

**PARKS AND RECREATION COMMISSION  
STAFF REPORT**

**MEETING DATE:** January 6, 2015

**AGENDA ITEM NUMBER:** 3C

**APPLICANT:** Meagan Soracco, Recreation Program Manager  
Jaye Phillips, Recreation Program Supervisor

**REQUEST:** Discussion only regarding the State of Nevada Division of Public and Behavioral Health's Out of School Recreation Program Permit.

**GENERAL DISCUSSION:** In June 2014, Carson City Parks and Recreation Department was found to possess the qualifications for certification of the Out of School Recreation Program under the provisions of NRS 432A (attached).

Carson City Parks and Recreation Department was the first in the State to receive the Out of School Recreation Program Permit.

**RECOMMENDED ACTION:** No action may be taken. This item is for discussion only.

Date Issued: 06.01.14  
Date of Expiration: 05.31.17

Permit Number: 001-14

STATE OF NEVADA  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
**CHILD CARE LICENSING UNIT**

727 Fairview Dr., Suite E  
Carson City, Nevada 89701  
Telephone: 775-684-4463  
Toll Free From All Counties Except Clark County:  
1-800-992-0900

1010 Ruby Vista Suite 101  
Elko, Nevada 89801  
Telephone: 775-753-1237

3811 W. Charleston Blvd  
Suite 210  
Las Vegas, Nevada 89102  
Telephone: 702-486-3822  
Toll Free From Within Clark County: 486-3000

*This is to Certify* that **CARSON CITY PARKS AND RECREATION DEPARTMENT**

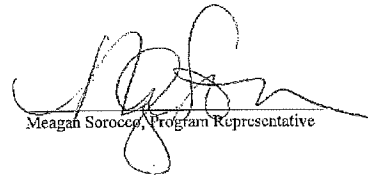
located at 201 NORTH CARSON ST CARSON CITY 89701 CARSON  
Address City or Town and Zip Code County

has been found to possess the qualifications for certification of:

**Out of School Recreation Program**

and accordingly under the provisions of Nevada Revised Statutes, Chapter 432A this permit is issued.

  
LATISHA BROWN, PROGRAM MANAGER

  
Meagan Sorocco, Program Representative

\*ALL SITES PERMITTED ARE LISTED ON THE BACK OF THIS PERMIT

(License template.doc 07-13)

**OUT-OF-SCHOOL RECREATION PROGRAMS**

**NRS 432A.600 Permit to operate: Application; fee; issuance; duration; nontransferable.**

1. To operate an out-of-school recreation program, a local government must obtain a permit. The local government may apply for the issuance or renewal of a permit by submitting an application on a form prescribed by the Health Division. The Health Division shall issue a permit to operate an out-of-school recreation program to the local government upon payment of the fee prescribed in subsection 2 and upon satisfaction that the program complies with the requirements set forth in NRS 432A.600 to 432A.650, inclusive, and any regulations adopted pursuant thereto.

2. The Health Division shall charge a fee for a permit to operate an out-of-school recreation program based upon the number of sites operated by the out-of-school recreation program. If the out-of-school recreation program has:

- (a) At least 1 but not more than 5 sites, the Health Division shall charge a fee of \$100.
- (b) At least 6 but not more than 20 sites, the Health Division shall charge a fee of \$250.
- (c) At least 21 but not more than 40 sites, the Health Division shall charge a fee of \$500.
- (d) At least 41 but not more than 60 sites, the Health Division shall charge a fee of \$750.
- (e) At least 61 but not more than 80 sites, the Health Division shall charge a fee of \$1,000.
- (f) At least 81 sites, the Health Division shall charge a fee of \$1,250.

3. A permit issued pursuant to this section is nontransferable and is valid:

- (a) For 3 years from the date of issuance; and
  - (b) Only as to a site specifically identified on the permit.
- (Added to NRS by 2011, 1994)

**NRS 432A.610 Requirements for site where program is operated.** A local government that operates an out-of-school recreation program shall ensure that each site:

- 1. Complies with applicable laws and regulations concerning safety standards;

2. Complies with applicable laws and regulations concerning health standards;
3. Has a complete first-aid kit accessible on-site that complies with the requirements of the Occupational Safety and Health Administration of the United States Department of Labor;
4. Has an emergency exit plan posted on-site in a conspicuous place; and
5. Has not less than two staff members on-site and available during the hours of operation who are certified and receive annual training in the use and administration of first aid, including, without limitation, cardiopulmonary resuscitation.

(Added to NRS by 2011, 1994)

**NRS 432A.620 Requirements for staff of program; limitations on number of participants; required components of program.** A local government that operates an out-of-school recreation program shall:

1. Complete, for each member of the staff of the out-of-school recreation program:
  - (a) A background and personal history check; and
  - (b) A child abuse and neglect screening through the Statewide Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child established by NRS 432.100 to determine whether there has been a substantiated report of child abuse or neglect made against the staff member.
2. Ensure that each member of the staff of the out-of-school recreation program:
  - (a) Meets the minimum requirements that have been established for the position; and
  - (b) Receives an orientation and training concerning the abuse and neglect of children.
3. Ensure that the number of participants in the out-of-school recreation program:
  - (a) Does not exceed a ratio of one person supervising every 20 participants; and
  - (b) Will not cause the facility where the program is operated to exceed the maximum occupancy as determined by the State Fire Marshal or the local governmental entity that has the authority to determine the maximum occupancy of the facility.
4. Ensure that the out-of-school recreation program includes, without limitation:
  - (a) An inclusion component for participants who qualify under the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq.;
  - (b) Structured activities, including, without limitation, arts and crafts, games and sports;
  - (c) Nonstructured activities, which may include, without limitation, free time for playing;
  - (d) Regular restroom breaks; and
  - (e) Nutrition breaks.

(Added to NRS by 2011, 1994)

**NRS 432A.630 Maintenance of records concerning participants; confidentiality.**

1. The out-of-school recreation program shall maintain records containing pertinent information regarding each participant in the program. Such information must include, without limitation:
  - (a) The full legal name of the child and the preferred name of the child;
  - (b) The date of birth of the child;
  - (c) The current address where the child resides;
  - (d) The name, address and telephone number of each parent or legal guardian of the child and any special instructions for contacting the parent or legal guardian during the hours when the child participates in the program;
  - (e) Information concerning the health of the child, including, without limitation, any special needs of the child; and
  - (f) Any other information requested by the Health Division.

2. The distribution of any information maintained pursuant to this section is subject to the limitations set forth in NRS 239.0105.

(Added to NRS by 2011, 1995)

**NRS 432A.640 Submission of reports of inspections of facilities where program is operated; schedule for submission of such reports; additional inspections not required.**

1. A local government that operates an out-of-school recreation program shall provide the Health Division with a copy of each report of an inspection conducted by a governmental entity that is authorized to conduct an inspection of the facility where the program is operated, including, without limitation, the report of an inspection by a local building department, a fire department, the State Fire Marshal or a district board of health.

2. The Health Division shall establish a schedule for the submission of such reports which requires submission of a report of an on-site inspection once every 2 years and shall provide a checklist to the local government which identifies the reports that must be submitted to the Health Division.

3. The Health Division shall not require any additional inspections of the facility of an out-of-school recreation program which complies with the provisions of this section.

(Added to NRS by 2011, 1995)

**NRS 432A.650 Regulations.** The Health Division shall adopt any regulations necessary to carry out the provisions of NRS 432A.600 to 432A.650, inclusive.

(Added to NRS by 2011, 1996)