

Welcome Back to School 2021

Before and Afterschool Safekey

Boulder City Parks and Recreation Department



Things you need to know:

- Safekey will be held at Martha P. King Elementary 888 Adams Blvd., multi purpose room
- Masks are required for all students, staff and parents
- We will take your child's temperature upon arrival to our program
- Bring water bottle - no drinking fountain access
- Pre-Registration is required - **Call 702-293-9256**
Office hours are Monday - Thursday 7am-6pm
- Safekey is only available on school days
- Cohort A - Monday and Tuesday Cohort B - Thursday and Friday
- Children can only attend during their Cohort
- No Safekey on Wednesdays
- Mornings 7:00 — 8:20 AM \$4.00
- Afternoon 2:40 — 6:00 PM \$10.00



Boulder City Parks and Recreation Department
900 Arizona Street 702-293-9256
Safekey cell 702-287-6154

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. or by calling 702-293-9256. Our office is currently closed so please ring our doorbell.

Complete a Recreation Department Household Information Sheet, Safekey Registration form and Safekey Behavior Expectation form & Activities Waiver 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 payment.

DROP-OFF PROCEDURES

Parents must bring their child **into** Safekey and **make contact** with a Safekey leader. Parents need to wait for their child to have their temperature taken before they can leave. 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.

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 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.

PAYMENTS

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

Non School Days & Summer Fees: \$20.00

Fees are on a prepayment basis. The Rec Dept can accept cash, check or credit card payments. Credit card payments can be made over the phone to the Rec 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.

Boulder City Parks and Recreation Department Safekey Program

A returned check is considered nonpayment and the parent will immediately be placed on the nonpayment list. For repeat offenders, we reserve the right to place customers on a cash/card-only basis or to refuse service. 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.

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

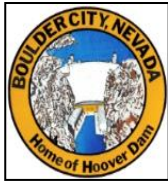
Safekey would prefer that no cellphones be brought to the program. If a child brings a cellphone it is their responsibility to keep track of it. Safekey does not take responsibility for children's cellphone use. They must be turned off and placed in their backpacks. Personal cellphone use is only allowed 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.

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.

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 ones 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.



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

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 __	Cohort A or B	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:

Due to COVID –19 restrictions, all payments must be made in advance for specific days.

Safekey does not accept payments at the site.

All payments are made at the Boulder City Parks and Recreation office by calling 702-293-9256.

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
 or 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

 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:

- 1st Time:** Child is directed to the correct behavior expectation.
- 2nd Time:** Child is sent to the Safekey Coordinator table and parent is notified.
- 3rd 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.
- 4th 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.
- 5th 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



ACTIVITIES INFORMATION

WAIVER AND RELEASE

1. The rules, regulations and procedures set forth below follow the recommendations of the CDC and Southern Nevada Health District
2. All participants entering any City facility must immediately wash their hands in the restroom following CDC Hand washing guidelines.
3. Activities will be monitored by City staff and items will be disinfected after use.
4. Program requires preregistration and has a limited capacity. The City is not accepting "drop-ins" at this time.
5. No participant should come to a City facility if anyone in the household is ill. Please stay home if sick to help not spread any illnesses at this time.
- 6.

Name of Participant(s) _____, _____
 _____, _____

Please list any special instructions or anything City staff needs to know about the participant(s):

By signing this agreement, I acknowledge the contagious nature of COVID-19, and other viruses, and voluntarily assume the risk that my child(ren) and/or I may be exposed to or infected by attending all Parks and Recreation programming/activities, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19, or other virus, may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) and/or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I and/or my child(ren) may experience or incur in connection with my and/or child(ren)'s attendance or participation in City programming ("Claims"). On my behalf, and/or on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the City, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether an infection occurs before, during, or after participation in any City program.

_____ Participant/Guardian signature _____ date
 _____ Participant/Guardian signature _____ date