

2016 - 2017

KID Konnection

Sparks Before & After School Program



City of
Sparks
Parks & Recreation

www.SparksItsHappeningHere.com

Kid Konnection

Sparks Before & After School Program

Welcome to the City of Sparks Kid Konnection before and after school program. The program operates on school days at 15 elementary schools located throughout Sparks and Spanish Springs. Hours of operation are 7 a.m. until school starts for before school, and, from the time school is dismissed until 6 p.m. for after school. The following schools participate in the Kid Konnection program:

Bud Beasley

2100 Canyon Parkway
626-4782 / 351-4949 - Cell

Lena Juniper

225 Queen Way
691-7588 - Cell

Miguel Sepulveda

5075 Ion Dr.
337-7547 / 351-9924 - Cell

Lloyd Diedrichsen

1735 Del Rosa Way
353-4050 / 354-9282 - Cell

Alice Maxwell*

2300 No. Rock Blvd.
353-4043

Spanish Springs

100 Marilyn Mae Dr.
247-6093 - Cell

Katherine Dunn

1135 O'Callaghan Dr.
353-4056 / 351-9054 - Cell

Robert Mitchell*

1216 Prater Way
353-4052 / 354-9583 - Cell

Alyce Taylor

252 Egyptian Dr.
424-4704 / 351-8902 - Cell

Florence Drake**

2755 4th St.
690-4192 - Cell

Marvin Moss

2200 Primio Way
353-4051 / 351-4393 - Cell

Edward Van Gorder

7650 Campello Dr.
424-4701 / 351-4647 - Cell

Jesse Hall

185 Shelby Dr.
337-7537 / 342-7591 - Cell

Lincoln Park*

201 Lincoln Park
232-1096 - Cell

Jerry Whitehead

3570 Waterfall Dr.
690-8856 - Cell

*Before school only. **After school only.

Program Goals & Activities

The Kid Konnection program provides a safe, healthy environment for elementary age children to experience peer socialization and recreation. Children participate in organized group games, free play, homework time and art projects. Monthly activity schedules are posted at the Kid Konnection sites. 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.

Admission Procedures & Enrollment

Kid Konnection is open to elementary school children grades K – 6th. Each child must have a completed, up-to-date emergency information form on file prior to attending the program. The form must be submitted in person at the Recreation Office, 98 Richards Way by a parent or legal guardian. Divorced/separated households must provide emergency forms from each parent and establish separate household accounts in order for payments to be tracked separately. The emergency form is available online at sparksrec.com and at the Recreation Office. Changes to the emergency form 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. **A parent cannot give permission over the phone allowing his or her child to leave the program with someone who is not listed on the emergency form. Picture ID is required of everyone picking up a child from the program.**

Fees

Kid Konnection daily rates are \$10 per day, per child for before school, and, \$15 per day, per child for after school. **An Early Payment Discount is available when payment is made by 5:30 p.m. on Thursday (through the office) or by NOON Friday (online), the week prior to attendance.** The Early Payment Discounted rates are \$5 per day, per child for before school and \$8.75 per day, per child for after school. Program hours will be extended to accommodate early dismissal Wednesdays at no additional cost.

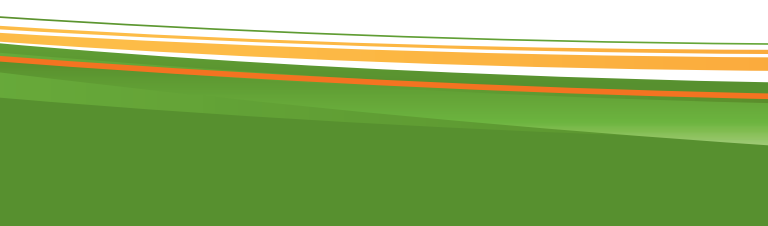
FEES ARE SUBJECT TO CHANGE AT ANY TIME DURING THE PROGRAM YEAR.

Registration/Payment Policy

After initial enrollment at the office and submittal of the emergency information form, payments can be made online, over the telephone or in person at the office. Under no circumstances are payments accepted at the program sites. Children may not attend any program before payment is received.

Online payment is recommended at www.sparksrec.com. You will need your household ID number to use for both your user name and password. Your household ID number is listed on any Parks and Recreation receipt – upper left hand corner, third line down. **Please note: Use of mobile devices/tablets not recommended for this system. ‘Week of’ (late) registration is not available online.** Phone registration can be made by calling the Recreation Office at 353-2376 during office hours, Monday – Thursday, 7:30 a.m. to 5:30 p.m.

All registrations are accepted on a first-come, first-served and space available basis only. Enrollment maximums are set for programs so early registration is encouraged. **Registration will not be accepted if the payment amount is not correct, or, if there is a balance due on the account.**



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. 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 353-7838, and the school site if a registered child will be absent. 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. If a child cannot be located in a timely manner, school police is called. 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 the programs. 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.

Visit us online for more
information about
Kid Konnection
sparksrec.com



Injured Child

If an accident occurs during a program, 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 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 and use appropriate language and tone of voice
- Play safely without endangering one’s 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**
- Electronic devices such as cell phones and video games are not allowed to be used during program hours

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

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. Days with delayed starts will have an after school program during the regular hours. **No credits or refunds will be given for delayed starts or cancelled school days that are a result of bad weather or a Washoe County School District decision.**



2016-2017 Calendar

Kid Konnection will be closed the following days:

Labor Day:.....	Monday, September 5, 2016
Fall Break:	October 3-7, 2016
Nevada Day:.....	Friday, October 28, 2016
Election Day.....	Tuesday, November 8, 2016
Veteran's Day:.....	Friday, November 11, 2016
Thanksgiving:.....	November 23-25, 2016
Winter Break:.....	December 16, 2016 - January 6, 2017
Martin Luther King Jr.:	Monday, January 16, 2017
President's Day:	Monday, February 20, 2017
Spring Break:.....	March 20-31, 2017
Memorial Day:	Monday, May 29, 2017

Break Programs

Break programs are offered during fall, spring and winter breaks. See the Parks and Recreation Activity Guide or go to www.sparksrec.com for more information. **There will be no Kid Konnection after school program October 21 - 27, 2016 (conference week).** There will be a half day program available at the Recreation Gym, 98 Richards Way, during this week.

Cancellation Policy

No refund or credit will be given for any part of a session, daily or weekly, once it has begun. Full refunds may be granted if a cancellation request form is submitted a minimum of 14 days prior to the program start date. If a cancellation request form is submitted less than 14 days prior to the program start date, the refund will be issued as household credit only, less a \$3 processing fee. The \$3 processing fee will be deducted from the original registration payment. **Please keep in mind the \$3 processing fee is applicable per each cancellation/transfer request made. No credit will be given for same-day notice of absence.** Cancellation request forms can be obtained at the Recreation Office or online at www.sparksrec.com (Kids Out-of-School page). 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.

Please note: Parks & Recreation reserves the right to adapt and change policies on an as needed basis. Program comments, concerns or requests for special accommodations can be directed to Tanja Ramociotti, Recreation Specialist, or Shauna Nelson, Recreation Supervisor at 353-2376 or recinfo@cityofsparks.us.

Visit us online for more
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