // FAX: (702) 455-8234**

**EMAIL: [CCSAFEKEY@CLARKCOUNTYNV.GOV](mailto:CCSAFEKEY@CLARKCOUNTYNV.GOV)**

**[www.clarkcountynv.gov/parks](http://www.clarkcountynv.gov/parks)**

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## Office Hours of Operation:

Safekey Administrative office (2601 E. Sunset Road, Las Vegas, Nevada 89120)

Walk-in Hours: Monday – Friday 7:00 a.m. – 6:00 p.m.

Phone Hours (702) 455-8251: Monday – Friday 7:00 a.m. – 6:00 p.m.

**(Office may close early during school breaks, i.e. winter, spring, and summer breaks.)**

### Staff Development Days, Winter, Spring, & Summer Breaks:

Clark County Safekey is closed during these times. Clark County Recreation Centers may have a program available. Check with the center location nearest you. Recreation Center contact information is listed in the back of this handbook.

### Holiday Closures:

Safekey will be closed on all Federal, State and County holidays. The Safekey program follows the CCSD calendar and operates only on days that school is in session **(no p.m. Safekey on half days).**

## Safekey Vision:

To be the leading resource for positive recreation and leisure choices in Southern Nevada. Clark County Parks & Recreation (CCPR) Safekey Program provides a fun, safe, and secure recreation environment for kids. Kids are encouraged to create, explore, and make new friends before and after school.

### Mission Statement:

Creating fulfilling opportunities for the community through diverse experiences.

### Goals:

Increase awareness of the department and its services by residents and visitors.

Increase collaboration with the department and with partners.

Increase participation in programs and services by the public.

Establish best practices that ensure the quality of program and services.

## Safekey Program Description:

Clark County Parks & Recreation Safekey is a before and after school recreational based program. It is offered to students in grades K-8 at participating schools. Safekey offers a healthy environment where participants will engage in a variety of activities including indoor/outdoor individual and small group games, arts & crafts, our CCPR reading program, and provide an afternoon snack at designated schools; all designed to enhance your child's social growth. **Clark County Safekey does not provide one-on-one care.** *Please note that the completion of daily homework is not an essential component of the Safekey program.*

### Safekey Program Operation Times & Fees:

#### Standard Safekey sites:

- Before school: 7:00 am – BELL / \$ 5.00 per morning per participant
- After school: BELL – 6:00 pm / \$ 9.00 per afternoon per participant

#### Early Safekey sites: (Only at specific schools, based on bell schedule)

- Before school: **6:30 am** – BELL / \$ 5.00 per morning per participant
- After school: BELL – 6:00 pm / \$ 9.00 per afternoon per participant

## Enrollment Procedures/Policies:

Safekey enrollment consists of:

- Updating of your CCPR Account yearly with current information for the Parents, Participants and Emergency Pick-up persons, any Allergies, Health Issue, Medication and Special Accommodation.
- It is imperative that Safekey site staff has the most **current contact** information in the event of an emergency. **Please update as changes occur.**
- **Parents are required to satisfy a yearly Registration fee prior to the child attending Safekey.** A yearly, non-refundable \$10.00 registration fee per child is to be paid for each new school year. This fee must be paid prior to enrolling in program dates/sessions for your child(ren) to attend.
- Daily payments must be received **prior** to the child attending Safekey.
- If co-parenting, include both co- parents' information needs to be on your accounts.
- If your child changes schools, it is on the **onus** of the parent/guardian to update their Registration information to coincide with their current enrolled school. Contact the Safekey Administrative Office about transferring any paid Participation/Registration fee from the child's previous school to the new school.

## Prepaid Service Policy

Clark County Safekey has instituted an online payment option that allows parents to pay for Safekey in advance. Unfortunately, payments cannot be accepted at the Safekey sites. Payments can be made online, at any Clark County recreation center, and at the Safekey Administration Office. Payment is due prior to attending to ensure program availability. **Unpaid days/sessions can result in your child being escorted to the school's office. If advance nonpayment is an ongoing issue, use of the CCPR Safekey Program may no longer be available.**

Receipts are issued for each payment received; parents are **required** to provide proof of payment either digitally or in paper form if the system is down at your Safekey site. Please retain your receipts. The Safekey office and/or Safekey program sites do not provide copies of attendance records, receipts, or childcare tax information. Childcare statements are available online under your household account (**My Account**). Clark County is a non-profit government agency and the County Tax ID# is **88-6000028**. **Any additional requests, other than receipts, will cost \$.15 per page to print in the administrative office.**

Forms of payment accepted at recreation centers and the Safekey Administration Office: Valid form of government-issued ID are required.

- Cash, VISA, MasterCard and Discover
- Checks (made payable to Clark County Parks & Recreation - Safekey)
- Money orders (made payable to Clark County Parks & Recreation - Safekey)

Clark County **Cannot** Accept:

- Post-dated Checks
- Out-of-State Checks (except military personnel)
- Checks that do not have a pre-printed name & address.
- If checks are returned for insufficient funds, CCPR reserves the right to enforce the rule that no checks will be accepted for the remainder of the school year for the participant. Returned checks for insufficient funds must be reconciled when notification is provided to the parent/guardian of participant. A return check fee of **\$25.00** will be assessed by the Clark County Safekey program; your bank may have additional charges. Reconciled checks for insufficient funds must be paid in cash or money order.



### **Early Arrivals and Late Pick-up:**

Start times for Clark County Safekey before school programs vary by location; please check with your Safekey site staff. Please do not arrive early and drop your child off on school grounds. Do not drop your child without signing them in with a Safekey site staff member. All participants must be signed in by accompanying adult and/or authorized siblings.

We realize circumstances occur that cannot be anticipated, but all Clark County Safekey sites close at 6:00 p.m. **Beginning at 6:01 p.m., a late pick-up fee of \$5.00 will be assessed for every 10 minutes past close, per remaining participant at the site.** This additional charge will be added to your household account and must be paid with your next payment. If the participant remains at the site after 6:30 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 plan to pick up your child.

After three late pick-ups for the afternoon program, the child will not be allowed to return to the Safekey program for that school year. If more than one child in the same family is picked up late, the late fee will be assessed per child.

### **Refunds or Credits:**

Please enroll your child for the actual days they will attend as **refunds or credits** will **not** be issued for days missed or cancelled. Safekey dates/sessions are not transferable. You may receive a one-time courtesy or credit for certain circumstances that will be approved from the Safekey Finance Department.

### **Financial Assistance/Vouchers:**

Clark County Safekey accepts childcare & subsidy program certificates issued by the State of Nevada Child Care & Development Program (CCDP), Inter-Tribal Council of Nevada, MOAPA Childcare of Nevada, Respite through Desert Regional Center (DRC), and Senior Respite through East Valley Family Services. Employer issued childcare reimbursement forms can be completed upon request, you must provide our office 5 business days to process the form. Some restrictions may apply. **Any unpaid fees for enrolled Safekey dates/sessions by your financial assistance programs falls on the onus of the parent/guardian to satisfy.**

**TITLE I: HOPE – Homeless Outreach Program For Education:** Parents, households, and children who fall under temporary residency criteria and/or are experiencing homelessness qualify for assistance from the Clark County School District (CCSD) TITLE I: HOPE Program. Registration falls under the jurisdiction of CCSD. New and existing applicants can register their information at <https://ccsd.net/parents/enrollment/> or call 702-855-6682 for assistance. For TITLE I: HOPE criteria please see the following: <https://ccsd.net/district/title-1/>.

**State of Nevada Child Care & Development Program (CCDP):** Parents must apply for assistance by going to the website at <https://www.nevadachildcare.org/child-care-subsidy-assistance/> or calling 775-684-0625. Once approved, parents will be provided with a site-specific certificate that is applicable for use at that Safekey location **only**. Parents/guardians will be responsible for emailing their certificates to [CCSafekeyUL@clarkcountynv.gov](mailto:CCSafekeyUL@clarkcountynv.gov) for processing. Once completed, parents will receive discounted benefits for Clark County Safekey. Parents must sign the monthly Childcare Enrollment Attendance Timesheet by electronic signature via email. Failure to do this may result in participants being denied services or parents being required to pay the full price for the program.

**Desert Regional Center (DRC):** Parents must contact DRC directly by calling 702-486-7850 for further detailed information. Once approved, parents will be provided with a voucher and are responsible for emailing

the approved initial voucher and any renewed vouchers to the [CCSafekeyUL@clarkcountynv.gov](mailto:CCSafekeyUL@clarkcountynv.gov) for processing. Parents must sign the Attendance Timesheet monthly at the respective school. Failure to do this may result in participants being denied services or parents being required to pay the full price for the program.

**East Valley Family Services (EVFS):** Grandparents must contact EVFS directly by calling 702-631-7098 for further detailed information. Once approved, parents will be provided with a voucher and are responsible for emailing the approved initial voucher and any renewed vouchers to the [CCSafekeyUL@clarkcountynv.gov](mailto:CCSafekeyUL@clarkcountynv.gov) for processing. Parents must sign the Attendance Timesheet monthly at the respective school. Failure to do this may result in participants being denied services or parents being required to pay the full price for the program.

**Inter-Tribal Council of Nevada (ITC):** Parents may contact ITC directly by calling 775-355-0600 for eligibility requirements and further detailed information. Once approved, parents will be provided with a voucher and are responsible for emailing the approved initial voucher and any renewed vouchers to the [CCSafekeyUL@clarkcountynv.gov](mailto:CCSafekeyUL@clarkcountynv.gov) for processing.

**MOAPA TRIBAL CARE of Nevada (MTC):** Parents may contact MTC directly by calling 702-333-6565 for eligibility requirements and further detailed information. Once approved, parents will be provided with a voucher and are responsible for emailing the approved initial voucher and any renewed vouchers to the [CCSafekeyUL@clarkcountynv.gov](mailto:CCSafekeyUL@clarkcountynv.gov) for processing.

**Employer-Issued Childcare Reimbursement Forms:** These forms are issued by various employers for childcare reimbursement. Completion of these reimbursement forms requires that payments must be current and satisfied for all program fees. Please allow 5 business days for the completion of these forms. This will allow Safekey staff to perform the necessary tasks needed to ensure all information is accurate. All forms must be emailed to [CCSafekey@clarkcountynv.gov](mailto:CCSafekey@clarkcountynv.gov) to be processed. These forms are not kept on file at the Safekey administration office.

### Safekey Check In & Out:

Participants must be signed into the program before school and signed out at the close of the after-school program each day they are in attendance by a parent/guardian, authorized sibling, or authorized designee. There are NO exceptions to the check-in and check-out policy. A **valid government issued picture ID is required** at each time of check-in and check-out. Children participating in Safekey are responsible for reporting to the Safekey program directly after school. If the participant is involved in Clark County School District after-school activities, Safekey staff must be notified ahead of time in writing by completing an Extra Curricular Activity form. **Clark County is not responsible for any participant until he/she reports to the program and signs in(pm).**

### Health and Emergency Issues:

Please help us maintain a healthy environment by keeping your child home when he/she is sick or displaying the following symptoms. If symptoms are present during Safekey sessions, parents/emergency contacts will be contacted to pick the child up immediately.

- |                        |                     |                  |         |
|------------------------|---------------------|------------------|---------|
| • Elevated temperature | Nausea              | Sore throat      | Earache |
| • Running Nose         | Wheezing            | Diarrhea         | Lice    |
| • Unexplained Rash     | Persistent Headache | Persistent Cough |         |

\* Additional symptoms may be added to this list per direction from the SNHD / CDC.

If the illness or condition is contagious or communicable, the child may not be permitted to participate in Safekey **until** he/she has completely recovered. A doctor's release may be required prior to returning to the program.

If a child needs to take prescription medication during program hours, the following procedures must be followed:

- Parents must complete the medication release form online.
- Medication must be in its original container with the pharmacist label. Label must display child's name, name of the medication, the instructions/dosage, and the name of the prescribing physician.
- Only a daily dose should be in the container, and parent must pick up the container by the conclusion of each day.

If a participant is injured while attending the Safekey program, every attempt will be made by the staff at the site to call the injured participant's parent/guardian. The staff will complete an incident/accident report form. A copy of the report may be requested by contacting the Clark County Risk Management Office, (702) 455-4544.

If at any point a participant is to sustain a **head injury**, Clark County Parks and Recreation Safekey will adhere to the Clark County School District (CCSD) Concussion Protocol. Safekey staff will:

1. While tending to and observing the injured participant, call the parent/guardian to inform them a head injury was sustained;
2. Staff will inform the parent/guardian that they must inform the school of a head injury occurring outside of the school setting to ensure the child receives continuous supervision, care, and the student's electronic medical record appropriately updated.

In case of extreme emergencies or a life-threatening accident, the following will occur in this order:

- 9-1-1 will be called.
- Staff will call parent/guardian (**Critical that all information on the Registration Form be kept current**)
- If the parent/guardian cannot be reached, additional contacts listed on the participant's registration form will be called.

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

Clark County Safekey program operations may change due to **extreme or inclement weather and/or environmental conditions**. In accordance with the CCSD Policy on Extreme Weather/Environmental Conditions (P-1664), "this policy is intended to address weather-related safety strategies that may limit or revise certain activities[...]. Extreme heat exposure, inclement weather conditions, and outdoor air quality may have a negative impact on the health and safety of children and adults. Through implementation of this policy and related procedures, the staff will incorporate precautions which will minimize, to the greatest extent possible, any risk associated with extreme heat exposure, inclement weather, and air quality conditions."

Please refer to Clark County School District Policy P-6114.

Furthermore, **malfunctioning Heating, Ventilation, and Air Conditioning (HVAC) systems within the program space fall under extreme environmental conditions**. Safety strategies may include changes to the program operations, up to and including cancellation.

## **Inclusion:**

The Clark County Department of Parks & Recreation welcomes the participation of individuals of all abilities. The Department fully complies with the Americans with Disabilities Act (ADA) by making reasonable accommodations to encourage participation in programs and activities. Should your child require an accommodation, please contact the Safekey Administration Office and provide any information that would help us determine what reasonable accommodations can be made. **Clark County Safekey does not provide one-on-one care.** Please note that Individualized Education Plans (IEP) are not mandated by law in an out-of-school setting. Safekey staff do not have direct access to a child's IEP or BIP (Behavior Intervention Plans). Every effort will be made to accommodate all participants in the Safekey program within the parameters of our policies; however, inclusionary accommodation does not supersede the adherence to all program guidelines, including the Code of Conduct, which must be followed to ensure the safety of all.

## **Personal Care Policy:**

Clark County Parks & Recreation does not provide personal care services such as feeding, toileting, or the changing of clothes. (Refer to U.S. Department of Justice Manual "The Americans with Disabilities Act" Title II Technical Assistance Manual, Article II-3.6200, which covers state and local government programs and services.) If personal care is needed, we will accommodate a personal care attendant by allowing them space and privacy in the implementation of their duties. Parent/guardians may also provide the necessary care. It is recommended that personal care be provided within 10-30 minutes of the request for service. After the third incident of personal care not being provided in a timely manner, the participant may be subject to suspension/removal from the program.

TDD services for the hearing impaired are available at 1-800-326-6863.

## **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 workplace violence, physical force, harassment, intimidation or abuse of power or authority. That includes actions of employees, participants, 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. Please refer to: Nevada Revised Statute Chapter 199, Crimes against Public Justice. NRS. 199.300.

## **Participant Code of Conduct:**

The Safekey program has established rules governing behavior to ensure all parents/guardians, participants and staff members are provided with a safe and enjoyable program. If inappropriate behavior is displayed, guidelines are in place to assist staff in correcting that behavior. Examples of inappropriate behavior include, but are not limited to:

- Inappropriate language/actions: The use of foul, abusive or unkind words, inappropriate gestures/actions towards others.
- Harm to others: Physically striking or injuring another person (staff or participant) through an inappropriate action.
- Harm to self: Physically harming/injuring self.
- Misuse/damage of property: Improper care or use of equipment, supplies, facility, or items that do not belong to the participant.
- Removing or using property belonging to others without their express permission.
- Children who leave the program site without permission.



- Noncompliance with directives from staff.
- Use of cell phones, iPads/tablets, smart watches, wireless game devices, etc., is strictly prohibited.

## **Steps Taken to Promote Appropriate Behavior/Correct Inappropriate Behavior:**

Staff will take the following positive and progressive steps to correct a problem and/or inappropriate behavior before escalation:

- Separate the participant from the group and explain why the behavior is inappropriate.
- Inform the participant what he/she needs to do to correct the problem and/or behavior. Explain impending consequences if the problem persists.
- Document the problem/inappropriate behavior in the form of a Behavioral Written Report.

## **Suspension/Expulsion Policy:**

- **One Day Suspension:** will be imposed when problems cannot be corrected using the positive steps of discipline, or when the severity of the behavior warrants immediate removal from the program.
- **Multiple Day Suspension:** will be imposed when 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 throughout the department. Participants whose behavior endangers the safety of themselves, or others will be immediately removed from the program.
- **In extreme cases of unacceptable behavior, suspension and/or expulsion may be the first consequence. If this occurs, the parent/guardian will be called to pick up the participant immediately.**

A copy of the behavioral report is provided to the parent/guardian and must be signed by the parent/guardian of the participant who is the subject of the report. An authorized pick-up person may sign and deliver the behavior report to parent/guardian.

A parent/guardian or Safekey staff member may request a conference to discuss behavior problems or other issues of concern. Clark County School District staff has no authority in discipline matters regarding Safekey.

**NOTE:** Clark County's Safekey program reserves the right to suspend participants when it determines their behavior endangers others or self. The Safekey program reserves the right to trespass any participant or the participant's parent/guardian from the Safekey program.

## **Trespass Procedures:**

When the Safekey Site Supervisor and/or Safekey Administration have been unsuccessful in rectifying a situation, after every effort has been exhausted, Park Police/Metro may be contacted to trespass person(s) from the Safekey program. The trespassed individual will no longer be allowed on the Safekey premises.

## **Mandatory Reporting of Child Abuse & Neglect:**

All Clark County Safekey staff are mandatory reporters of child abuse and/or neglect. Most states now have civil and/or criminal penalties for any mandatory reporter who knowingly, willfully, intentionally, or purposely fails to report a reasonable suspicion of abuse.

### **Child Custody Issues/Co-Parenting:**

Safekey recognizes that children may come from a variety of custodial arrangements. Accordingly, it is the responsibility of the enrolling parent/guardian to inform any other parent/guardian (responsible for the same participant) of the Safekey program policies and guidelines. We are happy to provide Safekey Parent Handbooks to both parents/guardians when requested. Please make such a request through the Safekey program site. In some cases, the site may request court documents. Please review the Registration Enrollment Agreement and provide this information under “special considerations”. Information will be kept in confidence. Current laws in the Nevada Revised Statutes (NRS) prohibit staff from withholding any participant from a biological parent without current court documents on file.

In joint custody situations, the person who enrolled the participant(s) is responsible for listing the other parent’s/guardian’s information and ensures their access to the Safekey Parent Handbook. Again, if requested, an additional copy of the Safekey Parent Handbook will be provided. Safekey staff will NOT get involved in disputes between parents/guardians. Safekey will use any funds on the participants account(s) to rectify charges or balances, regardless of custodial circumstances.

Any request regarding legal issues from child custody situations will be handled by the county District Attorney. Requests can be made by calling the main Safekey Office. Any records requested must be accompanied by a court order.

### **Photography Release Statement:**

On occasion, participants in Clark County’s Safekey program may be photographed or video recorded by local news media sources or by/for Clark County Parks & Recreation. Such photography is intended for broadcast, use in promotional publications, and on Clark County’s website. Participants’ names are not used for any reason. If you do not want your child/children photographed, please submit a written letter, and attach it to your child(ren)’s registration enrollment agreement(s) to be kept at the Safekey program site.

### **Communication:**

Safekey staff welcomes your comments and suggestions. We strive to maintain the highest quality programming and safety for participants. When areas of concern arise, please notify the Safekey Site/Zone Supervisors or Recreation Specialist—NOT school personnel. If your concern is not addressed to your satisfaction, please call the main Safekey Administration Office, and speak to the Program Supervisor. The Safekey Administration telephone number is (702) 455-8251. The main office is open Monday through Friday 7:00 a.m. – 6:00 p.m. (except on legal holidays). The telephone is equipped with a voice mail system. Please leave a message if your call is not personally answered (after hours, on holidays, on weekends). Staff makes every effort to return all phone calls promptly upon receipt of a message. We can also be reached via email at: [CCSafekey@clarkcountynv.gov](mailto:CCSafekey@clarkcountynv.gov). We would also like to hear positive comments regarding our programs and staff.

### **Safekey Site Staff & Site Telephone Usage:**

Our Safekey site staff are carefully selected and receives ongoing training throughout the year. Each staff member has undergone a background check prior to employment. Each program site has a Site Supervisor and corresponding staff based on recommended ratios. Staff should be easily identifiable by a Clark County badge and shirt.

Telephones at our program sites are intended for business use. In case of an emergency, please call the Safekey Administration Office at (702) 455-8251 and your call will be transferred directly to the program site.

**Personal Items:**

Clark County is not responsible for lost, damaged or stolen items. Toys, radios, electronics, skateboards, scooters, hoverboards, and sports equipment is not allowed at Safekey. Any participant who brings these items will be asked to put them in their backpack. Participant cell phone use is prohibited.

**Snacks:**

Every participant in the after-school program will receive a snack. Snacks are provided by Three Square, or through the Clark County School District Food Service Department free supper or snack programs. Snacks are delivered directly to the program site. If your child has a food allergy, it must be noted on the registration enrollment agreement form, and a doctor's note may be required, so that an alternative snack can be provided. Upon request, a menu is available at each program site. **\*Any treats brought in, must be store bought and contain no peanut products. \***

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, religion, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD), USDA is an equal opportunity provider and employer.

## Clark County Safekey F.A.Q.

- **I cannot find my child(ren)'s school?**
  - We have our schools listed **alphabetically** by their **last name**.
  - If you still cannot find the school, please email us at:  
[CCSafekey@ClarkCountyNV.Gov](mailto:CCSafekey@ClarkCountyNV.Gov) or call 702-455-8251 for assistance.
  - There are five (5) different Safekey programs throughout the Las Vegas Valley, we service 82 elementary schools.
- **How do I register my child for Safekey?**
  - Our Registration is done through your online account.  
[\(https://www.clarkcountynv.gov/government/departments/parks\\_\\_recreation/safekey/\)](https://www.clarkcountynv.gov/government/departments/parks__recreation/safekey/)
  - Please visit our Administration Office if you need assistance **2601 E. Sunset Rd., Las Vegas, NV 89120**.
- **I cannot log in to my online account.**
  - Please email [CCSafekey@ClarkCountyNV.Gov](mailto:CCSafekey@ClarkCountyNV.Gov) or call the Safekey Administration Office at 702-455-8251 and we will do our best to assist you.
- **How much does Safekey cost?**
  - We have a school-yearly, non-refundable, **\$10 registration fee** that must be paid prior to selecting dates/sessions.
  - **A.M.** Safekey: \$5 a day, per child // **P.M.** Safekey: \$9 a day, per child  
*(\$14 a day per child if both sessions are needed.)*
- **Can I just put money on my account?**
  - Unfortunately, you cannot, as our registration system requires transactions to be specific to daily a.m. or p.m. sessions.
- **How do I know if my child's school is an early start school?**
  - Please email [CCSafekey@ClarkCountyNv.Gov](mailto:CCSafekey@ClarkCountyNv.Gov) or call 702-455-8251 to verify bell and Safekey start times.
  - Our program schedule correlates to the school's specific bell schedule.
- **Is there a fee if I am late to pick up my child?**
  - Beginning at 6:01 p.m. a late pick-up fee of \$5.00, per child, will be assessed for every 10 minutes the participant(s) remains at the Safekey site.
- **How far in advance can I prepay?**
  - You can pay as far in advance as you would like. Either a day, week, or month in advance.
- **Why can't I pay past a certain date?**
  - Our calendaring system is open on a quarterly basis.
  - The quarterly opening will be based on the CCSD calendar for uniformity.

- **Where and how can I make a payment?**
  - All payments can be done online ([www.clarkcountynv.gov/parks](http://www.clarkcountynv.gov/parks)), at any Clark County Community/Recreation Center or our Administration Office.
  - Payments **are not** accepted via phone or email, or at your child's school.
- **Who can pay?**
  - Anyone can make a payment on behalf of your child, but all transactions will fall under the primary households' name and account.
- **Is my credit card information kept on file?**
  - For your protection, we do not store any credit card information.
- **Who is authorized to pick up my child?**
  - The only people authorized to pick up a child are the individuals listed as emergency contacts. **Everyone is required to show a picture ID.** To authorize people not listed on the emergency contacts list, complete an authorized **Child Pick Up form**.
- **My child(ren) *did not* attend a date/session.**
  - We will not be issuing any credits, refunds, or transferring any dates/sessions that have already been purchased. "NO REFUNDS WILL BE GIVEN".
- **Do I create an online account per child or every new school year?**
  - No, only one account is necessary per household. Including any already existing Clark County Parks and Recreation accounts.
  - Children may be linked between two separate households with notice.
  - You will have to answer and renew your account every new School year.
- **Do I need to complete a Medication Authorization form for my child?**
  - *Only* if your child requires prescribed medication during Safekey hours or in case of emergencies (allergic reactions).
- **Where is Safekey held?**
  - Safekey is held on the school campus, in the school's cafeteria/multipurpose room, unless otherwise specified by Safekey site staff.
- **What payment methods are accepted?**
  - We accept cash, checks, money order, and Visa/Mastercard/Discover cards with valid government-issued ID.
  - We **do not** accept American Express or payments over the phone.
  - Payments **are not** accepted at the Safekey school site.
- **What if I receive subsidy?**
  - If you have not done so, please forward your child(ren)'s valid subsidy certificates to [CCSafekeyUL@ClarkCountyNV.Gov](mailto:CCSafekeyUL@ClarkCountyNV.Gov) for processing.



- Subsidy certificates need to be submitted every new school year with the correct and current school listed.
- **I need a printout of all the payments I've made this year for tax purposes.**
  - You can have a childcare statement emailed by following these steps:
    1. Log into your account (*top right on desktop/top left bars on mobile*)
    2. Once logged in, hover over your last name, and under "Reports" you will select "Childcare Statement".
    3. Change "For Tax Year" to the tax year you need. Other two options may be changed to your preference as well.
  - A report for that tax year will be emailed to the email address we have on file. (*You can verify/change your email address under "Account Settings"*)
  - **Our Tax ID number is 88-6000028.**
- **What if I need a copy of a specific receipt?**
  - Copies of receipts are sent via email to the email address we have on file. We suggest reviewing your junk/spam inbox.
  - You may also receive copies via email under "Reprint", then selecting "Reprint a Receipt". All receipts/transactions will be listed chronologically.

## **CLARK COUNTY PARKS & RECREATION FACILITIES**

### **Aquatic Springs (Indoor Pool)**

7025 S. Fort Apache Rd., Las Vegas, NV 89148 (Ft. Apache & W. Warm Springs)  
702-455-1708

### **Cambridge Recreation Center**

3930 Cambridge St., Las Vegas, NV 89119 (Maryland Pkwy & Flamingo)  
702-455-7169

### **Desert Breeze Community Center**

8275 Spring Mountain Rd., Las Vegas, NV 89117 (Spring Mountain & Durango)  
702-455-8334

### **Helen Meyer Community Center**

4525 New Forest Dr., Las Vegas, NV 89147 (Flamingo & Tenaya)  
702-455-7723

### **Hollywood Recreation Center**

1650 S. Hollywood Blvd., Las Vegas, NV 89142 (Hollywood & Sahara)  
702-455-0566

### **Paradise Recreation Center**

4775 McLeod Dr., Las Vegas, NV 89121 (McLeod & Tropicana)  
702-455-7513

### **Parkdale Recreation & Senior Center**

3200 Ferndale St., Las Vegas, NV 89121 (Desert Inn & Boulder Hwy)  
702-455-7517

### **Robert E. "Bob" Price Recreation Center**

2050 Bonnie Ln., Las Vegas, NV 89156 (Lake Mead & Bonnie)  
702-455-7600

### **Silverado Ranch Community Center**

9855 Gillespie St., Las Vegas, NV 89183 (Silverado Ranch & Gillespie)  
702-455-6811

### **Walnut Recreation Center**

3075 N. Walnut Ave., Las Vegas, NV 89115 (Cheyenne & Walnut)  
702-455-8402

### **Whitney Recreation & Senior Center**

5712 E. Missouri Ave., Las Vegas, NV 89122 (E. Tropicana & Boulder Hwy)  
702-455-7576

### **Winchester Dondero Cultural Center**

3130 S. McLeod Dr., Las Vegas, NV 89121 (McLeod & Desert Inn)  
702-455-7340

**Clark County does not discriminate based on:**

**Race, color, national origin, sex, religion, age, or disability in employment or the provision of services.**

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Senior Services, County Manager



ABOUT THE CLARK COUNTY  
**COMMUNITY**  
CLARK COUNTY, NEVADA



[ClarkCountyNV.Gov/parks](http://ClarkCountyNV.Gov/parks)  
[ccparks@ClarkCountyNV.gov](mailto:ccparks@ClarkCountyNV.gov)

