

PRESCHOOL PARENT HANDBOOK 2022-2023

ABC ETC., Little Learners & Campfire Kids



HENDERSON™



Contact Us

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

ABC ETC./Little Learners/Campfire Kids 702-267-4146

Please leave a message for preschool staff

Valley View Recreation Center 702-267-4060

Online registration support 702-267-4122

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

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

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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 years9am-11:15am	Tuesday/Thursday
3 & 4 years12:15pm-2:30pm	Tuesday/Thursday
4 & 5 years9am-11:15am	Monday/Wednesday/Friday
4 & 5 years9am-11:15am	Tuesday/Thursday

Little Learners Class Schedule

3 & 4 years9am-3pm	Monday/Wednesday/Friday
3 & 4 years9am-3pm	Tuesday/Thursday
4 & 5 years9am-3pm	Monday/Wednesday/Friday
4 & 5 years9am-3pm	Tuesday/Thursday

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 registration form and youth participation form

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 7, 2023, per CCSD’s start date to enroll in/attend the 4-5-year classes.
- Be sure to specify on the registration form if you prefer the Monday/ Wednesday/Friday or Tuesday/Thursday AM or PM class for ABC ETC. or Monday/Wednesday/Friday or Tuesday/Thursday for Little Learners.

Registration/Payment Procedures

Forms are available year-round at cityofhenderson.com or at Valley View Recreation Center. Initial registration and payment is accepted only at Valley View Recreation Center. See Henderson Happenings for specific information and timelines.

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.

Tuition for August and September is free due to a grant received by the Children's Cabinet. Tuition will resume in October. If paying monthly, 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 (October-May) must pay the annual payment no later than September 20, 2022. Families who choose to pay for the annual payment will receive a 15% discount. For pricing, please visit 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 16 for information on obtaining copies.

Absenteeism/Suspension

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

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 2022-2023 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

Awareness of the world around them	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
Building	Name recognition

Program Objectives

4 & 5 Years

**Preschoolers must be five years old by August 7, 2023,
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 2022-2023 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
Reading/phonics/sight words	Introduction to math
Alphabet/shapes/numbers	Science experiments

Center Skills

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

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.

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./Little Learners classes at 9am and for the afternoon ABC ETC. classes at 12:15pm.
2. Little Learners: 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 \$12 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.

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 Kids classes do not take outside field trips that include transportation.
17. Valley View Recreation Center is a non-smoking facility.
18. 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
19. 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.
20. 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.

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.

Custodial Issues

The obligation of our staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. 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 party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be for all program times. 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, we ask 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 immediately. If the issue is not resolved immediately, the city 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 obtain a monthly 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 us at least five 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.

Our number one concern is the safety of your child. Please provide the name, address, and home, work and emergency telephone numbers of the other person with custodial rights. You are also responsible for providing a

copy of this program handbook to the other person and providing a signed acknowledgment of receipt to us.

Parents, guardians or other authorized individuals who attempt to pick up their child while intoxicated or under the influence of other substances will immediately be reported to the police.

Mandated Reporting

Any suspected abuse or neglect issues noticed by staff will be reported to the proper authorities per NRS 432B220.

Medication Release Information

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
- Diarrhea
- Inflamed sore throat
- Unexplained rash
- Earache

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.

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.

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.

Facility Emergency Action Plan
Assembly Points
Valley View Recreation Center
500 Harris St.

P Primary Assembly Point

S Secondary Assembly Point

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 6).
- Do not arrive prior to the program's start time as no supervision is available.
- Always remember 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 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 (below).
- 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.

Examples of Inappropriate Behavior:

- **Non-compliance:** Failure to comply with directions or requests.
- **Harm to self:** Physically harming/injuring self.
- **Stealing:** Removing property belonging to others, the city or other facilities without permission.
- **Misuse/damage of property:** Improper care of items that belong to the city, site location or items belonging to another person.
- **Inappropriate language/actions:** The use of foul or unkind words, inappropriate gestures/actions toward participants, staff, or other persons.
- **Harm to others:** Threatening individuals and physically striking or injuring another person (staff or participant) through an inappropriate action.

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 (one to five), we reserve the right to enact a measure commensurate to the offense.

1. **Communicate Appropriate Behavior:** A staff member will communicate appropriate behavior to the participant. The participant will convey to the staff the appropriate behavior required and will be told the consequences of the inappropriate behavior should it continue.

2. **Quiet Time:** If inappropriate behavior continues, a staff member will have the participant go to a designated personal space area for an age-appropriate time frame prior to rejoining the group. The staff member will reiterate the desired behavior and further consequences should the behavior continue, and allow the child to return to the group.
3. **Inappropriate Behavior Tracking Form:** If a behavior concern is identified, a staff member will track the participant's behavior(s). Measures needed to assist in correcting the behavior and future consequences, should the behavior continue, will be communicated to the parent/guardian.
4. **Parent/Guardian Conference:** If a behavior concern is identified and documented three or more times, a parent conference will be required for the participant to return to the program. The conference is mandatory to ensure consistency, follow-through and cooperation among staff, participant and parent/guardian.
5. **Suspension:** The steps listed above are used to correct behavior(s) in most cases. If they are unsuccessful, the participant will be suspended from the program.

Suspension Policy

All suspensions result in a loss of enrollment and/or participation in all Youth Enrichment programs. Children must be picked up within 30 minutes of the suspension.

- **First Suspension:** When possible and reasonable, we use steps one through four to address the inappropriate behavior. Should the behavior continue, the participant will be suspended, term according to the number of occurrences and the severity of the behavior displayed. A parent conference will be required prior to the participant's return to the program.
- **Second Suspension:** Should inappropriate behavior continue after the first suspension, the participant will be suspended for an extended period and will not be able to register for any other programs offered by the City of Henderson. A second parent conference will be required prior to the participant's return to the program.
- **Third Suspension:** A third suspension will likely include an extended period beyond 30 days with the potential to include multiple years, depending on the offense. The suspension will apply to all City of Henderson programs.

Note: Bullying, harassing, threatening other participants or staff,

intimidating, uncontrollable, and physical or violent behavior can be considered grounds for immediate suspension. If the inappropriate behavior results in an immediate suspension, the length of suspension will be at the city's discretion, commensurate to the offense, and could include up to a permanent suspension. No refunds will be granted for suspended program days; no exceptions.

Parent Code of Conduct

As adults, we serve as role models for the children in our programs. If you should have a concern, please address it in an appropriate and calm manner with your child's teachers or request a meeting with the Preschool Program Coordinator. A parent-teacher conference can be scheduled to address any issues or differences and to develop a plan to help the child be successful in the classroom. City of Henderson Administrative Policy No. A-05 and Policy No. A-03 set 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 participants from the program.

Illness Procedures

As the weather and seasons are changing, we tend to see children exhibit allergy like symptoms. Due to increasing COVID-19 cases, children must stay home if they are feeling sick. If you or your child are experiencing any of the following symptoms, we ask that you do not send your child to school. If your child comes to school and exhibits any of the below symptoms, we will call home to have the child picked up. If children are exposed to someone that tested positive for COVID-19, the class may be asked to quarantine.

- Cough
- Fever 99.9 or higher
- Sneezing
- Runny nose
- Congestion
- Sore throat
- Upset stomach
- Diarrhea
- Nausea
- Vomiting
- Pink eye

Please contact the preschool office at 702-267-4146 for the latest COVID-19 guidelines.

Returned Check Policy

It is the policy of the City of Henderson to accept personal or business checks drawn upon a Nevada bank, savings and loan or credit union as a courtesy to our customers for payment of all application costs, license permits and services.

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 assessed a \$25 administrative charge and will not be allowed to enroll in any services, events, activities, classes, Youth Enrichment programs, or leagues that are offered through the City of Henderson until the amount of the check plus the \$25 administrative charge have been paid in full.

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 city for return to normal payment status.

Declined Credit Cards

Declined credit cards are considered a nonpayment. Staff will contact the customer directly if the credit card number for a transaction is declined. Customers will be given one business day to provide another credit card number or to pay with an alternative form of payment. If the payment is not resolved after one business day, all enrollments will be blocked and the amount owed will be placed on the account.

In response to a pattern of declined credit cards, patrons may be placed on a cash-only basis. If a balance is due, patrons may pay in full Monday through Friday at our recreation centers.

Collections

Monthly 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.

Year-end Receipts

Copies of year-end receipts may be obtained online or via written request. The City of Henderson's tax ID number is EIN 88-6000720.

Online: No Cost

Patrons with online accounts may access their entire family history at cityofhenderson.com and print their own receipts at no cost. It's fast and easy:

1. Log on to cityofhenderson.com
2. Click on "Happenings" at the top of the screen. Then click "Register Online."
3. Click the "Register Now!" button
4. Enter your user name and password. If you do not have this information, call online support at 702-267-4122 or send an email to cohreconline@cityofhenderson.com
5. At the top of the screen, find the "My Account" option. It will give you a drop-down menu. Select "Reprint a Receipt." This will provide you with a list of every receipt connected to your household.

Written Request: Cost-based

Patrons without online access or those who prefer to have the City of Henderson provide copies of year-end receipts must fill out a copy request form (to be reviewed and signed by a supervisor or manager) and pay the appropriate cost. Inquire about current costs by calling the ABC ETC./Little Learners office at 702-267-4146 or by contacting a local recreation center.

Copying Cost Guidelines Policy

It is the policy of the department and subject to NRS 241.020(4) and NRS 239.020 to provide upon request a copy of patron receipts or year-end participation activity/history report. Copies of requests could be, but are not limited to, year-end participant receipts and history reports from Safekey, Teen Scene, and all other Youth Enrichment and Parks and Recreation programs. Patrons may only request copies of information that they have originally paid for or been involved with. Copies of incident and accident reports may be requested through the program's Recreation Services supervisor.

Inclusion Policy

The Inclusion Process

The ABC ETC/Little Learners preschool and Campfire Kids 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 Therapeutic 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 City of Henderson works in partnership with the State of Nevada Child Care and Development Program (CCDP) to provide financial assistance for individuals who participate in preschool, Safekey, Teen Scene and other youth enrichment programs. CCDP assists low-income families, families receiving temporary public assistance and those transitioning from public assistance in obtaining child care so they can work or attend training/school. CCDP funds are also used for activities to improve the quality of child care by financially assisting child care providers in their professional development and maintaining healthy, safe, appropriate learning environments for children up to 12 years of age. Other services provided to all Nevada families at no cost include resource and referral for parents seeking child care and consumer information. Prior to applying for the City of Henderson's financial assistance, families must first apply for assistance through Las Vegas Urban League. Please visit childcarenv.org or call 702-473-9400.

The City of Henderson offers financial assistance to Henderson residents for parks and recreation classes and programs. Applications and details are available online at cityofhenderson.com/FinAid. For additional questions about the program and its requirements, call 702-267-4AID (4243) or email COHFinAid@cityofhenderson.com.

2022-2023 Acknowledgment of Receipt of ABC ETC./Little Learners/Campfire Kids Handbook for Parents

I acknowledge that I have received a copy of the City of Henderson's ABC ETC./Little Learners/Campfire Kids Handbook for Parents on the date listed below. I understand that I am expected to read the entire handbook.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated at program sites and on the city's website at cityofhenderson.com, and I understand that revised information may supersede, modify or eliminate existing policies.

I understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

Signature of parent/guardian

Date

Parent/guardian's name, printed

Child's Name

Site

Child's Name

Site

Child's Name

Site

Child's Name

Site

HENDERSON™



Henderson Sports & Recreation
Henderson Happenings

cityofhenderson.com