



Member #: _____ \$75 Program Fee
Cash Amt: \$ _____ Program Dates: June 27 – July 29, 2022
Cash or Money Order Only / NO PERSONAL CHECKS ACCEPTED

MIN ELIGIBILITY: Your child must have turned 5 years old on or before Sept 30 of last year.
MAX ELIGIBILITY: Your child must be entering the 7th grade or below to be eligible for PVYA
A PARENT/GUARDIAN MUST FILL IN ALL OF THE FOLLOWING INFORMATION FOR EACH CHILD ENROLLED OR YOUR MEMBERSHIP WILL NOT BE ACCEPTED

Child's First Name: _____ Last: _____

Emergency Contact Name _____ Relationship to Child: _____

Cell Phone: (____) _____ Child's Birth Date: / __ / __ Sex. **Male Female** Age: _____

Address: _____ Apt It: _____

City: _____ State: _____ Zip: _____ Home Phone: (____) ____ - _____

Email: _____

Father/Guardian Cell Phone: (____) _____ **Mother/Guardian** Cell Phone: (____) _____

IF THERE IS NO HOME NUMBER THERE MUST BE AN EMERGENCY NUMBER FOR STAFF TO CONTACT

School Attending: _____ GRADE: _____

PLEASE FILL OUT PARENT/GUARDIAN INFORMATION IF YOU ARE NOT EMPLOYED PLEASE PUT NONE

Mother's First Name: _____ Last _____ Occupation: _____

Mother's Employer: _____ Daytime Phone: (____) _____

Father's First Name: _____ Last _____ Occupation: _____

Father's Employer: _____ Daytime Phone: (____) _____

Guardian's First Name: _____ Last: _____ Occupation: _____

Guardian's Employer: _____ Daytime Phone: (____) _____

Does Member Live With: { } Mother Only { } Father Only { } Both { } Grandparents { } Other _____

Total Number of People Living in the House _____

Medical NEEDS / Allergies PLEASE LIST ALL: _____

Please List any/all medications Child is taking: _____

Please Describe Any/ALL Medical or Physical or Behavioral Conditions requiring Staff Notification:

Do You Have Insurance: ____ YES ____ NO Name of Company: _____

PLEASE READ AND COMPLETE ALL PAGES

CHILD PICK-UP AND DROP-OFF POLICY: The Pahrump Valley Youth Activities requires all parents and or guardians **indicated on this enrollment form only to:**

- 1) **Sign their child(ren) into** the PVYA program when dropping-off for daily activities. All parent(s) and or guardian(s) or other responsible adult party **indicated on this enrollment form only** must also
- 2) **Sign-out their child** during pick-up from daily activities. No person or party other than a **responsible adult indicated on this enrollment form** is/are authorized to either drop-off or pick-up a child(ren) from PVYA daily activities.

Pick-Up: Please arrive at JG Johnson to sign-out and pick-up your child NO LATER THAN 4:45 PM
LOCATION and PVYA Program Times:

Location: During the 2021 Summer Program PVYA will operate at JG Johnson Elementary School (900 E Jack Rabbit) from 7:30 am – 4:30 pm.

Program Times: PVYA will operate its programs Monday – Friday starting on Monday June 27th, 2022 through Friday July 29th, 2022. Doors will open daily at 7:30 am for check-in followed by serving of breakfast. PVYA programming will conclude at 4:30 pm daily for pick-up and release. PLEASE be sure to sign-out your child NO LATER THAN 4:30 pm.

BACKPACK/PURSE CHECK: The Pahrump Valley Youth Activities may conduct random backpack and purse checks.

WAIVER OF LIABILITY AND DISCLAIMER: In consideration of my child(ren)'s membership and participation in the activities, special programs and/or events of the Pahrump Valley Youth Activities, I hereby fully waive, release and hold harmless the Pahrump Valley Youth Activities, together with its agents, employees, representatives, officers, and directors from any and all claims, causes of action, damages, costs, expenses, and other liabilities in any way arising out of or resulting from such membership or participation, including but not limited to, any personal injury, accident, illness, property damage, or any other" loss, injury or harm of any nature whatsoever. I attest and verify that I have full knowledge of any and all risks involved in such membership and participation, and that I will, on behalf of the named member(s), assume full responsibility for such risks and pay any and all medical, emergency and other costs and I acknowledge that my child(ren) is/are in good health, physically fit, and sufficiently trained to participate in membership in the programs, activities, and events of the Pahrump Valley Youth Activities.

EMERGENCY AUTHORIZATION: I, the undersigned, as a parent/guardian- of the named minor child (ren), hereby authorize the staff of the Pahrump Valley Youth Activities, its sponsors, and vehicle drivers as my agents, to consent to medical, surgical, dental examination or treatment and or care at any hospital or by licensed medical personnel.

NOTE: YOUR SIGNATURE BELOW ACKNOWLEDGES THAT YOU HAVE READ AND ACCEPT THE POLICIES OF THE PAHRUMP VALLEY YOUTH ACTIVITIES AS DESCRIBED ABOVE.

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Child's Name: _____ Grade : _____

BEHAVIOR CONTRACT

Last, First

Students and Parents should read the following information **TOGETHER** and sign below:

YOUR RIGHTS AND RESPONSIBILITIES

You have the **right** to:

A safe PVYA experience and environment

- Make Choices
- Your own thoughts and ideas
- Be treated fairly
- Be yourself

You are **responsible** for:

- Maintaining a safe PVYA experience and environment
- The consequence of your choices
- Respecting Others
- Your own actions

CODE OF CONDUCT

As a participant in PVYA program I Will:

- Respect self, others and the environment
- Arrive prepared and willing to participate with a positive, can-do attitude
- Do all I can to make everyone (my self-included) has a great PVYA experience

GENERAL RULES

- You must get permission at all times from your group leader to leave the room or group
- Always wash your hands thoroughly with soap after going to the bathroom and before eating
- Keep your hand and feet to yourself at all times
- No rough play, foul language, or fighting will be tolerated
- No throwing of any objects unless it is part of a game or activity
- Clean up after yourself

Discipline Policy

- Any incident(s) considered or determined to be bullying, harassment, or physical violence will not be tolerated and will result in immediate removal from the remainder of the PVYA Summer Program **WITHOUT A REFUND**.
- All staff will be trained to address any inappropriate behavior of a child, such as name-calling, not following directions, and or physical aggression. Methods of discipline such as diversion, "Time-Out", discussion with the child, and praise for appropriate behavior will be applied. "Time-Out", when used, will be brief and appropriate to the child's age and circumstances. Any child in "Time-Out" will be in full view of a staff member at all times. Children will not be allowed to address any behavior situation concerning their peers. Children will be treated fairly and with respect. No Child, regardless of circumstances or situation, will be humiliated, harassed or subjected to any physical or emotional harm. Corrective behavior methods will assume a positive, healthy approach and not be associated with food, rest or toileting in any way. Creative resolution will consistently be the goal in all situations. A behavior contract must be reviewed and signed by both parent and child and kept on file. Behavioral situations and consequences will be discussed with parents immediately. Open communication will be maintained at all times to establish a supportive rapport and possible solutions. The three strike rule will be imposed for continued negative behavior and children will be removed from the program for an established period of time when necessary. PVYA reserves the right to refuse service as the very last resort in unsafe conditions.

I understand that my conduct should be appropriate to the standards of the PVYA program at all times and that failure to follow these guidelines may result in my dismissal from the program. Staff will counsel students whenever possible to avoid dismissal.

I have read and understood the conditions of this agreement.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Child's Name: _____ Grade _____

LAST, FIRST

**PAHRUMP VALLEY YOUTH ACTIVITIES (PVYA) PERMISSION
AND AUTHORIZATION FORM**

Check the " Y " box for each item you give permission. Check the "N" box for any item permission is not given.

Participation in Activities

Y **N** I give my permission for my child to participate in program activities Except for the following: _____

Apply Sunscreen & Bug Spray

Y **N** I give permission to PVYA program staff to apply sunscreen and bug spray on my child as needed.

Emergency Medical Care

Y **N** I hereby give my permission to program Staff to call for medical care for my child should and emergency arise. It is understood that a conscientious effort will be made to locate me before emergency action will be taken, but if this is not possible, I will accept responsibility for the expenses of emergency treatment or care.

Media Release

Y **N** I give my permission for my child to be photographed/ video by program staff and / or local press as he/she is engaged in program activities for the purpose of the program promotion and communication.

Movies

I give my permission for my child to watch the following rated movies:

Y **N** Rated: **G** **Y** **N** Rated: **PG**

_____ I have Read, Reviewed, and Understand the PVYA Program Policies and Procedures
INITIALS available for review and download on our website PVYA.net

This Permission and Authorization form will be effective from the date signed below, up to one year. I understand that I may, at any time, revoke the permission and Authorization form by submitting written notification to PVYA Program Staff.

Parent or legal guardian signature

Date

Child's Name: _____ Child's Grade: _____
LAST, FIRST

Mother's Name: _____

Mother's Phone # : _____

Father's Name: _____

Father's Phone # : _____

Emergency Name : _____

Emergency Phone # : _____

Authorize to Pick Up Child :

	Name:	Phone # :
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Pahrump Valley



YOUTH ACTIVITIES

Summer Program 2022

Policies & Procedures

When: June 27th – July 29th (Monday – Friday)

Where: JG Johnson Elementary School

Time: 7:30 am – 4:30 pm

Visit us online: www.pvya.net

PVYA Contact Phone Numbers

For Urgent or Emergency Use Only

DO NOT USE FOR GENERAL PVYA QUESTIONS

Cristian (775)253-4405 or Laura (775) 910-3435

Pahrump Valley Youth Activities (PVYA) Policies and Procedures

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Section 1: PVYA Administration Policies and Procedures

1-1 The program's purpose, mission statement, vision statements

PVYA Program's purpose is to provide a summer program that supports Pahrump youth and families.

Mission:

We are committed to inspire and enable all young people through various creative, educational and recreational activities.

Vision Statements :

- We will keep our youth safe by creating an environment that offers a variety of opportunities and utilizes our community resources.
- We support parental involvement that inspires youth to a higher quality of life.
- We promote a positive community environment and mutual respect for everyone.

1-2 Ages of children accepted/ Staff to Child ratio

1. Summer program – Youth ages 6 through 12 accepted.
2. Staff to child ratio – not to exceed 25 to 1

1-3 Services offered for special needs children in compliance with the Americans with Disabilities Act.

PVYA Youth Program will not discriminate against persons with disabilities; people with disabilities will be provided with the same opportunities to participate in the program to accommodate youth. PVYA Youth Program will provide services necessary for effective communication with children or adults with disabilities. Program facilities will be accessible for persons with disabilities.

Each youth with a disability who wants to enter the program will be provided with an individual assessment. During that assessment, representatives from PVYA Youth program will meet with the youth's guardians to identify the needs of the child and ways those needs can be met. As long as meeting those needs does not fundamentally alter the program, the youth will be admitted. PVYA Youth program is not able to hire a staff for a child who needs a one to one aide for care; however, if a guardian can provide a personal assistant to the child (at no cost to PVYA), the child can participate in the program. If youth receives support from a one-to-one aide as provided by Nye County School District during the school year, such services will need to be considered by PVYA staff conducting an individual student assessment. Youth who pose a direct threat to the health and/or safety others will not be allowed to participate in programs and services offered by PVYA Program.

1-4 Program hours, dates in session, contact staff

1. The PVYA program runs from 7:30am to 4:30pm. Monday thru Friday. The Program will be closed on July 4th in Observance of Independence Day if that day falls on a weekday. Parents/Guardians are asked to pick-up their child no later than 4:45pm each program day.
2. The PVYA program runs from June 27th, 2022 thru July 29th, 2022
3. Program Director and program staff can be reached by cell phone during program hours. Program Director Cristian Apolinar can be reached at (775)253-4405.

1-5 Procedures concerning admission and registration of children

Each family must complete a registration packet of documents required by the PVYA program. Required registration forms include: PVYA Enrollment form, Contact Authorization for and Behavior Contract. Parents / Guardians will be given a copy of PVYA Policies and Procedures upon their child's registration. Completed files will be kept on site at all times during the program operation.

1-6 Fee Schedule

1. \$75 per child registration fee.

1-7 Policy regarding the child care facilities responsibility to notify parents or guardians when the program will no longer be able to serve children.

- PVYA program will make all efforts to communicate with parents/guardians prior to a child's discharge from the program. If a youth exhibits significant behavior problems, PVYA staff will discuss the issue with the child's parents/guardians. A behavior plan will be established. If the behavior persists and the youth must be discharged from the program, the parent/guardian will be notified in writing and verbally.

1-8 Policy regarding the parent's or guardian's responsibility to notify the PVYA program when parents or guardians withdraw their child(ren) from the program.

- PVYA program requests that parents/guardians notify the Program Director, when their child(ren) will no longer be attending the program.

2-2 Discipline Policy

- All staff will be trained to address any inappropriate behavior of a child, such as name-calling, not following directions, and or physical aggression. Methods of discipline such as diversion, "Time-Out", discussion with the child, and praise for appropriate behavior will be applied. "Time-Out", when used, will be brief and appropriate to the child's age and circumstances. Any child in "Time-Out" will be in full view of a staff member at all times. Children will not be allowed to address any behavior situation concerning their peers. Children will be treated fairly and with respect. No Child, regardless of circumstances or situation, will be humiliated, harassed or subjected to any physical or emotional harm. Corrective behavior methods will assume a positive, healthy approach and not be associated with food, rest or toileting in any way. Creative resolution will consistently be the goal in all situations. A behavior contract must be reviewed and signed by both parent and child and kept on file. Behavioral situations and consequences will be discussed with parents immediately. Open communication will be maintained at all times to establish a supportive rapport and possible solutions. The three strike rule will be imposed for continued negative behavior and children will be removed from the program for an established period of time when necessary. PVYA reserves the right to refuse service as the very last resort in unsafe conditions.

- PVYA and its Staff utilize a **Zero Tolerance Policy** in regards to any PVYA student(s) who participate in behavior that is considered to be harassment, bullying, or violence at PVYA program activities. Any youth who engages in this behavior shall be removed from the remainder of the PVYA program for that summer and **WILL NOT** be provided a refund for program tuition.

2-3 Policy concerning meals

- Youth will be provided with breakfast, lunch and an afternoon snack.
- Youth will be given enough time to eat and drink throughout the day.
- Breakfast time is 7:30AM, lunch is at 11:30pm to 12:30pm
- Youth will be required to wash their hands prior to each snack and meal.
- Youth are encouraged to bring a water bottle each day.
- If a youth comes to the program without a water bottle water fountain is available at all times.
- No colored drinks allowed at any time.

2-4 Procedure concerning children's personal belongings and money

- The PVYA program is recreational in nature and will require proper clothing and shoes.
- Participants will be expected to wear sturdy tennis shoes and comfortable clothing.
- Hats and sunscreen are recommended.
- Personal toys, video games, items of value, candy, money, (except when otherwise stated for field trips), weapons, and fireworks are NOT permitted.
- Backpacks may be checked by staff at any time.

The PVYA program will not be responsible for lost items. It is suggested that all of the children's belongings be clearly marked. It is the parent's/guardian's responsibility to make sure their child is leaving with everything he/she brought.

2-5 Policy regarding visitors to the program

- The PVYA program will sometimes bring visitors for educational, creative, or sports programs. Visitors must sign in; PVYA staff members must be available or present while visitors are with youth. Visitors must be pre-approved by the Program or Executive Director.
- The PVYA program requests that parents/guardians make prior arrangements when they plan to visit their child(ren) during program hours.

2-6 Procedure for releasing children from the program only to persons for whom the program has written authorization

Parents or other authorized person are responsible for signing their child(ren) in and out of the program at the beginning and end of each day. Children will be released only to those authorized by the parent/guardian on the registration form. It is the parent's responsibility to notify the PVYA program of any changes to authorization. Those picking up children should be prepared to show identification to staff members upon request. No child will be released to anyone who is not authorized to pick up that child. The PVYA program staff has been instructed to notify police of any parent or guardian suspected to be picking up children while under the influence of drugs/alcohol.

2-7 Procedures followed when a child is picked up from the program after the program is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day

- PVYA program's hours end at 4:30pm; all children must be picked up no later than 5:00pm. If a parent/guardian has not arrived by 5:00pm, staff member will call the parent/guardian. If the staff member is unable to contact the parent/guardian, the staff will then call people listed under "Emergency Contacts" in the child's file to arrange for the child to be picked up. If the staff member is unable to contact any parent, guardian, or Emergency Contact, the staff member will contact local police and the PVYA Program Director. The staff member will remain with the child until the child is safely discharged. Three (3) late pick-ups will result in discharge from the program.

Section 3: PVYA Safety Management Policies and Procedures

3-1 Policy regarding severe weather

- Pahrump weather can change rapidly and without warning. For field trips and outside activities, youth will be expected to bring appropriate clothing and water. Clothing includes close toed shoes, hat, and a warm layer. All youth must have at least one full water bottle per day. Field trips and outdoors activities may be cancelled or shortened due to weather. Staff will make the decision based on keeping the group safe. Staff will carry additional water, first aid kits, sunscreen, and cell phone in case of emergency. If thunderstorm, lightning, or extreme heat are of concern, physical outdoor activities, will be postponed.

3-2 Procedure for transporting children, including transportation arrangements and parental permission for excursion and related activities

1. Parental Permission for excursion and related activities- Parents/Guardians can choose to give permission for transportation, participation in activities, applying sunscreen and bug spray, emergency medical care, and attending field trips on the "Permission and Authorization Form" found in the PVYA Program Enrollment Packet. This form must be completed prior to a child attending the program. Each month, parents/guardians will be provided with a list of all proposed activities. Parents may waive their child's participation in any activity that doesn't meet their approval. PVYA program will not, however, be able to accommodate children who do not want to participate in a field trip. PVYA program reserves the right to cancel any field trip that is not available or adequately staffed. PVYA reserves the right to refuse to take a child based on staff ratios and transportation availability. Children who do not arrive on time may not be able to participate in the program that day.

2. Transportation to and from the site – Parents/ Guardians must provide written permission for all transportation services of their child. Transportation includes whether the child(ren) can walk, ride a bicycle, or travel in a car. Children who self transport to or from the program site are expected to arrive and leave on time. Children who do not arrive on time may not be able to participate in the program that day.

3-3 Written Policy and Procedure governing field trips, television and video viewing, and the staff's responsibility for the supervision of children

1. Field Trips- Field trips will be listed on the monthly calendars sent home to parents/guardians and available at PVYA. Program staff will carry all relevant information pertaining to each child on all field trips. Certified First Aid kits will also be in staff possession. During swimming activities supervision with a current American Red Cross Lifeguard Training Certificate will be present. PVYA program reserves the right to cancel any field trip that is not available or adequately staffed. PVYA program reserves the right to refuse to take a child based on staff ratios and transportation availability. Daily itinerary will be available on site for any late arrivals. Parent/ Guardian will be required to deliver their child(ren) to the offsite activity.
2. Television and Video Viewing- Parents/Guardians are able to give permission to their child(ren) to watch either "G" or "PG" rated movies on the " Permission and Authorization Form" Found in the PVYA Program Enrollment Packet. If a parent/guardian does not want their child(ren) to watch movies, the child can read or play in an adjacent room. Staff will supervise each group. Only educational television programs are shown.
3. Staff Supervision- Staff are responsible to visually supervise all youth present at all times. PVYA program strives to hire highly qualified, well-trained staff. All staff meets the requirements set forth by AmeriCorps. Staff member participate in planned training and education to further their skills in child development and recreation. All program staff have CPR/ First Aid Training.

3-4 Procedure for handling lost children and other emergencies at all times, including during field trips

Parents/guardians must provide written authorization for emergency medical care and pertinent information regarding emergency parent/guardian next. In cases of emergency, staff will immediately call 911 and then parent/guardian next. In cases in need of non-emergency care, immediate attempts to notify parents will be made and any needed treatment will be made on-site by emergency responders if necessary.

In the event of a lost child, the Program Director will be contacted immediately.

Additional staff members will be provided to search for the lost child. The child's parents/guardians and appropriate authorities will be notified when necessary.

In the case of a natural disaster, the established plan of action will be taken which includes prompt notification of parent/guardians, the main facility and local authorities.

Emergency transportation will be provided as available.

3-5 Procedure for caring for children who arrive late to the PVYA program and their group is away from the program on a field trip excursion

Daily itinerary will be available on site for any late arrivals. Parent/guardians will be required to deliver their child(ren) to the offsite activity.

Section 4: PVYA Reporting Policies

4-1 Procedures for filling a complaint about child care

In a parent, guardian, or employee has a concern regarding child care, they are first encouraged to bring that concern, in person or in writing, to the Program Director of PVYA or the Executive Director of PVYA. The Executive Director will take action to resolve the issue.

Section 5: PVYA First Aid, Illness, and Medication

5-1 Procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries

All known information about drug reactions, allergies, medications and special diets or conditions must be included in registration packet.

Children must be healthy enough to participate in the program's daily routine. PVYA Program does not have the facilities to care for sick children and therefore do not allow them to attend the program. If the child becomes ill while in the program, the parent/guardian will be required to pick up their child as soon as possible. The child will be placed in an appropriate rest area until a parent/guardian arrives.

All PVYA Program staff must become CPR/First Aid certified. Approved first aid kits are kept at each site and taken on all off-site activities. If a youth becomes injured or there is an accident, staff will first assess the situation. If the accident or injury is minor (a scrape or a bruise), the staff member will apply first aid as necessary. If the staff have any questions about the severity of the accident or injury, emergency services will be notified and the parent/guardian will be contacted.

In cases of serious accidents or injuries, staff will immediately call 911, contact the parent/guardian, and call the Program Director. Parents must provide written authorization for emergency medical care and all pertinent regarding emergency parent/guardian contact.

For all major Incidents, an Incident Report will be completed and turned into the Program and Executive Directors. Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is at the PVYA Program.

Section 6: PVYA Special Activities Policies and Procedures

6-1 General Special Activity Policies and Procedures

All staff members, or special guest visitors leading special activities will have verified documented experience with that activity, First Aid supplies will be present during all special activities. Staff to child ratios will be followed at all times. Parents/guardians will have the opportunity to request that their child(ren) do not participate in special activities; however, we may not be able to accommodate children who are unable to participate in the activity.