

New! Online Registration: HOW TO

Sierra Kids Before and After School Program. City of Reno Parks and Recreation.

- Sign in with your email or create a new account (first time only)
- Under 'Registration', click 'Sierra Kids'
- Find the correct school and click 'Enroll Now'
- Choose the participant (age 5.5 to 12 years)
- Options for dates: (1) select all days/sessions at once, (2) select specific weeks, or (3) select individual days) *note difference between morning and afternoon
- Choose or add new 'Authorized Pickups' for permissions of who may pick up/drop off the child
- Answer the questions
- Click 'Add to Cart'
- Check the waiver boxes after reading the attached waivers and information and sign in the box below.
- Click 'Check Out'
- Enter credit card information to have on file for the payment plan. *Note: the credit card on file may not expire before the final payment is due.
- Click 'Pay'. Email inquiries to parksandrecregistration@reno.gov



**Registration Opens Monday,
November 13**

Please sign in with your account email and password. If you have signed up with a program through City of Reno Parks and Rec previously, you will have an existing account. If you have forgotten your password, please follow the 'forgot your password' instructions.



Step 1

Sign in

Email address *(Required)*

Password *(Required)*

[Forgot your password ?](#)

Sign in

Don't have an account? [Join](#)



For NEW users, please create a new account

City of Reno - Parks and Recreation
- 1 East 1st Street - Reno NV 89501 -
Mailing Address: P.O. Box 1900,
Reno NV 89505

Registration Information: - Address: Evelyn
Mount Northeast Community Center - 1301
Valley Road - Reno, NV 89512 - Phone:
775-334-2262
Tel. 775.334.2260 / 775.335.INFO (4636)
Fax: 775.334.2449
Email: renodirect@reno.gov

Methods of Payment

Visa, MasterCard, Other, Discover / Diners

Have Questions?

[Online Registration FAQs](#)

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[Cookie Policy](#)

[Your Privacy Rights](#)

City of Reno PRCS's Policies: [Terms of Use](#)

[Your Privacy Rights](#)

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Step 2

Home Registration Memberships Donations Leagues Information My Cart

Home > Basketball - Adult League Music & Talents

Acc Book Club and Current Event Discussions SeniorGames - Summer Registration #28240

Camps Sierra Kids - (search school name) **Click on 'Sierra Kids' under 'Registration'**

Cards and Inside Games

Community Garden Plots - Paradise Park Soccer - Adult League

Payr Dance Classes Softball - Adult League

ACTIVE network

Account details \$0.00

Balance \$0.00

\$0.00

Pay On Account

family

Baby Duck

Home > Activity search



Activity search Step 3

Search by keyword OR by number Search

When Where Who Activities Reset all

In progress / Future **Sierra Kids - (search school name)**

Found 3 matching result(s)

Sort by: Name

- 24-Spring-SK-Alice Smith AM Only** View fee details
#29591 / Age At least 5y 6m but less than 12y 8m
Sierra Kids and Camps
Starts from Mon, Jan 8 Enroll Now
- 24-Spring-SK-Caughlin Ranch** View fee details
#29593 / Age At least 5y 6m but less than 12y 8m
Sierra Kids and Camps
Starts from Tue, Jan 9 Enroll Now **Find the correct school and click 'Enroll Now'**
- 24-Spring-SK-Desert Heights AM Only** View fee details
#29594 / Age At least 5y 6m but less than 12y 8m
Sierra Kids and Camps
Starts from Tue, Jan 9 Enroll Now

Step 4

Home > Registration search > Flexreg program detail



24-Spring-SK-Caughlin Ranch



2024 - Spring (Mar-May) | #29593

- Jan 9, 2024 - Jun 7, 2024
- Caughlin Ranch - SK I-Pad,
- Age At least 5y 6m but less than 12y 8m, Mixed
- Sierra Kids - (search school name) Youth

Description: Sierra Kids

40 sessions

24-Caughlin Ranch-Morning-01Jan 9-12 ⓘ
Jan 9, 2024 - Jan 12, 2024
Tue, Wed, Thu, Fri 7:00 AM - 9:00 AM

[View fee details](#)

Online enrollment is available now!
Ends on Jan 5, 2024 4:00 PM.

Enroll Now



Click 'Enroll Now'

Step 5

Home > Registration search > Flexreg program detail > Enroll program form



Enroll in 24-Spring-SK-Caughlin Ranch

Required fields are marked *

Select the participant to be enrolled in the program, between 5.5 and 12 years of age.

Who are you enrolling? ^

Participant *

- Baby Duck
- Little Duck
- Daisy Duck
Does not meet age qualification.
- Donald Duck
Does not meet age qualification.

+ Add New Family Member

Fee summary

Subtotal \$0.00
Taxes \$0.00

Total \$0.00

Add to cart

[Register another participant](#)

Step 6

Enroll in 24-Spring-SK-Caughlin Ranch

Required fields are marked *

Fee summary

Subtotal \$0.00
Taxes \$0.00

Total \$0.00

Add to cart

Register another participant

Who are you enrolling? ^

Participant * Little Duck

3 options to select desired days

Days and sessions you are enrolling ^

Select all sessions (1) Select all days/weeks for morning and afternoon

24-Caughlin Ranch Morning 01Jan 9-12 (2) Select 1 week at a time
 [Select dates ^](#)

< Jan 2024 > [Select all](#) [Remove all](#)

| S | M | T | W | T | F | S |
|----|----|----------|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

(3) Select individual days within each week

Note: there are mornings and afternoons. Select programs are AM only.

24-Caughlin Ranch Afternoon 01Jan 9-12
 [Select dates v](#)

24-Caughlin Ranch-Morning-06Jun 3-7 [Select dates](#) All days selected

24-Caughlin Ranch-Afternoon-06Jun 3-7 [Select dates](#) All days selected

Fee summary

[View details](#)

| | |
|--------------|-------------------|
| Subtotal | \$1,750.00 |
| Taxes | \$0.00 |
| Total | \$1,750.00 |

[Add to cart](#)

[Register another participant](#)

Enrollment Details **Step 7**

Who is authorized to pick up Little Duck *

[Daisy Duck](#) [Donald Duck](#)

Custom Question Group

Does Child ride the bus? *

Yes

No

Bus Number? *

62

Have custodial rights have been terminated? (legal documentation is required)- Email documents to parksandrecregistration@reno.gov *

Yes

No

What Grade is your student in? *

Second

Does your student have any medications or allergies? ? Per NRS 392.425, City of Reno staff will not administer or distribute medication; however, please contact our Inclusion Services staff at 775-334-2262 for consultation regarding reasonable accommodations. *

Allergic to bees. Prescribed epi pen.

Physician's Name and Phone Number

Dr. Doolittle, 775-775-7775

Race/Ethnicity - How would you describe your child (for identification purposes)

Shaped like a duck with white feathers and blue eyes.



Scroll down below the dates/times to answer the questions.



2 Options:
(1) Add to cart, OR
(2) Register Another participant if you would like to register more than 1 child

Home > Shopping cart

Shopping Cart

Please be sure the days/weeks are selected accurately - once you check out, dates cannot be changed without contacting a City of Reno employee.



Little Duck LD 1 item, \$1,750.00 in total.

24-Spring-SK-Caughlin Ranch - 29593 \$1,750.00

FLEXREG
190 class(es) added from Jan 9, 2024 through Jun 7, 2024

Use Payment Plan/Balance on Account

| Due date | Amount due |
|------------------|------------|
| Fri MAY 3, 2024 | \$87.50 |
| Fri MAY 10, 2024 | \$87.50 |
| Fri MAY 17, 2024 | \$87.50 |
| Fri MAY 24, 2024 | \$87.50 |
| Fri MAY 31, 2024 | \$87.50 |
| Total \$1,750.00 | |

Confirm payment plan according to the weeks you selected on the previous page.

Order Summary

Subtotal \$1,750.00
Deferred to Payment Plan/Balance on Account -\$1,750.00

Due Now \$0.00

Enter coupon code

Quick Donation

Select campaign

Click 'Check Out'

Waiver

Required fields are marked *

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

- I have read and agree to Code of Conduct [Program Enrollment: 24-Spring-SK-Caughlin Ranch - 29593] ([Attachment](#)).
- I have read and agree to Waiver.
- I have read and agree to SK/Camps Waiver [Program Enrollment: 24-Spring-SK-Caughlin Ranch - 29593] ([Attachment](#)).

Please sign your name below

These waivers can be downloaded to read through all pertinent information. The checkboxes must be clicked and the box below must be signed, in order to move on to the next screen.

Donald Duck

Check Out Step 9

Payment Information

Payment Method

Required fields are marked *

ACT* CityofRenoPark& or Active Network will show up on your credit card statement for this payment.

We accept the following card types:



Name on card *

Card number *

Expiration date *

 /

CVV/CVC * ?

Store this card for future use



! If your order includes recurring donations, automatic membership renewals or payment plans, then your card information is automatically stored for future payments.

[Saving Credit Card Security Guarantee](#) ▼

Billing Address

Mailing Name *No mailing name*

Address 1301 Valley Road, Reno, NV, 89512

[Update billing address](#)

Required fields are marked *

[Create a new payer](#) ▼

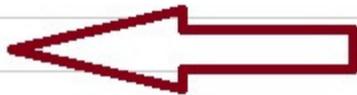
Order Summary

| | |
|---|-------------|
| Subtotal | \$1,750.00 |
| Deferred to Payment Plan/Balance on Account | -\$1,750.00 |

Due Now \$0.00

[Pay](#)

Add card information. The credit card must be valid for the entire semester's payment plan. The credit card on file cannot expire before the final payment due date.



Either confirm the payer's address or add a new payer.



Confirmation

This is what the confirmation page will look like when you've successfully checked out.

Your receipt #3004523.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#)

Receipt Summary



Little Duck

24-Spring-SK-Caughlin Ranch - 29593

FLEXREG

190 class(es) added from Jan 9, 2024 through Jun 7, 2024

PAYMENT PLAN/BALANCE ON ACCOUNT

\$1,750.00

Subtotal \$1,750.00

Deferred to Payment Plan/Balance on Account -\$1,750.00

Total \$0.00

Account Updates: HOW TO

Sierra Kids Before and After School Program. City of Reno
Parks and Recreation.

- Change Auto-Charge Payments or see what card is on file
- Add Authorized Pickups
- See your child(ren)'s schedule
- View Scholarships on file
- Edit information for family members or self
- Pull up transaction and payment history
- Change answers to the questions (i.e. change in medical info or bus # change)
- Make a payment on the account
- The scheduled days and times cannot be changed once submitted. If there are schedule changes, please email parksandrecregistration@reno.gov. All schedule updates are due by Wednesday the week prior to the change.

parksandrecregistration@reno.gov

Account Options for Donald Duck



Donald Duck [Edit](#)

Birth date: Jan 1, 1950
1301 Valley Road Reno, NV 89512

[Password And Security Info](#) [Change Answers To Questions](#) [Waivers](#)

Balance

| | |
|-------------------------------------|------------|
| Credit on account | \$0.00 |
| View credit details | |
| Current balance | \$1,750.00 |
| Due now | \$0.00 |

[Pay On Account](#)

Payment and Order Management



Change Auto-Charge Payments



Saved Credit Cards



Transaction and Payment History



Account Payment Details

[Account Deposits List](#) [Scholarships List](#)

Other Service



Manage Wish List

Duck's family

Baby Duck

Birth date: Mar 17, 2018
Role: Adult / Guardian

Daisy Duck

Birth date: Oct 13, 1994
Role: Adult / Guardian

Donald Duck

Head of Household

Birth date: Jan 1, 1950
Role: Adult / Guardian

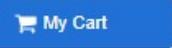
Little Duck

Birth date: Oct 12, 2017
Role: Adult / Guardian

[Manage Family Member](#)

[View Family Members Schedule](#)

☑ See your child(ren)'s schedule



View Family Members Schedule

Print | Add to calendar

Family Members ^ | Schedule types v | Centers v | Facilities v | Reset all

Can filter by month or week view Week Month

- Select which family member's schedule to view
- Select all
 - Baby Duck
 - Daisy Duck
 - Donald Duck
 - Little Duck

Cancel | Apply

| | Tue | Wed | Thu | Fri | Sat | |
|----|--|--|--|--|--|----|
| | | 31 | 1 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 2 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 3 | |
| 4 | 5 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 6 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 7 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 8 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 9 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 10 |
| 11 | 12 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 13 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 14 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 15 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 16 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 17 |
| 18 | 19 | 20 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 21 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 22 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 23 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 24 |
| 25 | 26 | 27 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 28 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 29 Little Duck 7:00AM - 9:00AM 24-Spring-SK-Caug... Little Duck 3:00PM - 6:00PM 24-Spring-SK-Caug... | 1 | 2 |

☑ Add Authorized Pickups



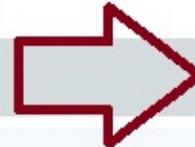
Under 'My Account', click 'Manage Family Members' to pull up this page.

Home > My account > My family members



My Family Members

To add a new authorized pickup that is not on an account, add the new person here.



+ Add family member

Duck family

Baby Duck

Birth date: Mar 17, 2018 Role: Adult / Guardian

Authorized Pickups: Daisy Duck, Donald Duck

Edit Information

Daisy Duck

Set as Main Contact

Birth date: Oct 13, 1994 Role: Adult / Guardian

Authorized Pickups: None

Edit Information

Head of Household

Donald Duck

Birth date: Jan 1, 1950 Role: Adult / Guardian

Authorized Pickups: None

Edit Information

Little Duck

Birth date: Oct 12, 2017 Role: Adult / Guardian

Authorized Pickups: Daisy Duck, Donald Duck

Edit Information

Each family member has an authorized pickups dropdown to add or remove authorized pickups.



- Baby Duck
(775) 334-2262
emnecc@reno.gov
- ✓ Daisy Duck
(775) 334-2262
daisyduck@daisyduck.net
- ✓ Donald Duck
(775) 334-2262
emnecc@reno.gov