Welcome to the city of Las Vegas Safekey and ReInvent After-School programs. Research has shown that before-and after-school programs are a critical component to ensure extended-learning success. The city of Las Vegas has been providing Safekey for more than 30 years and we remain committed to ensuring our youth enrichment programs align with and support the Clark County School District. Before-and after-school programs are a vital part of our “Strong Schools” initiative. Our programs keep students safe; support learning through academic-based enrichment programs; provide mentoring by caring adults; and promote healthy lifestyles and nutrition.

In addition to the Safekey program, the city of Las Vegas is excited to introduce the ReInvent After-School Program (RAP).

RAP is funded by the 21st Century Learning Center grant and offers students a broad array of support services and activities before and after school at selected ReInvent School sites. RAP is designed to reinforce and complement in-school curriculum by providing activities that promote student success. RAP sites will provide academic growth opportunities and enrichment activities, along with family engagement programming. Enrollment is limited and attendance requirements will apply.

As we continue to navigate through the challenges related to the COVID-19 pandemic, we are working collaboratively with the Clark County School District to ensure that we are prepared to provide high quality, before and after school programs that are in full compliance with the guidance and direction from the Centers for Disease Control and Southern Nevada Health District. City of Las Vegas Safekey and RAP staff will wear face masks, wipe down high touch areas often, utilize curriculum and activities that avoid personal contact, remind youth about hand washing and social distancing and require youth to wear face masks. We are committed to serve you and your children in a safe and productive program allowing you to focus on your responsibilities.

The city of Las Vegas will continue to collaborate with the Clark County School District to offer the APPLE CORE reading incentive program. We will also extend our literacy program with “Reader’s Theater” at our Safekey sites, a robust, interactive literacy and performing arts curriculum. In an effort to promote healthy lifestyles through nutrition and physical fitness, we will use “CATCH Kids Club.” We have expanded our STEAM (Science, Technology, Engineering, Arts & Mathematics) curriculum inventory and are excited to expand our STEAM activities. Additionally, we will continue to provide fire prevention and stranger danger training taught by City of Las Vegas Fire Prevention Specialists and Deputy City Marshals.

Again, thank you for choosing the city of Las Vegas Safekey/RAP Program as your before-and after-school provider. The city of Las Vegas is dedicated to delivering an exceptional “Learning Beyond the Bell” experience and as always, we welcome and appreciate your feedback on ways we can enrich our programs. Please review the enclosed handbook that provides more information about the Safekey and RAP programs.

Yours in service,

Dr. Tammy Malich, Director
Department of Youth Development and Social Innovation
City of Las Vegas
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SAFEKEY/IGNITE

OPERATIONS

Hours Of Operation:

Main office (495 S. Main St., 5th Floor)
Phone Hours: Monday-Friday 7 a.m.–6 p.m.
Payment Center (500 S. Main St.)
Walk-In Hours: Monday-Friday 7:30 a.m.–5:30 p.m.
Phone Hours: Monday-Friday 7 a.m.–6 p.m.

Holiday Closures

Safekey/Ignite programs will be closed on all city of Las Vegas holidays. The programs use the Clark County School District (CCSD) calendar as a guide for program availability and operate on days when in-person school is in session. Safekey/Ignite does not operate in the afternoon on half-days.

PROGRAM DESCRIPTION

The city of Las Vegas Safekey/Ignite programs are out-of-school time enrichment programs designed for children grades K-5 (Safekey) and grades 6-8 (Ignite). Daily and weekly scheduled activities include physical fitness, arts and crafts, Reader’s Theater, STEAM activities, games, reading time, special events, virtual learning support, homework time and a nutritional afternoon snack.

SAFEKEY/IGNITE VISION

The city of Las Vegas Safekey/Ignite programs are dedicated to providing the best possible program for each child. Our goal is to create a safe atmosphere where fun, play and enrichment take place.

We will:

• Provide a positive and meaningful experience;
• Help children develop self-esteem through a safe, supervised program;
• Involve children in group and individual activities that will help each child grow to his or her fullest potential;
• Foster growth and development by incorporating values and respect in peer group relationships.

MISSION STATEMENT

The city of Las Vegas Safekey/Ignite programs provide families with enrichment experiences for elementary and middle school age children in a supervised and fun environment. These programs allow parents to work, go to school or seek employment while knowing their child is safe.
FREQUENTLY ASKED QUESTIONS

1. How do I register?
   a. Registration is online and the annual registration fee is $20 per account, per child. Returning customers may register for the current school year by logging in to their Safekey/Ignite account at lasvegasnevada.gov/safekeypayments and selecting the "Registration" tab. New customers must go to lasvegasnevada.gov/Safekey and select "New Registration Portal" to create an account and pay the annual $20 registration fee. A child is not fully registered to attend until they are prepaid for their daily visit.

2. How can I pay for daily visits?
   a. Once an account is created, payments for visits can be made with a Visa, Master Card or Discover Card via the Safekey/Ignite Family Portal at lasvegasnevada.gov/safekeypayments. From the "Attendance" tab, families must select and prepay for each specific date their child will attend. Space is limited and is first come, first served due to physical distancing mandates.

3. What happens if my child needs to attend Safekey/Ignite, but is not prepaid?
   a. Children who are not pre-paid are not eligible to attend Safekey/Ignite. Unpaid children will be escorted to the school's office.

4. Can I transfer or receive credit for paid dates my child will not attend or move them to another sibling?
   a. Yes, families may make changes to their calendar selections and either transfer a day or receive credit on their account up until the program start time on the date of service. Transfers cannot be made between accounts. All credits expire on the last day of the current school year.

5. Can I get a refund for unused scheduled attendances?
   a. There are no refunds.

6. Can I transfer my child to another Safekey/Ignite program?
   a. Yes, please contact the Safekey/Ignite office for details on eligible school transfers.

7. Can I just put money on my account?
   a. Our registration system requires payments to be assigned to a scheduled a.m. or p.m. daily visit.

8. Is there a fee if I am late to pick up my child?
   a. A $10 late pick-up fee is assessed for every 10-minute increment the child stays past the scheduled program end time beginning at 6:01 p.m. The late fee will continue to accrue until the child is signed out of the program.

9. What is a PIN and where can I find my PIN?
   a. A Personal Identification Number (PIN) not only serves as an electronic signature, but it helps identify an individual as a child’s authorized contact. Children must be signed in upon arrival in the morning, and signed out upon departure in the afternoon for each day of attendance using a PIN. Parents/Guardians can obtain the unique PIN numbers for themselves and each contact by logging in to the Family Portal and selecting the "Personal" tab. PINs should not be shared between contacts or with individuals not listed on a child's account. If you have reasons to believe a PIN has been compromised in any way, it is your responsibility to notify the Safekey/Ignite office immediately.

10. Who is authorized to pick up my child?
    a. It is your responsibility to keep updated all parents, guardians, and emergency contacts in your child's account via the Family Portal. Each contact will be assigned a unique
Personal Identification Number (PIN). Upon arrival, the parent, guardian, or emergency contact must enter their valid PIN into the Safekey/Ignite device before your child can be released to the contact. Parents, guardians, and emergency contacts must be 12 years or older and may be required to show a valid government issued photo identification.

11. How do I add or update an emergency contact for my child?
   a. Log in to the online Family Portal and select the “Personal” tab, then add or update your child's contacts.

12. How can I get my receipts?
   a. Your receipts are available from the online Family Portal and selecting the “Statements” tab.

13. Can I get an itemized tax statement for my taxes this year?
   a. Statements can be printed from your online account at lasvegasnevada.gov/safekeypayments. The Safekey/Ignite Administrative Office does not provide receipt reprints or end of year statements for tax purposes. For your information, our tax ID number is #88-6000198.

14. Dad’s account? Mom’s account?
   a. The annual registration fee is $20 per account, per child. Any available scheduled visit on a child’s account will be used. Unscheduled visits may be assigned to either of the child’s accounts. It is not Safekey/Ignite’s responsibility to monitor accounts or interpret custody arrangements. Custodial parties may make a request to split (share) a child’s account from the Safekey/Ignite office.

15. Audit account fee?
   a. There will be a $35 fee if you would like your account audited.

16. I can’t log in
   a. If you are having trouble logging in to the Family Portal, click on “Password Reminder” and follow the prompts to access your account. If further assistance is needed, please contact our office between 7 a.m.-6 p.m. Monday–Friday at 702.229.KIDS (5437).

17. Is financial assistance available?
   a. Safekey accepts child care subsidy certificates from the following financial assistance programs: Desert Regional Center, East Valley Family Services, Employer-Sponsored Child Care Reimbursement, Inter-Tribal Council of Nevada, Inc., and Las Vegas Urban League.

18. How do I submit my childcare subsidy certificate?
   a. In order to submit a childcare subsidy certificate, families must have a Safekey/Ignite account and pay the $20 registration fee. Certificates must be accompanied with a completed Safekey/Ignite childcare subsidy acknowledgement form which can be obtained at lasvegasnevada.gov/Safekey. Both documents must be submitted electronically through the family’s Safekey/Ignite account; from the “Personal” tab, families may click on “Child Documents” and upload the certificate and acknowledgement form. Subsidies are only valid after they have been processed by the Safekey/Ignite office. Subsidy discounts will not be applied retroactively.
SAFEKEY/IGNITE PARTNERSHIPS

CATCH

The city of Las Vegas Safekey/Ignite program is proud to partner with the Southern Nevada Health District to include the Coordinated Approach to Child Health (CATCH) Kids Club as a component of its services. The CATCH program is designed to promote behaviors that assist in developing and maintaining good health in school-age children. This component of Safekey/Ignite helps support the Mayor’s Healthy Lifestyle Initiative, which encourages Las Vegas residents to Get Smart, Get Up and Get Out to improve diet, nutrition and physical fitness. CATCH Kids Club physical activity boxes include instruction cards that detail fun activities which keep kids moving.

APPLE CORE

The city of Las Vegas Safekey/Ignite programs partner with the Clark County School District’s All People Promoting Literacy Efforts and Counting Our Reading Efforts (APPLE CORE) reading program to integrate reading incentives into the Safekey/Ignite programs. Research shows reading 20 minutes per day can positively impact student academic achievement. After-school programs, like Safekey and Ignite, have an opportunity to use program time to incorporate fun, positive and academic options to engage children. Students track their minutes read during program hours, earning incentives for every 300 and 1,200 minutes read.

Three Square Kids Café Program

Inadequate nutrition in childhood has been shown to have a debilitating effect on a child’s cognitive function, often leading to underperformance in school and lower academic achievement. In an effort to address this ever-growing issue, the city of Las Vegas has teamed up with Three Square to offer Kids Café, a program of Feeding America, which is designed to ensure that children without access to regular nutrition receive a nutritional meal after school in the late afternoon at all eligible city of Las Vegas Safekey/Ignite sites. Kids Café is one of the nation’s largest charitable meal service programs, providing free and prepared food and nutrition education in a safe environment to children in need.

ReInvent Schools Las Vegas (RSLV)

ReInvent Schools Las Vegas is a partnership between the Clark County School District and the city of Las Vegas in collaboration with local businesses and non-profit organizations. These community schools are hubs where students and their families can receive assistance. ReInvent Schools focus on aligning academic achievement, expanded learning, integrated student supports and family and community engagement. ReInvent Schools is a full-service community school model based on successful plans from across the nation.

ReInvent After-School Program (RAP)

We are excited to introduce the ReInvent After-School Program. RAP is funded by the 21st Century Community Learning Center grant and offers students a broad array of support services and activities before and after school at seven selected RAP sites. RAP is designed to reinforce and complement in-school curriculum through providing activities that promote student success. The RAP sites will provide academic growth opportunities, promote social emotional learning and enrichment activities, along with family engagement programming. Enrollment is limited. Attendance requirements will apply.
Child and Adult Care Food Programs

For those Safekey/Ignite sites that are not eligible to participate in the Three Square Kids Café Program, the city participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children and adults receiving daily care.

Each day more than 2.6 million individuals participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals, which meet United States Department of Agriculture requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

The parent/guardian should list any allergies or dietary restrictions in their online Safekey/Ignite account, under the child’s profile. Then they should notify the site leader or the Safekey/Ignite office so that the proper documentation can be obtained for a meal modification.

If you have any questions about CACFP, please contact one of the following:

**Sponsoring Organization/Center**
City of Las Vegas
Department of Youth Development and Social Innovation
Safekey/Ignite Program
495 S. Main St., 5th Floor
Las Vegas, NV 89101
702.229.KIDS (5437)

**State Agency**
CACFP Nutrition Programs Professional
Nevada Department of Agriculture
2300 E. St. Louis Ave.
Las Vegas, NV 89104-4314
702.668.4585

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877.8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690.7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
SAFEKEY/IGNITE STAFF

Our staff are carefully selected and placed at Safekey/Ignite sites based on their skills and abilities. Staff members have been finger printed, drug tested and passed extensive background checks. They have also been trained in emergency and safety procedures.

While the Safekey/Ignite programs operate in partnership with CCSD and in their school facilities, the program staff are hired by the city of Las Vegas and operate independently of the school district.

FEES/PAYMENTS

Registration is online and the annual registration fee is $20 per account, per child. Returning customers may register for the current school year by logging in to their Safekey/Ignite account at lasvegasnevada.gov/safekeypayments and selecting the “Registration” tab. New customers must go to lasvegasnevada.gov/Safekey and select “New Registration Portal” to create an account and pay the annual $20 registration fee.

Safekey/Ignite is a prepaid program; families must prepay and select each specific date their child will attend. Students may only attend Safekey/Ignite on their assigned in-person instruction cohort days. Participants who are not prepaid are not eligible to attend Safekey/Ignite.

Daily fees per child are $7 per a.m. and $10 per p.m. Payments can be made online by accessing the Family Portal link at lasvegasnevada.gov/safekeypayments or in person at the city of Las Vegas Customer Care Center located at 500 S. Main St., 89101. The forms of payment accepted in person are money order and personal check (accompanied with a valid Nevada driver’s license), or cash.

Outstanding balances must be paid within 24 hours or services may be denied until the balance is paid—even if a child is prepaid for an attendance. Restricted services will be reinstated after the account is made current.

Accounts with repeated delinquent payments for any balances such as daily fees, late pick-up fees, subsidy co-pays, etc., may result in a suspension of services up to one school year.

Parents can view their statement and the dates their child has been checked in by accessing the Family Portal at lasvegasnevada.gov/safekeypayments. If a family requests an audit of their account, there is a $35 audit fee.

To request a paper copy of a participant’s program attendance reports, parents must provide the Safekey/Ignite office with a court order or subpoena. There is a $35 research fee and $2 notary fee and an additional $1 per page. Parents may view their child’s attendance records in their online account.

City of Las Vegas Safekey/Ignite supports the CCSD After-School Care Process. If CCSD sends a child to the Safekey/Ignite program under the After-School Care Process parents will be responsible to CCSD for any fees incurred.
Refund Policy
Families may make changes to their calendar selections and either transfer a day or receive credit on their Safekey/Ignite account up until the program start time on the date of service. No transfers or credits will be issued for any transaction after the program start time, even if the child does not attend. Transfers cannot be made between accounts. All account credits will expire on the last day of school. No refunds will be issued under any circumstance.

Credit Card/Bank Disputes
Credit card payments will appear as “City of Las Vegas” on your credit card/bank statement.
If a family disputes a charge on their credit card for Safekey/Ignite services, the city of Las Vegas Treasury office will reverse the disputed payment and apply a $25 return payment fee to the account for each dispute notification received. The Safekey/Ignite Administrative office will audit the account. If the dispute is found to be valid due to fraudulent transactions and the child did not use the attendances purchased, the return payment fee will be reversed.
If it is found that the child used the attendances that were purchased from the disputed transactions, the family’s account will be billed for any fees due for services already rendered and future program services will be suspended until the account is made current.

Note: If Safekey/Ignite receives multiple credit card/bank dispute notifications for an account, the family’s program services may be suspended for the remainder of the current school year.

Tax Statements
Families must keep all statements for payments made. The city of Las Vegas Safekey/Ignite Administrative Office does not provide reprinted receipts or end of year statements for tax purposes. Statements can be printed from a Safekey/Ignite account at lasvegasnevada.gov/safekeypayments. The city of Las Vegas tax ID number is #88-6000198.

FINANCIAL ASSISTANCE, EMPLOYER REIMBURSEMENT VOUCHERS AND THIRD-PARTY SUBSIDY PROGRAMS

NOTE: Families must have a Safekey/Ignite account with updated contact information and the Safekey/Ignite $20 annual fee (per account, per child) must be paid prior to participation. Registration fees cannot be paid using financial aid or subsidy funds.

Employer-Issued Child Care Reimbursement Forms
Employer-Issued Child Care Reimbursement Forms are usually issued by the employer for a reimbursement. Your payments to the Safekey/Ignite program must be current for all program fees for an employer reimbursement form to be completed. It is the parent/guardian’s responsibility to submit reimbursement/attendance verification forms directly to the Safekey/Ignite office. Families must allow 3-5 business days for completion.

Third-Party Subsidy Programs
The Safekey/Ignite program accepts employer child care reimbursement forms and subsidy certificates from the following third party subsidy programs:
1. Las Vegas Urban League Child Care Subsidy Program (702.473.9400)
2. Inter-Tribal Council of Nevada, Inc. (ITCN) Child Care Development Fund (702.570.7722)
3. East Valley Family Services (702.631.7098)
4. Desert Regional Center (702.786.7850)
In order to ensure accurate and timely processing of subsidy certificates from the above organizations to a Safekey/Ignite account, please read the following:

1. Families must complete and sign a Safekey/Ignite Child Care Subsidy Acknowledgement Form for each certificate submitted. Acknowledgement forms can be obtained online at lasvegasnevada.gov/safekey.

2. Families must submit their documents electronically through their Safekey/Ignite account; from the “Personal” tab, families may click on “Child Documents” and upload the certificate and completed acknowledgement form.

3. Certificates are only valid within the authorized care date range and are only applicable as of the date the certificate is processed by the Safekey/Ignite office. Subsidy discounts will not be applied retroactively.

4. The provider section must list city of Las Vegas Safekey/Ignite and the school the child attends.

5. Updated certificates or renewals for expired certificates must be submitted directly to the Safekey/Ignite office. Families are responsible for full-price payments during any gap in certificate coverage as well as for any fees not reimbursed or denied by the subsidy organization.

6. Families must submit/resubmit their certificate and complete a new acknowledgement form each new school year before discounts can be applied.

**PARTICIPANT INFORMATION**

All participant information will be received and stored electronically and should be reviewed by the parent/guardian prior to the start of each school year. It is the parent/guardian’s responsibility to provide current names, phone numbers and addresses for all of the people listed in their online account, including those on their emergency contact list. Safekey/Ignite does not have access to student records, including emergency contacts listed with CCSD.

Only the parents/guardians who have access to a child’s account may make changes at any time.

**CUSTODIAL ISSUES**

The obligation of program staff is to ensure a safe and fun environment for every child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. The city of Las Vegas is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties and the city will neither negotiate nor mediate custody arrangements. The city may release a child to ANY authorized pick-up associated with that child, regardless of custody agreements.

The city’s number one concern is the safety of every child. Parents/guardians should provide the name, address, home, work and emergency telephone numbers of the other person with custodial rights. The registering parent is also responsible for providing a copy of this parent handbook to the other party.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the city asks that families refrain from registering the child until such issues are resolved.
If such issues arise once a child has been registered in a program, the city expects them to be resolved immediately. If the issue is not resolved immediately, the city will consider whether the child may continue to participate in the program.

Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the city of Las Vegas prior to the child’s participation in the program. Be sure to allow at least four full city of Las Vegas business days (Monday-Thursday) to review this paperwork. It is our experience that many divorce decrees discuss terms of visitation but often do not specifically remove the custodial rights of the other party. The city does not enforce or mediate terms of visitation.

**PARTICIPANT SIGN-IN AND SIGN-OUT/PERSONAL IDENTIFICATION NUMBER (PIN) POLICY**

Children must be signed in upon arrival in the morning and signed out upon departure in the afternoon for each day of attendance using a Personal Identification Number (PIN). PINs not only serve as an electronic signature, but they help identify a child's authorized contact. Parents/Guardians can obtain the unique PIN numbers for themselves and each contact by logging in to the Family Portal and selecting the “Personal” tab.

It is the parent/guardian’s responsibility to keep updated all parents, guardians, and emergency contacts in their child’s account via the Family Portal. Each contact will be assigned a unique Personal Identification Number (PIN). Upon arrival, the parent, guardian, or emergency contact must enter their valid PIN into the Safekey/Ignite device before the child can be released to the contact. Parents, guardians, and emergency contacts must be 12 years or older and may be required to show a valid government (or school) issued photo identification. PINs should not be shared between contacts or with individuals not listed on a child’s account and if a parent/guardian has reason to believe a PIN has been compromised in any way, it is the parent/guardian’s responsibility to notify the Safekey/Ignite office immediately.

**NOTE:** Staff are not responsible for a child until he/she enters the Safekey/Ignite area and checks in.

**Late Pick-Up**

A $10 late pick-up fee is assessed for every 10-minute increment the child stays past the scheduled program time beginning at 6:01 p.m. The late fee will continue to accrue until the child is signed out of the program. Every effort will be made to contact the parent or other emergency contacts. If the child is not picked up within 30 minutes of the closing of the program, the Deputy City Marshals may be notified to transport the child to the nearest city of Las Vegas community center or city facility. A note will be posted with the location they were transported to. If the child has not been picked up by 8 p.m. Marshals are authorized to take the child to Child Haven.

After a child has been transported by the Marshals or if a second late pick-up occurs, a parent conference will be scheduled. If there is a third late pick-up, families will be suspended from the program.

**NOTE:** The iPad at the program site serves as the official timepiece. Late pick-up fees must be paid within 24 hours or services may be denied even if a child is prepaid for an attendance. Fees from any financial assistance program cannot be credited toward the late pick-up fee.
PHOTOGRAPHY AND VIDEOTAPING

The city of Las Vegas staff may photograph or videotape program participants during city-sponsored programs and events. These images may be used by the city of Las Vegas in print or electronic media, for city publications, and/or promotional materials unless specifically requested otherwise by a participant or parent/guardian. Parents/guardians may consent or decline for their child to be photographed in their online account. Photo/video consents should be reviewed by the family at least annually.

HEALTH AND SAFETY

COVID-19

The Coronavirus disease 2019 (COVID-19) is an infectious disease mostly spread person-to-person by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread when inhaled or spread to hands from a contaminated surface and then making hand contact with the eyes, nose, or mouth, causing infection.

Prevention and Mitigation of Virus Spread

When interacting with individuals who are not suspected or confirmed to have COVID-19, the Center for Disease Control (CDC) and Prevention recommends following everyday prevention actions. Therefore, the Safekey/Ignite program may implement the following preventative practices for participants and staff (practices are subject to change based on CDC guidelines and Governor mandates):

1. Physical distancing (also known as social distancing):
   a. Program capacity is limited to provide adequate distancing space
   b. Seating and activities are arranged to promote a six-foot distance between individuals
   c. Equipment/supply sharing is limited and sanitizing of hands and equipment before-and after use is required

2. Requiring masks: Cloth masks are required at all times for all individuals, including during student sign-in and sign-out.
   a. Masks may be removed for eating, drinking, or during vigorous physical activity, provided that appropriate physical distancing protocols are followed
   b. Families should contact the Safekey/Ignite office at 702.229.KIDS regarding accommodation or modification requests for:
      i. Students who qualify for a face covering modification or accommodation during school hours,
      ii. Any student or individual who, under the Americans with Disabilities Act (ADA), has a qualifying disability or medical condition which prevents them from wearing an approved face covering, or
      iii. Other allowances as required by applicable law and any relevant city of Las Vegas policies and regulations
3. Handwashing and hand sanitizing: Access to frequent handwashing and hand sanitizing will be provided. Students and staff are encouraged to wash hands/use hand sanitizer often such as:
   a. After coughing, sneezing, blowing nose, or touching face
   b. After using the restroom
   c. Before and after eating
   d. Before and after touching high-touch areas or shared equipment/supplies
   e. Upon program entry and departure
4. Cleaning and disinfecting: Furniture, supplies, equipment, and high-touch areas will be frequently cleaned and disinfected.
5. Temperature and questionnaire screening: Students and staff are subject to non-contact temperature checks upon arrival to the program as well a COVID-19 screening questionnaire. Students with a temperature of 100°F or higher will not be admitted to the program.
6. Restricting playground structure use: Use of school playground equipment is prohibited.
7. Restricting use of water fountains: Participants should bring a labeled and filled personal water bottle daily. Drinking from the water fountain is prohibited.
8. Reminding participants of personal protective practices: Children are frequently reminded to avoid touching their eyes, nose, mouth, or masks.

**Daily COVID-19 Screening Questions, Student Intake and Pick-Up**

Parents, guardians and authorized contacts have restricted entry into the program area and will adhere to the following processes:

**Intake Process**

1. Student arrival
   a. Morning program: Parent/guardian will walk their child(ren) to the entry door/designated sign-in area only. Parents must wear a mask and will be reminded to practice social distancing by standing at least six feet away from other groups of people in the designated area.
   b. Afternoon program: Children will come directly to the Safekey/Ignite room after the school dismissal bell.

2. Temperature screening: Temperature of child(ren) will be taken upon arrival; any child who has a temperature of 100 °F or higher will not be accepted and the parent/guardian must immediately remove them from the facility (a.m.), or the child will be escorted to the school office (p.m.) for parent pick up.

3. Questionnaire screening (a.m. only): Upon arrival for morning Safekey/Ignite parents are asked the following “screening” questions when checking in their child(ren):
   a. Does my student(s) have a new cough that cannot be attributed to another health condition?
   b. Does my student(s) have new shortness of breath that cannot be attributed to another health condition?
   c. Does my student have any one of the following symptoms: fever (100°F or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, vomiting, nausea, diarrhea, increasing congestion, runny nose, or new loss of taste or smell?
d. Has my student(s) come into close contact (within six feet or more than 15 minutes over a 24-hour period) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?

e. Has my student(s) received a laboratory-confirmed positive COVID-19 diagnosis in the last 10 days?

Students are only admitted to the program if a “no” answer is received for all of the above questions.

**Pick-Up Process**

1. Parent/guardian will pick up child(ren) at the entry door/designated sign-out area only. Parents must wear a mask and will be reminded to practice social distancing by standing at least six feet away from other groups of people in the designated area.

2. Parent/guardian will identify which child(ren) they are picking up and follow the Sign-In and Sign-Out procedure for student check-out.

3. Staff will retrieve child(ren) and their personal belongings, then bring them to their parent/guardian waiting at the entry door/designated sign-out area.

**Infectious Diseases, Signs of Illness and Sick Children**

Health services recommends that, due to the risk of infecting others, if any one of the following general symptoms are present, students should stay home and a medical provider should be contacted for guidance (some symptoms may overlap with those of COVID-19):

- Diarrhea
- Inflamed sore throat
- Unexplained rash
- Earache
- Nausea/vomiting
- Wheezing
- Elevated temperature
- Persistent headache
- Persistent headache

If a child develops a symptom from the above list while in the Safekey/Ignite program, the parents will be called and the child must be picked up within 30 minutes.

If a child has an illness or condition that is contagious or communicable, such as ringworm, lice, etc. the child may not be permitted to participate in the program until he/she completely recovers from the illness or condition. A doctor’s release will be required prior to the child re-entering the program.

If a participant presents with **one or more** of the following while at the Safekey/Ignite site, then staff will initiate the isolation protocol: fever of 100.0 or higher, new or worsening cough, new or worsening shortness of breath, new loss of taste or smell **OR two or more** of the following: new or worsening headache, sore throat, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new nasal congestion/runny nose.

**Student Exposure and Return to Safekey/Ignite Flowchart**

The Safekey/Ignite program will use CCSD’s Student COVID-19 Exposure Notification Workflow as a guide for participant quarantine, isolation and return to Safekey/Ignite criteria.
Student COVID-19 Exposure Notification Workflow

**ISOLATE STUDENT IN DESIGNATED ISOLATION AREA WITH SUPERVISION**

- Student reports exposure to someone with COVID-19 within the last 10 days, but is not experiencing symptoms
  - Notify parent and send student home as quickly as possible
  - Student must quarantine

- Student reports that they were diagnosed with COVID-19 within the last 10 days, but is not experiencing symptoms
  - Notify parent and send student home as quickly as possible
  - Student must isolate

- Student presents with one or more of the following: fever of 100°F or higher, new or worsening cough, new or worsening shortness of breath, new loss of taste or smell
  - Notify parent and send student home as quickly as possible, or activate EMS, if needed
  - Student must isolate

**RETURN TO SAFEKEY/IGNITE CRITERIA**

- Student may return: 10 days after the most recent exposure if the student remains asymptomatic during the quarantine
  - OR
  - 5 days after the most recent exposure if the student remains asymptomatic during the quarantine and tests negative on or after the 5th day of quarantine

- Student may return after 10 days since first positive COVID-19 test and does not develop symptoms

- If diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has symptoms, student may return after 10 days have passed since symptoms first appeared and fever-free for 24 hours without the use of fever-reducing medications and improvement in symptoms
  - OR
  - If licensed health care professional evaluates the student and determines the symptoms are associated with another illness/infection, a release to return to school/Safekey/Ignite will be required for return. If tested to see if they still have COVID-19, must have 2 negative tests at least 24 hours apart and fever is resolved and symptoms are improved
Medical Insurance

Please recognize that the Safekey/Ignite programs do not carry medical or accident insurance for injuries sustained in its programs and facilities. The cost of such could make program fees prohibitive. Therefore, the parents/guardian or parent's/guardian's health insurance policy will be responsible should their child be injured while attending.

Medication Release Information

If a child has any illness or condition that necessitates taking medication during program hours, it is preferable that the child not participate in the program until he/she completely recovers from the illness or condition. If a child needs to take prescription medication during program hours, the following procedures must be followed:

- Parents must complete the medication release form and attach a recent photo of the child. The medication release form can be obtained from the Safekey/Ignite site staff or at lasvegasnevada.gov/safekey.
- Medication must be in its original container with the pharmacist’s label
- Liquid medication must be premeasured with the pharmacist’s label and a plastic medical measuring spoon must be provided with the medicine.
- Only a daily dose should be in the medication container and parents must pick up the empty container each day

Fast-Acting Medications

Fast-acting medications such as asthma inhalers and EpiPens, must be brought by a parent to the program site. Pharmacist’s label must display the child’s name, the name of the medication, the instructions/dosage, and the name of the prescribing physician. A completed medication form must be presented to staff prior to the child participating in the program. Children are not permitted to bring medication to the program site by themselves.

Once on site, the participant’s fast-acting medication will be placed in a secure location while taking part in the program or activity. He or she must be capable of self-administering the medication should the need arise. Please be aware that staff members are not required to administer any fast-acting medication for any participant.

In the event of a medical emergency requiring the use of fast-acting medication, staff will call 911 and the parent or guardian as soon as possible.

PARENT CODE OF CONDUCT

Adults serve as role models for the children in our program. If a parent/guardian should have a concern, they will address that concern in a calm and appropriate manner. The city has a zero tolerance policy of workplace violence, physical force, harassment, intimidation or abuse of power or authority. Should a parent/guardian exhibit inappropriate conduct, the individual may be removed from the program and cited with trespassing. The household’s Safekey/Ignite services may be suspended indefinitely.
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.

1. A person shall not, directly or indirectly, address any threat or intimidation to a public officer, public employee, juror, referee, arbitrator, appraiser, assessor or any person authorized by law to hear or determine any controversy or matter, with the intent to induce him, contrary to his duty to do, make, omit or delay any act, decision or determination, if the threat or intimidation communicates the intent, either immediately or in the future:
   a. To cause bodily injury to any person;
   b. To cause physical damage to the property of any person other than the person addressing the threat or intimidation;
   c. To subject any person other than the person addressing the threat or intimidation to physical confinement or restraint; or
   d. To do any other act which is not otherwise authorized by law and is intended to harm substantially any person other than the person addressing the threat or intimidation with respect to the person’s health, safety, business, financial condition or personal relationships.

2. The provisions of this section must not be construed as prohibiting a person from making any statement in good faith of an intention to report any misconduct or malfeasance by a public officer or employee.

3. A person who violates subsection 1 is guilty of:
   a. If physical force or the immediate threat of physical force is used in the course of the intimidation or in the making of the threat:
      1) For a first offense, a category C felony and shall be punished as provided in NRS 193.130.
      2) For a second or subsequent offense, a category B felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 10 years, and may be further punished by a fine of not more than $10,000.
   b. If no physical force or immediate threat of physical force is used in the course of the intimidation or in the making of the threat, a gross misdemeanor.

4. As used in this section, "public employee" means any person who performs public duties for compensation paid by the State, a county, city, local government or other political subdivision of the State or an agency thereof, including, without limitation, a person who performs a service for compensation pursuant to a contract with the State, county, city, local government or other political subdivision of the State or an agency thereof.

PARTICIPANT CODE OF CONDUCT

Participants are expected to behave appropriately and to promote a safe, fun and healthy environment through productive participation. The program staff will use a positive approach to discipline and will seek parental support to resolve behavioral issues and to encourage positive behavior. Participants who remain disruptive after consultation with the parents may be suspended from the program. Parents/guardians should inform their child of the following rules and expectations for participant conduct:
Rules of Safekey/Ignite

The Rules of Safekey/Ignite are listed in the form of a chant/song:

SAFE is the word of the day,
Safekey let me hear you say:
S- Stay together, use walking feet.
A- Always be kind; always be neat.
F- Follow instructions the very first time.
E- Every bubble is respected -- yours and mine!
    (Students): Now we know what to do...
    (Staff): ...We expect the best from you!

Stay together: Do not leave the immediate area of supervision without staff permission
Use walking feet: Walk, unless instructed otherwise for a specific game or activity
Always be kind: Treat others, self, staff, equipment and property with respect. Communicate and act in a kind manner, using kind words, tone, volume and body language
Always be neat: Tidy up after yourself, and take care of the equipment and facility
Follow instructions the very first time: Cooperate fully with staff instructions
Every bubble is respected yours and mine: Be safe, and keep hands, feet and other objects to yourself; no horseplay is allowed
    (Students) Now we know what to do: All participants are responsible for following the rules
    (Staff) We expect the best from you: Have fun, be safe, and participate in activities to the best of your ability.

To promote positive behavior, city of Las Vegas uses a stoplight system to provide students with a visual gauge of their current behavior/behavior progress throughout the day

While the Safekey/Ignite programs are dedicated to providing the best possible program for each child, violating the Participant Code of Conduct may result in an Inappropriate Behavior Tracking Report and/or suspension from the program.

Steps Taken to Promote Appropriate Behavior/Correct Inappropriate Behavior

The following steps may be taken to correct inappropriate behavior

1. Communicate appropriate behavior to the child
2. Redirect the child towards appropriate behavior
3. Remove the child from the activity
4. An Inappropriate Behavior Tracking Report will be completed and the parent/guardian will be contacted
5. Behavior Plan (if applicable)

A behavior plan is an outline of behavior expectations and consequences. Guidelines are set up to correct inappropriate behavior. However, this procedure may not resolve the situation. If inappropriate behavior continues, a participant may be suspended from the program.

Examples of Inappropriate Behavior
(cluding but not limited to the following)

• Abusive language: The use of unkind or inappropriate words to others or self, including verbal threats
• Aggressive Behavior: Physical or verbal behavior which may cause or threaten harm (physical or emotional) to another person, self, or property. This includes but is not limited to yelling, intimidation, destruction of equipment and throwing of objects.
• Destruction of property: Improper care of equipment or items that belong to the department or others
• Disrespect of staff: Refusing to follow instructions especially when safety is a concern
• Fighting/Assault: The use of fist, arm, body or any object that causes harm to others or staff through inappropriate action. This also includes, but is not limited to biting, pinching and scratching
• Inappropriate gestures: The use of gestures in front of or towards others or self, including unwelcomed contact
• Running from the site: Leaving the immediate area of supervision
• Personal possessions are not allowed: Please refer to page 13 of the parent handbook for additional information
• Spitting: Spitting on property, equipment, other participants, self or staff
• Stealing: Removing items from staff, facility or another participant’s personal belongings without permission
• Weapons: Any weapons or items intended to be use as a weapon are not allowed and will be immediately confiscated by staff

Bullying: Verbal, physical, and cyber-bullying are prohibited in the city of Las Vegas programs. If a parent or child has any concerns regarding bullying, they should report it to the Safekey/Ignite office immediately. NRS 200.900 prohibits minors from knowingly and willfully using a cell phone to commit and distribute an image of bullying with the intent to cause harm to a minor. The city strictly enforces this statute and will not tolerate any form of bullying by any participant while participating in a city program.

Staff will confiscate the personal cell phone from a participant if there is any indication or accusation of cyber-bullying. Any personal cell phone confiscated by staff will be held in a secure location until the parent or legal guardian of the participant whose cell phone has been confiscated requests the return of the cell phone. If, upon further investigation, a participant is found to be participating in any form of bullying, the participant may be subject to temporary suspension or permanent expulsion from the program.

Suspension Policy - Parent conference required to return to program

1st SUSPENSION
Depending on the severity of the behavior or, if inappropriate behavior continues, the participant may be suspended up to five program days.

2nd SUSPENSION
Should inappropriate behavior continue after the first suspension, the participant may be suspended up to ten program days.

3rd SUSPENSION
A third suspension may result in the participant being suspended from the program for up to one year and is handled on an individual basis depending upon the severity of the situation.

NOTE: No refunds or credits will be granted for suspended program days. A participant may receive an immediate suspension for up to one year depending on the severity of the behavior.

Personal Possessions and Usage in City Programs by Youth Participants

Personal toys, radios, electronic equipment (music devices, gaming systems, iPads, etc.), skateboards, scooters, sports equipment or other items of a similar nature are not allowed to be brought from home and personal property such as backpacks, clothing, jewelry, glasses, etc. are the responsibility of the participant; the city is not responsible for lost, stolen or damaged items. The city will furnish the supplies and equipment needed for the program. The only exception is
if the program operator requests that supplies or equipment be provided by the participant for a special event or theme. A PARTICIPANT’S CELL PHONE MAY BE BROUGHT, BUT MUST BE TURNED OFF AND IN THE PARTICIPANT’S BACKPACK, PURSE, OR LUNCH BAG WHILE THE PARTICIPANT IS IN THE PROGRAM. The cell phones may be used only upon staff approval or in the event of a family emergency. Personal items that are brought from home that are not allowed or are used without approval may be confiscated from the participant and held by staff until a parent or legal guardian picks it up.

DRESS CODE

Many of our activities involve active play. Children must wear appropriate clothing and footwear for the activities in which they will be involved. For their safety, we strongly suggest that children wear either athletic shoes or sneakers every day of the program.

Acceptable footwear:

- Athletic shoes
- Canvas rubber soled shoes
- Sneakers

Participants may not wear:

- Excessively baggy clothing
- Excessively short shorts, skirts, skorts or dresses
- Clothing or hats with printed profanity or suggestive language
- Clothing or hats that promote use of a controlled substance
- Bare midriff, spaghetti straps or bikini tops
- No holes or tears in clothing
- No flip flops, sandals, open toed shoes, slippers, or shoes with high heels
- No Heelies (shoes with built-in wheels)

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government programs and services. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion.

INCLUSION

The city of Las Vegas Department of Youth Development and Social Innovation proudly supports the Americans with Disabilities Act. To include those with disabilities, the Safekey/Ignite program provides reasonable modifications to all participants as requested. If a parent or participant needs assistance in the program, please contact the Safekey/Ignite administrative office prior to the program start date to the most effective means of inclusion support for participant success. Program modifications will be made on a case-by-case basis.
Note: Individualized Education Plans (IEP) are a master plan of goals and objectives for children with disabilities and are not mandated by law in an out-of-school time setting. Safekey/Ignite staff do not have direct access to a child's school IEP or BIP (Behavior Intervention Plans). There will be every effort made to accommodate all participants in the Safekey/Ignite program; however, the Participant Code of Conduct must be followed to ensure everyone's safety and enjoyment.

PERSONAL CARE POLICY

The city of Las Vegas does not provide personal care services such as feeding, toileting, or the changing of clothes (refer to the 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). When personal care is needed, the Safekey/Ignite program will accommodate a personal care attendant by allowing them space if available and privacy in the implementation of their duties. Parents/guardians may provide the care themselves, or employ or solicit a volunteer to act as a personal care attendant. Please contact the sr. youth development specialist or community and youth development officer prior to the program start date to discuss reasonable accommodations.

It is recommended that personal care be provided within 10 minutes of the request for service if a child cannot adequately provide their own personal care, however, as long as assistance is provided within 30 minutes of the request, the participant will be accommodated whenever possible. If assistance is not provided within 30 minutes, a suspension may occur. If a second incident occurs, a 2-day suspension will take place and the parent must attend a parent conference before the child can return to the program. If a third incident occurs where assistance has not been provided within 30 minutes, the parent must attend a parent conference where the city will consider whether the child may continue to participate in the program.

TELEPHONE USE

Telephones at the sites are intended for business and emergency use only. If a parent/guardian needs to contact the Safekey/Ignite staff, they should contact the Safekey/Ignite office at 702.229.KIDS (5437) who will contact the site and relay the message.

PROGRAM DISCLAIMER

The city of Las Vegas Department of Youth Development and Social Innovation prohibits discrimination based on race, color, national origin, age or disability in its programs and activities. If any individual believes he or she has been discriminated against, he or she may file a discrimination complaint with the Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.

The Safekey/Ignite programs reserve the right to refuse service for the following reasons:

• Failure of parent, guardian or child to follow policies, procedures and rules
• Parent, guardian or child is physically or verbally abusive to staff or other participants/parents
• Failure to prepay for services or keep account balance current
• Failure to provide updated information and records
• Failure to adhere to the late pick up or sign in/out procedures
• Failure to resolve custodial issues or circumstances
• When the city of Las Vegas determines that continued service is not in the best interest of the child and/or agency
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