



## Capital Kids Before and After-School Program Parent Handbook

*Dear Capital Kids Before and After-School Program Parents,*

Thank you for choosing Carson City Parks, Recreation and Open Space! We are excited about this year's program. Capital Kids is a before and after-school recreational enrichment program for children in Kindergarten through 5th grade. The program is held at Carson City public elementary schools and observes the School District holiday calendar. The program is designed to provide children with creative structure while their parents work. Recreational activities such as arts & crafts, sports, games, enrichment programs, STEAM, special events, and homework assistance provide the basis of the program. Programs are licensed by Nevada Child Care Licensing.

This Parent Handbook is designed to help make this happen. In this packet you will find basic logistical information, such as when and where to drop off your kids and ideas on what to bring, as well as some insights into our organized camp activities.

You will also find useful information on our website at [www.carson.org/ccpr](http://www.carson.org/ccpr). If you have further questions or need any additional information, do not hesitate to send an email to us at [ccparksandrecreation@carson.org](mailto:ccparksandrecreation@carson.org) or you may call us at 775-283-7455.

*Sincerely,*  
Andrew Menendez  
Recreation Program Supervisor

### Frequently Asked Questions

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**Where can I register my child for Capital Kids Before and After-School Program?**

You can register your child for Capital Kids Before and After-School Program online at [www.carson.org/ccpr](http://www.carson.org/ccpr), in person at the Main Office, inside of the Community Center, located at 851 E. William St, Carson City, or at the Carson Aquatic Center, located at 841 N Roop St, Carson City, NV 89701. Registration for the first semester begins July 21.

**What is the refund policy for Camp Carson?**

If your child is unable to attend a week that has been purchased, you must email Management by 4:00pm, the Wednesday prior of the week you would like to be unenrolled from, for a refund or transfer of monies. There will be a 10% transaction fee for all refunds. If Management is not contacted within that timeframe, Management reserves the right not to issue a refund. **There will be no refunds for suspended and/or terminated days.** Please contact us at [ccparksandrecreation@carson.org](mailto:ccparksandrecreation@carson.org) for unenrollment/refunds.

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## What information can you provide about Capital Kids Before-School Program?

Capital Kids Before-School Program is held in the Gym of the Carson City Community Center. Participants are bussed to school from the Community Center by the Carson City School District. Children will not arrive in time for the breakfast program at school. **There is NO Before School or After School offerings for Montessori.**

Hours for the Capital Kids Before-School Program are from 6:30am-8:00am. The cost is \$25.00 per week/per child. All participants must be dropped off **NO** later than 7:30am to be on time for the bus. **ENROLLMENT IS LIMITED!** There will be **NO** credit given for holidays or days missed. Before-School participants are eligible for professional development and/or non-school days.

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## What information can you provide about Capital Kids After-School Program?

Capital Kids After-School Program is held in the multi-purpose rooms of Bordewich, Fremont, Fritsch, Mark Twain, and Seeliger elementary schools. **Depending on enrollment, children attending Mark Twain and Fremont Elementary may be transported to another Elementary School by staff for the Capital Kids After School program. Currently, there are NO after school offerings for Montessori or Empire Elementary.**

Hours for the Capital Kids After-School Program are from 3:15pm-6:00pm. The cost is \$50.00 per week/per child for the after-school program at the school the child attends. **ENROLLMENT IS LIMITED!** There will be **NO** credit given for holidays or days missed. After-School participants are eligible for professional development and/or non-school days.

**PLEASE NOTE:** A \$10 late fee will be assessed beginning at 6:01pm for every 15 minutes your child is picked up late.

All late fees will need to be paid in full to register for the next semester/camp/week of the program after the completion of the semester/camp or once your account accumulates \$200 in late pick-up fees, whichever occurs first. We reserve the right to un-enroll your child from the program due to unpaid late fees.

**Please Note:** Any previous balances from past programs will need to be paid in full or put on a payment plan. To get on a payment plan, you may contact Andrew at [amenendez@carson.org](mailto:amenendez@carson.org) or 775-283-7428. Management will need to review and approve the payment plan. It is your responsibility to contact Management should a payment fail for the week you are paying for. Failure to do so may resort to your child being un-enrolled from the program.

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## Will Capital Kids be providing an After-School program during the Conference Week?

Conference Week for the 2025-2026 school year will be from October 27 – October 30 and March 31 – April 3. This year Capital Kids will be holding Conference Week programing at the Carson City Community Center. This will be a separate signup. We will **NOT** be providing transportation for children from their school to the Community Center. Parents and/or Guardians will be responsible for transportation for their children from their school to the Gym of the Carson City Community Center. We will be limiting enrollment numbers for the Minimum Days during the Conference Week as well, so we recommend families sign up their children as soon as possible. The program will be available from 12:45pm—6:00pm. Enrollment space is limited.

## What time do we need to pick up our kids from the Capital Kids Program?

It's sad, but true – at some point your children will have to leave our site for the day. Pick up time for your camper(s) is 6:00pm.

**Please Note:** A \$10 late fee will be assessed beginning at 6:01pm for every 15 minutes your child is picked up late.

**What happens if I have a balance on my account?**

Any previous balances from past programs will need to be paid in full or put on a payment plan. To get on a payment plan, you may contact the Recreation Program Supervisor at 775-283-7428. Management will need to review and approve the payment plan after contact is made. It is your responsibility to contact the Recreation Program Supervisor should a payment fail for the week you are paying for. Failure to do so may resort to your child being un-enrolled from the program.

Balances on your account may occur for several different reasons that may include picking up a child late from one of our programs, having a failed payment and not correcting it with Management, or from not paying the remainder of your fees while getting assistance with Children's Cabinet. Management will contact account holders to either update their card on file or make payments for an unpaid fee. Management will make multiple attempts to contact the account holder for 1 week and if the unpaid balance is not paid in full or partially, your child may be unenrolled from the program and will be unable to enroll in any youth program again until the balance is paid in full or have a payment plan that is current. It is ultimately the account holders responsibility to ensure their account is current.

## Do you provide financial assistance for Capital Kids Before and After-School Program?

Carson City Parks and Recreation works with the Children's Cabinet on a method of assistance for our Camp Carson and Capital Kids Before and After-School Program. If your family is using Children's Cabinet, your portion of payment is due at the time of registration. We feel this offers the families in our program and Community an option for help with their summer care. If you have any questions, you can contact us at [ccparksandrecreation@carson.org](mailto:ccparksandrecreation@carson.org) or 775-283-7455.

## How does Capital Kids store medical information?

Carson City Parks, Recreation, and Open Space utilizes the ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely! Parents are required to complete an online Epect account for their child before they attend the Camp Carson program.

Why are we using ePACT? (Download Available: [ePACT vs Paper Forms](#))

- To save you time - With ePACT, you only need to complete your child's information once and update it as needed.
- Reduces risks associated with COVID-19- Collecting data electronically and checking members in /out using contactless methods reduces contact.
- For better security & privacy- ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper.

How it works? (Content available: [Watch video](#))

It's a very simple process! You'll be sent a request for EACH child- click the "Complete Request" button, create an account, and follow the prompts to share data with Carson City Parks and Recreation. If you have more than one child attending, family data will automatically be pre-filled, saving you time!

Have questions or feedback? Please contact the Recreation Program Coordinator at [dbateman@carson.org](mailto:dbateman@carson.org) or visit [www.epactnetwork.com](http://www.epactnetwork.com).



## What is your sign-in/out procedures?

### Bring a picture I.D. every day!

The Capital Kids Program uses the ActiveNet Connect app on tablets to keep children's and parent's information private and increase safety with the use of these devices. We require all parents to update their Authorized Pick-Ups. This can be done when you register online, over the phone or in person. If done in person you will need to fill out an Account Information Update Form at the site your child attends or you may contact us at 775-283-7455 or [ccparksandrecreation@carson.org](mailto:ccparksandrecreation@carson.org) if you need help with adding authorized pick-ups. You may add your own Authorized pickups on your ActiveNet account by going to account options, family, manage family members, and then using the drop-down option to add or remove authorized pickups.

When picking up your child or an authorized pick-up picks up your child, make sure to **bring a picture I.D. everyday** unless you or they have a photo stored in the ActiveNet Connect app.

When you drop your child off, please walk your child into their site and sign them in. We do not accept a camper's drop off unless a parent/adult has checked them into our program. The staff is not responsible for the children until they are signed in and after they are signed out. Parents will be contacted and reminded of the check-in policies if a child is not dropped off with an adult. If after multiple attempts of reminders of the sign in procedure and no corrections have been made, a child may be unenrolled from the program for the following week. When a person comes to pick up a child, staff will ask for a picture I.D. This is for the safety of our participants. **NO** child will be allowed to leave with **ANYONE** that is **NOT** listed as an authorized pickup unless approved by the child's parent. All Campers **MUST** be signed out prior to leaving. To make a change to your child's information, an Account Information Update Form must be completed, signed, and dated by a parent/guardian. Account Information Update Forms are located at your child's site or at the Community Center Youth and Adaptive Office from 9:00am-6:00pm.

## What is your sick child policy?

To help avoid the spread of illness, children with a fever, diarrhea or nausea should not attend the Capital Kids program that day. We ask that parents please notify staff if any children that are participating in the program have symptoms or have been potentially exposed to COVID.

Upon notification of a sick child during camp, a parent or guardian must pick up their child immediately if their child is vomiting. Depending on other symptoms, your child may need to be picked up early. For example, symptoms of COVID and diarrhea. If your child happens to go to the bathroom in their clothes, parents may be called to pick up their children if more cleaning is needed. If parents are called, they are required to pick up their children. The child may be able to check back into the program if proper cleaning was performed and the child is not sick. If the parent or guardian cannot be reached, emergency contacts will be called to pick up the child. Sick children will be provided a comfortable place to rest until they go home. If a child is not displaying serious symptoms, parents will still be notified but they do not need to pick up the child unless symptoms persist. If the child is no longer showing symptoms, they may return to participate in activities. We reserve the right to adjust Capital Kids as restrictions change.

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## Do you provide Special Accommodations?

Carson City Parks and Recreation is committed to providing reasonable accommodations and accessibility for all participants. We are dedicated to providing people with and without disabilities the opportunity to participate in recreation and leisure programs together and provide the necessary individual accommodations and support so every individual can benefit equally from recreation experiences. It involves providing resources at the community level which promote equal opportunity and life choices for children with disabilities through which they may positively contribute. People will benefit from being involved in recreation, through supports and other assistance designed to achieve independence through inclusion into the community. Enabling individuals who have disabilities to attain their personal measure of achievement in a safe community recreation environment is a positive goal that we can reach and provide. Reasonable modifications to the program are determined and implemented on a case-by-case basis, may be based on

the individual's assessment(s), the fundamental nature of the program, and the goals for the individual. To ensure that we can meet your accessibility needs, upon registration contact us at [ccparksandrecreation@carson.org](mailto:ccparksandrecreation@carson.org) and request an Inclusive Services Form that can better help us better meet your child's needs. Should your child have an IEP, contact the Recreation Program Supervisor so we can review it and make appropriate accommodations for the child to be successful in our program.

### What should I do if my child is absent from your afternoon program?

If your child will be absent, please contact us at 775-283-7455 or [ccparksandrecreation@carson.org](mailto:ccparksandrecreation@carson.org) before 2:00pm. If we do not receive a message, a phone call will be made to the parents making sure that the child is safe.

### What is your medication policy while my child attends your camp?

**Capital Kids staff cannot hold or dispense ANY medication.** If your child needs to take medication, they need to do so before they arrive at Camp or after they are picked up. If that is not possible, a parent must come and administer the medication. ALL medication should be listed on your child's medical alert notes on your ActiveNet account. We **HIGHLY** encourage children with epi-pens and inhalers to be aware of signs of on-set and how to self-administer. It is also asked that children with an epi-pen or inhaler carry a small bag with them everywhere they go and include their personal equipment. Please let staff know if your child requires accessibility to their epi-pen or inhaler and note it on your child's information page.

### Do you provide a snack for the kids participating in your program?

Staff does not provide food to children. Kids have their afternoon snack anywhere from 3:15-4:00pm.

Staff encourages children to eat "grow food" first. Children should have enough healthy energy to get through the day filled with many activities. Please pack a snack and plenty to drink each day. There are no microwaves or refrigeration for snacks; please pack all food in an insulated lunch box. Children must be able to feed themselves. Staff will regularly check on children during snack, but we are **NOT** responsible for making sure your child eats. Also, children will have access to water fountains throughout the day. We ask the children to take their water bottles with them when off site. If there is a birthday, and a parent brings in a treat for the children, we will hand them out at the end of the day when children are signed out. This way, parents can make the decision if their child can have the treat. While it may occur, the staff does **NOT** allow children to share food with others. This is for the safety of children with allergies. If your child has a food allergy, please teach them that they should not take food from others and let the staff know.

### What is the Capital Kids Before and After-School Program Child to Staff Ratio?

Capital Kids Before and After-School Program strives to maintain a 12:1 Child to Staff Ratio. NAC 432A states that all Out of School Time (OST) Programs maintain a 20:1 Child to Staff Ratio.

### Do you have a Lost and Found?

Every year we are left with tons of articles from our campers. Please put your child's name on EVERYTHING he or she brings to the Community Center. Please do not send anything valuable that may become lost, broken, or stolen. **WE ARE NOT RESPONSIBLE FOR ANY ITEMS THAT THE CHILDREN BRING TO OUR PROGRAM.**

### May I visit my child?

As long as your name is on your child's authorized pick up, you may come to visit **your child** at any time. Your I.D. will be checked prior to visiting on or off-site. You may also call anytime to check on your child. Remember, this is your program!

### May my child bring toys or valuables to your sites?

Do not send anything of value. CCPROS is not responsible for anything that is lost, broken, or stolen.

## What type of training is offered for Recreation staff?

Staff undergoes an extensive interview process. All staff receives at least thirty hours of training that includes Certification of First Aid & CPR, behavior management, Blood Borne Pathogens, Mandated Reporting, and teambuilding. All staff is drug tested prior to working and staff that are 18 & over undergo a fingerprint background check and attend a City sponsored Driver's Safety Course.

## Does Recreation staff provide any personal care to children?

Carson City Recreation Staff does not provide services such as toileting, feeding, or the changing of clothes. Children need to be potty-trained to attend the Capital Kids Before and After-School Program.

## What is the Capital Kids Before and After-School Program Discipline Policy?

Participants are expected to always follow Capital Kids rules and can accomplish this by showing respect to all other participants and staff, refraining from abusive language, refraining from causing bodily harm or showing disrespect for equipment, supplies and facilities. If there is a behavioral problem with your child, we will write an Infraction Report and mark it down as either a Minor or a Major and you will be notified by a phone call or at the end of the day. These reports are one of the communication tools that staff use to communicate to parents. ***Infraction Reports stay in your child's file throughout their participation in all youth programs.*** Depending on the severity of the infraction, management will decide the proper discipline procedure that is best for the child and the program. This may include being sent home for the day, parent conference, suspension, or expulsion. Infractions are cumulative. **A parent may be called at any time to pick up their child from the program for behavior issues. WE RESERVE THE RIGHT TO SUSPEND OR REMOVE PARTICIPANTS FROM PROGRAMMING WHOSE BEHAVIOR ENDANGERS THE SAFETY OF THEMSELVES OR OTHERS.** If a child is suspended from the program and the child is not picked up in a timely manner after being contacted by staff, **Management has the discretion to extend the suspension. Examples of inappropriate behavior are (BUT NOT LIMITED TO):**

1. INAPPROPRIATE LANGUAGE OR GESTURES - The use of foul or unkind words, inappropriate gestures toward participants, staff, or self.
2. PHYSICAL ALTERCATION - Injuring another participant, staff, or self.
3. DISRESPECT OF STAFF AND PARTICIPANTS - Not listening to staff members - not following directions.
4. MISUSE OR DAMAGE OF SCHOOL OR CAPITAL KIDS/CAMP CARSON PROPERTY - Improper care of equipment or items that belong to the Capital Kids/Camp Carson location, the school, or to another person.
5. STEALING - Removing items from staff, Capital Kids/Camp Carson locations, the school, or participant's personal belongings without permission.
6. SPITTING - Spitting on property, equipment, others, or self.
7. FAILURE TO ADHERE TO SCHOOL SITE/FIELD TRIP FACILITY SPECIFIC RULES - Disobeying rules established by the Carson City School District Administration or management at any field trip facility.
8. RUNNING AWAY - Leaving the immediate area of supervision.
9. LYING WILL NOT BE TOLERATED - Always tell the truth.
10. HARASSMENT - Harassment of any form will not be tolerated.
11. INDECENT EXPOSURE – Taking off their pants/shorts and showing their underwear/private area.

## What is your weather policy for the programs you offer?

When the temperature reaches 100 degrees outside, we will bring the kids that are outside into the Multi-Purpose Room.

Capital Kids Before and After-School Program follows AirNow's temperature model. When Carson City's air quality goes into the Orange (USG), we bring the kids indoors but do not suspend outside activities. When Carson City's air quality goes into the red (Unhealthy), we will bring the kids indoors and will suspend outside activities until the temperature decreases.

The main lightning safety guide is the 30-30 rule. After we see lightning, we start counting to 30. If we hear thunder before we reach 30, we go indoors. We will suspend activities for at least 30 minutes after the last clap of thunder.

In the event of a lightning storm, fire, smoke or heat in the area, we will have all children who are outside go to the Gym of the Community Center. Please be patient when picking up your child on these days if they happen to occur.

### Does Carson City Youth Programs accept donations?

Carson City Parks and Recreation accepts donations of games, arts & craft supplies, and other age appropriate items. If you are cleaning out your closets and discover your child's outgrown items, please feel free to contact the Recreation Program Supervisor to discuss an appropriate drop-off time and location. Thank you in advance for your contribution.

### What Activities will be offered?

We offer a variety of activities at Capital Kids Before and After-School Program. This year, we will offer activities throughout the week that include Arts & Crafts, S.T.E.A.M., Teambuilding, Group Games and much more.

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### What days will Capital Kids Before and After-School Program be closed?

The following days will be days the Capital Kids Before and After-School Program will not be in session: 9.1.25, 10.31.25, 11.11.25, 11.27.25, 11.28.25, 12.25.25, 1.1.26, 1.19.26, 2.16.26, and 5.25.26.

**Observed Days:** Should one of the above holidays fall on a Saturday the program will be closed the Friday before. Should the holiday fall on Sunday the program will be closed the following Monday.

Separate Camps are held for Fall, Winter and Spring Breaks. Fall Break Camp registration opens 10.6.25. Winter Break Camp registration opens 11.3.25. Spring Break Camp registration opens 2.2.26.

### Snow Day Policy:

Carson City Parks and Recreation does **NOT** provide services on Carson City School District Snow Days or early releases due to weather. If there is a late start at the schools, staff will stay longer at the Community Center with the children enrolled in the Carson City Before-School Program until the Carson City School District busses arrive. Children will **NOT** be accepted if they are not enrolled in Carson City's Before-School Program for late start days. If the Carson City School District declares a snow day at any time after the Before School program starts, parents will be notified to pick up their children. Parents will have 2 hours to pick up their children from the Community Center. Once the 2 hours have passed, a late fee may be issued. The fee is \$10.00 (per family) for every 15 minutes that the parent is late. In the case that staff has not been able to talk/hear from parents, all other authorized pick-ups will be contacted.

If the Carson City School District closes school due to unforeseen events, Capital Kids Before and After-School Program will not provide services for children enrolled in the program. Management may also decide to close the program at their own discretion during all day programs, break programs, summer camp and the before and after school program.

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### City Declared Closure Policy:

Carson City Parks, Recreation, and Open Space does **NOT** provide services when the Mayor or Mayor Pro Tempore declares the city closed due to weather or other emergencies. If the City declares a closure at any time after the Youth program starts, parents will be notified to pick up their children. Parents will have 2 hours to pick up their children from the Community Center. Once the 2 hours have passed, a late fee may be issued. The fee is \$10 (per family) for every 15

minutes that the parent is late. In the case that staff has not been able to talk/hear from parents, all other emergency contacts and/or authorized pick-ups will be contacted. We reserve the right to contact authorities to pick-up your child If no contact is made to staff regarding the pick-up of your child After 2 hours of closure with no communication.

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## What else should I know?

- We ask that our staff be respectful to the parents and their children, and we ask that you please be respectful to our staff as well.
- We ask that parents and/or guardians please support Management, Supervisors, and our direct staff when working with your children. It benefits all involved when we are working together and unified.
- All belongings should be packed into your child's bag every day, lunches included. Please label everything.
- **Make sure to provide your kids with an afternoon snack if attending the after-school program and reusable water bottle when attending any Capital Kids or Camp Carson Program.** We want to make sure they don't get dehydrated and have a snack in the afternoon.
- For All Day Programs please pack a big lunch, 2 snacks, and plenty to drink each day. (NO refrigeration or microwaves for lunches.)
- Do not send **ANY** toys or personal items to Camp. We also ask that cell phones, electronics (video games), and/or gaming cards (**Yu-Gi-Oh, Pokemon, etc.**) be left at home unless it is approved by Management. **If any of these items are seen, Management reserves the right to hold these items in the office until the children are picked up.**
- Bugs are not allowed in the program or our City Vehicles. We encourage the children in our program to not bring bugs into the program and that we should leave nature alone by stating "Leave it be", "Hands of Nature", "Give Nature Space" or "Leave no Trace".
- **All Capital Kids Staff hold First Aid/CPR/AED certificates** to assist in emergencies. In the unfortunate event that an emergency occurs, please know that the closest hospital is Carson Tahoe Regional Medical Center and is approximately a 10-minute drive from the Carson City Community Center.
- Parents will need to ensure that anyone they want to pick up their child is an authorized pick-up.
- It is required for all participants to have an ePACT account set up to be able to attend the Capital Kids Before and After School Program. If your child does not have an account, they may not be able to attend the program, even if they are signed up for the day/week.
- We reserve the right to adjust Capital Kids as restrictions change.

## Youth Programs Contact Information

Eric Klug – Recreation Program Manager	775-283-7421	<a href="mailto:eklug@carson.org">eklug@carson.org</a>
Andrew Menendez – Recreation Program Supervisor	775-283-7428	<a href="mailto:amenendez@carson.org">amenendez@carson.org</a>
Dawn Bateman – Recreation Program Coordinator	775-283-7430	<a href="mailto:dbateman@carson.org">dbateman@carson.org</a>
Charmaine Angel – Adaptive Recreation Specialist	775-283-7424	<a href="mailto:cangel@carson.org">cangel@carson.org</a>

A tentative schedule of activities can be found on our website. If you have additional questions, please contact us at 775-283-7455 or [ccparksandrecreation@carson.org](mailto:ccparksandrecreation@carson.org). We look forward to seeing you at Capital Kids Before and After-School Program in Carson City soon.

**Mission Statement:** What is the program's core purpose?

To provide a diverse and all-inclusive program that focuses on creating a safe and structured environment for all youth. We strive to provide quality activities; help foster friendships and create memories that will last a lifetime.

**Vision Statement:** What is the program's long-term goal for the future?

Carson City Capital Kids and Camp Carson promotes high-quality programs and inspires students to thrive.

## **Values: What principles will our staff culture be based on?**

## Collaborative Communication      Open-Mindedness

## Creativity and Innovation

## Enthusiastic Diversity

### **Program Goals:**

The main goal of the Camp Carson and Capital Kids Program is to provide a safe and positive environment for the students through the following:

- Encouraging and motivating students.
- Teaching students to be respectful to authority, their peers, and themselves.
- Building on their interests and strengths.
- Developing self-worth and confidence.
- Opening communication between staff and students.
- Teaching students to be team players.
- Enriching and empowering our students.
- Applauding their achievements.
- Diversifying funding and partners to provide new opportunities for youth and staff.
- Planning, coordinating, implementing and evaluating the Capital Kids and Camp Carson Program.

### **Program Objectives:**

- Our students will grow by contributing to a loving, safe, happy and goofy environment.
- Our students will progress by providing events that engage students, parents and the community.
- Our students will grow academically through activities focusing on STEAM and Arts & Crafts.
- Our students will advance by encouraging their ideas and innovations.
- Our students will grow socially, emotionally and physically by participating in recreation activities with their peers.
- Our students will develop and improve their homework skills to reinforce learning during homework and reading time.
- Our students will grow by learning respect and responsibility.