

CITY OF SPARKS PARKS AND RECREATION DEPARTMENT PROGRAM POLICIES & RULES

ALL PROGRAMS:

Payment Policy: Participants must be registered (payment made) prior to the start of any program or they cannot attend the program. If payments are continually late and a payment plan cannot be upheld, the City of Sparks may remove your child from the program.

Drop off Procedures: All children must be signed into the morning program. The City of Sparks is not responsible for the participants in the program until the parent signs the child into the program each morning between 7:00 a.m. and 8:45 a.m. No staff will be available to accept the responsibility for a child prior to 7:00 a.m.

Pick up Procedures: All children must be signed out and a picture identification will be checked of the person signing the child out daily! Parents must have all persons authorized to pick up their child on record. A child will only be released to a parent or approved individual upon sign-out and identification check. Children must be picked up by 6:00 p.m. (by 5:30 p.m. in Small Wonders). A late fee will be assessed after 6:00 p.m. (after 5:30 p.m. in Small Wonders) and the emergency phone number will be contacted if a child is left past that time. If no one can be reached at the emergency numbers provided, Sparks Police Department will be contacted to pick up the child. If the problem persists, an additional fee may be assessed and the child may be removed from the program.

KID KONNECTION PROGRAM:

Registration: Space is limited in all Youth Watch programs. In order to secure a spot in a program, payment must be received prior to attending the program. For safety reasons, child to staff ratios are set and many programs are full up to two weeks in advance. At the time of registration/payment, the parent will complete a monthly calendar which includes all dates they expect the child to attend whether it is for the week or for the month. Parents are encouraged to pay and complete the calendar for the entire month, but payment is accepted on a space available basis throughout the month. First-time enrollments must take place at the Recreation office. Completion of an emergency information form is required at the time of registration. Copies of all receipts will be sent to the school sites for the Senior Recreation Leaders to maintain their attendance records.

Mail-in Registration: Will be accepted if received prior to the child's expected attendance. All mail-in registration must include the days and 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.

Telephone Registration: Can be made by calling the Recreation Office at (775) 353-2376 and providing the necessary credit card information. The parent must give the days and dates over the phone and our staff will document the information on a calendar. The information will be repeated and verified by the parent prior to the transaction being complete. Telephone registration must be completed BEFORE the child is expected to attend the program.

Refunds and Credits: If a refund/credit request form is completed and submitted the business day before the session start date, a refund or credit will be given. No credit will be given when a child is absent or for same day credit requests. There will be no snow day(s) or delayed start refunds. In addition, there will not be refunds, credits or transfers for unused days in before- or after-school.

New Participants: Children are NOT escorted from the classroom to the Kid Konnection program. If you need to make special arrangements the first week to have your child escorted, please call (775) 353-2376.

SUMMER OUTBURST AND YEAR ROUND PROGRAM:

Drop-In Policy: Anything less than a full week/session registration is considered a drop-in. Drop-ins are accepted on a space available basis only. Summer Outburst drop-in registration is accepted the Thursday before the week of desired attendance.

For more information on specific programs please refer to the program policy manual.

