



Alamogordo Family Recreation Center

1100 Oregon Ave. Alamogordo, NM 88310

575.439.4142

afrc@ci.alamogordo.nm.us

Welcome to TURKEY WEEK!

Thank you for taking the time to consider enrolling your child for Turkey Week. We strive for a fantastic experience for everyone - parents, children, and staff alike. To help make this a fun and special time, we ask each participant to remain open minded and willing to share, learn, play, explore, and sweat! It is an act of faith to entrust your child with us. We aim to fulfill that trust with a little pre-planning, a lot of enthusiasm, and keeping your child safe and active!

Registration for Turkey Week opens October 26, 2022 at 8 am:

- In house at Alamogordo Family Rec Center (AFRC)

For a smooth registration process, every child needs the following Registration Paperwork completed and returned to front desk at the time of payment:

- ✓ Youth Program Participant Registration Form
- ✓ Youth Participant Information, Authorization and Consent Form
- ✓ Participant Health/Special Needs Information
- ✓ General Medical Information/Questionnaire/Medical Consent
- ✓ Medicine Administration Request Form (if needed)

IMPORTANT:

- **Children are enrolled for the week once fully paid for.**
 - *Spots are not held -No exceptions.*
 - A turned in registration form alone will not guarantee enrollment.
 - Single day spots will only be available if program does not reach max enrollment.
 - Once program reaches max enrollment, children may be placed on waitlist, per parent request.

Once your registration paperwork and payment are received, the next step is to get ready for an amazing week! All of us at AFRC are very eager to meet you!

The following Parent Packet will outline all the details needed for our program! If you have any questions, please contact us at the above-mentioned number/e-mail address. We look forward to having you this!

Best,

Alan Topp - Recreation Coordinator

Phone: 575.439.4142 ext. 4406

Email: atopp@ci.alamogordo.nm.us

Welcome to TURKEY WEEK!

We are a safe, exciting and fun filled day camp program loaded with tons of activities, play, adventures and lasting memories! The following is your parent handbook; we ask that you please review it carefully prior to joining us – we look forward to having you!

TURKEY WEEK 2022

DATES:	November 21, 22 & 23, 2022
DAYS:	Monday – Wednesday
GRADES:	K – 5 TH
TIMES:	7:45 am – 5:30 pm
WEEKLY BASE RATE:	\$60 per child (prices are subject to change)
SINGLE DAY RATE:	\$30 per child per day
REGISTRATION:	<i>All registrations are first come, first serve and must be paid in full (no spots will be held). All the required registration forms <u>MUST be completed prior to the start of the program.</u></i>

LATE FEES & NO SHOW FEE

• LATE PICK UP FEE

- Participants must be picked up by **5:30 pm** – the program end time.
- Parents/guardians are asked to notify AFRC staff if they expect to be late for sign out.
- If notification is made in advance, a courtesy window of 5-10 minutes is allowed.
- The following late fee(s) will be charged for children picked up after 5:30 pm
 - **\$10.00 late fee** - charged if advance notification is not made or if pick up is not made by 5:30 pm
 - **\$15.00 additional late fee** charged every 15 minutes after 5:45 pm
- If child is not picked up by 6:00 pm, the Stranded Child Policy (below) will be implemented.
 - **Stranded Child Policy** – if AFRC has not been notified that a child will be picked up late, staff will proceed through the steps below until the Stranded Child is picked up.
 - Phone call(s) to parents/guardians
 - Phone call(s) to persons listed as child's Emergency Contacts
 - Phone call(s) to persons listed as child's Authorized Pick Up
 - If child is not picked up by 6:30 pm (AFRC closing time) and staff has not received a call back from anyone attempted in steps 1-3, DPS will be contacted to report a stranded child.

• LATE REGISTRATION FEES

- Participants must be registered by 11:59 pm the Saturday prior to the weekly program start date. Any registrations after that time must have program supervisor approval and is subject to a \$15 late registration fee.

REGISTRATION WITHDRAWALS & TRANSFERS

- **WITHDRAWAL (REFUND)** – withdrawal notification must be received at least one week before the start of the program to qualify for a refund. If notification is received less than one week before the start of the program, refunds will not be provided.
 - **All withdrawals (refunds) are charged a \$10.00 administrative fee**
 - Refund processing may take up to 6 weeks dependent on the original payment type (*credit cards = 3-10 business days, check or cash = 3-6 weeks*)
- **TRANSFERS** – a transfer request must be received at least one week before the start of the program. If notification is received less than one week before the start of the program, a transfer will not be provided.
 - **AFRC Multiple Transfer Policy - each child is allowed a maximum of 3 transfers within one fiscal year at no additional cost. After the third transfer, a \$10.00 administrative fee will be charged per transfer.**

PARENT COMMUNICATION BOARD & PROGRAM SCHEDULES - *please read them carefully!*

The parent communication board is in the AFRC Lobby next to the youth program entrance and includes:

Daily Updates:

- The Parent Board will be updated/adjusted accordingly to the daily activities.
- FULL DAY reminders to bring:
 - Sneakers
 - Water bottle
 - Any other items specified in memos/Monthly schedules

Program Schedules:

- A schedule is provided for your convenience
 - Loaded with information and may answer most of your questions!
 - A helpful tool to ready you and your child for the program.
- Provide daily breakdown, assist to identify where children are located for sign in/out, and prepare everyone for upcoming field trips/offsite activities.
 - *For the most up to date info for program location, call our main line at (575) 439-4142.*

We are a structured program and activities are scheduled out months/weeks in advance.

Schedules are subject to change based on unforeseen issues (e.g., inclement weather, transportation/venue issues...).

Program Memos:

- Provided when important unplanned/unforeseen situations may arise.
- Youth Staff will be available to notify parents/guardians when needed.
 - Important memos, however, will be posted and available for pick up at the Parent Communication Board.

PARENT/GUARDIAN MEETINGS

Staff is available to discuss a child's needs at any time for day to day communication.

For lengthy conversations, we ask parents/guardians to arrange an appointment so that we can properly accommodate. We want to focus on you and your child(ren) at these times. We encourage parents to bring concerns up as they occur. We realize that you trust us with your children, and we want our relationship to be a positive one!

YOUTH PARTICIPANT SAFETY

FOR THE SAFETY AND WELL BEING OF ALL YOUTH PARTICIPANTS:

- ALL YOUTH PARTICIPANTS ARE REQUIRED TO HAVE CURRENT/UPDATED EMERGENCY CONTACT/CHILD SIGN OUT LIST INFORMATION ON FILE.
- ONLY INDIVIDUALS LISTED IN THE PARTICIPANT INFORMATION/AUTHORIZATION PORTION OF THE YOUTH PROGRAM PARTICIPANT REGISTRATION FORM MAY SIGN OUT A YOUTH PARTICIPANT.

PHOTO ID

- **PHOTO ID is required for daily sign out.**
 - Requiring ID is a safety practice to keep each child safe.
 - Staff requesting ID for sign out is not intended to inconvenience or offend individuals.
 - Our youth programs frequently receive new faces - we thank you for your cooperation!
- Staff will continue to request ID until they can properly and safely recognize a parent/guardian/designated pickup person on their own and without supervision.
 - This will result in **multiple** ID checks as our staff gets to know you!

After School Frenzy accepts the following valid forms of PHOTO ID ONLY:

State Driver's License/Non-Driver ID Card
Native Tribal Cards
Military/Dependent/Veteran ID Card
Government Issued Passport or U.S. Global Entry Identification Card
Official/Current School Student ID cards (<i>minors only</i>)

Emergency Situations:

- Parents/guardians requesting an unlisted individual (Not on the Emergency Contact/Sign out List) to sign out a child for emergency situations will require Youth Supervisor/Recreation Assistant approval **BEFORE** sign out.

DAILY YOUTH PARTICIPANT SIGN IN / SIGN OUT

- **SIGN OUT – DAILY SIGN OUT IS REQUIRED FOR EACH CHILD.**
- **SIGN IN – FULL DAYS REQUIRE CHILDREN TO BE SIGNED IN TO PROGRAM FOR THE DAY AND SIGNED OUT FOR THE DAY.**
- Individuals verify youth participant sign in/out with time and signature on the Youth Group Roster/Clipboard.
- Individuals signing out a youth participant must have valid Photo ID (see above).
 - Parents/guardians are expected to inform individuals on child's emergency contacts/pick up list to have the proper photo ID prior to child sign out.
- Individuals signing in/out a youth participant must be at least 14 years of age.
- Youth Participants will be signed in/out at the facility/location indicated on the Program Schedule.
 - (e.g., pool, youth room, Griggs Field, etc.)

OFFSITE

In addition to participant sign in/sign out stated above:

- Sign in/out is required for all offsite locations indicated in the Program Schedule.
- *Off-site Safety Guidelines:*
 - Children must be signed in/out after staff has fully accounted for children (head count).
 - **Children are not allowed to be signed in/out at vans.**
 - Staff may indicate when children will be ready for sign in/out.
 - Parents/guardians will remain with child(ren) until sign in/out.

CHILD ABUSE REPORTING

- The safety of youth participants AFRC's priority.
- All staff members are mandated reporters of child abuse.
- If staff suspects a child is being abused, neglected, or in danger, staff MUST a report concerns to the Program Supervisor who in turn, will report to CYFD.

REASONABLE SUSPICION

If an adult is suspected of being under the influence of alcohol and/or other illegal substances (e.g. distinct odor, off behavior, drugs/alcohol in pain view, etc.), staff is state mandated to report the situation to the authorities.

- *A custodial parent/guardian can't be barred from taking their child home. HOWEVER, DPS WILL BE CONTACTED. If it is a person other than the custodial parent/guardian, staff will contact the custodial parent/guardian before releasing the child. Again, DPS will be contacted.*
- ***We ask that you please do not put staff in the position where they may need to take these actions!***

CUSTODY AGREEMENTS

Custody concerns involving youth participants must be discussed with the Program Supervisor prior to registration.

- Full court legal documentation is required to be filed with the Program Supervisor.
AFRC may not deny a parent access to his/her child without proper documentation.
 - Documentation must clearly indicate
 - Individual(s) stated as legal guardian(s).
 - Individual(s) not permitted contact with youth participant(s).
 - Dates legal arrangements are valid for.

EMERGENCY ILLNESS/INJURY/MEDICINE ADMINISTRATION REQUEST FORM

EMERGENCY ILLNESS/INJURY

- Parents/ guardians will be contacted in the event a child sustains a serious injury or illness during the program.
- In emergency situations, AFRC staff is not allowed to transport children.
- Dependent on the severity of the situation, the parent/guardian or Emergency Services will be contacted to transport child.

MEDICATION

If your child must take medications while in our facility:

- **Parent/guardian must inform the Program Supervisor/Recreation Assistant of any medication on the Medicine Administration Request Form.**
 - No medication will be administered without this form.
- All medication must be properly checked and approved by Program Supervisor/Assistant.
- All medication, over the counter and prescription, must remain in it's original packaging.
- Medicine will be kept in a locked cabinet for safe keeping.
- Staff will maintain medicine administration log sheet each dosage.

Our goal is to keep all children safe. To prevent improper use of medicine, accidental overdose and/or other children gaining possession of these medications, we ask:

- Do not send over the counter or prescription medicine with your child(ren) via backpacks, lunchboxes, pockets, etc.
 - *Note – any medication discovered in the possession of a child and without proper documentation with the Youth Supervisor will result in immediate confiscation and notification of parent/guardian.*

SPECIAL NEEDS OR CONSIDERATIONS AND ILLNESSES

SPECIAL NEEDS OR CONSIDERATIONS

Please notify staff of any restrictions that might keep your child from participating in a scheduled activity (e.g., asthma, allergies, swimming ability, sun sensitivity, etc.).

CONTAGIOUS ILLNESSES OR INFECTIONS

If your child has a contagious illness or an infection (e.g., flu, pink eye, ringworm, lice, athlete's foot, etc.), you are required to remove your child from the program until the infection or illness is cured and there is no chance of spreading the infection to other children.

- **BE CONSIDERATE TO EVERYONE'S WELLBEING:**
 - DO NOT BRING A SICK CHILD(REN) TO THE PROGRAM.
 - Children with signs of a contagious infection or illness – e.g., fever, vomiting, lice...will be sent home.
 - ***Staff will request a doctor's release when necessary.***

ACTIVITY PARTICIPATION

Children are expected to participate in all activities. We understand that they will not like every activity, but we do ask that they attempt each one and participate in some way. Program schedules and activities are planned weeks in advance and may not be easily changed on short notice.

DRESS CODE

- **Comfortable "play clothes" are strongly suggested as we are active, crafty, and fun! Layers are best for cool and/or rainy days.**
- **Children must wear closed-toed TENNIS SHOES each day as we are an active program. Boots, flip flops, and sandals are not comfortable or the best option when children will be running, walking, and/or hiking throughout the day.**
- **Any dresses/skirts worn must have shorts under them.**

BREAKFAST, LUNCH, AND SNACKS

BREAKFAST/ LUNCH

- Turkey Week does not provide breakfast or lunch.
- Children are to bring lunch from home.
 - AFRC does not have a kitchen area/microwave available to warm lunches.

SNACKS

- Daily snack is provided at approximately 3:30 – 4:00 p.m.
- There is no additional fee for snacks.
- A variety of snacks are served along with drinking water.
 - For a complete list of snacks offered, please check with the Youth Office.
- Children can bring snacks from home.
- ***Children with special diet restrictions MUST provide alternate snacks to meet child's dietary needs.***
 - Parents will inform AFRC at time of registration in the "Food Restrictions" area of the registration packet if any AFRC snacks are not allowed.

VENDING MACHINE SNACKS

If approved by parent/guardian, participants may purchase snacks/drinks from AFRC vending machines with their own money.

Vending Machine regulations:

- Children are responsible for their own vending money.
 - AFRC is not responsible for any lost money.
- Vending machines are not owned or operated by the City or AFRC.
 - Prices/availability are determined and set by the vending company.
- AFRC will not refund any vending money.
- Limit of ONE snack per child.
- Limit of ONE beverage per child – only caffeine free beverage options allowed (e.g., Fanta, Sprite, PowerAde, etc.).
- Children will NOT be allowed to share snack money with any other child.

In the event of broken machine, offsite field trips, loss of privileges, children may have the snack of the day instead of purchasing one.

SPECIAL GROUP SNACKS/CELEBRATIONS

There may be times that parents/guardians would like to generously share treats with the group for celebrations (e.g. birthday cake, cupcakes, pizza, etc.). If you'd like to treat our kids, please remember the following:

Special group snacks must be:

- Prepackaged - *Please no homemade snacks*
- Unopened
- In original package
- Contain original list of ingredients

DIETARY CONSIDERATIONS

Due to each child's own special dietary needs and restrictions, we will speak to children as a group to not share food, drinks, or snacks with fellow children. Failure to do so may result in disciplinary action.

FIELD TRIP

FIELD TRIP ATTENDANCE

Children may join us on field trips for Turkey Week! Some of these trips may be planned out of town, and/or require an additional fee.

Field trips are not required, however, we put all our time and effort in to planning them. If your child cannot join us, the following will apply:

- Children unable to join the field trip may need to have other alternate care for that time arranged prior to the scheduled field trip as staff will be expected to join the group off site.
- Children unable to join the field trip due to any disciplinary/Action Plan reasons will require parents/guardians to find alternative childcare arrangements for that time/day.
- Children unable to join a field trip due to Late arrival (after scheduled departure time) will require parents/guardians to find alternative childcare arrangements for that time/day.
 - Departure times are indicated on the Program Schedule – please review carefully to ensure your child arrivals promptly.

Alternate activities in these instances may not be guaranteed pending staff shortage, staff to child ratios, etc.

NO REFUNDS/TRANSFERS FOR REGISTRATION AND/OR FIELD TRIP FEES ARE GRANTED FOR THESE SITUATIONS.

FIELD TRIP FEES

Once paid to youth staff, field trip fees are not guaranteed for refund, especially in situations where fees are paid in advance, the group has been given a special "group fee" by a third party, and/or the child has lost privileges while on the field trip.

- **ALL Field trip fees must be paid CASH ONLY.**
- Field trip fees must be paid to AFRC Youth Staff.
 - *Please do not pay any field trip fees at Front Desk!*
- Field trip fees must be paid by time/date indicated on the program schedule.
- Receipts are available upon request.

FIELD TRIP PROCEDURES

- Initial Roll Call – prior to departure a roll call/head count will be taken and documented.
- Group/Participant ID – participants will be given a designated wristband to distinguish them from other groups.
- Youth Staff will closely supervise Youth Participants.
- Frequent head counts and roll calls will be kept and documented.
- Departure - all field trip vehicles will depart promptly and at the same time.
- Upon destination arrival – If multiple vans are utilized, the group will meet at destination.
 - An onsite roll call will be conducted to account for all participants.
- This process will be repeated in reverse when leaving the field trip destination.

FIELD TRIP TRANSPORTATION

Transportation will be provided for program field trips. Generally, participants will be transported in AFRC vans driven by AFRC staff unless otherwise notified.

PARENT/GUARDIAN CHAPERONES

Parents/guardians are welcome to chaperone field trips and require:

- 2-week notice to Program Supervisor before scheduled field trip.
- Chaperone Application - Signed Liability Wavier & Background Check (located at front desk).
- Parent Signed in on Parent Volunteer Binder (found in Youth Office).
- Chaperones will need to make travel arrangements to meet at field trip location.
- Chaperones will pay their own field trip fee (e.g. entrance fee, movie ticket, lunch, etc.).

PROGRAM CORE RULES/EXPECTATIONS

PROGRAM RULES

We are committed to create a physically and emotionally safe experience for all.

To achieve this, clear expectations along with program rules will be discussed and reviewed with children.

Parents/Guardians are responsible for reading and reviewing attached "PROGRAM RULES" with children prior to start date.

Should a child exhibit behavior that is inappropriate, the Youth Staff will redirect in a way that emphasizes a more positive and appropriate behavior. When necessary, youth staff will discuss behavior situations with the youth participant.

At times, it is also helpful for us to contact the parents/guardians to provide insight into the behavior and possible solutions.

While it is our preferred practice that children remain at ASF, in rare cases a parent may be asked to remove a child from the program environment at the parent's expense. In this event, no refunds will be made.

IMMEDIATE SEND HOME

The following situations will result for a youth participant to be sent home immediately while any further action required (e.g. suspension, expulsion, etc.) pending the severity of the incident is reviewed:

- Physical harm to themselves or another person
- Possession and/or use of alcohol or drugs
- Possession and/or use of cigarettes
- Possession of weapons
- Running away
- Theft
- ***Any other behavior determined to be unsafe, intentional, and unacceptable.***

DISCIPLINE/ LOSS OF PRIVILEGES

If a child is involved in an incident involving inappropriate behavior:

- Parents/guardians will be notified of the incident via phone call and/or at daily sign out, depending on the severity of the Incident.
- If the problem continues after consulting the parent/guardian, the participant may (at the discretion of the Youth Program Supervisor/Recreation Assistant):
 - Lose privileges (e.g. group play, separated from friends, loss of field trips, etc.)
 - Earn a "write up" (a.k.a. Incident Report - see attached sample form)
 - Be sent home for the day*
 - Earn suspension/removal from the program *
 - ***Note – no refunds will be given if a child is sent home or suspended.**

WRITE UPS (a.k.a. INCIDENT REPORTS)

- Write Ups – 1st Write up, 2nd Write up, and/or Multiple write ups
 - Incidents will be documented as well as discussed with parents/guardians.
 - Future expectations will be outlined to both child and parent/guardian along with any Immediate Action, if needed, based on the severity of incident.
 - Repeat incidents resulting in suspension/expulsion will be reviewed with parent/guardian and Youth Program Supervisor (Rec Assistant in Supervisor's absence).

SUSPENSION/EXPULSIONS

A child with Multiple Writes Ups on file or very serious incidents (e.g. safety concerns, violent outbursts, harming self or others, etc.) will be subject to suspension/expulsion at the discretion of the Youth Program Supervisor.

If your child has been placed on a Suspension, a parent/guardian Post Suspension Meeting is required with the Youth Program Supervisor **PRIOR** to the return of a camper.

ACTION PLANS

- Any child returning from suspension will be placed on an Action Plan.
- Action Plans will be reviewed with parent/guardians prior to the child's return to camp during a required Post Suspension Meeting with Program Supervisor.
- The Action Plan will outline future safety and behavior expectations, any limitations of program expectations (e.g. loss of pool time, chaperoned field trips, etc.) and set goals on how to achieve desired behavior with the parent/guardian.

DISCIPLINE ADVISORIES

- ***Select privileges may be suspended (e.g. field trips, educational presentations, etc.) if a child has multiple behavior issues that have posed safety and/or supervisory issues.***
- ***Suspension of child while on field trip or at an offsite location - local or out of town.***
 - ***Dependent on situation, the parent/guardian will be required to pick the child up at that location (e.g., posing a safety threat to self or others).***