



# **SAFEKEY PROGRAM 2021-2022**

## **Boulder City Parks and Recreation Department**

### **SCHOOL DAYS (Monday – Friday)**

Martha P. King Elementary School—888 Adams Blvd., Boulder City, NV

2020-2021 school year begins 8/10/20

**Morning 7:00am — 8:10am \$4.00**

**Afternoon 2:40pm — 6:00pm \$10.00**

For the afternoon session, Mitchell children meet at Michael’s bench outside in front of Mitchell School & are walked to King Elementary School by Safekey staff.

### **NON SCHOOL DAYS & SUMMER (Monday — Friday)**

ABC Gym 801 Adams Blvd., Boulder City, NV

Summer Safekey is May 31 thru August 4th

**Full Day 7:00 a.m. to 6:00 p.m. \$20.00**

### **SAFEKEY WILL BE CLOSED ON THE FOLLOWING DATES**

**2021:** 8/6, 9/6, 9/13, 10/4, 10/13, 10/29, 11/11-12, 11/24-26, 12/24

**2022:** 1/3-4, 1/17, 2/7, 2/21, 3/14, 4/18, 4/25, 5/26-30

**Safekey (702) 287-6154**

**Boulder City Parks and Recreation Department**

**900 Arizona St., Boulder City, NV**

**Monday—Thursday 7:00 a.m. to 6:00 p.m. (702) 293-9256**



# **Boulder City Parks and Recreation Department Safekey Program**

This year round program is designed to enrich your child in a recreation environment that is fun, friendly, safe and successful. Please review this entire packet to maximize your child's Safekey experience.

## **REGISTRATION**

Registration can be made at the Recreation Department, 900 Arizona Street Monday through Thursday 7:00 a.m. to 6:00 p.m.

Complete a Recreation Department Household Information Sheet, Safekey Registration form and Safekey Behavior Expectation form. Please be accurate in listing health problems/special needs and those who may pick up your child. Your child will only be released to those individuals on your registration forms. Please update these forms when any of this information changes.

Participation requires registration and payment prior to attendance.

Students will not be allowed in the program without proper paperwork and prepayment of fees.

## **DROP-OFF PROCEDURES**

Parents must bring their child **into** Safekey and **make contact** with a Safekey leader. Students are also to report to a Safekey leader when they enter the program.

During the school year Safekey is located at Martha P. King Elementary School in the Multi Use Room.

For children in K—2nd grade attending morning Safekey a Safekey leader will walk your child from Martha P. King Elementary school to Andrew J. Mitchell Elementary school. For these students attending Safekey in the afternoon your student will be picked up by a Safekey leader promptly at 2:50 p.m. Mitchell children meet at Michael's bench outside in front of Mitchell school and are walked to Martha P. King Elementary school.

Please do not allow your child on school grounds in the morning before Safekey begins as there is no supervision.

Summer Safekey & Non School days is held at the ABC Gym, 801 Adams Blvd.. Safekey is closed on school holidays except Winter Break (partial weeks— see schedule) and Spring Break (one full week). See schedule on page 1 and page 5.

**FOR THE SAFETY OF YOUR CHILD YOU MUST BRING IN YOUR CHILD & MAKE CONTACT WITH THE SAFEKEY LEADERS ON ALL DAYS REGARDLESS OF LOCATION.**

## **PICK-UP PROCEDURES**

When Safekey is held at Martha P. King Elementary school you will go through the door to the left of the main entrance. Doors are locked for your child's safety. Please call 702-287-6154 when you have arrived at the doors.

Please sign your child out when leaving. Identification is required. This process is important for the safety of the children and accountability at all levels. No child will be allowed to sign themselves out to walk home.

Your child must be picked up no later than 6:00 p.m. A late fee of \$10.00 every ten minutes starting at 6:01 p.m. will be assessed. If your child is not picked up by 6:30 p.m., your child may be transported to the City Pool and the Boulder City Police Department may be notified. All efforts will be taken to connect your child to an approved individual before contacting the police or Child Protective Services

# Boulder City Parks and Recreation Department Safekey Program

## **PAYMENTS**

School Day Fees: \$4.00 morning session \$10.00 afternoon session

Non School Days & Summer Fees: \$20.00 full day

Fees are on a prepayment basis. The Recreation Dept. can accept cash, check or credit card payments. Credit card payments can be made over the phone to the Recreation Dept. 702-293-9256 Monday through Thursday 7:00 a.m. to 6:00 p.m.

Field trip fees are additional fees and must be paid in advance directly to the Safekey staff.

Once payment has been received, there will be **NO REFUNDS**.

A child will be unable to attend Safekey unless they have been preregistered and payment has been made.

We understand that children may come from a situation where parents are separated, divorced, or currently seeking a divorce. It is the responsibility of the parent who registers the child for the program to keep all payments up to date.

There is a \$25 fee for returned checks.

Please save your receipts for tax and payment verification purposes. The Recreation Department does not issue an end-of-year statement and is not responsible for researching your payments. When a payment is made receipts are sent to the email address on file. Our tax ID # is 88-0084978.

## **Early Dismissal Days & CCSD Professional Development Day**

Safekey is available on early dismissal days from the time children are out of school, until 6:00 p.m. Additional fees will apply. Please make sure your child has ample food & drink for the day.

## **Attending School Programs During Safekey Hours**

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

Your child must report to Safekey first to be signed in for the day by staff each day before requesting to sign out to attend another school program, classroom or club. Children are not permitted to leave Safekey on their own without a signed waiver (completed by a parent or legal guardian) on file. This privilege is subject to approval by a Safekey supervisor.

## **Snacks & Lunch**

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

## **Personal Items**

Personal items brought to Safekey are the responsibility of the student. Safekey is not financially responsible for lost or stolen items.

## **Personal Cellphones**

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

# Boulder City Parks and Recreation Department Safekey Program

## **Absenteeism**

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

## **Medication**

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

## **Field Trips**

Field trip fees must be paid in advance and are paid directly to Safekey staff. Children 60 lbs. and under require a booster seat (we provide the booster seat) to travel in the City vans. The activity may require your child to arrive to Safekey by a particular time. He or she may lose their spot if they do not arrive at the designated time. Check the activity schedule and/or the sign-in table for field trip information.

## **Health Records**

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

## **Inclusion**

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

### **Safekey will be closed on the follow dates:**

**2021:** 8/6, 9/6, 9/13, 10/4, 10/13, 10/29, 11/11-12, 11/24-26, 12/24

**2022:** 1/3-4, 1/17, 2/7, 2/21, 3/14, 4/18, 4/25, 5/26-30

During winter, spring & summer breaks, Safekey is held at the ABC Gym, 801 Adams Blvd.

## **Safekey Schedule**

<b>Morning:</b>	<b>Doors open at 7am</b>
Upon arrival	<b>Check in with staff</b> & place backpacks in designated area
7:45	Indoor activities, board games, cards, jump rope
8:00	Restroom break if needed
8:10	Attendance call
	Release to King or walk to Mitchell playground and/or breakfast
<b>Afternoon:</b>	
2:40-3:15	<b>Sign in with staff—Group instructions for the day</b> (Mitchell kids meet Safekey staff at Michael's bench outside in the front of Mitchell school)
3:15-4:00	Homework, restroom break & snack
4:00-5:00	Arts & Crafts (supplies are available each day with weekly art projects)
5:00-5:45	Indoor/outdoor physical activities
5:45-6:00	Clean up
6:00	<b>Safekey closes for the day</b>

\*Note: Schedule adjustments may occur due to a variety of circumstances such as weather, relocation of the program due to school functions, children's homework goals, etc.



**CITY OF BOULDER CITY  
PARKS AND RECREATION DEPARTMENT**  
900 Arizona Street, Boulder City, NV 89005  
Mailing Address: PO Box 61350, Boulder City, NV 89006  
Phone (702) 293-9256 Fax (702) 293-9419  
[www.bcnv.org](http://www.bcnv.org)

**HOUSEHOLD INFORMATION SHEET & RELEASE OF LIABILITY**

Mother's Name \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Father's Name \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email address \_\_\_\_\_

**Children in household:**

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

**Allergies, Medication & Other Health Problems (Please Describe)** \_\_\_\_\_

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

1. _____	Relationship _____	Phone _____
2. _____	Relationship _____	Phone _____
3. _____	Relationship _____	Phone _____
4. _____	Relationship _____	Phone _____

**Any restrictions for picking up child?** \_\_\_\_\_

**Others in household:**

Name _____	Age _____	Relationship _____	Phone _____
Name _____	Age _____	Relationship _____	Phone _____

**RELEASE OF LIABILITY**

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

\_\_\_\_\_  
**Signature of Parent/Guardian** \_\_\_\_\_  
**Date**



# SAFEKEY REGISTRATION (702) 287-6154 Boulder City Parks and Recreation (702) 293-9256

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

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

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

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

SCHOOL Mon am \_\_\_ pm \_\_\_ Tue am \_\_\_ pm \_\_\_ Wed am \_\_\_ pm \_\_\_ Thur am \_\_\_ pm \_\_\_ Fri am \_\_\_ pm \_\_\_

SUMMER Mon am \_\_\_ pm \_\_\_ Tue am \_\_\_ pm \_\_\_ Wed am \_\_\_ pm \_\_\_ Thur am \_\_\_ pm \_\_\_ Fri am \_\_\_ pm \_\_\_

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

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

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

Payment is due prior to service rendered. If your account falls into a non-prepaid status, you will be given a three day grace period at a "drop in" rate of: School \$6am & \$14pm and Summer \$14 for 1/2 day and \$28 for full day service. If non payment issues are not resolved at the end of the third day, your child cannot return to Safekey, nor will your child be allowed to participate in any Boulder City Recreation Department activity until this issue is resolved. Any account past due after the three day "drop in" grace period, is subject to a \$20 late fee. The Safekey Program ends at 6:00 p.m. For every 10 minutes your child is not picked up beginning at 6:01 p.m., a late charge of \$10 for every 10 minutes will be assessed.

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

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

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

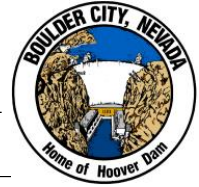
Child's age: \_\_\_\_\_ My child knows how to swim \_\_\_\_\_ My child does not know how to swim

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

Signature (Parent or legal guardian)

Date

# City of Boulder City Safekey Behavior Expectation Plan



Name of child(ren): \_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

If the behavior expectations are not met by the child, it may be determined that the child will not be eligible to participate in the Safekey Program. The signatures below indicate agreement with the written policies of the City of Boulder City Safekey Program.

\_\_\_\_\_  
Guardian's / Parent's name

\_\_\_\_\_  
Guardian's / Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian's / Parent's name

\_\_\_\_\_  
Guardian's / Parent's signature

\_\_\_\_\_  
Date