



## **Capital Kids Before and After-School Program Parent Handbook**

*Dear Capital Kids Before and After-School Program Parents,*

Thank you for choosing Carson City Parks, Recreation and Open Space! We are excited about this year's program. Capital Kids is a before and after-school recreational enrichment program for children in Kindergarten through 5th grade. The program is held at Carson City public elementary schools and observes the School District holiday calendar. The program is designed to provide children with creative structure while their parents work. Recreational activities such as arts & crafts, sports, games, enrichment programs, STEAM, special events, and homework assistance provide the basis of the program. Programs are licensed by Nevada Child Care Licensing.

This Parent Handbook is designed to help make this happen. In this packet you will find basic logistical information, such as when and where to drop off your kids and ideas on what to bring, as well as some insights into our organized camp activities.

You will also find useful information on our website at [www.carson.org/ccpr](http://www.carson.org/ccpr). If you have further questions or need any additional information, do not hesitate to send an email to the Recreation Program Supervisor at [amenendez@carson.org](mailto:amenendez@carson.org) or you may call me 775-283-7428.

*Sincerely,  
Andrew Menendez  
Recreation Program Supervisor*

### **Capital Kids 2021-2022 Protocols for COVID-19:**

- After reviewing the Governors Directive and the School Districts Policy, Carson City Parks and Recreation has concluded that children attending school are not required to wear masks at the Capital Kids After School Program while on school property. For children attending the Capital Kids Before & After School Program on City property, children will be required to wear face masks. This means that kids are required to wear face masks while attending the before school, all day, conference week, and break programs at the Community Center. The School Districts Policy also requires children to wear face masks while riding on the busses.
- Parents will need to ensure that anyone they want to pick up their child is an authorized pick-up.
- We ask that parents please notify staff if any children that are participating in the program developed symptoms or have been potentially exposed to COVID-19.
- If children are sick during our program, staff will have children enter an isolation area and staff will call parents. If they are showing COVID related symptoms, parents are required to pick up

their child within 2 hours. If a temperature is 100 degrees or more than an oral thermometer will be used. Staff and Children that have a fever of 100.4 degrees will be asked to return home until they are symptom free. If children are not showing symptoms related to COVID, they may continue to stay in the program if their symptoms go away. No children in the same household as another child, who has a temperature of 100.4 degrees, may enter the program.

- Staff will have children wash their hands through every transition period.
- Staff will ensure that children wash their hands before and after their snack.
- Children will not be allowed to share food.
- Staff will sanitize tables before and after meals.
- Staff will be routinely disinfecting high touch areas.
- We reserve the right to make adjustments to Capital Kids as restrictions change.

## Frequently Asked Questions

### Where can I register my child for Capital Kids Before and After-School Program?

You can register your child for Capital Kids Before and After-School Program online at [www.carson.org/ccpr](http://www.carson.org/ccpr), in person at the Youth Programs and Adaptive Recreation Office, inside of the Community Center, located at 851 E. William St, Carson City, NV 89701, or at the Carson Aquatic Center, located at 841 N Roop St, Carson City, NV 89701. You may also register over the phone with the Recreation Program Supervisor at 775-283-7428. Registration for the first semester begins July 26<sup>th</sup>. Registration for the second semester begins on December 13<sup>th</sup>. Your enrollment from the first semester will **NOT** automatically carry over to the second semester. You will need to re-enroll for the second semester. **If you are not signed up on a payment plan, registration must be completed by no later than 10:00pm the day prior to the program start date. If registering after 10:00pm, you must register in person at the Community Center or over the phone with the Recreation Program Supervisor from 10:00am – 2:00pm.**

### What information can you provide about Capital Kids Before-School Program?

Capital Kids Before-School Program is held at the Carson City Community Center. Participants are bussed to school from the Community Center by the Carson City School District. Children will not arrive in time for the breakfast program at school. **There is NO before school offerings for Montessori.** Hours for the Capital Kids Before-School Program are from 6:30am-8:00am. The cost is \$22.00 per week/per child. All participants must be dropped off **NO** later than 7:30am in order to be on time for the bus. **ENROLLMENT IS LIMITED!** There will be **NO** credit given for holidays or days missed. Before-School participants are **NOT** eligible for minimum, early release, or professional development days.

### What information can you provide about Capital Kids After-School Program?

Capital Kids After-School Program is held in the multi-purpose rooms of Bordewich, Fremont, Fritsch, Mark Twain, and Seeliger elementary schools. **Parents will need to provide their own transportation to children attending Empire Elementary for the After School program as Capital Kids Staff are unable to provide transportation. Children will need to be transported to the Mark Twain Elementary School for the Capital Kids After School program. There is NO after school offerings for Montessori.**

Hours for the Capital Kids After-School Program are from 3:15pm-6:00pm. The cost is \$44.00 per week/per child for the after-school program at the school the child attends.

There will be **NO** credit given for holidays or days missed. **ENROLLMENT IS LIMITED!**

**PLEASE NOTE:** A \$10 late fee will be assessed beginning at 6:01pm for every 15 minutes your child is picked up late.

All late fees will need to be paid in full in order to register for the next semester/camp/week of the program after the completion of the semester/camp or once your account accumulates \$200 in late pick-up fees, whichever occurs first. We reserve the right to un-enroll your child from the program due to unpaid late fees.

**Please Note:** Any previous balances from past programs will need to be paid in full or put on a payment plan. To get on a payment plan, you may contact Andrew at [amenendez@carson.org](mailto:amenendez@carson.org) or 775-283-7428. Management will need to review and approve the payment plan. It is your responsibility to contact Management should a payment fail for the week you are paying for. Failure to do so may resort to your child being un-enrolled from the program.



## How does Capital Kids store medical information for the Capital Kids Before and After School program?

Carson City Parks, Recreation, and Open Space is proud to announce our adoption of ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely!

Why are we using ePACT? (Download Available: [ePACT vs Paper Forms](#))

- To save you time - With ePACT, you only need to complete your child's information once and update it as needed.
- Reduces risks associated with COVID-19- Collecting data electronically and checking members in /out using contactless methods reduces contact.
- For better security & privacy- ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper.

How it works? (Content available: [Watch video](#))

It's a very simple process! You'll be sent a request for EACH child- click the "Complete Request" button, create an account and follow the prompts to share data with Carson City Parks and Recreation. If you have more than one child attending, family data will automatically pre-fill, saving you time!

Have questions or feedback? Please contact us at [amenendez@carson.org](mailto:amenendez@carson.org) or visit [www.epactnetwork.com](http://www.epactnetwork.com).





## Will Capital Kids be providing an After-School program during the Conference Week?

Conference Week for the 2021-2022 school year will be from October 26th—October 28th and March 30th & March 31st. This year Capital Kids will be holding Conference Week programming at the Carson City Community Center. We will **NOT** be providing transportation for children from their school to the Community Center. Parents and/or Guardians will be responsible for transportation for their children from their school to the Community Center. We will be limiting enrollment numbers for the Minimum Days during the Conference Week as well, so we recommend families sign up their children as soon as possible. The program will be available from 12:45pm—6:00pm. Enrollment space is limited.

## Do you provide financial assistance for Capital Kids Before and After-School Program?

Carson City Parks and Recreation would like to announce that we are now working with Children's Cabinet on a new method of assistance for our Camp Carson and Capital Kids Before and After-School Program. We will no longer be offering scholarships through the Carson City Recreation Scholarship Program. We feel this will offer the families in our program and Community an option for help with their summer, before and after-school care. If you have any questions you can contact the Recreation Program Supervisor, Andrew Menendez, at [amenendez@carson.org](mailto:amenendez@carson.org) or 775-283-7428.

## What is your sign-in/out procedures?

### **Bring a picture I.D. everyday!**

Camp Carson and Capital Kids Before & After-School Program use the ActiveNet Connect app on tablets to keep children's and parent's information private and increase safety with the use these devices. We require all parents to update their Authorized Pick-Ups. This can be done when you register online, over the phone or in person. If done in person you will need to fill out an Account Information Update Form at the site your child attends. You may also contact the Recreation Program Supervisor at 775-283-7428 if you need help with adding authorized pick-ups.

When picking up your child or an authorized pick-up picks up your child, make sure to **bring a picture I.D. everyday** unless you or they have a photo stored in the ActiveNet Connect app.

When you drop your child off, please walk your child into their site and sign them in. We do not accept a camper's drop off unless a parent/adult has checked them into our program. Staff is not responsible for the children until they are signed in and after they are signed out. When a person comes to pick up a child, staff will ask for a picture I.D. This is for the safety of our participants. **NO** child will be allowed to leave with **ANYONE** that is **NOT** listed as an authorized pickup unless approved by the child's parent. All Campers **MUST** be signed out prior to leaving. To make a change to your child's information, an Account Information Update Form must be completed, signed, and dated by a parent/guardian. Account Information Update Forms are located at your child's site.

## Do you provide Special Accommodations?

Carson City Parks and Recreation is committed to providing reasonable accommodations and accessibility for all participants. We are dedicated to providing people with and without disabilities the opportunity to participate in recreation and leisure programs together and provide the necessary

individual accommodations and support so every individual can benefit equally from recreation experiences. It involves providing resources at the community level which promote equal opportunity and life choices for children with disabilities through which they may positively contribute. People will benefit from being involved in recreation, through supports and other assistance designed to achieve independence through inclusion into the community. Enabling individuals who have disabilities to attain their personal measure of achievement in a safe community recreation environment is a positive goal that we can reach and provide. Reasonable modifications to the program are determined and implemented on a case by case basis, may be based on the individual's assessment(s), the fundamental nature of the program, and the goals for the individual. To ensure that we can meet your accessibility needs, upon registration contact the Adaptive Recreation Specialist at 775-283-7424 or [csamaniego@carson.org](mailto:csamaniego@carson.org) and request a Modification Information Form that can better help us better meet your child's needs.

### What should I do if my child will be absent from your afternoon program?

If your child will be absent, please call 775-283-7428 before 2:00pm. If we do not receive a message, a phone call will be made to the parents making sure that the child is safe.

### What is your medication policy while my child attends your camp?

**Capital Kids staff cannot hold or dispense ANY medication.** If your child needs to take medication, they need to do so before they arrive at Camp or after they are picked up. If that is not possible, a parent must come and administer the medication. ALL medication should be listed on your child's medical alert notes on your ActiveNet account. We **HIGHLY** encourage children with epi-pens and inhalers to be aware of signs of on-set and how to self-administer. It is also asked that children with an epi-pen or inhaler carry a small bag with them everywhere they go and include their personal equipment. Please let staff know if your child requires accessibility to their epi-pen or inhaler and note it on your child's information page.

### Do you provide a snack for the kids participating in your program?

Staff does not provide food to children. Kids have their afternoon snack anywhere from 3:15-3:45pm.

Staff encourages children to eat "grow food" first. Children should have enough healthy energy to get through the day filled with many activities. Please pack a snack and plenty to drink each day. There are no microwaves or refrigeration for snacks; please pack all food in an insulated lunch box. Children must be able to feed themselves. Staff will regularly check on children during snack, but we are **NOT** responsible for making sure your child eats. Also, children will have access to water fountains throughout the day. We ask the children to take their water bottles with them when off site. If there is a birthday, and a parent brings in a treat for the children, we will hand them out at the end of the day when children are signed out. This way, parents can make the decision if their child can have the treat. While it may occur, the staff does **NOT** allow children to share food with others. This is for the safety of children with allergies. If your child has a food allergy, please teach them that they should not take food from others and let the staff know.

### What is Capital Kids Before and After-School Program Child to Staff Ratio?

Carson City's Before and After-School Program strives to maintain a 12:1 Child to Staff Ratio. NAC 432A states that all Out of School Time (OST) Programs maintain a 20:1 Child to Staff Ratio.

## Do you have a Lost and Found?

Every year we are left with tons of articles from our campers. Please put your child's name on EVERYTHING he or she brings to the Community Center. Please do not send anything valuable that may become lost, broken, or stolen. **WE ARE NOT RESPONSIBLE FOR ANY ITEMS THAT THE CHILDREN BRING TO OUR PROGRAM.**

## May I visit my child?

As long as your name is on your child's authorized pick up, you may come to visit **your child** at any time. Your I.D. will be checked prior to visiting on or off-site. You may also call anytime to check on your child. Remember, this is your program!

## May my child bring toys or valuables to your sites?

Do not send anything of value. CCPR is not responsible for anything that is lost, broken, or stolen.

## What type of training is offered for Recreation staff?

Staff undergoes an extensive interview process. All staff receives at least thirty hours of training that includes Certification of First Aid & CPR, behavior management, Blood Borne Pathogens, Mandated Reporting, and teambuilding. All staff is drug tested prior to working and staff that are 18 & over undergo a fingerprint background check and attend a City sponsored Driver's Safety Course.

## Does Recreation staff provide any personal care to children?

Carson City Recreation Staff does not provide services such as toileting, feeding, or the changing of clothes. Children need to be potty-trained to Capital Kids Before and After-School Program.

## What is Capital Kids Before and After-School Program Discipline Policy?

Participants are expected to follow Camp Carson rules at all times and can accomplish this by showing respect to all other participants and staff, refraining from abusive language, refraining from causing bodily harm or showing disrespect for equipment, supplies and facilities. If there is a behavioral problem with your child, we will write an Infraction Report and make it down as either a Minor or a Major and you will be notified by a phone call or at the end of the day. ***Infraction Reports stay in your child's file throughout their participation in all youth programs.*** Depending on the severity of the infraction, management will decide the proper discipline procedure that is best for the child and the program. This may include being sent home for the day, parent conference, suspension, or expulsion. Infractions are cumulative. **A parent may be called at any time to pick up their child from the program for behavior issues. WE RESERVE THE RIGHT TO SUSPEND OR REMOVE PARTICIPANTS FROM PROGRAMMING WHOSE BEHAVIOR ENDANGERS THE SAFETY OF THEMSELVES OR OTHERS.** If a child is suspended from the program and the child is not picked up in a timely manner after being contacted by staff, Management has the discretion to extend the suspension. Examples of inappropriate behavior (BUT NOT LIMITED TO):

1. INAPPROPRIATE LANGUAGE OR GESTURES - The use of foul or unkind words, inappropriate gestures toward participants, staff, or self.
2. PHYSICAL ALTERCATION - Injuring another participant, staff or self.
3. DISRESPECT OF STAFF AND PARTICIPANTS - Not listening to staff members - not following directions.
4. MISUSE OR DAMAGE OF SCHOOL OR CAPITAL KIDS/CAMP CARSON PROPERTY - Improper care of equipment or items that belong to the Capital Kids/Camp Carson location, the school, or to another person.

5. STEALING - Removing items from staff, Kids Club/Camp Carson locations, the school, or participant's personal belongings without permission.
6. SPITTING - Spitting on property, equipment, others or self.
7. FAILURE TO ADHERE TO SCHOOL SITE/FIELD TRIP FACILITY SPECIFIC RULES - Disobeying rules established by the Carson City School District Administration or management at any field trip facility.
8. RUNNING AWAY - Leaving the immediate area of supervision.
9. LYING WILL NOT BE TOLERATED - Always tell the truth.
10. HARASSMENT - Harassment of any form will not be tolerated.
11. INDECENT EXPOSURE – Taking off their pants/shorts and showing their underwear/private area.

#### **Reminders about Capital Kids:**

- Do not send **ANY** toys or valuables to Camp. We also ask that cell phones, electronics (video games), and or gaming cards (**Yu-Gi-Oh, Pokemon, etc.**) be left at home unless it is an approved and scheduled activity for the day, please see group lesson plans. **If any of these items are seen, Management reserves the right to hold these items in the office until children are picked up.**
- All belongings should be packed into your child's bag every day, lunches included. Please label everything.
- For all Day Programs please pack a big lunch, 2 snacks, and plenty to drink each day. (NO refrigeration or microwaves for lunches.)
- Your child should have a water bottle every day to take outside and off site with them.

#### **What is your weather policy for the programs you offer?**

When the temperature reaches 100 degrees outside, we will bring the kids that are outside into the Multi-Purpose Room.

Capital Kids Before and After-School Program follows AirNow's temperature model. When Carson City's air quality goes into the Orange (USG), we bring the kids indoors but do not suspend outside activities. When Carson City's air quality goes into the red (Unhealthy), we will bring the kids indoors and will suspend outside activities until the temperature decreases.

The main lightning safety guide is the 30-30 rule. After we see lightning, we start counting to 30. If we hear thunder before we reach 30, we go indoors. We will suspend activities for at least 30 minutes after the last clap of thunder.

In the event of a lightning storm, fire, smoke or heat in the area, we will have all children who are outside go to the Community Center. Please be patient when picking up your child on these days if they happen to occur.

#### **Does Carson City Youth Programs accept donations?**

Carson City Parks and Recreation accepts donations of games, arts & craft supplies, and other age appropriate items. If you are cleaning out your closets and discover your child's outgrown items, please feel free to contact the Recreation Program Supervisor to discuss an appropriate drop-off time and location. Thank you in advance for your contribution.

#### **What Activities will be offered?**

We offer a variety of activities at Capital Kids Before and After-School Program. This year, we will offer activities throughout the week that include Arts & Crafts, S.T.E.A.M., Teambuilding, Group Games and much more.

## What time do we need to pick up our kids from camp?

It's sad, but true – at some point your children will have to leave our site for the day. Pick up time for your camper(s) is 6:00pm.

**Please Note:** A \$10 late fee will be assessed beginning at 6:01pm for every 15 minutes your child is picked up late.

## What days will Capital Kids Before and After-School Program be closed?

The following days will be days the Capital Kids Before and After-School Program will not be in session: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans Day, Thanksgiving & Family Day, and Christmas Day.

Observed Days: Should one of the above holidays fall on a Saturday the program will be closed the Friday before. Should the holiday fall on Sunday the program will be closed the following Monday.

Separate Camps are held for Winter and Spring Breaks. Winter Camp registration begins the November 15<sup>th</sup>. Spring Camp registration begins February 14<sup>th</sup>. For the 2021-2022 school year, Youth Programs will be holding a mini break camp on 11/22, 11/23, and 11/24 and registration will open on October 11<sup>th</sup>.

## Snow Day Policy:

Carson City Parks and Recreation does **NOT** provide services on Carson City School District Snow Days or early releases due to weather. If there is a late start at the schools, staff will stay longer at the Community Center with the children enrolled in the Carson City Before-School Program until the Carson City School District busses arrive. Children will **NOT** be accepted if they are not enrolled in Carson City's Before-School Program for late start days. If the Carson City School District declares a snow day at any time after the Before School program starts, parents will be notified to pick up their children. Parents will have 2 hours to pick up their children from the Community Center. Once the 2 hours have passed, a late fee may be issued. The fee is \$10.00 (per family) for every 15 minutes that the parent is late. In the case that staff has not been able to talk/hear from parents, all other authorized pick-ups will be contacted.

If the Carson City School District closes school due to unforeseen events, Capital Kids Before and After-School Program will not provide services for children enrolled in the program.

Management may also decide to close the program at their own discretion during all day programs, break programs, summer camp and the before and after school program.

## City Declared Closure Policy:

Carson City Parks and Recreation does **NOT** provide services when the Mayor or Mayor pro tem declares the city closed due to weather or other emergencies. If the City declares a snow day at any time after the Youth program starts, parents will be notified to pick up their children. Parents will have 2 hours to pick up their children from the Community Center. Once the 2 hours have passed, a late fee may be issued. The fee is \$10.00 (per family) for every 15 minutes



that the parent is late. In the case that staff has not been able to talk/hear from parents, all other authorized pick-ups will be contacted.

### What else should I know?

- **Make sure to provide your kids with plenty of water.** We want to make sure they don't get dehydrated.
- **All Camp Staff hold First Aid and CPR certificates** to assist in emergencies. In the unfortunate event that an emergency occurs, please know that the closest hospital is Carson Tahoe Regional Medical Center and is approximately a 10-minute drive from the Carson City Community Center.

*A tentative schedule of activities can be found on our website. If you have additional questions, please contact the Program Recreation Supervisor at 775-283-7428. We look forward to seeing you at Capital Kids Before and After-School Program in Carson City soon.*



**Mission Statement: What is the program’s core purpose?**

To provide a diverse and all-inclusive program that focuses on creating a safe and structured environment for all youth. We strive to provide quality activities; help foster friendships and create memories that will last a lifetime.

**Vision Statement: What is the program’s long-term goal for the future?**

Carson City Capital Kids and Camp Carson promotes high-quality programs and inspires students to thrive.

**Values: What principles will our staff culture be based on?**

Collaborative Communication	Open-Mindedness
Creativity and Innovation	Friendly
Responsible	Respectful
Engaging	Energetic
Enthusiastic	Diversity

**Program Goals:**

The main goal of the Camp Carson and Capital Kids Program is to provide a safe and positive environment for the students through the following:

- Encouraging and motivating students.
- Teaching students to be respectful to authority, their peers, and themselves.
- Building on their interests and strengths.
- Developing self-worth and confidence.
- Opening communication between staff and students.
- Teaching students to be team players.
- Enriching and empowering our students.
- Applauding their achievements.
- Diversifying funding and partners to provide new opportunities for youth and staff.
- Planning, coordinating, implementing and evaluating the Capital Kids and Camp Carson Program.

**Program Objectives:**

- Our students will grow by contributing to a loving, safe, happy and goofy environment.
- Our students will progress by providing events that engage students, parents and the community.
- Our students will grow academically through activities focusing on STEAM and Arts & Crafts.
- Our students will advance by encouraging their ideas and innovations.
- Our students will grow socially, emotionally and physically by participating in recreation activities with their peers.
- Our students will develop and improve their homework skills to reinforce learning during homework and reading time.
- Our students will grow by learning respect and responsibility.