

**Boulder City Parks and Recreation Department
2016-2017 SCHOOL SAFEKEY PROGRAM**



**SCHOOL DAYS SAFEKEY IS HELD AT
Martha P. King Elementary School
Monday-Friday
888 Adams Blvd., Boulder City NV**

For the afternoon time slot, Mitchell children meet in the outside area in front of the school office and are walked to King Elementary School by Safekey staff

**NON SCHOOL DAYS M-F SAFEKEY IS HELD AT
900 Arizona Street, Boulder City NV / \$20 per day**

Safekey will be closed on the following dates:

9/5/2016, 10/28/2016, 11/11/2016, 1/20/2017, 2/20/2017, 5/29/2017 & 6/9/2017

Safekey (702) 287-6154

**Boulder City Parks and Recreation Department
900 Arizona St., Boulder City, NV
(702) 293-9256**



Dear Parents,

Welcome to the Boulder City Parks and Recreation Department Safekey Program. On school days, the program takes place at Martha P. King Elementary School before school from 7-8:10 a.m. & after school 2:40-6 p.m.. Please note that Mitchell Elementary School children will be escorted between Mitchell and King by Safekey staff. On days school is not in session, All Day Safekey takes place at the Recreation Department at 900 Arizona St. Safekey is closed on school holidays with the exception of Winter Break (partial weeks - check annual schedule) Spring Break (one full week), and the remainder of the week when school gets out in June.

Students are to check in with a Safekey leader when they enter the program. Each day, parents MUST SHOW current identification in order to sign their child out of the program. Parents will also be asked to identify the time of pick up. This process is important for the safety of the children and accountability at all levels. When you sign out your child, you will be able to see your account payment status. It is important to keep your child's account in a prepaid status to maximize the Safekey pricing structure. Further details are located within this packet.

*Students are separated into age groups or by activities, when applicable. Snacks are provided by Safekey on **school days only**. On days there is no school, snacks and lunch are to be brought to Safekey by your child. Homework time is identified each school day. Students are requested to bring their own pencil and paper. If homework is not available, reading time will be implemented. All school rules will apply at Safekey.*

Thank you for your support and cooperation. We are looking forward to a great year.

Sincerely yours,

Safekey Staff

Boulder City Parks and Recreation Department Safekey Program

Welcome to the Safekey Program sponsored by the Boulder City Parks and Recreation Department. This program is designed to enrich your child in a recreation environment that is fun, friendly and safe. Safekey is designed for the success of your child. Please review this entire packet to maximize your child's Safekey experience.

The Safekey Program is a year round program. Registration can be made at the Recreation Department, 900 Arizona Street and on school days at Martha P. King Elementary School Multi Use Room from 7-8:10 a.m. & 2:40-6 p.m. Monday – Friday. Participation requires registration prior to attendance and fees are on a prepayment basis. The Recreation Department and City Pool can accept cash, check or credit card payments. The Safekey site can only accept payment via a check. **School Day fees** are \$3 per morning & \$9 per afternoon when prepaid each day your child attends the program. A courtesy **drop in rate** of \$4 per morning & \$11 per afternoon will be offered for a two day grace period when fees are not prepaid. Those who do not catch up payments within a two day period are subject to a \$20 late fee per child and you risk having services withheld until the payment issue is resolved. Non School Day fees are \$20 on Teacher Service Days, Spring & Winter Break. Summer rates are \$18 for full day & \$9 for half day when prepaid. Half day is 7am-12:30pm or 12:30-6pm. A drop in rate ~ \$28 full day & \$14 half day will apply when services are not paid prior to the child's arrival at Safekey. Please provide Safekey with your payment receipts for timely payment posting. Some field trips require an extra fee to participate. Field trip fees are paid directly to Safekey staff. Children 60lbs and under are to provide a booster seat to participate in field trips. Please check the Safekey activity schedule and/or the Safekey sign in table for field trip information. Field trip days may require your child to arrive by a specific time. Space is limited for field trips.

Please do not allow your child on school grounds in the morning before Safekey begins as there is no supervision. After school, a Safekey leader will walk your child from Andrew J. Mitchell to Martha P. King promptly at 2:50 p.m. so please have your child go to the front of Andrew J. Mitchell as soon as the bell rings. Please pick up your child through the door to the left of the main entrance at Martha P. King Elementary School. In the afternoon, your child must be picked up, no later than 6:00 p.m. A late fee of \$10 every five minutes starting at 6:01 p.m. will be assessed for late pick-ups. **These fees must be paid before your child can return to Safekey.** If your child is not picked up by 6:30 p.m., your child may be transported to the City Pool at 801 Ave. B as a holding station and the Boulder City Police Department can be notified. All efforts will be taken to connect your child to an approved individual before contacting the police.

Snacks are ONLY offered in the afternoon on school days. On All Day Safekey days, children are to bring morning & afternoon snacks, lunch and plenty of liquids. **Please list any food allergies on the information sheet you complete when you enroll your child in Safekey.**

Please complete a ***Safekey Registration Form and Recreation Department Household Information Form*** at the time you enroll your child in Safekey. **This is an opportunity for you to tell us of any special needs your child may require.** Please be accurate in listing those who may pick up your child. Your child will only be released to those individuals on your registration form and or information sheet. Please sign your child out when leaving. **Identification is required to sign a child out of the program.**

Payments

- A child will be unable to attend Safekey until all unpaid balances are paid. If your child is unable to attend Safekey due to nonpayment and arrive at Safekey, they will be escorted to the school office. The school office will then follow Clark County School district procedures.
- Accounts left unpaid for more than two days without payment are subject to an additional \$20 late fee per child and the family account will be placed on the nonpayment list and all family members will be unable to register for any City of Boulder City recreation activities, classes, events, programs, etc. until the account is paid in full.
- We understand that children may come from a situation where parents are separated, divorced, or currently seeking a divorce. It is the responsibility of the parent who registered the child for the program to keep all payments up to date. If the account is left unpaid, the child will not be allowed to participate in Recreation Department activities, regardless of which parent is responsible for the balance.

A returned check is considered nonpayment and the parent will immediately be placed on the nonpayment list. For repeat offenders, we reserve the right to place customers on a cash-only basis or to refuse service. There is a \$25 fee for returned checks.

Program Time / Registration / Late fees

- In order to ensure payment accuracy, please do not send payments to Safekey with your child. Payments from your child may not make it to responsible hands.
- Once payment has been received, there will be no refunds.

Please save your receipts for tax and payment verification purposes. The Recreation Department does not automatically issue an end-of-year statement.

Early Dismissal Days & CCSD Professional Development Days

Safekey is available on early dismissal days from the time children are out of school, until 6:00 p.m. Additional fees will apply. On Professional Development Days, All Day Safekey is \$20. Lunch is not provided on extended time days. Please make sure your child has ample food for the day.

Attending School Programs During Safekey Hours: _____

Waivers are available for children to sign themselves in or out of Safekey for school programs on the school campus. These waivers are only to be used for giving your child permission to leave Safekey for school activities such as clubs, to assist teachers or to attend school programs before or after school. Please note that staff will not be available to transport children from Mitchell to King after the 2:50 p.m. transition.

- Your child must report to Safekey first to be signed in for the day by Safekey staff each day before requesting to sign out to attend another school program/classroom or club on campus.
- Children are not permitted to leave Safekey on their own without a signed waiver (completed by parent or legal guardian) on file. Violations of the above procedures will result in the loss of this privilege.

Personal Items:

Personal items brought to Safekey are the responsibility of the participant. Safekey is not financially responsible for lost or stolen items. Safekey staff will assist the children in finding a missing item.

Personal Cell Phones:

Safekey would prefer that no cell phones are brought to the program. If a child brings a cell phone, it is their responsibility to keep track of it. Safekey does not take responsibility for children's cell phone use. Cell phones must be turned off and placed in their backpacks. Personal cell phone use is only allowed with staff approval. Cell phones are only permitted to be used for phone calls and not as a play toy. Should you need to contact your child, you may call the Safekey program @ 702-287-6154.

Absenteeism

Please text or call the Safekey cell number (702) 287-6154 and leave a message if your child attends Safekey on a regular schedule and will be absent from Safekey. Note: When the school needs to know your child is absent, so does Safekey.

Medication

Safekey does not administer medications. All prescription drugs must be self-administered or given by the child's school nurse prior to coming to Safekey. A medication release is required for a child to self-administer medications. See the Safekey Coordinator to make these arrangements.

Health Records

Students not registered with the Clark County School District (or private school), with immunization records on file at these institutions, must provide immunization records that meet the Southern Nevada Health District requirements to enter school.

Inclusion

Parks and Recreation Department will provide service in the most integrated setting appropriate to meet the needs of participants with a qualified disability. Every effort will be made to provide reasonable accommodation. Although policies and practices may be revised, the Behavior Guidelines are applicable to ensure everyone’s safety and enjoyment. Participants needing accommodation are asked to contact staff two weeks prior to attending Safekey so that individual needs can be better met.

Filed Trips

Children 60 lbs. and under require a parent provided booster seat to travel in City vans. Prepayment is required for field trips and may require your child to arrive to Safekey by a particular time.

Fees:

Safekey fees cover the cost of the Safekey Program and provide for an afternoon snack on school days only. This is a pre-payment program, please pay promptly.

**Staff at Recreation Department will not be responsible for researching your payments for this program in order for you to file child care tax information each year. You must save your receipts. The City Federal Tax ID Number is 88-0084978.

Students will not be allowed in the program without proper paperwork.

Unpaid balances for the Safekey Program that are not paid within the two day drop in rate grace period are subject to a **\$20.00 late fee per child and the family will not be allowed to register for other Recreation Department activities until late fees are paid.**

Safekey will be closed on the follow dates:

9/5/2016, 10/28/2016, 11/11/2016, 1/20/2017, 2/20/2017, 5/29/2017 & 6/9/2017

Safekey relocates to 900 Arizona Street during Teacher Inservice Days, Spring, Summer & Winter Breaks.

Your child’s sample daily school schedule:

Morning: Doors open at 7am

Upon arrival **Sign in with staff & place backpacks in designated area**

Indoor/Outdoor physical activities &/or Arts and Crafts

7:45a.m. Restroom break 8:00a.m. Attendance call

8:10am Release to King or Mitchell playground

Afternoon:

2:40-3:15pm **Sign in with staff**, restroom break, wash hands & snack
(Mitchell kids meet Safekey staff in the front of the school at the office windows)

3:15-4:15pm Homework , restroom break & snack

4:15-5:00pm Indoor/outdoor physical activities

5:00-5:45pm Arts & Crafts (arts supplies are available each day with specialty art projects provided on a weekly basis)

5:45-6:00pm Clean up

6:00pm **Safekey is closed for the day**

*Note: Schedule adjustments are made based on a variety of circumstances such as weather, relocation of the program due to school functions, children’s homework goals, etc.



**CITY OF BOULDER CITY
PARKS AND RECREATION DEPARTMENT**

900 Arizona Street, Boulder City, NV 89005
Mailing Address: PO Box 61350, Boulder City, NV 89006
Phone (702) 293-9256 Fax (702) 293-9419
www.bcnv.org

HOUSEHOLD INFORMATION SHEET & RELEASE OF LIABILITY

Mother's Name _____ Home phone _____ Cell phone _____

Address _____ City _____ State _____ Zip _____

Father's Name _____ Home phone _____ Cell phone _____

Address _____ City _____ State _____ Zip _____

Email address _____

Children in household:

Name _____ Age _____ DOB _____ Gender _____ Birth Cert. Verified by _____

Name _____ Age _____ DOB _____ Gender _____ Birth Cert. Verified by _____

Name _____ Age _____ DOB _____ Gender _____ Birth Cert. Verified by _____

Name _____ Age _____ DOB _____ Gender _____ Birth Cert. Verified by _____

Name _____ Age _____ DOB _____ Gender _____ Birth Cert. Verified by _____

Name _____ Age _____ DOB _____ Gender _____ Birth Cert. Verified by _____

Allergies, Medication & Other Health Problems (Please Describe) _____

Emergency contact or person who can pick up child other than parents:

1. _____ Relationship _____ Phone _____

2. _____ Relationship _____ Phone _____

3. _____ Relationship _____ Phone _____

4. _____ Relationship _____ Phone _____

Any restrictions for picking up child? _____

Others in household:

Name _____ Age _____ Relationship _____ Phone _____

Name _____ Age _____ Relationship _____ Phone _____

RELEASE OF LIABILITY

I, the undersigned, as a participant or parent/guardian of the participant in the programs sponsored by the Boulder City Parks and Recreation Department, do understand that, in consideration of the Parks and Recreation Department, I do release them, their officers, agents or employees from all liability demands or claims for loss, damage or injury resulting from participating in the programs for any dates as listed above. I have been informed by the City and I fully understand and agree that no insurance coverage whatever is being provided by the City, its agents or representatives, undertaking to indemnify, or in any other manner, guaranteeing the safety of any participant in the program as to any injury or other peril or contingency resulting from participating in the program, whether to persons or property. I recognize and understand that the program requires that the participant be in good health. I warrant and declare that the participant is in good health. If the participant is a minor, I also give my consent for his/her participation in the program, and for any necessary emergency medical treatment. PHOTO RELEASE: I DO ___ DO NOT ___ consent to & authorize the use & reproduction by the Boulder City Recreation Department of any photographs & audio-visual materials taken of me for marketing materials or for any other use for the benefit of the program

Signature of Parent/Guardian

Date



SAFEKEY (702) 287-6154

Boulder City Parks and Recreation (702) 293-9256

Field Trip, Transportation, and Medical Liability Release ~ Attendance notification ~ Payment Agreement
(Note: Safekey update is required at the beginning of each school year and summer season)

Child's legal name (last, first)	Preferred (nickname)	Date of birth	Age / Grade
Child's street address	City	Zip code	Child's Cell #
Mother's name	Best #	Home#	Work #
Father's name	Best #	Home#	Work #
Emergency contact (other than parent)	Best #	Home#	Work #
For Emergency Purpose			
Household Vehicle License Plate #s _____		Teacher _____	School _____

Does your child have any allergies, medical or behavioral issues you'd like Safekey staff to be aware of: yes / no Please provide details.

My child will be consistently attending the Safekey program on the days of the week identified below with my initials

SCHOOL Mon am ___ pm ___ Tue am ___ pm ___ Wed am ___ pm ___ Thur am ___ pm ___ Fri am ___ pm ___

SUMMER Mon am ___ pm ___ Tue am ___ pm ___ Wed am ___ pm ___ Thur am ___ pm ___ Fri am ___ pm ___

I understand that it is my responsibility to notify Safekey if my child will not attend Safekey on these days. _____ (int)

I do not know what my child's attendance in the program will be and understand that it is my responsibility to notify the Safekey number 702-287-6154 via text or voice mail when my child WILL be attending the program. _____ (int) (text is the preferred method of communication for this)

I understand that if my child's account is in good standing and he/she shows up to Safekey, he/she will not be turned away and my child's account will be charge for that day. _____ (int)

Payment is due prior to service rendered. If your account falls into a non-prepaid status, you will be given a three day grace period at a "drop in" rate of: School \$5am & \$12pm and Summer \$14 for ½ day and \$28 for full day service. If non payment issues are not resolved at the end of the third day, your child cannot return to Safekey, nor will your child be allowed to participate in any Boulder City Recreation Department activity until this issue is resolved. Any account past due after the three day "drop in" grace period, is subject to a \$20 late fee. The Safekey Program ends at 6:00 p.m. For every 5 minutes your child is not picked up beginning at 6:01 p.m., a late charge of \$10 for every 10 minutes will be assessed.

Late payment is due at the time of pickup. _____ (int) Person responsible for payment of service _____

RELEASE OF LIABILITY – Safekey Field Trip, Transportation, & Medical Release Note: Children 60lbs & under required a parent provided booster seat I, the undersigned, legal guardian of the participant in the listed activity sponsored by the Boulder City Parks and Recreation Department, do understand that, in consideration of the Parks and Recreation Department, I do release them, their officers, agents or employees from all liability demands or claims for loss, damage or injury resulting from participating in the mentioned activity, as there is no insurance provided. I, the under signed, as legal guardian on behalf of our child named above, our heirs, executors and administrators, we hereby do expressly and forever waive and release the City of Boulder City Parks and Recreation Department, and all their respective officers, trustees, employees, agents or representatives for any and all liability for personal injuries, or damages, sustained incurred, arising from, participating in or connected with travel to and from the City of Boulder City and City of Boulder City Parks and Recreation Department meetings, classes, contests, field trips, and/or special events, and all activities related to, or in conjunction with, the said activity by our son or daughter. I also give my consent for his/her participation in the activity, and for any necessary emergency medical treatment.

Safekey Aquatic Division ~ Children 8 and over who are non swimmers
or do not pass the City Pool swim test may not be eligible for pool field trips

Child's age: _____ My child knows how to swim _____ My child does not know how to swim

note: A booster seat must be provided for children under 60 lbs.

Signature (Parent or legal guardian) Date

City of Boulder City Safekey Behavior Expectation Plan:



Name of child(ren): _____

Safekey will make reasonable accommodations for all children to be successful in the Safekey Program. Safekey participants, including special needs children, must be able to follow Safekey staff direction, rules and meet behavior expectations. At any time that the Safekey Coordinator determines that a child is at risk of injuring themselves, others, or poses other safety issues, including yet not limited to, flight risk, hitting, biting, verbally antagonizing other children, or bullying, the Safekey program will take the following progressive correctional actions.

If there is an issue that prevents Safekey staff from being able to properly care for a child, the other children, or is harmful to staff, the following protocol will be used:

- 1st Time** - Child is directed to the correct behavior expectation.
- 2nd Time** - Child is sent to the redirection table and parent is notified.
- *3rd Time** - Child will be sent to the redirection table and a parent will be called to remove the child for that day and/or the following day.
- *4th Time** - At this time, if the child’s behavior does not improve to meet expectations, the parent will be called to immediately remove the child from the program and there will be a three day suspension from the program.
- *5th Time** - At this time, if a child’s behavior does not improve to meet expectations, the parent will be called to immediately remove the child from the program and there will be a two week suspension from the program.

If the undesired behavior continues upon the child’s return to the program, the parent will be notified to immediately remove the child from the program and will not be allowed to return to the program until it is determined that the child can meet Safekey behavior expectations. This will be determined by the Safekey Program Coordinator meeting with the parent and child & a parent observation of the child in the program will be required to identify the precise behavior modification that is needed for the child to be allowed to return to the program.

***Note: Parent or authorized pick-up person must be available to pick up the child within 30 minutes upon notification that the child is to be removed from the program.**

If the behavior expectations is be met by the child, it may be determined that the child will not be eligible to participate in the Safekey Program.

The signatures below indicate agreement with the written policies of the City of Boulder City Safekey Program.

_____	_____	_____
Guardian’s / Parent’s name	Guardian’s / Parent’s signature	date

_____	_____	_____
Guardian’s / Parent’s name	Guardian’s / Parent’s signature	date