

# ELKO EXPLORERS

## PARENT HANDBOOK

### Facility location

The Elko Explorers program is hosted at the multi-use gym located to the rear of Mountain View Elementary, 3300 Argent Avenue, Elko, NV.

The City of Elko Recreation Department office is located at 723 Railroad Street, Elko, NV.

### Transportation

Transportation is available for Elko Explorer students attending Grammar #2 Elementary, Northside Elementary, and Flag View Intermediate via the “Ram” bus. Transportation is also available for morning session Elko Explorer students attending Southside Elementary via the “Squirrel” bus. (If your student attends Southside Elementary, the School District Bus Barn asks that a parent please call their number between 6:00-7:30 am to inform them any morning that your student will attend Explorers and need transportation to Southside Elementary. Their number is 775-738-4360.) Please be sure to inform our staff of any bus transportation needs at the time of enrollment with Elko Explorers.

### School year hours & schedule

During the school year, Elko Explorers is open as early as 6:00 am for our before school program and concludes prior to scheduled bus pick-ups and Mountain View Elementary school beginning. Please do not attempt to drop-off children before 6:00 am.

6:00 am – Gym opens (Quiet time activities begin)

7:00 am – Snack

7:50 am – Bus students released

8:05 am – Mountain View students released

Elko Explorers is open after school from 3:20 pm and concludes at 6:00 pm. School early-out day programming will begin one hour earlier than regularly scheduled. Please be sure to pick up children before 6:00 pm to avoid late pick-up charges.



- 3:20 pm – Gym opens (Homework time begins)
- 3:30 pm – Bus students arrive
- 4:00 pm – Snack
- 4:30 pm – Organized activity
- 5:30 pm – Clean up
- 6:00 pm – Conclusion

### **Summer hours & schedule**

During the summer months, Elko Explorers is open from 6:00 am to 6:00 pm. Please do not attempt to drop-off children before 6:00 am. Please be sure to pick up children before 6:00 pm to avoid late pick-up charges. Please remain informed of any field trips scheduled throughout the summer (typically on Thursdays). Parents/guardians will need to coordinate appropriate drop-off or pick-up on field trip days.

- 6:00 am – Gym opens
- 8:30 am – Organized activity
- 10:00 am – Snack
- 10:30 am – Organized activity
- 12:00 pm – Lunch
- 1:00 pm – Organized activity
- 3:00 pm – Snack
- 3:30 pm – Outside play
- 5:30 pm – Clean up
- 6:00 pm – Conclusion

### **Holidays**

Elko Explorers will be closed on all school holidays unless otherwise announced.



## Ages

During the school year, Elko Explorers is open to students in grades K-6<sup>th</sup>. During the summer, Elko Explorers is open to incoming 1<sup>st</sup>-6<sup>th</sup> grade students.

## Kinderlime Software

Elko Explorers utilizes Kinderlime Software for tracking attendance, communicating with parents, distributing weekly invoices and so much more.

- **Signing In & Out Safely:** Parents and other caregivers will receive a unique 4-digit pin number. With this pin, they will be able to sign-in and sign-out your child quickly and securely via an iPad kiosk at our Mountain View facility. The Kinderlime software will notify a child's parents via mobile push notification and/or email about who picks-up or drops-off your child and when. This way you can enjoy the peace of mind knowing where and with whom your child is both before and after school.
- **Parent Engagement & Messaging:** Get more involved in your child's day. Our staff members can take fun pictures throughout the day and send them directly to your phone's Kinderlime app. You will be able to easily view, download, and share these pictures with others. Message our staff directly and see daily reports of your child's day. There are options to select which push notifications you would like to receive or mute on your app.
- **Easy Online Payments:** Pay invoices conveniently from your Kinderlime app or desktop login. Securely enter your credit card or bank account number to the billing section of the software and even setup auto pay. It's a breeze!

*(For more information on Kinderlime parent setup, please turn to page 8 of this handbook.)*

## Staff contact

Elko Explorers Mountain View Elementary facility (775) 397-1871

City of Elko Recreation Department office (775) 777-7260



## **Signing in & out**

Each child must be signed in every morning and signed out every afternoon by a parent/guardian or other adult (at least 16 years old) listed on the child's pick-up list. For your child's safety, all adults picking up students may be required to show a photo ID before the child is released. Please contact the Recreation Office if an additional adult needs to be added to your child's pick-up list.

## **Cubbies**

Elko Explorers will provide an on-site cubby with your family's names displayed. Please check your child's cubby regularly for pertinent information, notes, fliers, etc.

## **Lunches**

For those enrolling into the summer program, please be sure to send your child with a cold (*nut-free*) sack lunch each day that does not need to be refrigerated or re-heated.

## **Medication**

If your child has been prescribed medication by a physician, a parent/guardian will need to administer the medication. Elko Explorers staff are not permitted to administer any type of medication to the students.

## **Illness**

Similar to public school requirements, Elko Explorers asks that students with cold symptoms, nausea, fever, weepy eyes, severe coughing or sneezing, be kept at home until symptoms alleviate. If your child becomes ill during program hours, he or she will be asked to rest quietly until picked up by a parent/guardian or another adult on the pick-up list. Should your child develop a contagious illness, please notify the Recreation Department office so that other parents can be notified of possible exposure to the illness.

## **Student rules**

- Food and drink are allowed in designated areas only.
- All students must assist with the clean up of equipment after use.
- No gum is allowed.



- No running is allowed around corners, tables, desks, or through hallways.
- No fighting, hitting, shoving, kicking, tackling, wrestling, or pinching is allowed.
- No crude language, swearing, cursing, name-calling, teasing, or threatening is allowed.
- No throwing of objects is allowed, unless the object is approved for play in this manner.
- No unsafe or incorrect use of playground equipment is allowed.
- Dangerous weapons and other objects are strictly prohibited. Blades, guns, slingshots, etc. are strictly prohibited on school grounds. Possession of these or similar objects will result in suspension and possible discontinuation of service with the Elko Explorers program.
- Sexual harassment of any kind is strictly prohibited and will be dealt with under school district policy.
- Students are not encouraged to bring toys, games, electronics, pets, or unnecessary money, jewelry or other possessions from home. Elko Explorers will not be responsible for any lost, stolen or damaged belongings.

### **Student discipline**

The Elko Explorers staff is committed to teaching and reinforcing appropriate student behavior. Courtesy and respect is practiced by all staff members and is expected of students. Students are encouraged to consistently follow school rules of conduct and to remain conscious of how their behavior affects others.

In dealing with unacceptable behavior, staff members will give a student a “time out” so that he or she may consider their behavior and regain self-control. Staff members will discuss any problem with said student and instruct improved behavior and other possible methods of handling a situation. If unacceptable behavior continues, a staff member will request that a parent/guardian discuss the situation with said student. If the problem persists further, a staff member will contact a parent/guardian for the student to be picked up as soon as possible. Persistent unacceptable behavior may result in temporary suspension or the discontinuation of service with the Elko Explorers program.

### **Parent involvement**

Parents/guardians are always welcome to accompany their child at Elko Explorers. We encourage parents/guardians to talk with Elko Explorer staff members on a daily basis to learn about your child’s experiences and behavior at Elko Explorers. We also encourage parents/guardians to inform staff members of any current happening in your child’s life. This helps us to understand your child’s behavior, especially if there are any upsetting circumstances affecting him or her currently.



### **Pricing & payment schedule**

Payment of a \$25 registration fee per family is required at the time of enrollment for the school year and the summer season of Elko Explorers.

Enjoy our before school program for \$7 per morning, after school program for \$8 per afternoon, and \$10 per early out afternoon. Additional siblings receive a half-price discount for same day attendance.

Full day summer programming is available for \$25 per day. (Full day programming during the school year is also available on occasion for \$25 per day.) Additional siblings receive a half-price discount for same day attendance. Thursday attendance will cost an additional \$2.50 to cover the cost of City Pool admission.

Billing is issued Monday morning each week for prior week attendance. Payments are due each Friday. Convenient online bill payment features are available through the Kinderlime software/app utilized by Elko Explorers. Physical payments received at the Mountain View Elementary facility must be in the form of personal check or money order. Payments received at the Recreation Department office may be in the form of cash, personal check, money order, debit or credit card. We are not able to take payments over the phone.

### **Monthly snack contribution**

All student families are required to contribute a pre-packaged (*nut-free*) monthly snack (enough for at least 30 servings). Individually wrapped snacks are most preferred. When you bring this snack, please document your contribution on the monthly snack log located on site at Elko Explorers. If a snack is not contributed for a given month, a \$25 snack fee will be charged to your family account.

### **Late pick-ups**

Late student pick-ups past 6:00 pm will result in an additional fee of \$1 per minute. If a child is not picked up by 6:30 pm, the Elko Police Department will be notified for the child's safety.

### **Overdue balance**

Until payment is received, a late fee of \$5 per week will be charged to your account if payment is not received by the end of the second Friday following an invoice. Payments remaining overdue past the fourth Friday will result in the suspension and possible discontinuation of service with the Elko Explorers program.



## **Withdrawal**

If you decide to withdraw your child(ren) from the Elko Explorers program, please be sure to inform a staff member and to pay any remaining balance on your account to avoid accrual of late charges.

## **Termination**

The following conditions may lead to termination from the Elko Explorers program.

- If a parent/guardian repeatedly fails to sign a child in for a morning session or out of an afternoon session.
- If a child is repeatedly picked up late from the program.
- If a family is repeatedly late to make payments on their account.
- If a child's behavior continues to produce adverse effects on other children or the program.
- If a child requires excessive one-on-one staff attention for more than two weeks.

## **Thank you and welcome aboard!**

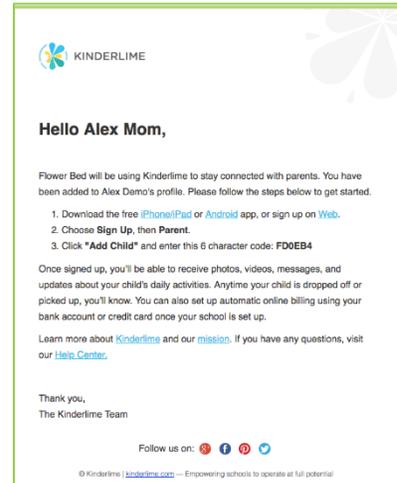
Thank you for reviewing the Elko Explorers Parent Handbook. We expect that our before/after school and summer programming will be a valued and rewarding experience in servicing your family's needs. Should you have questions or need assistance at any time, please contact one of the Recreation Department staff members at 775-777-7260. Enjoy the fun!



## Kinderlime Parent Software Setup & Instructions

Once you have enrolled with the Elko Explorers program, one of our staff members will send an e-mail and or text inviting you to setup and use the Kinderlime software. Here are a few steps to follow when setting up:

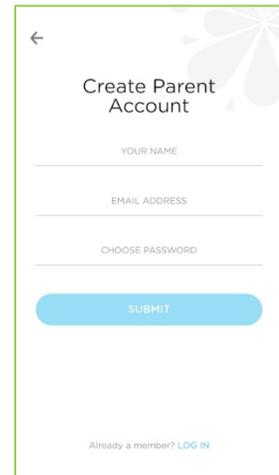
- 1) You will receive a unique registration code via e-mail or text. Keep this code handy for setting up.



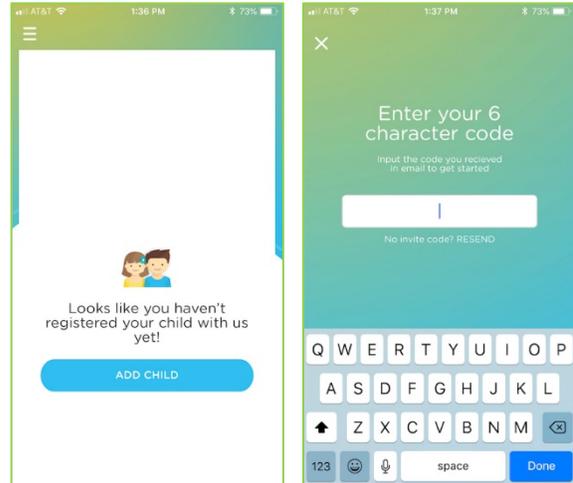
- 2) Download the Kinderlime Childcare Platform app and click "Create Account" or go to [www.kinderlime.com](http://www.kinderlime.com) on a desktop and click "Sign Up."

*(The following screen shots are all from the mobile app setup process, but the steps are essentially the same on a desktop computer.)*

- 3) Next, select "Parent", fill out your name, email address, and create a password.



- 4) After logging into the account, tap on the "Add Child" button. You will be asked to enter the registration code you received via text or e-mail. *(the code you received on step 1)*

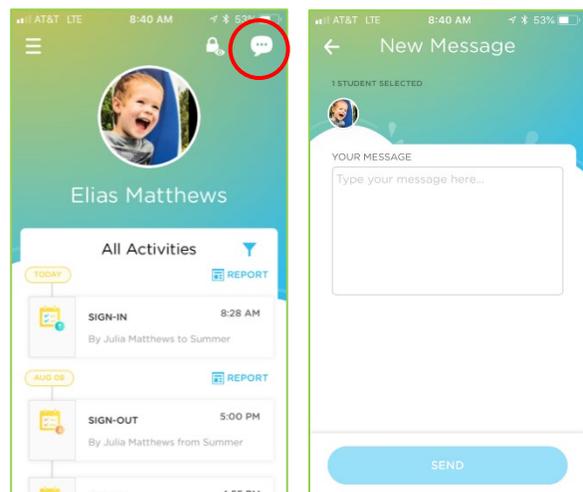


- 5) If the code is entered correctly, you should immediately see your child's profile and activity screen. You can review the details of your child's attendance log, along with all other activity.



- 6) From the same screen you can easily view your parent pin number as needed by tapping on the small padlock icon.

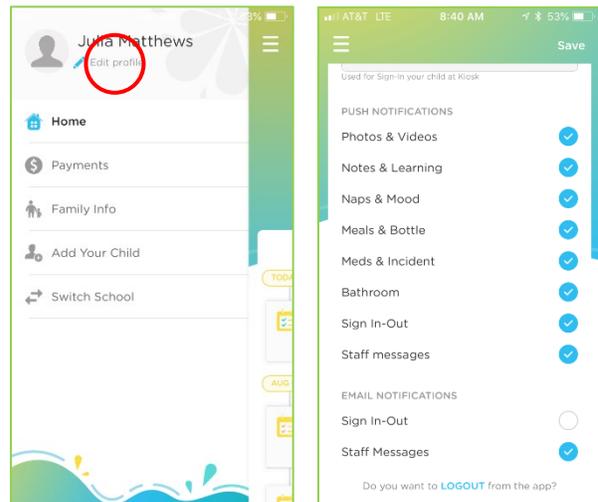
- 7) Beside the padlock icon is a messaging bubble. Use this to communicate easily with our staff members at Elko Explorers. These messages will reach our staff members at Mountain View Elementary as well as our Recreation Office.



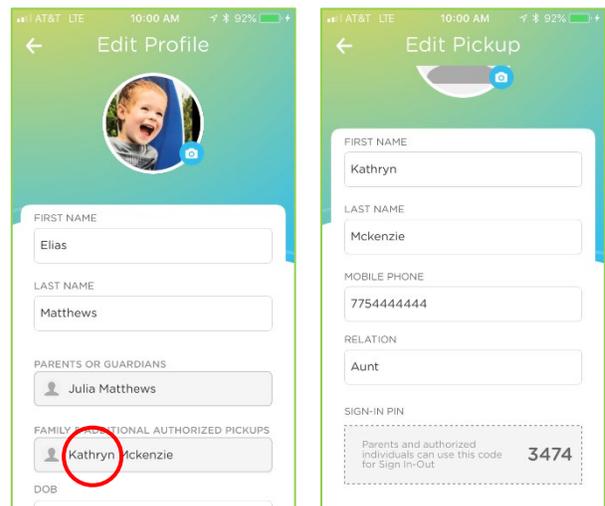
- 8) To adjust any of your personal settings, tap on the three-barred icon at the top left corner of your child’s profile screen.



- 9) Tapping “Edit Profile” below your name and scrolling down reveals the ability to opt in or out of certain push notifications that your Kinderlime app will receive.



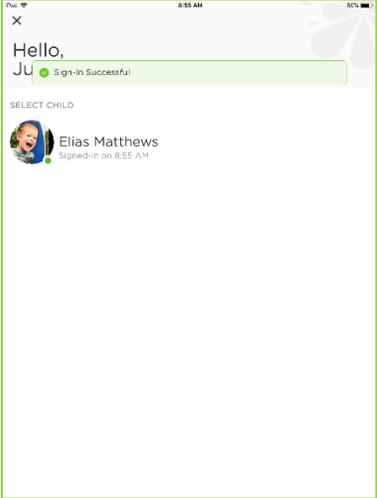
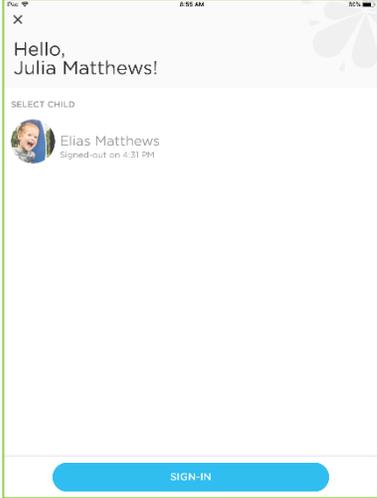
- 10) By tapping “Family Info” listed on the settings page (as seen on step 9) you are able to see various information, including the names of those on your child’s pick-up list. By tapping on one of those names, you can easily see their information, as well as their pin number for the times they will be dropping-off or picking-up your child. (Be sure to provide the appropriate pin number to each person on your pick-up list.)



11) Now that you are familiarized with your parent app, you can now begin signing your child in and out at Elko Explorers. The iPad kiosk will be located near our staff area. Simply enter your pin number when signing-in your child and follow a brief prompt. Now your son or daughter can enjoy all the fun at Elko Explorers!



12) It's that easy! We hope you enjoy all of the helpful features available with Kinderlime.



If you have any questions getting set up, please review this handy Kinderlime help article.

<https://help.kinderlime.com/parents-help-articles>

If you would like any additional assistance, please feel free to give us a call at the Elko Recreation Office, 775-777-7260, Monday-Friday, 8:00 am – 4:00 pm (excluding holidays).

