

CITY OF LAS VEGAS
SAFEKEY/IGNITE
PARENT
HANDBOOK



Dear Safekey/Ignite Participants and Parents,



Welcome to the city of Las Vegas Safekey/Ignite program. Decades of research prove before and after-school programs help kids attend school more often, get better grades, and build foundational skills like communication, teamwork, and problem solving. The city of Las Vegas has been providing Safekey and Ignite for more than 30 years and we remain committed to ensuring our youth enrichment programs align with and support the Clark County School District. Our programs keep students safe; support learning through academic-based enrichment programs; provide mentoring by caring adults; and promote healthy lifestyles and nutrition.

We are excited to continue our commitment to providing enhanced offerings through our Activities Specialist program. We will continue offering “Reader’s Theater” as part of our literacy and performing arts curriculum, “CATCH Kids Club” which promotes healthy lifestyles through physical activity and nutrition, and STEAM (Science, Technology, Engineering, Arts & Math) 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.

The city continues to collaborate with the Clark County School District to offer the APPLE CORE reading incentive program. We are pleased to announce that for the 2018-19 school year, 4,774 Safekey and Ignite students participated in the contest and read a grand total of 2,336,798 minutes, which is 244,465 more minutes than the previous school year!

The city of Las Vegas also provides the Ignite program at participating middle schools. The goal of this program is to cultivate and support middle school youth through social, civic, educational and enrichment programs in a positive environment. The objective is to enhance personal growth and social skills that will empower middle school youth to be responsible, confident leaders.

Again, thank you for choosing the city of Las Vegas Safekey/Ignite Program as your before and afterschool provider. The city of Las Vegas is dedicated to delivering an exceptional experience and as always welcomes and appreciates your feedback on ways we can enrich our programs. Please review the enclosed handbook that provides more information about the Safekey and Ignite programs.

Yours in service,

A stylized, handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Dr. Lisa Morris Hibbler, Director

Department of Youth Development and Social Innovation

City of Las Vegas



TABLE OF CONTENTS

Operations1

Program Description.....1

Safekey/Ignite Vision.....1

Mission Statement1

Frequently Asked Questions.....2

Safekey/Ignite Partnerships.....4

Safekey/Ignite Staff.....6

Fees/Payments.....6

Financial Assistance And Employer Reimbursement Vouchers.....7

Participant Information.....9

Custodial Issues9

Participant Sign-In And Sign-Out/PIN Policy..... 10

Photography and Videotaping..... 11

Medical Information 11

Parent Code Of Conduct..... 11

Participant Code of Conduct 12

Inclusion..... 15

Personal Care Policy 15

Telephone Use..... 15

Program Disclaimer..... 15

OPERATIONS

Hours Of Operation:

Main office (416 N. 7th St.) 702.229.KIDS (5437), option 2
Walk-In Hours: Monday-Friday 7 a.m.–6 p.m.
Phone Hours: Monday-Friday 7 a.m.–6:30 p.m.

Holiday Closures

Safekey/ignite programs will be closed on all city of Las Vegas holidays. The programs follow the Clark County School District (CCSD) calendar and operate when school is in session excluding p.m. 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, games, reading time, special events, homework assistance and a nutritional afternoon snack.

Please call staff at 702.229.KIDS (5437) or check online at safekey.lasvegasnevada.gov to see if morning Safekey/ignite is available at your child’s school.

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 now completely online; go to lasvegasnevada.gov/Safekey and select “New Registration Portal” to create an account and pay the annual \$20 registration fee (per account, per child). Payments for visits can be made via the Safekey/Ignite website at lasvegasnevada.gov/safekeypayments. You must select the a.m. and/or p.m. program for each specific date your child will attend.
2. How can I pay?
 - a. Once an account is created, payments for visits can be made with a Visa, Master Card, Discover Card or E-Check via the Safekey/Ignite website at lasvegasnevada.gov/safekeypayments. From the “Attendance” tab, you must select the a.m. and/or p.m. program for each specific date your child will attend before 5 a.m. on the date of service for the a.m. program and 12:00 p.m. on the date of service for the p.m. program.
3. What happens if my child needs to attend Safekey/Ignite, but is not scheduled for the specific a.m. or p.m. visit?
 - a. If a child is not scheduled before 5 a.m. on the date of service for the a.m. program and 12:00 p.m. on the date of service for the p.m. program, the child may still come to the program as an unscheduled attendance. The account will be billed before the next business day at the unscheduled rate of \$12/a.m. and \$18/p.m. Balances owed for unscheduled fees must be paid within 24 hours or services may be denied until the balance is paid—even if a child is prepaid for a future date.
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 5 a.m. on the date of service for the a.m. program and 12:00 p.m. on the date of service for the p.m. program.
5. Can I get a refund for unused scheduled attendances?
 - a. There are no refunds.
6. Can I transfer passes to different schools?
 - a. Yes, please contact the Safekey/Ignite office for 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. 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 6:31 p.m. (6:01 p.m. for Reinvent Safekey sites). The late fee will continue to accrue until the child is signed out of the program.
9. Is there a grace period in the afternoon?
 - a. There is no grace period. Once the child is checked into the program, the charge cannot be returned.

10. 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 parent portal and selecting the "Personal" tab. PINs should not be shared between contacts and 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.
11. 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 parent 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.
12. How do I add or update an emergency contact for my child?
 - a. Log in to the online parent portal and select the "Personal" tab, then add or update your child's contacts.
13. How can I get my receipts?
 - a. Your receipts are available from the online parent portal and selecting the "Statements" tab.
14. 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.
15. 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.
16. Audit account fee?
 - a. There will be a \$35 fee if you would like your account audited.
17. I can't log in
 - a. If you are having trouble logging in to the parent 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.-6:30 p.m. Monday-Friday at 702.229.KIDS (5437).
18. How do I apply for the city of Las Vegas Financial Aid program?
 - a. Applications for Financial Aid are available to print online at lasvegasnevada.gov/Safekey. Complete the application and submit it in person, with all required documents, to the Safekey/Ignite office located at 416 N. 7th St, 89101. For additional information call 702.229.KIDS (5437). Please allow 6-8 weeks for processing. Funds are limited and available to qualifying families on a first-come, first-served basis.

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.

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.



If your child has an allergy or dietary restrictions, notify the Site Leader and 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
416 N. 7th St.
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 and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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.



The city of Las Vegas enforces a “hands off” policy. The only time staff is permitted to touch a child is if the child is a danger to themselves or others or is destroying property.

FEES/PAYMENTS

The annual registration fee is \$20 per child, per account.

In addition, you may prepay online up to 4 weeks in advance for your child’s attendance. From the “Attendance” tab in the parent portal, you must select the a.m. and/or p.m. program for each specific date your child will attend. Scheduled rates are \$7/a.m. and \$10/p.m., per child. If a child is not scheduled before 5 a.m. on the date of service for the a.m. program and 12:00 p.m. on the date of service for the p.m. program your child may still come to the program as an unscheduled attendance. Unscheduled children will be checked in to the program upon arrival and his/her account will later be billed at the unscheduled rate of \$12/a.m. and \$18/p.m., per child.

NOTE: There is no grace period for unscheduled attendance. Once the child is checked in, the charge cannot be reversed.

Attendance Type	Scheduled Rate	Cut-off time for scheduling on the day of service	Unscheduled Rate
a.m.	\$7	5 a.m.	\$12
p.m.	\$10	12:00 p.m.	\$18

You may make changes to your calendar selections and either transfer a day or receive credit on your account up until 5 a.m. on the date of service for the a.m. program and 12:00 p.m. on the date of service for the p.m. program.

Payments can be made online by accessing the parent portal at lasvegasnevada.gov/safekeypayments or in person at the Safekey/Ignite office located at 416 N. 7th St., 89101. The forms of payment accepted in person are cash, money order or personal check (accompanied with a valid Nevada driver’s license).

Balances owed for unscheduled fees will be placed on the account before the next business day and must be paid within 24 hours or services may be denied until the balance is paid—even if a child is prepaid for a future date.

City of Las Vegas Safekey/Ignite supports the CCSD After-School Care Process. If CCSD sends a child to Safekey/Ignite program under the After-School Care Process, parents will be responsible to CCSD for any fees incurred.

Any household that accrues more than \$30 in late pick-up fees, may also be denied access to the Safekey/Ignite program—even if a child is prepaid for a future date.

Ineligible participants will be escorted to the school's office and may be transported to the Boys & Girls Club or Child Haven/Child Protective Services per Clark County School District (CCSD) process.

Restricted services will be reinstated after the account is made current. You can view your receipts and the dates your child has been checked in by accessing the parent portal from our website: lasvegasnevada.gov/safekeypayments. If you request an audit of your account, there is a \$35 audit fee.



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

Refund Policy

You may make changes to your calendar selections and either transfer a day or receive credit on your account up until 5 a.m. on the date of service for the a.m. program and 12:00 p.m. on the date of service for the p.m. program. **No refunds will be issued under any circumstance. No transfers or credits will be issued for any transaction after the designated cut-off times, even if your child does not attend.**



Credit Card/Bank Disputes

Credit card payments will appear as "City of Las Vegas" on your credit card/bank statement.

If you dispute a charge on your 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 your account. If the dispute is found to be valid due to fraudulent transactions and your child did not use the attendances purchased, the return payment fee will be reversed.

If it is found that your child used the attendances that were purchased from the disputed transactions, your 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 your account, your program services may be suspended for the remainder of the current school year.

Tax Statements

Keep all receipts 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 your online account at lasvegasnevada.gov/safekeypayments. For your information, our tax ID number is #88-6000198.

FINANCIAL ASSISTANCE AND EMPLOYER REIMBURSEMENT VOUCHERS



NOTE: The Safekey/Ignite \$20 annual fee (per child, per account) applies to all Financial Assistance Programs and must be paid prior to participation.

Financial Aid Fund (FAF)

FAF assistance is available for participants who wish to register in city of Las Vegas Safekey/Ignite programs. Assistance is limited, offered on first-come, first-served basis and is site/program specific. Applicants must reside within the city of Las Vegas boundaries to qualify for financial aid. Applicants who reside in Clark County, North Las Vegas or Henderson are not eligible for assistance. The Financial Aid Application and instructions are available online at lasvegasnevada.gov/Safekey or at



the Safekey/ignite office (416 N. 7th St.). Call 702.229.KIDS (5437) for additional information.

NOTE: All financial aid is contingent upon availability of 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. Please allow 3-5 business days for completion.

Las Vegas Urban League Child Care Subsidy Program

In order to ensure accurate and timely processing of Las Vegas Urban League Non-Transferable Child Care Certificates to a Safekey/ignite account, please read below:

1. Families must deliver their Urban League Certificate in person to the Safekey/ignite office (416 N. 7th St., Las Vegas, NV 89101) during normal operating business hours. Faxed certificates will not be accepted.
2. 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.
3. The "Provider" section must list "SK CLV" and the school the child attends.
4. 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.
5. Families must resubmit their certificate to the Safekey/ignite office prior to the start of the new school year to continue to receive their discount.
6. Urban League assistance is not applicable towards the \$20 Registration Fee.

For more information on services from the Las Vegas Urban League call 702.473.9400.


Inter-Tribal Council of Nevada, Inc. (ITCN) Child Care Development Fund

In order to ensure accurate and timely processing of Inter-Tribal Council of Nevada Certificates for Child Care Subsidy to a Safekey/ignite account, please read below:

1. Families must deliver their Certificate for Child Care Subsidy and Terms of ITCN CCDF Subsidy contract in person to the Safekey/ignite office (416 N. 7th St., Las Vegas, NV 89101) during normal operating business hours. Faxed documents will not be accepted.
2. 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.
3. 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.
4. Families must still resubmit their certificate to the Safekey/ignite office prior to the start of the new school year.
5. ITCN CCDF assistance is not applicable towards the \$20 Registration Fee.

For more information on services from the Inter-Tribal Council of Nevada, Inc. call 702.570.7722.

PARTICIPANT INFORMATION



All participant information will be received and stored electronically. 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 party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be valid for all program times. The city will not be responsible for enforcing time constraints relating to visitation.

Custodial parties may request to split a child's account by submitting a Request To Split A Household Account Form. Any information pertaining to the child such as attendance records, emergency contacts, etc. will be mutually accessible, however individual financial information and personal contact information will be separate. Request forms are available from the Safekey/Ignite administrative office.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the city asks that you 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.



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.

The city's number one concern is the safety of every child. Please 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.

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 parent portal and selecting the "Personal" tab.

It is your responsibility to keep updated all parents, guardians, and emergency contacts in your child's account via the parent 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. PINs should not be shared between contacts and 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.



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 6:31 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 will 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. the deputy city marshals are authorized to take the child to Child Haven.



After a child has been transported by the deputy city 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. Any household that accrues more than \$30.00 in late pick-up fees may be denied access to the Safekey/Ignite program—even if a child is prepaid for a future date. Fees from any financial assistance program cannot be credited toward the late pick-up fee.

Special Activities Waiver

Parents/guardians may request that their child leave and return to the program to attend another CCSD function (i.e., Chess Club, tutoring, a school-run program or function) during program hours. A Special Activities Waiver must be filled out and signed by a parent/guardian prior to the event. The Special Activities Waiver is required for each separate activity or occurrence and does not allow a child to sign themselves in and/or out of the program. Special Activities Waivers may be obtained from the Safekey/Ignite staff at your child's school.



NOTE: All participants MUST check into the program before attending any extracurricular activities (i.e., Chess Club, tutoring, a school-run program or function).

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.

MEDICAL INFORMATION

Signs of Illness/Sick Children

At the risk of infecting others, health services recommends that if any one of the following symptoms are present, the child should stay home. Should a child display one of these symptoms while participating in the program, the parent will be contacted and staff will request that they pick up the child within 30 minutes:

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

If the illness or condition is contagious or communicable, 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.

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/guardians 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 staff at your child's school.
- Medication must be in its original container with the pharmacist's label
- Pharmacist's label must display the child's name, the name of the medication, the instructions/dosage (with the specific time/s to be dispensed), and the name of the prescribing physician
- Only a daily dose should be in the medication container and parents must pick up the empty container each day
- Liquid medication must be premeasured with the above information

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 work place 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.

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. Remove the child from the activity
3. An Inappropriate Behavior Tracking Report will be completed and the parent/guardian will be contacted
4. 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.


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.

Examples of Inappropriate Behavior

(Including 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 (iPods, laptops, Gameboys, etc.), skateboards, scooters, sports equipment or other items of a similar nature are not allowed to be brought from home; the city is not responsible for lost or stolen 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.

INCLUSION

The city of Las Vegas provides reasonable modifications to all participants as requested. If a parent or participant needs assistance in the program, please contact the sr. youth development specialist or community and youth development officer prior to the program start date to discuss reasonable modifications. Program modifications will be made on a case-by-case basis.



NOTE: Individualized Education Plans (IEP) or Behavior Intervention Plans (BIP) 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. 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. 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 need to contact the Safekey/Ignite staff at their child's elementary school, please contact the office at 702.229.KIDS (5437). They will contact the site and relay the message. **Our agreement with the Clark County School District prohibits the distribution of your child's school Safekey/Ignite program phone number to participants as it is used by another operation during the school day.**

PROGRAM DISCLAIMER

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 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 believes the continued service is not in the best interest of the child and/or agency



Learning Beyond The Bell

The city of Las Vegas 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 their Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.

Contact Us!

SAFEKEY/IGNITE OFFICE

416 N. 7th St. | Las Vegas, NV 89101
702.229.KIDS (5437) | lasvegasnevada.gov/safekey

