



# PRESCHOOL PARENT HANDBOOK 2024-2025

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ABC ETC., Little Learners,  
Campfire Kids & Tiny Tots Adventurers

HENDERSO<sup>N</sup>



## CONTACT US

Valley View Recreation Center  
500 Harris St., Henderson, NV 89015

**ABC ETC./Little Learners/Campfire Kids/Tiny Tots Adventures** ..... 702-267-4146

Please leave a message for preschool staff

**Valley View Recreation Center** .....702-267-4060

**Online registration support** .....702-267-4122

**Adaptive Recreation  
& Inclusion Services**.....702-267-4065

For full telephone accessibility, use Relay Nevada by dialing 7-1-1.

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## WELCOME FAMILIES

Thank you for your interest in the City of Henderson's preschool programs. We are proud to offer a variety of educational and recreational programs that will prepare your preschooler for future school experiences. Children advance at their own rate through five fun and different learning areas: motor skills, music, singing, arts and crafts, and social interaction.

### ABC ETC. CLASS SCHEDULE

3 & 4 years	9am-11:15am	Tuesday/Thursday
3 & 4 years	12:15pm-2:30pm	Tuesday/Thursday
3 & 4 years	9am-11:15am	Monday/Wednesday/Friday
3 & 4 years	12:15-2:30pm	Monday/Wednesday/Friday
4 & 5 years	9am-11:15am	Monday/Wednesday/Friday
4 & 5 years	9am-11:15am	Tuesday/Thursday
4 & 5 years	12:15-2:30pm	Monday/Wednesday/Friday
4 & 5 years	12:15-2:30pm	Tuesday/Thursday

### LITTLE LEARNERS CLASS SCHEDULE

3 & 4 years	9am-3pm	Monday/Wednesday/Friday
3 & 4 years	9am-3pm	Tuesday/Thursday
4 & 5 years	9am-3pm	Monday/Wednesday/Friday
4 & 5 years	9am-3pm	Tuesday/Thursday
4 & 5 years	9am-3pm	Monday-Friday

Class days follow the same holiday schedule as Clark County nine-month schools.

## PRESCHOOL PLUS

Select programs offer a daily early start or late pick-up option. Participants must be registered prior to the session their child will be attending. Each participant must be registered separately. Late registration will not be accepted. Participants not picked up the end of regular program will be subject to a late pick-up fee. Please see Late Pick-Up for additional fees and information.

#### Early Care (all programs)

7:00am-9:00am • \$7 per child per day

#### Extended Care (ABC, Etc.)

2:30pm-6:00pm • \$12.25 per child per day

#### Extended Care (Little Learners/Campfire Kids/Tiny Tots Adventures)

3:00pm-6:00pm • \$10.50 per child per day.

Class days follow the same holiday schedule as Clark County nine-month schools.

## ENROLLMENT REQUIREMENTS

### IN ORDER TO ENROLL YOUR CHILD IN THE ABC ETC., LITTLE LEARNERS OR CAMPFIRE KIDS PROGRAM, THE FOLLOWING MUST BE ON FILE AT VALLEY VIEW RECREATION CENTER:

- An updated photocopy of your child's official immunization record.
- Families must provide the preschool office with updated immunization records within 30 days after the child's fourth birthday.
- A copy of your child's birth certificate may be required
- A health statement signed by a physician or county health clinic
- A completed program preference form and youth participation form

\* Participants who do not meet the immunization requirements/religious exemption will be excluded from the program.

### TO REGISTER ANY CHILD INTO THE PROGRAMS, THE AGE REQUIREMENTS LISTED BELOW MUST BE MET (NO EXCEPTIONS). ALL PARTICIPANTS MUST BE TOILET TRAINED.

- Preschoolers must be three years old no later than the first day of the month you would like them to attend.
- Preschoolers must be five years old by August 1st of the following school year, per CCSD policy to enroll in/attend the 4-5 year classes.
- Be sure to specify first, second and third choice of program, days/sessions..

### REGISTRATION/PAYMENT PROCEDURES

Forms are available year-round at [cityofhenderson.co.m](http://cityofhenderson.co.m). Initial registration and payment is accepted only at Valley View Recreation Center. See [cityofhenderson.com](http://cityofhenderson.com) for specific information and timelines.

### ANNUAL REGISTRATION FEES

All fees must be paid in full prior to attending any Youth Enrichment program.

### MONTHLY PAYMENT

Once the participant is enrolled in the program, payments can be made in person at Valley View Recreation Center or online. Payment must be received by the 20th day of each month to ensure the participant's spot in the program.

Families who choose to pay annual (August - May) must pay the annual payment no later than August 8, 2024. Families who choose to pay for the annual payment will receive a 15% discount. For pricing, please visit [cityofhenderson.com/preschool](http://cityofhenderson.com/preschool) or contact the Valley View Recreation Center.

**LATE PAYMENTS**

Late payments are accepted if there is no waiting list and a \$10 late charge is applied to the current payment. Please save your receipts for tax purposes. The City of Henderson does not automatically issue end-of-year statements. Please see page 19 for information on obtaining copies.

**PAYMENTS FOR PROGRAMS WITH DEPOSITS**

Select weekly programs require a deposit, a portion of the total cost that will be applied to the full payment. If the program you are choosing to attend requires a weekly deposit, then the deposit must be made first. You can sign up for as many deposits that are available. The remaining balance to the program must be paid by 11:59 p.m. the Wednesday prior to the week of the deposit. Late payments result in loss of deposit. Any unpaid registrations that coincides with a deposit will be released to the general public Thursday mornings at 7am and filled on a first come first served basis.

**PAYMENTS FOR DAILY DROP-IN PROGRAMS**

Payments for daily drop-in programs must be made prior to your child attending as space may be limited. Drop-in programs can be registered for in advance and have extended dates available allowing you to prepay for multiple dates at one time. Please review the current refund policy as restrictions may apply.

**ABSENTEEISM/SUSPENSION**

No credit will be given when a participant is absent or suspended.

**LATE PICK UP**

A \$10 late pick-up fee will be assessed for every 10-minute increment the child stays past the scheduled program time (program location time). The late fee is due at the time of pick up or before the participant returns to the program. Late fees are assessed per family if all participants are attending the same program at the same location. For families utilizing multiple programs and/or locations, fees are assessed by program, by location. If a second late pick up occurs within the same family and within 12 months of the first late pick-up a parent conference will be scheduled. If there is a third late pick up within that same 12-month period, the family will be subject to suspension from the program. Service fees are nonrefundable.

**PROGRAM OBJECTIVES**

**3 & 4 YEARS**

**DUE TO STATE REGULATIONS, PARTICIPANTS MUST TURN 3 YEARS OLD AND BE POTTY TRAINED (NO PULL UPS) BEFORE THEY ARE PERMITTED TO ENROLL OR ATTEND THIS PROGRAM.**

The introductory 3- and 4-year-old classes are to enhance children’s socialization skills and learn their numbers, shapes, and colors. While this may be their first experience away from their parents, preschool will assist in building on the child’s newfound sense of independence. The Creative Curriculum will be implemented for the 2024-2025 school year.

Group activities and learning centers cover areas such as:

**GROUP SKILLS**

Months of the year	Pledge of Allegiance	Special days of the year
Days of the week	Discussing the weather	Self-awareness
Finger plays	Gross and fine motor skills	Songs and games
Rhythm activities	Leadership (leader of the day)	Story time

**CENTER SKILLS**

Alphabet	Art activities for special days	Numbers 1-20
Special theme centers	Color recognition	Fine motor skills
Shapes	Listening skills	Social interaction
Gluing	Coloring	Painting
Sorting	Program Objectives	Building
Awareness of the world around them	Name recognition	

## PROGRAM OBJECTIVES

### 4 & 5 YEARS

**PRESCHOOLERS MUST BE FIVE YEARS OLD BY AUGUST 1ST OF THE NEXT SCHOOL YEAR, PER CCSD'S START DATE TO ENROLL IN/ATTEND THE 4-5-YEAR CLASSES.**

The 4- and 5-year-old classes are prepared for children to become school ready by the time they are registered for kindergarten. The programs offer a variety of opportunities for the preschooler to excel and are aligned with the Nevada Pre-K Content Standards. The Creative Curriculum will be implemented for the 2024-2025 school year.

Group activities and learning centers cover areas such as:

### GROUP SKILLS

Motor skills (fine/large)	Social interaction/creative play	Music/singing
Story time	Arts & crafts	Months/days of week
Introduction to math	Alphabet/shapes/numbers	Science experiments
Reading/phonics/sight words		

### CENTER SKILLS

Shapes	Color recognition	Listening skills
Social skills development	Rhyming	Sorting and counting
Gluing	Fine motor skills	Coloring
Scissors	Special theme centers	Painting
Building	Art activities for special days	
Name and telephone number recognition	Awareness of the world around them	Number recognition and writing 1-30
Alphabet recognition and writing		

## CAMPFIRE KIDS

Campfire Kids is a state-licensed day camp created as an expansion of the preschool program. The camp is specially designed for 3- to 5-year olds during the Clark County School District's 9-month calendar school breaks. The program runs Monday through Friday from 9am to 3pm during spring, winter, and summer break. Campers enjoy science, music, crafts, stories of the week, indoor sports and center-based special events.

### TINY TOTS ADVENTURERS

This recreational drop-in day camp program is offered during most non-school days throughout the school year and select days during the summer. It is specially designed for 3- to 5-year-olds and is available 9am to 3pm. Participants must be 3 years old on or before the date for which they are registering for and must be toilet trained. Activities may include arts and crafts, physical activities, interactive games, movies and story time.

### GUIDELINES TO ENSURE A SUCCESSFUL PROGRAM

Each day at drop off and pick up, parents will be asked to provide their child's name before being allowed to enter the preschool hallway. For additional safety, all classroom doors remain locked and shut at all times. All classrooms that have doors leading to our enclosed patio are locked and armed throughout the day.

1. Doors open for morning ABC ETC. and all other preschool programs at 9am and for the afternoon ABC ETC. classes at 12:15pm.
2. Little Learners, Campfire Kids and Tiny Tots Adventurers: Daily drop-in program. Beginning the first day, and each day after, please send your child with both a healthy snack and a lunch. Do not send foods that need to be heated and foods with high sugar content (candy and gum) are discouraged.
3. Children must be able to use the restroom independently. Diapers and pullup training pants are not permitted. Please dress your child in clothing that is easy for them to pull up and down.
4. Please be punctual in bringing and picking up your child. The child who thinks they are forgotten often becomes scared; a sensitive child can be seriously affected by such an experience. We want this experience to be a happy one. There will be a sign-in sheet in the room, and children must be signed in and out each day. All persons authorized to escort children from the ABC ETC./Little Learners/Campfire Kids program must be 18 years or older and must be listed on the participant information form included in the ABC ETC./Little Learners/Campfire Kids packet. Children will not be released to anyone not listed. **A GOVERNMENT-ISSUED PHOTO ID IS REQUIRED FOR ANYONE PICKING UP A PARTICIPANT (NO EXCEPTIONS).** Please advise individuals you have on your form of this policy. This is for your child's safety. A \$10 late fee will be charged for every 10 minutes the child is not picked

up, beginning one minute after dismissal. If the child is not picked up within a half hour, the Henderson Police Department will be contacted. **See Late Pick Up on page 4.**

5. Please take your child to the restroom before coming to class.
6. To help your child grow and mature through this new experience, assure them that you will return at the end of class. You may have to work with the instructor to find the best strategies to make the transition into the classroom successful.
7. If you wish to discuss something with the instructors, please do not do so during class time. You are welcome to discuss anything after class, or arrange a time by calling 702-267-4146. We have found that it is best to discuss concerns privately with the instructor and not in front of the child.
8. Please do not bring your child to class if they do not feel well. If your child has a health problem or allergy, see that it is entered on their participant information form. Also, be sure the instructors are aware of the health issue. If your child should come down with a communicable illness, please notify us immediately at 702-267-4146.
9. It is important that you ensure your child's name is on all jackets, sweaters, backpacks, hats, and any other belongings.
10. Please do not allow children to bring personal items to school unless it is a show-and-tell day. On these days children will have time to share special things with others. Live animals or items that represent weapons (such as toy guns or knives) may not be brought to show and tell. All personal items brought for show and tell should be labeled with the child's first and last name. The City of Henderson is not responsible for lost or stolen items.
11. Due to state health and safety standards, we cannot allow children to wear sandals, flip flops, skate shoes, shoes with heels or open-toe/heel shoes. Tennis shoes are strongly recommended.
12. When children are tired after class, they may not be communicative. Do not push them. When you look at their pictures and artwork say, "Tell me about this," and not, "What is it?" They will tell you more after they've had a chance to rest.
13. Be a good listener. What may not seem interesting to you may be very important to your child.
14. Children should be dressed in clothing that allows them to play with other classmates, paint and take full advantage of the program. "Sunday best" and other nice clothing should be reserved for other occasions.
15. Due to state health regulations, all food items brought to ABC ETC./Little Learners for class parties must be store bought, sealed, and ingredient list included. Home-baked items are not permitted and will be returned.
  - Holiday and birthday parties are a special time for children, but can be difficult for children with food allergies. When sending treats for parties, please read all ingredients on the package and where/how the product was processed to ensure no nut or coconut products are in or have been processed where nuts or coconut has been processed. Please send all treats in the original packaging.

16. At this time ABC ETC./Little Learners/Campfire Kid/Tiny Tots Adventurers classes do not take outside field trips that include transportation.
17. Valley View Recreation Center is a non-smoking facility.
18. Parents are able to observe their child in the classroom. Parents must contact the Preschool Program Coordinator to schedule an appointment time. Observations cannot exceed 15 minutes.
19. Children enrolled into Campfire Kids who come consistently each week will be placed in the same group. Children who miss a week due to vacation, illness, etc. may be placed into a new group upon returning due to their spot being filled from someone on the waitlist the week they were out.
20. We believe that the education of children is a joint responsibility, shared by schools, families, community and the children themselves. Throughout the school year, there will be ongoing opportunities for participation of parents/guardians in the education process. For additional information, please speak with a preschool office staff or the Preschool Program Coordinator.

## RECREATION STAFF

Our staff is carefully selected and placed at program locations based on what is best for participants and the program. Many of our staff members are college interns and college students. For your child's safety and enjoyment, staff is trained in positive child discipline, emergency and safety procedures.

All preschool program staff are trained in CPR, First Aid, and AED. Upon hire, staff must also complete the following courses:

- Signs and Symptoms of Illness with Bloodborne Pathogens
- Recognition and Reporting of Child Abuse and Neglect
- Child Development Courses
- Lifelong Wellness (Nutrition, Obesity and Physical Activity)
- Building and Physical Premises Safety
- Emergency Preparedness
- Medication Administration for Food Allergies

## CUSTODIAL ISSUES

The City of Henderson is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties and the city will neither negotiate nor mediate custody arrangements. The city will not be responsible for enforcing time constraints relating to visitation. If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the department asks that you refrain from registering the child until such issues are resolved. If such issues arise once a child has been registered in a program, we expect them to be resolved promptly. If the issue is not resolved promptly, the department will consider whether the child may continue to participate in the program. Any parent or guardian who demonstrates they have any custodial rights to the child may sign the child in or out of the program and may sign the child up for field trips or obtain a weekly calendar or newsletter, even if this person did not register the child and even if the information sheet does not list this person as an authorized pickup. Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the City of Henderson prior to the child's participation in the program. Be sure to allow at least four full City of Henderson business days (Monday-Thursday) to review this paperwork. It is our experience that many divorce decrees discuss terms of visitation but often do not specifically remove the custodial rights of the other party. The city does not enforce or mediate terms of visitation.

## MANDATED REPORTING

Any suspected abuse or neglect issues noticed by staff will be reported to the proper authorities per NRS 432B220. Parents, guardians or other authorized individuals who attempt to pick up their child while intoxicated or under the influence of another substance will immediately be reported to the police.

## HEALTH AND SAFETY INFORMATION

### SERIOUS INJURIES

Any suspected head injuries, severe bleeding, and life-threatening injuries during program an accident report will be completed and parent/guardian will be notified as soon as reasonably possible.

### MINOR INJURIES

First aid will be provided for minor injuries if necessary or if needed. The authorized escort will be notified of the injury at pick up.

## ILLNESS GUIDELINES

If a child has any illness or condition that necessitates taking medication during program hours, it is preferable that the child not participate in the program until they completely recover from the illness or condition. At the risk of infecting others, health services recommend that if any one of the following symptoms is present, the child should stay home:

- Elevated temperature
- Persistent headache
- Nausea/vomiting
- Wheezing
- Coughing
- Diarrhea
- Inflamed sore throat
- Unexplained rash
- Earache

Depending on the symptoms displayed, the child may be sent home for the day. Parents/ authorized escorts must pick up their child within 30 minutes. If the illness or condition is contagious or communicable, the child may not be permitted to participate in the program until they completely recover from the illness or condition. A doctor's release will be required prior to the child re-entering the program. Parents must notify the preschool immediately if their child has a communicable illness.

If a child needs to take prescription medication during program hours, the following procedures must be followed:

- Parents must complete the medication release form.
- Medication must be in its original container with the pharmacist's label.
- Pharmacist's label must display the child's name, the name of the medication, the instructions/ dosage, and the name of the prescribing physician.
- Only a daily dose should be in the medication container and parents must pick up the empty container each day.
- Liquid medication must be premeasured with the above information attached.
- Medication will not be accepted by any staff member unless it is accompanied by a doctor's note, on letterhead, stating the name of the medication and the dosage.

If a child must take non-prescription medication during program hours, the following procedures must be followed:

- Parents must complete the medication release and supplemental form.
- Medication must be in its original container with the complete label attached.

For the safety of the participant, there will be no exceptions.

For both prescription and non-prescription medications, the parent/guardian must provide in writing all other necessary instructions and information regarding the medication. Program staff will, whenever practical, provide the child with the medication at the time(s) indicated on the medication release form. The child is responsible for administering their medication. The city does not provide medical personnel at any program site.

If a child is taking medication on an as-needed basis, the parent/guardian must provide, on the supplemental information form, a detailed description of the symptoms, conditions and circumstances that would necessitate the medication and proper dosage. The parent/guardian will be contacted on every occasion before the child takes the medication on an as-needed basis. One parent/guardian must be available by telephone during program hours. If neither parent/guardian can be reached, program staff will use their best judgment and will permit a child to take the medication only when they find it clearly necessary and appropriate.

The parent/guardian is allowed to bring in the amount of medication sufficient to cover doses for one program day. All medication must be checked in with the program staff to be properly and safely secured. At the request of the parent/guardian, specific medical conditions that require administration of prescription or nonprescription medication on an as-needed basis will be handled on a case-by-case basis, in accordance with the parent/guardian's request. In no case will the staff administer any medication to a participant.

## FAST-ACTING MEDICATIONS

Fast-acting medications, such as asthma inhalers and EpiPens, must be brought by a parent to the program site. It must be accompanied by a copy of the prescription from a physician, which must be presented to staff prior to the child participating in the program or activity. Children are not permitted to bring medication to the program site by themselves.

Once on-site, the participant must carry the fast-acting medication while taking part in the program or activity. They must be capable of self-administering the medication should the need arise. Please be aware that staff members are not required to administer any fast-acting medication for any participant.

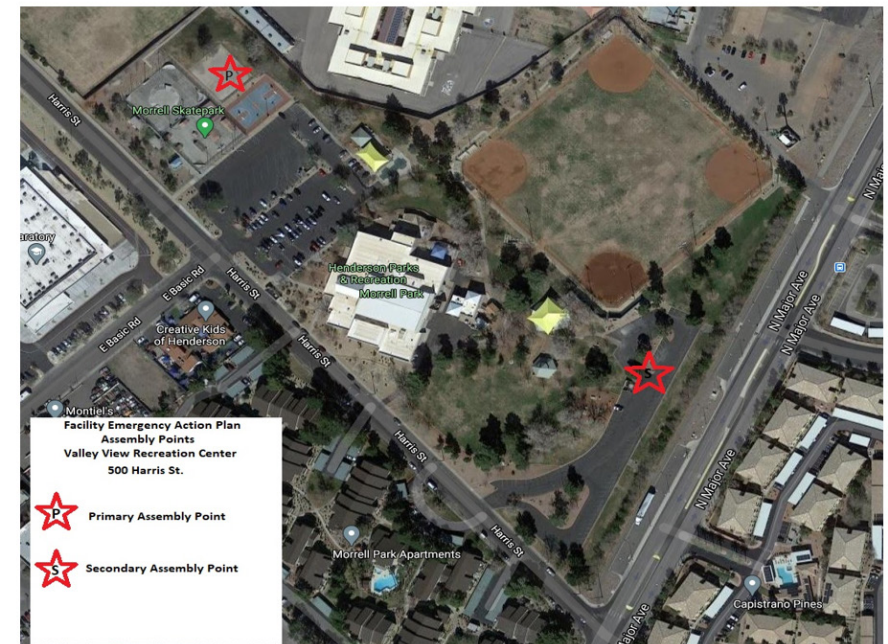
In the event of a medical emergency requiring the use of fast-acting medication, staff will call 911 immediately and the parent or guardian as soon as possible.

## EMERGENCY PROCEDURES

Children registered for ABC ETC, Little Learners, and Campfire Kids will participate in emergency drills every 3 months. Drills take place in January, April, July, and October. Parents will be provided with a memo prior to the drills taking place and parents are encouraged to speak with their child about the drills. Students will participate in a windstorm, shelter in place, and earthquake drill. Instructors will conduct a lesson with the students prior to the drill. Children also participate in a full-building evacuation drill in the event it is no longer safe to remain in the building. Teachers will walk the children to the skate park (primary evacuation location) across the parking lot of the Valley View Recreation Center located at 500 Harris St. Henderson, NV 89015. If the primary evacuation site is not accessible, students and staff will evacuate to the secondary location which is behind the Valley View Recreation Center's building. The evacuation drill takes approximately 20 minutes. Fire drills are also conducted monthly.

In an emergency where it is no longer safe for children to remain at the Valley View Recreation Center, children will be transported to the Black Mountain Recreation Center (599 Greenway Rd. Henderson, NV 89015) by City of Henderson transportation buses. Children will remain in the facility as families are notified immediately.

Valley View Recreation Center – Evacuation Map





## SITE RULES & CODE OF CONDUCT

- Safety is our priority. Participants are not permitted to leave their assigned group without a staff leader and must be signed out according to program procedures upon exiting the program.
- Appropriate attire is required to attend (see page 8).
- Do not arrive prior to the program's start time as no supervision is available.
- It is the responsibility of the parent/guardian to update your emergency information and personal information on forms (address changes, telephone numbers – work, home, emergency, cellular – and individuals authorized to pick up your child). Any omissions to your emergency form require a new form require an addendum to be filled out; changes cannot be crossed off to your existing form. Parents must provide ID in person when making changes to the form. Parents cannot add or remove anyone from the pick up list over the phone.
- A government-issued photo ID must be presented at pickup. Pictures of ID's will not be accepted.
- Respect instructors, leaders, yourself, and others.
- Respect property, both site and equipment. Games and equipment are to be cared for and put away after each use. We reserve the right to compensation for property and equipment replacement if not used properly by the participant.
- Gum is not allowed in any facility.
- At the end of the program, please be prompt when picking up your child. Late charges will apply.
- The City of Henderson is not responsible for lost or stolen items. Please leave personal items at home.
- Children's personal cellular phones must be turned off and placed in a backpack upon arrival. Should you need to contact your child, call Valley View Recreation Center at 702-267-4146 or 702-267-4060.
- Participants may not bring toys or electronic games/devices to the programs.
- Inappropriate behavior will not be tolerated. Please see the Participant Code of Conduct for further information.
- Weapons of any kind are not permitted. This includes toy weapons for show and tell.
- Skateboards and Rollerblades are not permitted unless specified for an event. Participants must remove wheels from roller-shoes during program time.
- Have fun!

## PARTICIPANT CODE OF CONDUCT

The City of Henderson has developed rules governing behavior in order to ensure all participants' safety and enjoyment. Participants are expected to display appropriate behavior at all times. They must accomplish this by showing respect to all other participants and staff, refraining from using inappropriate language and gestures, refraining from causing bodily harm and showing respect for equipment, supplies and facilities. If inappropriate behavior is displayed, city policies will address these behaviors. We reserve the right to suspend participants at any time when we determine their behavior endangers the safety of themselves or others. Refunds will not be granted for suspended program days.

### TYPES OF INAPPROPRIATE BEHAVIOR BY PARTICIPANTS

Types of inappropriate behavior includes but is not limited to:

- **Elopement:** Running away or leaving the group and or site.
- **Vandalism:** Deliberate destruction or damage to public or private property.
- **Noncompliance:** Failure to comply with directions, rules, or requests.
- **Inappropriate Language & Gestures:** Use of foul/unkind words, inappropriate gestures/actions towards participants or staff.
- **Stealing:** Removing property belonging to others, the city, and or other facilities without permission.
- **Bullying/Cyber bullying:** abusive jokes, insults, slurs, threats, etc. on site or online.
- **Physical/Violent Behavior to Self or Others:** grabbing, hitting, biting, spitting, fighting, throwing objects, etc.
- **Verbal Threats/Harassment:** threats to staff/participant safety, intimidation.
- **Possession of Any Alcohol, Drugs, or Weapon:** Exception for prescribed medication only.
- **Sexual Misconduct:** Inappropriate physical behavior or language.

## STEPS TAKEN TO ADDRESS INAPPROPRIATE BEHAVIOR:

Our employees are trained to implement corrective actions when possible and reasonable. This policy affords parents an opportunity to correct the inappropriate behaviors, allowing the child to continue to participate in the program. While we normally employ corrective measures in order measures steps 1-5 in order, we reserve the right to enact a measure commensurate to the offense.

- 1. Provide Positive Environment:** Staff will create a positive, safe, engaging, and age-appropriate environment to keep participants engaged resulting in an increase positive behavior.
- 2. Positive Reinforcement:** Staff will praise or acknowledge participants' positive behavior to encourage appropriate behavior.
- 3. Positive Redirection:** Staff will redirect participants to decrease the inappropriate behavior and provide an opportunity for participant to engage in a different more appropriate behavior.
- 4. Offered Break Time:** Staff will offer participant a 15-minute break, stop/step away from activity to have discussion about participant needs, reiterate staff/ program expectations, create solution(s) to curb any increase in inappropriate behavior by the participant, review any behavior plans, reward systems, give time to use fidget equipment, comfort toys, and or practice relaxing techniques.

## DISCIPLINARY ACTIONS

- 1. Inappropriate Behavior Tracking Form** – If a behavior concern arises, staff will complete steps 1 – 4 (listed above). After each incident an Inappropriate Behavior Tracking Form will be implemented to assist in correcting the behavior.
- 2. Parents will be notified of these occurrence(s).**
  - To the phone number listed in participant's documentation - or -
  - At pick up time at the end of program day.
- 3. Rest of the Day Removal** – If behavior is a severe offense or excessive minor offenses within the day, participant may be asked to leave program for the remainder day. Parent must pick up within 30 minutes of phone call from program.

- 4. If parents do not pick up their child within the specified time as arranged from the initial phone call, a late fee will be charged and put on the parent's accounts.** (Reference Late Fee) Mandatory Parent/Guardian Conference

- A mandatory meeting must occur after excessive occurrences of Inappropriate Behavior Tracking Forms.
- Behavior Plan will be created to curb inappropriate behavior based on each participant's needs.
- Parent/Guardian and program staff will work together to create a behavior plan that works for their child
- Official Suspension- Staff will follow City of Henderson Suspension Policy based on the severity of the behavior being displayed. See Suspension Policy for details.

## PARENT CODE OF CONDUCT

City of Henderson Administrative Policy sets forth a policy of zero tolerance of workplace violence, physical force, harassment, intimidation, or abuse of power or authority. This includes actions of employees, supervisors, customers, clients, vendors, or other persons. Should a situation occur within the program due to inappropriate actions by a parent/patron that causes excessive time spent by city employees, the City of Henderson reserves the right to remove parents and/or participants from the program.

\*Nevada Revised Statute Chapter 199 Crimes Against Public Justice

NRS 199.300 Intimidating public officer, public employee, juror, referee, arbitrator, appraiser, assessor or similar person.

1. A person shall not, directly or indirectly, address any threat or intimidation to a public officer, public employee, juror, referee, arbitrator, appraiser, assessor or any person authorized by law to hear or determine any controversy or matter, with the intent to induce him, contrary to his duty to do, make, omit or delay any act, decision or determination, if the threat or intimidation communicates the intent, either immediately or in the future:
  - a. To cause bodily injury to any person;
  - b. To cause physical damage to the property of any person other than the person addressing the threat or intimidation;
  - c. To subject any person other than the person addressing the threat or intimidation to physical confinement or restraint; or
  - d. To do any other act which is not otherwise authorized by law and is intended to harm substantially any person other than the person addressing the threat or intimidation with respect to the person's health, safety, business, financial condition or personal relationships.
2. The provisions of this section must not be construed as prohibiting a person from making any statement in good faith of an intention to report any misconduct or malfeasance by a public officer or employee.

3. A person who violates subsection 1 is guilty of:
  - a. If physical force or the immediate threat of physical force is used in the course of the intimidation or in the making of the threat:
    - 1) For a first offense, a category C felony and shall be punished as provided in NRS 193.130.
    - 2) For a second or subsequent offense, a category B felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 10 years, and may be further punished by a fine of not more than \$10,000.
  - b. If no physical force or immediate threat of physical force is used in the course of the intimidation or in the making of the threat, a gross misdemeanor.
4. As used in this section, "public employee" means any person who performs public duties for compensation paid by the State, a county, city, local government or other political subdivision of the State or an agency thereof, including, without limitation, a person who performs a service for compensation pursuant to a contract with the State, county, city, local government or other political subdivision of the State or an agency thereof.

## **RETURNED CHECKS**

Returned checks will be considered nonpayment. Patrons who pay for services with checks that are returned due to insufficient funds or on closed accounts will be charged a \$25 administrative fee and will not be allowed to enroll in any services, events, activities, classes, youth programs, or leagues that are offered through the City of Henderson until all applicable fees have been paid in full (or a payment plan has been established and approved by the Business Manager. Patrons with numerous returned checks will be placed on a cash and credit card only basis for up to one calendar year. After that time, the patron may petition the Business Manager for return to normal payment status..

## **COLLECTIONS**

Invoices will be sent to patrons with balances due on their accounts. Once a balance is over 90 days, a letter will be sent notifying the patron that they must pay in full within three weeks, contact staff to establish a payment plan, or dispute the amount due. Any disputed balances will be investigated within five business days, but patrons will not be able to enroll in classes or programs during this time. Patrons defaulting on payment plans or with accounts remaining delinquent will be sent to collections. If an account is sent to collections customer will be placed on cash and credit card only payment restriction for 6 months from the date of the final collection payment. Customer must pay collections balance before returning to program.

## **YEAR-END RECEIPTS**

The City of Henderson's tax ID number is EIN 88-6000720. Patrons may access their entire family history using their online account and print their own receipts at no cost. Those who prefer to have the City of Henderson provide copies of year-end receipts can submit a request on our website, keyword search Contact Henderson.

## **INCLUSION POLICY**

### **THE INCLUSION PROCESS**

The ABC ETC/Little Learners preschool, Campfire Kids, and Tiny Tot Adventurers provides an inclusive environment for all children. If your child has any special needs, disabilities, or special considerations we should be aware of, we ask that parents schedule a meeting with the Preschool Program Coordinator at least 2 weeks prior to the start of the program. The meeting will be to address concerns, give direction on how to best help the child, and to educate staff on how we can help the child be successful while in our care.

The Preschool Program Coordinator will develop a plan to best support the child and will reach out to Adaptive Recreation & Inclusion Services for additional support if necessary.

### **PERSONAL CARE ASSISTANCE**

Individuals with disabilities are encouraged to participate in our programs; however, guardians must provide alternate arrangements for those needing personal assistance with toileting, feeding or dressing. The City of Henderson does not provide this service. Contact the Preschool office at 702-267-4146 for more information.

## **FINANCIAL ASSISTANCE**

The Financial Assistance Program is available only to Henderson residents meeting the current guidelines of the State of Nevada Child Care Subsidy program income chart. Additional scholarships may be available.

Henderson residents may seek financial assistance for out of school programs by contacting COHFinAid@cityofhenderson.com.

## **CHILD CARE SUBSIDY**

Parents wishing to enroll in Youth Enrichment programs using a certificate from an approved childcare subsidy provider must contact [PRADMINSPC@cityofhenderson.com](mailto:PRADMINSPC@cityofhenderson.com). Approval from our subsidy partners does not automatically register your child into approved programs. All applicable copayments will be applied to your City of Henderson account and must be paid prior to attending. In the event your childcare subsidy provider denies the City of Henderson's claim for reimbursement, you will be financially responsible for the difference. Services may be denied if a balance is placed on your account. The City of Henderson does not reserve spaces/enrollments specifically for participants using an approved childcare subsidy certificate.

**2024-2025  
PRESCHOOL  
PARENT HANDBOOK**

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ABC ETC.

LITTLE LEARNERS

CAMPFIRE KIDS

TINY TOTS ADVENTURERS