



Sparks Parks and Recreation Department
KID KONNECTION, YEAR ROUND & HOLIDAY PROGRAMS
2009 - 2010

Welcome to the City of Sparks before and after school Kid Konnection and Year Round Programs. There are 15 Kid Konnection program locations at elementary schools throughout Sparks. The Kid Konnection programs are held on school days from, 7 a.m. until school starts for before school, and, from the time school is dismissed until 6 p.m. for the after school. The Year Round program is held in the Rec. Gym at 98 Richards Way, and operates from 7 a.m. – 6 p.m. on school days. The following schools participate in the Kid Konnection program:

Bud Beasley
2100 Canyon Parkway
626-4782

Lloyd Diedrichsen
1735 Del Rosa Way
353-4050

Katherine Dunn
1135 O'Callaghan Drive
353-4056

Jesse Hall
185 Shelby Dr.
337-7537

Lena Juniper
225 Queen Way
691-7588

Alice Maxwell
2300 No. Rock Blvd.
353-4043

Robert Mitchell
1216 Prater Way
353-4052

Marvin Moss
2200 Primio Way
353-4051

Lincoln Park
201 Lincoln Park
353-4054

Agnes Risley
1900 Sullivan Lane
TBA

Miguel Sepulveda
5075 Ion Dr
337-7547

Kate Smith
1925 "F" St
353-4049

Alyce Taylor
252 Egyptian Dr.
424-4704

Edward Van Gorder
7650 Campello Dr.
424-4701

Jerry Whitehead
3570 Waterfall Dr.
690-8856

Parks and Recreation Office Hours: Monday – Thursday, 7:30 a.m. – 5:30 p.m.

Program comments, concerns or requests for special accommodations can be directed to Tanja Ramociotti, Recreation Specialist, or Shauna Nelson, Recreation Supervisor at 353-2376.

www.sparksrec.com

ADMISSION PROCEDURES & ENROLLMENT:

The Kid Konnection & Year Round programs are open to elementary school children grades K – 6th. Each child must have a completed, up-to-date emergency information form on file at the Parks and Recreation Office at 98 Richards Way prior to attending the program. This form is available at the office or online and must be completed *and* on file prior to enrollment. Children will not be accepted to attend the program without this form on file. All original emergency information forms must be turned in at the main office. For the protection of the children, changes to the emergency information form will not be taken over the telephone. All changes must be made **in person** by the person(s) who signed the original form. In order for both parents to make changes to the form, both parents must sign the original document. Please include any medical information such as allergies or special needs on this form. Only those named on the form will be permitted to pick up children. Picture ID is required of everyone picking up a child from the program.

FEES:

The 09-10 daily rates are \$5.25 per day, per child for before school, and, \$10.25 per day, per child for after school. An Early Payment Discount is available when payment is made by Thursday, the week prior to attendance. The Early Payment Discounted rates are \$4.25 per day, per child for before school and \$7.25 per day, per child for after school. There will be a 5 hour day provided from 1 – 6 p.m. on early dismissal days at no additional cost.

Year Round program fees are \$102/\$85 (Res. Dis.) per week. Daily drop-in rates are available on a space available basis. Drop-in registration must be done through the office, not available online. An additional fee of \$5 per participant will be charged to all Year Round registrations received after the Thursday prior to the week of desired attendance.

Early/late rates and policies also will apply to payments made from household credit balances.

REGISTRATION/PAYMENT POLICY:

After initial enrollment at the office, walk-in, telephone and mail-in payments are accepted at the Parks and Recreation Office at 98 Richards Way. Under no circumstances are payments accepted at the program sites. Children may not attend any program before payment is received.

Mail-in registration will be accepted if received prior to the child's expected attendance and when space is available. All mail-in registration must include the dates of before- and after-school care needed, the child's name and program site. The fees for the expected days of attendance will apply from **the date the registration is received (not postmarked)**. The registration should include a check or credit card information for the total amount due. **Registration will not be accepted if the payment amount is not correct, or, if there is a balance due on the account. Please call 353-2376 to confirm receipt of fax or mail-in registrations.** Please do not send cash.

Telephone registration can be made by calling the Recreation Office at 353-2376 and providing the necessary credit card information. Phone registration is only accepted after all enrollment paperwork is on file. The parent must give the days and dates over the phone and the staff person will document the information on the calendar. The information will be repeated and verified by the parent prior to the transaction being complete. Telephone registration must be done before the child is expected to attend the program.

Online registration is available at www.sparksrec.com for the Year Round & Holiday program once a household has been established. Registration for early dismissal days will be accepted on a first-come, first-served and space available basis only.

DROP OFF PROCEDURES:

All children must be signed in to the before school program. The City of Sparks is not responsible for participants until a parent/guardian signs the child(ren) into the program each morning between 7 and 8:45 a.m. Staff will not be available to accept children prior to 7 a.m.

PICK UP PROCEDURES:

Children can only be signed out by a person listed on the emergency form for that child. Picture ID will be checked daily of all individuals signing out participants. All children must be picked up by 6 p.m. Emergency phone numbers will be contacted if a child is left past 6 p.m. If no one can be reached from the emergency contacts provided, the Sparks Police Department will be contacted to pick up the child. Late fees will be charged for pick up that occurs after 6 p.m. Repeated late pick up is cause for removal from the program.

ATTENDANCE POLICY:

Children who are not paid for, in advance, are not accepted into the program. Please call the Rec. Office at 353-2376, or the school site if a registered child will be absent. Please leave a message when possible. A missing child is treated seriously; if it is determined that a registered child attended school but did not check into the after school program, all the numbers on the emergency form will be called in an effort to locate the child. On a regular school day, if a child does not attend school or is sent home from school, he or she is not eligible to attend. Refunds/credits are not given when a child is absent.

SICK CHILD:

We do not have the facilities or staff to care for sick children. Please keep children at home when signs of infections or illness appear. This is for the welfare of your child as well as the other children in the program. At no time will a child with a fever, vomiting, head lice, diarrhea or other contagious affliction be allowed at Kid Konnection or Year Round. If your child has a communicable disease, please tell staff when it first appeared. If a child is exposed to a communicable disease at a Sparks Parks and Rec. program, a notice will be posted at the program site. Parents are expected to pick up a sick child within 45 minutes of notification their child is ill, or a late fee may be charged.

INJURED CHILD:

If an accident occurs during the Kid Konnection or Year Round programs, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contacts current so staff is able to make contact in a timely manner. In the event of an illness or injury, efforts will be made to reach an emergency contact person before calling professional medical personnel. If staff decides a child needs immediate medical attention, professional medical personnel will be called to transport the child to the hospital.

BEHAVIOR POLICY:

Discipline at Kid Konnection and Year Round is used as a “learning opportunity” rather than a “punitive experience”. Staff encourages children to respect themselves, each other, staff and property. Program leaders go over rules often. When children violate program rules, discussion with the child will occur to make sure he or she understands the problem with the behavior. If repeated violations occur, a written report (Conduct) will be filed and parents will be notified of the behavior problems. Reoccurring behavior problems or inappropriate conduct by parents, can lead to suspension or permanent expulsion from the program if determined necessary by the Recreation Supervisor. Staff will not discuss disciplinary issues regarding other program participants.

Participants are expected to:

- Treat others with respect & keep hands and feet to themselves
- Follow directions, written and verbal & use appropriate language and tone of voice
- Play safely without endangering ones self or others
- Ask permission before going into the office, restroom or a storage area
- Use playground equipment safely and appropriately
- Clean up after themselves & **keep toys and important personal possessions at home**

In the event of excess physical aggression, the child(ren) involved will be sent home immediately.

PROGRAM GOALS & ACTIVITIES:

The purpose of the Kid Konnection and Year Round programs is to provide a safe, healthy environment for elementary age children to experience peer socialization and recreation. Children will have the opportunity to participate in organized group games, free play, homework time and art projects regularly. Weekly activity schedules are posted at the sites and online at www.sparksrec.com for your convenience.

In order to meet the physical, social, emotional and recreational needs of children, the program will:

- Provide children a secure environment staffed by warm, friendly leaders.
- Offer activities that will promote self-esteem, confidence and responsibility.
- Encourage creativity and develop decision-making skills by providing choices within set limits.
- Provide recreation, social, and academically-oriented activities.

Children are responsible for their personal belongings. Electronic devices such as cell phones & video games are not allowed.

2009 – 2010 Calendar

Kid Konnection & Year Round will be closed on the following days:

Labor Day:	Monday, September 7, 2009
Nevada Day:	Friday, October 30, 2009
Veteran's Day:	Wednesday, November 11, 2009
Thanksgiving:	November 26 & 27, 2009
Winter Break:	December 21, 2009 – January 1, 2010
Martin Luther King Jr.:	Monday, January 18, 2010
President's Day:	Monday, February 15, 2010
Spring Break:	April 12 - 16, 2010
Memorial Day:	Monday, May 31, 2010

Special holiday programs are offered during Spring and Winter Breaks. See the Parks and Recreation Activity Guide or our website at www.sparksrec.com for more information.

BAD WEATHER POLICY:

The School District has developed a policy that on bad weather days they will either close school for the day or delay the start of the day. In either instance, the before school program will be cancelled and the Year Round Program will be on a delayed start, opening at 8 a.m.. Days with delayed starts will have an after school program during the regular hours. Local radio stations usually broadcast any decisions the School District makes. **No credits or refunds will be given for delayed starts or cancelled school days that are a result of bad weather.**

REFUND/CREDIT POLICY:

No refund or credit will be given for any part of a session, daily or weekly, once it has begun. If a refund/credit request form is completed and submitted at least 24 hours before the date requested, a refund or credit may be given. No credit will be given for same-day notice of absence. No credits will be given for delayed starts or cancelled school days that are a result of bad weather or a Washoe County School District decision (see policy above).

Parks & Recreation reserves the right to adapt and change policies on an as needed basis. Thank you for your cooperation.