



Clark County Parks & Recreation SAFEKEY PROGRAM PARENT'S GUIDE

The Safekey Program is a before and after school recreational program for children in grades K-5. The Safekey Program is designed as a recreational enrichment program for school aged children. The program provides participants with a safe, supervised and fun environment.

Safekey provides benefits to children through recreation, socialization and education. Our goal is for children to succeed in the program through opportunities and benefits not provided during the school day.

SAFEKEY'S DAILY ROUTINE:

Recreation Programs:

Special recreational activities are part of the daily schedule. Recreation activities will include sports, arts & crafts, cooperative games, indoor/outdoor games, educational games, tournaments, contest, Arts Train, and specialized programs.

Self Esteem:

A variety of speaker and interactive program will be presented to the children. These community based programs are designed to increase safety and awareness, promote self esteem and facilitate group interaction.

Snacks:

A daily snack is provided in the afternoon program. Snacks are prepared and delivered by CCSD Food Service employees.

Homework:

Each day, towards the end of the program, time will be set aside for homework completion. Assistance, if needed, is provided by qualified staff. If you child does not have homework, he/she will be asked to color, read or engage in a quiet activity. Homework time may be postponed due to special programs and guests.

Safekey Program Procedures

Registration Information:

A Participation Information form is required to be filled out by the parent or guardian on all participants. The form includes the child's information, names and phone numbers of persons to contact in an emergency, and the names of all persons authorized to pick up the child from the program. **CURRENT PHONE NUMBERS MUST BE PROVIDED.**

Sign In / Sign Out:

Each child must be signed into the morning program each day. Each participant must also be signed out in the afternoon with signature and time of day by the responsible adult authorized on the Participant Information forms. ALL CHILDREN MUST BE PICKED UP BY 6:00 P.M. A late pick-up fee of \$5.00 will be assessed for every 10 minutes that the child remains at the site after 6:01 p.m. This charge must be paid that evening.

Current laws prohibits staff from withholding any participant from their biological parent without appropriate court documentation on file with Safekey.

Emergencies:

If an emergency occurs or a child is not picked up by 8:00 p.m. And the parent or authorized persons cannot be reached, we will call Park Police for assistance. Park Police will then transport the child to Child Haven, and the parent/guardian will be able to pick their child up at this facility. In case of parental emergency, please call the Safekey Administrative office at 455-8251 or 4558200. Safekey site telephone numbers are not published. . Contact the Safekey office and we will be happy to put you in contact with the site.

Behavior Reports:

Clark County Parks and Recreation follows a progressive disciplinary policy. Behavior Reports will be used in cases where daily disciplinary measures (time out) fail to correct the behavior. The child will be required to fill out a Q.T. Report explaining their behavior and how they will correct it. A Safekey employee will go over both forms with the parent and have the parent sign them. A copy of the report will be sent to the Safekey office. Any child receiving three reports in a one year period may be removed from the Safekey Program.

Fees:

Payments should be made in cash, check or money order made payable to Clark County Parks and Recreation. When paying cash you must have the exact change. The staff does not have change. We will no longer accept any checks without the name and address printed on each check. We do not accept out. of state checks. A three day minimum must be enforced even if you are using the program less than three days a week.

Payment is due on Friday for the following week. If the payment is not received by the last day of the week that your child attends, a late fee of \$10.00 will be assessed. A notice of non-payment will be given to the individual picking up the child. We will not accept children into the program if payment is not kept current. These children will be sent to the school office and the proper authorities will be notified. Safekey does not give credits or refunds due to absenteeism .

Special Note:

The Safekey Program does not provide an annual statement of accounting for participants. Please retain your weekly receipts for your financial records. The Clark County Parks and Recreation tax I.D. number is 88-6000028.

For more information call the Safekey Program Supervisor, Kristin Connor at 455-8251.