

# VEGAS STRONG ACADEMY

PARENT HANDBOOK



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Parents,

Thank you for choosing the Vegas Strong Academy. During this time when the world is working together to prevent the spread of the Coronavirus, the city of Las Vegas is committed to the safety and well-being of our participants, parents and staff. We are taking every precaution to keep families safe. **All individuals entering the program site (city of Las Vegas Vegas Strong Academy staff, participants and parents/guardians, etc.) will be required to wear face masks. In addition, program staff will clean and disinfect high touch areas and equipment often, utilize curriculum and activities that minimize personal contact, provide frequent hand washing breaks and remind youth about physical distancing.**

Based on the recommendations of the Centers for Disease Control and Prevention, the following process will take place during participant drop off and pick up so please allow yourself additional time for this process daily.

The city of Las Vegas will offer a face covering to visitors who don't have one. Parents will be reminded to practice physical distancing by standing at least six feet away from other groups of people in the designated area.

Our hearts are with all those dealing with the impact of the Coronavirus around the world and we thank all the public health experts, healthcare professionals, first responders and lead agency partners who continue to work so hard to deal with this crisis. Please know that we will get through this time together, continuing to make the safety of children our top priority.

Thank you for your patience and sharing our commitment to providing a safe, fun and learning environment. Should you have any questions or concerns please don't hesitate in contacting the site coordinator.

### Intake Process

1. Parent/guardian will drop off their child(ren) in the entry vestibule/designated area only.
2. Temperature of child(ren) will be taken upon entry; any child who has a temperature of 100.4 temperature or higher will not be accepted and the parent/guardian must immediately remove them from the facility.
3. It is important to remember that there are numerous symptoms for COVID-19 and numerous reasons other than COVID-19 for those symptoms. The city of Las Vegas performs temperature checks and has every employee (and visitor) answer the following pre-screening questions in order to enter any of our facilities. The questions are as follows:
  1. Do you have a new cough that you cannot attribute to another health condition? ..... YES / NO
  2. Do you have new shortness of breath that you cannot attribute to another health condition? ..... YES / NO
  3. Do you have any of the following symptoms: Fever (100.4°F or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell? ..... YES / NO
  4. Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days? ..... YES / NO
4. Staff/children who present symptoms will not be allowed to return to the program for 14 days or with a negative COVID-19 test and physician clearance. This includes asymptomatic siblings of symptomatic participants.

**Pick-Up Process**

1. Parent/guardian will pick up child(ren) in the entry vestibule/designated area only.
2. Parent/guardian will identify which child(ren) they are picking up and follow the sign-in and sign-out procedures for student check-out.
3. Staff will check-out child(ren).
4. Participants will have a temperature check before departure.
5. Staff will retrieve child(ren), their personal belongings and bring them to their parent/guardian waiting in the entry vestibule/ designated area.

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# PROGRAM

## MISSION STATEMENT

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To provide residents, visitors and the business community with the highest quality municipal services in an efficient, courteous manner and to enhance the quality of life through planning and visionary leadership.

## PROGRAM BENEFITS

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The city of Las Vegas Strong Academy programs are dedicated to providing the best possible program for your child. Our goal is to create an atmosphere where safety, fun, recreation, enrichment and social skills 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 to grow to his or her fullest potential
- Foster growth and development by incorporating values and respect in peer group relationships
- Devote time to educational components to enhance each child's learning experience

The benefits are endless; personal, social, economic and environmental benefits are obtained through recreation and enrichment activities.

## PROGRAM DESCRIPTION

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The Vegas Strong Academy is a collaboration between the city of Las Vegas's Department of Parks and Recreation (PR), Department of Youth Development and Social Innovation (YDSI) and Office of Cultural Affairs (OCA) in partnership with the Las Vegas-Clark County Library District (LVCCLD).

The Vegas Strong Academy (VSA) program is for children ages 5-11 years old (kids) and 12-14 years old (teens) that is scheduled to run for the duration of the fall semester to support full-time distant learning. The Vegas Strong Academy program hours are Monday-Friday from 6:30 a.m.- 6 p.m. (Closed on legal holidays as listed on page 4). There may be other program closures based on specific program locations. VSA ends on Dec. 18, 2020, the Department of Parks and Recreation will run Winter Break Camps at select community centers for the following weeks: Dec. 21-23, 2020 from 7 a.m.- 6 p.m. and on Dec. 24 from 7 a.m.- 3 p.m. Dec. 28-30, 2020 from 7 a.m.- 6 p.m. and on Dec. 31, 2020 from 7 a.m.- 3 p.m.

This supervised program offers recreational, educational, social and enrichment programs which include sports, fitness, arts and crafts, games, music and drama. Children will have designated educational times in which participants will use self-direction to work on their schoolwork using Chromebooks and laptops.

**Please remember that all participants must bring a sack lunch, water and a.m./p.m. snacks daily unless your child attends a designated Three Square meal distribution site and you choose that option for their meals.**

**PROGRAM PARTNERS**

The **LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT** is an independent taxing entity that serves a diverse community across 8,000 square miles. Through its 25 branches and website, the Library District offers a collection of 3.2 million items consisting of books, eResources, movies, music and now, Discovery Children’s museum passes. The Library District is a vibrant and vital member of the community offering limitless learning; business and career advancement; government and social service support; and a place where people find a sense of culture and community. For more information, visit **LVCCLD.org**.

**THREE SQUARE KIDS CAFÉ AND SUPPER CLUB 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 or Supper Club meals at select VSA programs. The programs are designed to ensure children without access to regular nutrition receive nutritional meals.

**HOLIDAYS**

Vegas Strong Academy programs will be closed on all holidays observed by the city of Las Vegas:

New Year’s Day	Martin Luther King Jr. Day	Presidents’ Day
Memorial Day	Independence Day	Labor Day
Nevada Day	Veterans Day	Thanksgiving Day
Family Day (Friday after Thanksgiving)		Christmas Day

**PROGRAM LOCATIONS**

**Community Center Locations**

CIMARRON ROSE COMMUNITY CENTER: 5591 N. Cimarron Road.....	702.229.1607
DOOLITTLE COMMUNITY CENTER: 1950 N. J St. ....	702.229.6374
EAST LAS VEGAS COMMUNITY CENTER: 250 N. Eastern Ave.....	702.229.1515
MIRABELLI COMMUNITY CENTER: 6200 Hargrove Ave. ....	702.229.6359
STUPAK COMMUNITY CENTER: 251 W. Boston Ave. ....	702.229.2488
VETERANS MEMORIAL COMMUNITY CENTER: 101 N. Pavilion Center Drive ..	702.229.1100

**Library Locations\***

CLARK COUNTY LIBRARY: 1401 E. Flamingo Road.....	702.229.CARE
EAST LAS VEGAS LIBRARY: 2851 East Bonanza Road .....	702.229.CARE
SUNRISE LIBRARY: 5400 Harris Ave. ....	702.229.CARE
WEST LAS VEGAS LIBRARY/ARTS CENTER: 951 W. Lake Mead Blvd.....	702.229.CARE
WINDMILL LIBRARY: 7060 W. Windmill Lane.....	702.229.CARE

*\*While the VSA programs operate in partnership with the LVCCLD and some locations are hosted in their facilities, the VSA program is run and staffed by the city of Las Vegas.*

Please visit our website for an updated listing of program locations and other information.  
Vegas Strong Academy Website: **lasvegasnevada.gov/VegasStrongAcademy**

## PROGRAM FREQUENTLY ASKED QUESTIONS

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1. How old does my child need to be to attend Vegas Strong Academy (VSA)?
  - a. Your child must be at least 5 years old by Sept. 30, 2020 and enrolled in Kindergarten.
2. How do I register?
  - a. Registration is online and the annual registration fee is \$20 for the first child, \$15 for the second child and \$10 for each additional child, per account. A child is not fully registered to attend until they are prepaid for their daily visit/s.
3. How can I choose the dates I want my child to attend?
  - a. Once the registration fee is paid and your account is processed (if a new account), parents may log in to their VSA Account at [lasvegasnevada.gov/VSA](https://lasvegasnevada.gov/VSA) payments and go to the "Attendance" tab, to select each specific date their child will attend. Online calendar selections are not saved until payment/checkout is completed.
4. How can I prepay for daily visits?
  - a. After dates are selected, payment can be made online from your VSA account using a Visa, Master Card or Discover Card. Payment may be made in-person at the city of Las Vegas Customer Care Center using cash, money order or check accompanied by a government issued photo ID. Exact change must be provided for all cash payments.
5. What is the deadline for payment?
  - a. Payment is due by NOON the day before service. If payment is not received by the deadline, you may lose your child's space in the program.
6. Can I cancel days and receive a credit on my account?
  - a. Yes, you have until NOON the day before service to remove days on the calendar for the upcoming day and receive a credit on your VSA account for future use. No credits will be offered after the cut-off time. All credits expire Dec. 18, 2020. The VSA program does not offer refunds.
7. Who is authorized to pick up my child?
  - a. It is your responsibility to update and maintain all parents, guardians, and emergency contacts in your child's VSA account. Parents, guardians, and emergency contacts must be 12 years or older and may be required to show a valid government issued (or school issued) photo identification at any time. Each contact will be assigned a unique Personal Identification Number (PIN). A PIN not only serves as an electronic signature, but it identifies an individual as a child's authorized contact. Children must be signed in and out for each day of attendance using a PIN.
8. Where can I find each PIN for myself and my child's emergency contacts?
  - a. Parents/Guardians can obtain the unique PIN numbers for themselves and each contact by logging in to the VSA Account and selecting the "Personal" tab. PINs are listed under each individual's name. PINs should not be shared between contacts and if you have reason to believe a PIN has been compromised in any way, it is your responsibility to notify your child's VSA site immediately.
9. How do I add or update an emergency contact for my child?
  - a. Log in to your VSA account and select the "Personal" tab, then add or update your child's contacts.

10. Do you have refrigerators to store my child's lunch or have microwaves to heat up my child's food?
- a. No, we do not provide refrigerators nor microwaves; please send your child with a lunch, water and snacks daily, packed with an ice pack to keep their food cold.
11. What should my child bring to the program?
- a. Please ensure your child brings a mask, lunch, water bottle and a.m. and p.m. snacks daily. Children must also bring the following school supplies in a backpack:
- Fully charged laptop, headphones (with microphone if needed), or (other) electronic device(s) with charging cords to complete virtual classes.
  - Pencils, pens, crayons/color pencils, glue sticks, notebooks, notebook paper, worksheets, copy paper to make any necessary copies, scissors, a pencil box, personal hand sanitizer and tissues. All items listed above should be labeled with their name. A Technology Waiver will be required.
12. Is there a fee if my child is picked up late?
- a. A \$10 late pick-up fee is assessed for every 10-minute increment your 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. The iPad at the site serves as the official timepiece.
13. How do I get my receipts or itemized tax statement?
- a. Your account statement is updated after every transaction and is available in your online VSA account from the "Statements" tab. Program locations do not provide statement reprints or end of the year statements for tax purposes. For your information, our tax ID number is #88-6000198.
14. Is financial assistance available and how do I apply?
- a. Yes. Financial assistance may be available for your child however funds are limited. Speak with the staff at your child's VSA program for more information or for community center locations call 702.229.6307 and for library locations call 702.229.CARE.
15. How do I submit my child care subsidy certificate from the Las Vegas Urban League, Inter-Tribal Council of Nevada, Inc., etc.?
- a. Subsidy certificates are only accepted for VSA library locations. The registration fee must be paid prior to submitting a subsidy certificate. Subsidies are not applicable towards the registration fee. Once the registration fee has been paid, contact our subsidy team at 702.229.CARE for information on submitting your subsidy certificates. Certificates will not be applied to an account until after they have been processed by our office. Please allow 48 business hours (M-Th) for processing.

## PROGRAM STAFF

Our staff is carefully selected and placed at program locations based on their skills. Staff members include school teachers, school district employees, college students and adults interested in the well being of children. For your child's safety, staff is trained in positive child discipline, as well as emergency and safety procedures. All of our staff have completed background checks and are drug screened. Each facility has designated staff that are First Aid and CPR certified.

**The city of Las Vegas enforces a "hands off" policy. The only time staff is permitted to physically intervene is if the child is a danger to themselves or others or is destroying property.**

# **PAYMENT POLICY/REFUNDS**

## **REGISTRATION**

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Registration is online and the annual registration fee is \$20 for the first child, \$15 for the second child and \$10 for each additional child, per account. Customers with city of Las Vegas Safekey/Ignite accounts from the 2019-20 school year may register for the current school year by logging in to their Safekey/Ignite account at [lasvegasnevada.gov/VSApayments](https://lasvegasnevada.gov/VSApayments) and selecting the "Registration" tab. New customers must go to [lasvegasnevada.gov/VegasStrongAcademy](https://lasvegasnevada.gov/VegasStrongAcademy) and select "New Registration Portal" to create an account and pay the annual registration fee. Once the registration fee has been paid, you must prepay for your child's daily/weekly visits in order to secure their spot.

## **FEE PAYMENT**

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The daily rate per child is \$20, (or \$100 per week). To book your child's visits, you must log in to your VSA account and go to the "Attendance" tab. On the calendar you will select each specific date/s your child will attend, then pay for the day/s selected. Your selections are not saved until payment is received.

You must make your payment by NOON the day before service. You may prepay for up to 3 weeks in advance. Space is limited and spots are not guaranteed until a payment for each specific day is made.

## **METHODS OF PAYMENT**

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Payments can be made online by going to [lasvegasnevada.gov/VSApayments](https://lasvegasnevada.gov/VSApayments). Any participant with an outstanding balance may not continue in our programs until all fees are paid, even if they are prepaid for a future date.

Payment may be made in-person at the city of Las Vegas Customer Care Center (500 S. Main St., 89101) using cash or money order/check accompanied by a government issued photo ID. If paying by cash, exact change is required. Payment center hours are 7:30 a.m.- 5 p.m., Monday-Friday. Customers who fail to pay returned check charges or make good on returned checks will not be permitted to register for future programs, activities, classes or leagues within the city of Las Vegas. Your receipts are listed as part of your account statement which is updated after every transaction. Account statements are available in your online VSA account from the "Statements" tab.

**Program locations do not provide statement reprints or end of the year statements for tax purposes. For your information, our tax ID number is #88-6000198.**

## **ABSENTEEISM/CREDITS/DATE TRANSFERS/REFUNDS**

### **Absenteeism**

If your child will be absent from the VSA program for a full week or more, you must submit written notification to your program site in advance to keep your child's spot in the program. See your VSA site staff for details on the notification process. The VSA program does not offer credit or refunds when a participant is absent from the program.

### **Credits/Date Transfers/Refunds**

You have until NOON the day before service to remove days from your calendar for the upcoming day and receive a VSA account credit for future use. No credits will be offered after the cut-off time. Once you have credited your account, you may use the credit to pay for another date. All credits expire December 31, 2020. The VSA program does not offer refunds.

## **RETURNED CHECK POLICY**

Any check returned by the bank due to insufficient funds is subject to a service charge. Any customer who writes a check that is returned for insufficient funds and does not correct the situation within one week of notification will be required to pay all future fees by cash or money order.

## **CREDIT CARD/BANK DISPUTES**

Credit card payments will appear with "VSTRONG" in the description of your credit card/bank statement.

If you dispute a charge on your credit card, 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 VSA program will audit the account. If the dispute is found to be valid the return payment fee will be reversed.

If it is found that your child used the attendances that were purchased from the disputed transactions, the your VSA 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 the VSA program receives multiple credit card/bank dispute notifications for your account, your program services may be suspended for the remainder of the current school year.**

## **FINANCIAL ASSISTANCE AND SCHOLARSHIPS AVAILABLE**

Financial assistance is available for qualifying households, however, funds are limited. If you currently qualify for free or reduced school lunch or any other government- subsidized program, you may already be qualified for city of Las Vegas financial assistance.

Pick up an application at any one of our community center facilities or download the form from the website today. [lasvegasnevada.gov/VegasStrongAcademy](https://lasvegasnevada.gov/VegasStrongAcademy).

Once your completed application has been submitted where you plan to attend, please allow two to three weeks for processing. You will be notified of your status. If you have any questions, contact the location where you have submitted the forms.

## **THIRD-PARTY SUBSIDY PROGRAMS**

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Subsidy certificates are only accepted for VSA library locations.

The VSA library locations accept 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)

The registration fee must be paid prior to submitting a subsidy certificate. Subsidies are not applicable towards the registration fee. Once the registration fee has been paid, contact our subsidy team at 702.229.CARE for information on submitting your subsidy certificate. Certificates will be applied to an account after they have been processed by our office; subsidies will not be applied retroactively. Please allow 48 business hours (M-Th) for processing. An acknowledgement form will be required once your certificate has been processed.

## **EMPLOYER VERIFICATION FORMS**

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City of Las Vegas staff will be available to sign any forms you have for childcare subsidies. Parents who have employer subsidies for child care are asked to submit their forms to a full time program staff. The staff will complete the forms within five working days upon verification of attendance.

## **EMERGENCY INFORMATION/PARTICIPANT INFORMATION FORM**

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All participant information will be received and stored electronically at the VSA sites and both electronically and on a paper Participant Form at the community center sites. Participant information should be reviewed by the parent/guardian prior to the start of each school year. It is the parent's/guardian's responsibility to update and maintain current names, phone numbers and addresses for all of the people listed in their online account and Participant Form, including those on their emergency contact list. Only the parents/guardians who have access to their child's account may make changes at any time.

**Please make sure that you keep your e-mail address updated. We use it as an important communication tool so that you will receive the most up-dated information regarding the VSA program.**

# DAY-TO-DAY PROCEDURES

## SIGN-IN AND SIGN-OUT PROCEDURES AND 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). PIN's 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.

A photo I.D. is an additional method used at all VSA locations as a safeguard to check out participants as needed.

It is the parent's/guardian's responsibility to update and maintain all parents, guardians, and emergency contacts in their child's account via the Family Portal and Participant Forms. 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 VSA program 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 at any time. PINs should not be shared between contacts or with individuals who are not listed on the child's account. The city is not responsible for compromised PINs. 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 VSA office immediately.

**Note: You may view your child's attendance records in your online account. To request a paper copy of a participant's program attendance reports, you must provide VSA with a court order or subpoena and allow one week for processing. There is a \$35 research fee, \$2 notary fee and a \$1 per page fee.**

## LATE PICK-UP

Beginning at 6:01 p.m. for all sites, a late fee of \$10 will be charged for every 10 minute increment the child remains at the site. The late fee is due before the participant returns to the program. Every effort will be made to contact the parent or other emergency contacts listed. If the child has not been picked up by 6:30pm. at library locations and 8pm. from community center locations, the Deputy City Marshals or other law enforcement are authorized to transport to an alternate location or Child Haven. **After the third late pick up, families can be suspended from the program for the remainder of the Vegas Strong Academy.**

**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 upcoming attendance. Subsidies from any financial assistance program cannot be used toward the late pick-up fee.**

**Parents, guardians or other authorized individuals who attempt to pick up their child while intoxicated or under the influence of another substance will immediately be reported to the police.**

## CITY-SPONSORED PHOTOGRAPHY AND VIDEO

During city-sponsored programs and events, city staff may take photos and video of participants that may be used in professionally-designed city publications and promotional materials. If you have any questions about this, please speak with a staff member. A photo waiver must be signed annually and kept on file.

# MEDICAL ISSUES/INSURANCE

## MEDICAL ISSUES

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**Please do not send your child to the program if he/she is ill.** If your child is not well enough to go to the playground to play, then he/she is not well enough to be in our programs. We are unable to retain a sick child. If a child becomes ill, the parent will be notified and expected to pick up the child within one hour of notification. If it is discovered that your child has an illness or condition that is contagious or communicable, such as ring worm, lice, etc., we will contact you immediately to pick up your child from the program and any other siblings in any of our other programs (infected or not). The child(ren) may not be permitted to participate in the program until he/she completely recovers from the illness or condition. You will receive instructions on the steps needed in order for your child(ren) to return to the program. A doctor's release will be required prior to the child(ren) re-entering the program.

## DAILY COVID-19 SCREENING QUESTIONS

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In order to reduce the risk of spreading COVID-19, we will ask daily the following "screening" questions when you and your child arrive at the Vegas Strong Academy. Every child is required to have the Health Screening / COVID-19 waiver completed and on file before attending the program.

1. Do you have a new cough that you cannot attribute to another health condition?
2. Do you have new shortness of breath that you cannot attribute to another health condition?
3. Do you have any two of the following symptoms: Fever (100.4 F. or higher), chills, repeated shanking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
4. Have you come into close contact (within six feet) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?

Temperatures of child(ren) will be taken upon entry, any child who has a temperature of 100.4 F. or higher will not be accepted and the parent/guardian must immediately remove them from the facility. Staff/children who present symptoms will not be allowed to return to the program for 14 days or with a negative COVID-19 test and physician clearance.

## MEDICATION RELEASE INFORMATION

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To reduce the risk of infecting others, it is recommend that if any one of the following symptoms are present, the child should stay home:

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

## **SIGNS OF COVID-19 ILLNESS/SICK CHILDREN**

Masks must be worn by all participants while in the VSA program. The Center for Disease Control (CDC) recommends that masks should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Please speak with a program staff member if you or your child requires an accommodation and complete a Medication Release Form.

The CDC lists the following as potential symptoms for COVID-19:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Sore throat
- Nausea or vomiting
- Cough
- Fatigue
- Headache
- New loss of taste or smell
- Congestion or runny nose
- Diarrhea

If a child displays any of the above symptoms, they should stay home. If a child develops the above symptoms while in the VSA program, the parents will be called and the child must be picked up immediately. The child will be separated from others and taken to an area on-site where they can quarantine until the parent/guardian arrives. The VSA will follow the current recommended guidelines for the child's return to the program and a physician's note may be required for re-admission.

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 provide a head shot picture of their child that will be attached to the form.
- 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, what specific time the medication is 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 in its original container with the pharmacist's label which must display the child's name, the name of the medication, the instructions/dosage, what specific time the medication is to be dispensed and the name of the prescribing physician. A plastic medical measure spoon must be provided with the medicine.
- The medication must be accompanied by a doctor's note, on letterhead, stating the name of the medication and the dosage.
- Medication will not be accepted by any staff member without a doctor's note.

Parent/guardian must provide in writing all other necessary instructions and information regarding the medication. Program staff will, whenever practical, provide the child with the medication at the time(s) indicated on the medication release form. The child is responsible for administering his/her medication. The Vegas Strong Academy does not provide medical personnel at any program site.

If a child is taking medication on an as-needed basis, the parent/guardian must provide, on the Medication Release Waiver, a detailed description of the symptoms, conditions, and circumstances that would necessitate the medication time to dispense and proper dosage. The parent/guardian will be contacted on every occasion before the child takes the medication on an as-needed basis. One parent/guardian must be available by telephone during program hours. If neither parent/guardian can be reached, program staff will use their best judgment and will permit a child to take the medication only when they find it clearly necessary and appropriate.

The parent/guardian is allowed to bring in the amount of medication sufficient to cover doses for one program day. All medication must be checked in with the program staff to be properly and safely secured. **Children are unable to take non-prescription medication during program hours.**

For the safety of the participant, there will be no exceptions.

## **FAST-ACTING MEDICATIONS**

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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 Medication Release Form must be completed and presented to staff prior to the child participating in the program or activity. 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. 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.

## **MEDICAL INSURANCE**

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Please recognize that the VSA programs do not carry medical accident insurance for injuries sustained in its programs and facilities. The cost of such would make program fees prohibitive. Therefore, we ask you to review your own health insurance policy for coverage should your child be injured while attending our programs.

# PROGRAM POLICIES AND PROCEDURES

## CUSTODIAL ISSUES

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The obligation of Vegas Strong Academy staff is to ensure a safe and fun environment for your 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 for all program times.** The city will not be responsible for enforcing time constraints relating to visitation.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the VSA 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 VSA expects them to be resolved immediately. If the issue is not resolved immediately, the VSA 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 VSA does not enforce or mediate terms of visitation.

The VSA's number one concern is the safety of your child. Please provide the name; address; and home, work and emergency telephone numbers of the other person with custodial rights. You are also responsible for providing a copy of this program handbook to the other person.

## PERSONAL POSSESSIONS

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Personal toys, radios, electronic equipment (iPods, Gameboys, etc.), skateboards, scooters, sports equipment or other items of a similar nature are not allowed to be brought from home. Chromebooks and laptops will be permitted for use only during the designated educational timeframes in which participants will use self-direction to work on their schoolwork. The city and Las Vegas-Clark County Library District are not responsible for lost, stolen or damaged personal items including without limitation clothing, backpacks, eyewear, jewelry, toys, or electronic equipment (including gaming systems, music devices, cell phones, Chromebooks, laptops, and similar items). The city will furnish recreational supplies 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, theme or based on an individual's needs. **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 will be confiscated from the participant and held by staff until a parent or legal guardian picks it up.

## **BULLYING**

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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 program front desk 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 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.

## **SAFE AND RESPECTFUL PROGRAM BEHAVIOR**

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In regards to bullying, cyber-bullying, harassment, and/or intimidation – all of which are prohibited in any of our Youth Programs – the city is committed to providing all participants and staff with a safe and respectful environment in which all persons of differing beliefs, characteristics, and backgrounds can realize their full personal potential while participating in our Youth Programs. It is our intent to ensure that all city of Las Vegas employees (both full-time and part-time) demonstrate appropriate behavior on the premises of the Youth Programs by treating other persons, including and without limitation to Youth Program participants, parents and Youth Program staff with civility and respect, and by refusing to tolerate bullying, cyber-bullying, harassment and/or intimidation.

## **PARTICIPANT CODE OF CONDUCT - RULES AND DISCIPLINE**

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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 encourage positive behavior. Participants who remain disruptive after consultation with the parent(s) may be suspended from the program. Please go through the following points with your child so that they fully understand the expectations.

As a participant, I will:

- Show respect to other participants and treat them as well as I would like to be treated
- Show respect to all staff and volunteers and cooperate fully with their instructions
- Know and follow the rules of the program
- Respect the rights and beliefs of others and treat others with courtesy and consideration
- Communicate in an appropriate manner, which means I must not use foul language, foul gestures, harsh words, or a harsh tone of voice
- Conduct myself responsibly. Horseplay, unwelcome teasing, or other unkind behaviors are not allowed
- Refrain from deliberately causing bodily harm to other participants, staff, or volunteers
- Pushing, kicking, hitting, biting or fighting are not acceptable and **will not be tolerated**

- Use program equipment, supplies, and facilities properly
- Respect the property of others
- Be fully responsible for my actions and disruptive behavior will result in disciplinary action
- Use cell phones appropriately, sexting and cyberbullying **will not be tolerated**

## **STEPS TAKEN TO MANAGE BEHAVIOR**

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The following steps may be taken to manage disruptive behavior:

1. Communicate appropriate behavior
2. Removal from activity
3. Disciplinary action report, contact parent/guardian
4. Behavior plan (if applicable)

**A behavior plan is an outline of behavior expectations and consequences.**

**Guidelines are set up to manage behavior. However, this procedure may /may not resolve the situation. If behavior continues, a participant may be suspended from the program.**

**Examples include, but are not limited to:**

- **ABUSIVE LANGUAGE** – The use of unkind and disruptive words, yelling, intimidating, or otherwise threatening towards others or self
- **DRUGS AND ALCOHOL** – The use or consumption by minors is unlawful
- **INAPPROPRIATE GESTURES** – The use of gestures in front of or towards others or self
- **FIGHTING/ASSAULT** – Injuring another participant, staff, or self through disruptive actions
- **DISRESPECTING STAFF** – Talking back to the staff or not obeying the staff's directions
- **MISUSE OF PROPERTY** – Improper care of equipment or items that belong to the department or others
- **STEALING** – Removing items from staff, facility, or another participant's personal belongings without permission
- **SPITTING/COUGHING** – Spitting on property, equipment, other participants, self, or staff. Deliberate coughing, sneezing, etc. projected towards another participant or staff.
- **RUNNING FROM THE SITE** – Leaving the immediate area of supervision without permission
- **GANG-RELATED TERMS and GANG SLANG (LANGUAGE)**
- **AGGRESSIVE BEHAVIOR** – Use of fist, arm, body, or any object that causes harm to others or staff; throwing objects that may result in harm to others or staff; use of body holds to cause injury to others or staff; destruction of center, site, or personal property (for example, intentionally breaking windows or equipment).
- **CELL PHONE USAGE** – Appropriate cell phone usage is important, sexting and cyberbullying will not be tolerated

## **PARTICIPANT SUSPENSION POLICY**

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A participant may receive a suspension from the program for committing defined acts of aggressive behavior. Staff will call a parent/guardian conference if a child demonstrates NONCOMPLIANT behavior that may result in suspension. The participant may not return until after completion of the parent/guardian conference. Expulsion from the program is on an individual basis. The behaviors under the Participant Code of Conduct – Rules and Discipline sections are some examples and are not the only reasons for dismissal from the program.

- **FIRST SUSPENSION** – If the behavior continues after following the steps, the participant may be suspended for up to five (5) program days without credit for suspension days.

- SECOND SUSPENSION – If behavior continues after the first suspension, the participant may be suspended for up to ten (10) program days. \*
- THIRD SUSPENSION – Participant may be dismissed from the program for up to one year. \*
- A participant may receive immediate suspension for up to one year depending upon the severity of the behavior. \*

**\*NOTE: NO REFUNDS OR CREDITS WILL BE GRANTED FOR SUSPENDED PROGRAM DAYS.**

## **LUNCH, SNACKS AND SCHOOL SUPPLIES**

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All participants must bring a sack lunch, drinks (including bottled water), as well as snacks daily—all labeled with their name. Meals and/or afternoon snack may be provided at designated locations. Please check with your program staff if your location offers any food service. The VSA program does not provide refrigerators or microwaves.

Parents must provide all log-in information, virtual class schedule, participant's school I.D. number and all applicable information needed for participants to participate in distance learning classes.

- All participants must bring, in a backpack, their own school supplies necessary to complete their assignments and crafts. Backpacks will be kept in the room designated for distance learning. Items should include:
  - *Fully charged laptop, headphones (with microphone if needed), or electronic device(s) with charging cords to complete virtual classes.*
  - *Pencils, pens, crayons/color pencils, glue sticks, notebooks, notebook paper, worksheets, copy paper to make any necessary copies, scissors, a pencil box, personal hand sanitizer and tissues.*
- All personal supplies must be brought with the participant each day and taken home at the end of each day.
- Disinfecting equipment will be the parent's responsibility.
- Electronic devices will only be available to the children during their group's designated Virtual Learning Opportunity times.

The city of Las Vegas and the Las Vegas-Clark County Library District are not responsible for lost, damaged or stolen equipment.

## **PROGRAM DISCLAIMER**

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The city of VSA staff reserves the right to refuse service for the following reasons:

- Failure of parent/guardian or child to follow policies, procedures and rules
- Parents, guardians or child(ren) are physically or verbally abusive to staff or other participants/parents
- Failure to pay fees as scheduled
- Failure to provide updated information and records
- Failure to resolve custodial issues or circumstances
- Failure to adhere to closing time of the program or sign in/out procedures
- When the Site Coordinator, or city of Las Vegas VSA Administration staff, at his/her discretion, believes that the continued service is not in the best interest of the child and/or agency

## CONDUCT OF PARENT

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As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in an appropriate and calm manner. The city of Las Vegas VSA program has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation, and/or abuse of power or authority. **Should a parent exhibit disruptive or inappropriate conduct, the parent may be removed from the premises and the participant may be suspended from the program.**

## NEVADA REVISED STATUTE CHAPTER 199 CRIMES AGAINST PUBLIC JUSTICE

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### ***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.

## **DRESS CODE**

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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. If a child does not have acceptable footwear a parent/guardian may be contacted.

### **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 on girls
- 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)

## **SERVICE MANDATED**

The city of Las Vegas proudly supports the Americans with Disabilities Act. We are quite proud of our adaptive recreation programming; however, some individuals with disabilities prefer to participate in our general programs. To include those with disabilities, we provide support in the form of program modification, additional staff training and other services to facilitate inclusion. Anyone who needs reasonable accommodations to attend a program is asked to contact the site coordinator two weeks prior to the start date to schedule an in-person meeting to determine the most effective means of inclusion support for individuals to participate in any program.

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 the Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

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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/INTEGRATION**

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Individual Educational Plans (IEP) are a master plan of goals and objectives for children with disabilities and are not mandated by law in a out of school time setting. Although policies and practices may be revised, the Participant Code of Conduct- Rules and Discipline on page 15 is applicable to ensure everyone's safety and enjoyment.

### **PERSONAL CARE POLICY**

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The city of Las Vegas does not provide personal care services such as feeding, toileting, or the changing of clothes. 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 is the basis for our personal care policy. However, upon request, we will allow the person who requires such services to bring their own personal care attendant, at no charge, to enable their participation. Please keep in mind, we provide recreation, leisure and enrichment experiences, not day care.

It is recommended that personal care be provided within 10 minutes of the request for service if a participant cannot adequately provide their own personal care. However, as long as assistance is provided within 30 minutes of the request for service, the participant will be accommodated.

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## *Las Vegas City Council*

**CAROLYN G. GOODMAN**

*Mayor*

**STAVROS S. ANTHONY**

*Mayor Pro Tem*

**MICHELE FIORE**

**CEDRIC CREAR**

**BRIAN KNUDSEN**

**VICTORIA SEAMAN**

**OLIVIA DÍAZ**

**SCOTT D. ADAMS**

*City Manager*

*Department of Parks and Recreation*

**GREG A. WEITZEL**

*Director*

*Department of Youth Development and Social Innovation*

**DR. TAMMY MALICH**

*Director*

*Office of Cultural Affairs*

**ALLY R. HAYNES-HAMBLEN**

*Director*

# **702.229.CARE**

[www.lasvegasnevada.gov/VegasStrongAcademy](http://www.lasvegasnevada.gov/VegasStrongAcademy)



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