



CITY OF ALAMOGORDO – COMMUNITY SERVICES DEPARTMENT

## Alamogordo Family Recreation Center

1100 Oregon Ave. Alamogordo, NM 88310 575.439.4142 ext. 4406

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*This year Camp Cottonwood is a fun, safe and exciting 12-week half-day camp loaded with tons of activities, fun adventures, and lasting memories!*

### Welcome to Camp Cottonwood 2021!

We are thrilled that your family has chosen Camp Cottonwood as a summer experience for your child. We want to make this summer a fantastic experience for everyone - parents, campers, and group leaders 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 to us during their time at camp. We aim to fulfill that trust with a little pre-planning, a lot of enthusiasm, and keeping your child safe and active!

The first step is to help make the registration process as smooth as possible. **Due to current COVID guidelines, we are only permitting enrollment in either the AM session or PM session at this time and will have limited spots available in each session. We will let you know if that changes in the future and appreciate your understanding during this time.**

Each camper will need the following information filled out and turned in to us at the time of registration along with payment:

- Youth Program Participant Registration Form
- AFRC Emergency Contact/Child Sign Out List
- Participant Health/Special Needs Information/Medical Consent
- Medicine Administration Request Form (if needed)

Registration for camp opens May 6, 2021 at 8 am – in-house at Alamogordo Family Rec Center or on-line at <https://secure.rec1.com/NM/alamogordo-recreation/catalog>. Registration remains open until all spaces are filled. You can access all of the required forms on our website at:

<https://ci.alamogordo.nm.us/575/Camp-Cottonwood>, print them and bring them with you to the AFRC or you can also complete the registration and emergency contact/child sign out list forms online at:

<https://ci.alamogordo.nm.us/FormCenter/Recreation-Center-28/AFRC-Youth-Participant-Registration-Form-150>

<https://ci.alamogordo.nm.us/FormCenter/Recreation-Center-28/AFRC-Emergency-Contact-Child-Sign-Out-Li-151>

Submitting the forms online before the registration date does NOT guarantee enrollment in the program. Children are only enrolled for weeks that are fully paid for.

The forms containing medical information must be provided in-person as they contain sensitive information.

Once we have received your paperwork, the next step is to get ready for an amazing experience! All of us at Camp Cottonwood are very eager for you to join us. The following Parent Packet should give you all the details you need to know about camp!

If you have any other questions, please call, or e-mail us at the above-mentioned number and e-mail address. Until then, we are looking forward to seeing you this summer!

Best,

Alan Topp

Recreation Coordinator

# CAMP COTTONWOOD POLICIES/INFORMATION

**DATES:** May 24 – August 11  
**DAYS:** Monday – Friday  
**TIMES:** 7:30 am – 11:30 am or 1:00 pm – 5:00 pm

WEEK	DATES	COST	WEEK	DATES	COST
#1	5/24-28/21	\$45	#7	7/6-9/21	\$36
#2	6/1-4/21	\$36	#8	7/12-16/21	\$45
#3	6/7-11/21	\$45	#9	7/19-23/21	\$45
#4	6/14-18/21	\$45	#10	7/26-30/21	\$45
#5	6/21-25/21	\$45	#11	8/2-6/21	\$45
#6	6/28-7/2/21	\$45	#12	8/9-11/21	\$27

- **Cost is per child.**
- **Field trip fees are NOT included in registration fee.**
- **“Drop Ins” or “Day by Day” is not an option during Camp Cottonwood**

## 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 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 only 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.**

## LATE PICK UP FEE

- **LATE PICK UP FEE**
  - Participants must be picked up by **11:30 am or 5:00 p.m.** – the program end time.
  - Parents/guardians are asked to notify AFRC staff if they expect to be late.
  - If notification is made in advance, a courtesy window of 5-10 minutes will be given.
  - The following late fee(s) will be charged for children not picked up by programs’ end.
    - **\$9.00 late fee - charged if advance notification is not made or if pick up is not made by programs’ end.**
    - **\$15.00 additional late fee** charged every 15 minutes starting *15 minutes after programs’ end.*
  - If child is not picked up by 45 minutes after *programs’ end*, 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.
  1. Phone call(s) to parents/guardians.
  2. Phone call(s) to persons listed as child’s Emergency Contacts.
  3. Phone call(s) to persons listed as child’s Authorized Pick Up.
  4. If child is not picked up by 45 minutes after *programs’ end* and staff has not heard from any persons attempted in steps 1-3, DPS will be contacted to report a stranded child.

**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:***

- ***Children will need the following items EVERY DAY for camp:***
  - Face Mask
  - Sunscreen
  - Water bottle
  - Sneakers
- The Parent Board will be updated/adjusted accordingly to the daily Group activities.

***Group Schedules:***

- Monthly Group Schedules are 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 hourly breakdown for the day, 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 Groups’ 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...).*

May Group Schedules will be available for pick up at the Parent Communication Board:

***Friday, May 14th, 2021.***

***Program Memos:***

- Camp Cottonwood is an ever-evolving program!
- 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 make appointments so that we can properly accommodate. We want to be able to focus on you and your child(ren) at these times. We encourage parents to bring concerns up when they occur. We realize that you trust us with your children, and we want our relationship to be a positive one!

## YOUTH PARTICIPANT SIGN IN/SIGN OUT

### 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 EMERGENCY CONTACT/CHILD SIGN OUT LIST FORM MAY SIGN OUT A YOUTH PARTICIPANT.

### PHOTO ID

- **Staff will require PHOTO ID before releasing the child at 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.
    - Camp Cottonwood receives new faces on a weekly basis, and 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!

#### **Camp Cottonwood accepts the following valid forms of PHOTO ID:**

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 individual to sign out a child that is not listed on the "Pick-Up List" for emergency situations will require Youth Program approval **BEFORE** signing out.

### DAILY YOUTH PARTICIPANT SIGN IN / SIGN OUT

- Individuals verify youth participant sign in/out with time and signature on the Youth Group Roster/Clipboard.
- Temperature of each youth participant will be taken daily, prior admittance to program. Temperatures above 100.4° F or other symptoms of COVID-19 will not be admitted.
- Individuals signing out a youth participant must have valid Photo ID (see below).
  - 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 Group Schedule.

### OFFSITE

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

- Sign in/out is required for all offsite locations indicated in the Group 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 the children is always our first concern:

All staff members are mandated reporters of child abuse. If staff suspects a child is being abused or neglected, they MUST/WILL make a report to the Program Supervisor who in turn, MUST/WILL report to CYFD.

## **REASONABLE SUSPICION**

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

- *A custodial parent/guardian cannot 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**

If there are custody issues involved with your child, you must provide the Program Supervisor with full court papers indicating who has permission to pick up the child. AFRC may not deny a parent access to his/her child without proper documentation.

## **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 Recreation Coordinator/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 Recreation Coordinator/Assistant.
- All medication, over the counter and prescription, must remain in its original packaging.
- Medicine will be kept in a locked cabinet for safe keeping.
- Staff will maintain medicine administration log sheet each time medication is given to a camper.

Our goal is to keep all children safe while at camp. To prevent improper use of medicine, accidental overdose and/or other campers 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 Recreation Coordinator will result in immediate confiscation and notification of parent/guardian.*

## SPECIAL NEEDS OR CONSIDERATIONS/ILLNESSES

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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., COVID, 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. ***Staff has the right to request a doctor's release if necessary.***

**PLEASE BE CONSIDERATE TO EVERYONE AT CAMP AND DO NOT BRING SICK CHILD(REN) TO THE PROGRAM – children with signs of a contagious infection or illness – e.g., fever, vomiting, lice...will be sent home.**

## ACTIVITY PARTICIPATION

Children are anticipated to participate in all our fun activities! We understand children may not like everything we do, however, children will be asked to attempt and participate in some way.

### 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

At this time, due to COVID we will not be participating in Alamogordo Public School's Summer Lunch Program. This is due to the many health and safety restrictions implemented by the state of New Mexico. At the point, this program becomes safe and available to us again, we will notify parents a week before engaging in the activities so you can plan accordingly.

### SNACKS

- Daily snack is provided at approximately 10:30 am – 11:00 am or 4:00 – 4:30 p.m. dependent upon program you have registered for.
- 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 with special diet restrictions may need to provide an acceptable snack to meet their dietary needs.
  - Parents would inform AFRC at time of registration in the “Food Restrictions” area of the registration packet if snacks provided by AFRC are not allowed.

## **VENDING MACHINE SNACKS**

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

Vending Machine regulations:

- Be 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.)
- When vending is not an option (e.g., loss of privileges, field trips, broken machine, etc.), children may:
  - have the camp snack of the day or
  - they may bring their own snack.
- Children will NOT be allowed to share snack money with any other child.

## **SPECIAL GROUP SNACKS/CELEBRATIONS**

There may be an opportunity for parents/guardians to treat campers to a special group snack (e.g., birthday cake, cupcakes, pizza, etc.).

Special group snacks must be:

- Prepackaged
  - **Homemade snacks are not accepted at camp.**
- Unopened
- In original package
- Contain original list of ingredients.

## **DIETARY CONSIDERATIONS**

***Due to each child's dietary needs and restrictions, we ask that youth participants do not share food, drinks, or snacks with other children.***

## **SWIMMING & FIELD TRIPS**

At this time, due to COVID we will not be visiting AFRC's swimming pool or any of our other field trip locations. This is due to limited staffing at our swimming pool and the many health and safety restrictions implemented by the state of New Mexico. At the point these activities become safe and available to us again, we will notify parents a week before engaging in the activities so you can plan accordingly.

## **CAMP COTTONWOOD RULES/EXPECTATIONS**

### **CAMP RULES**

We are committed to creating a physically and emotionally safe place for all.

To provide this, clear expectations for campers' behavior are discussed with the campers upon arrival at camp.

## Please refer to attached “CAMP COTTONWOOD RULES”.

Should a camper 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 campers remain at camp, in rare cases a parent may be asked to remove a camper from the camp environment at the parent’s expense. In this event, no camp 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 is reviewed:**

- possession and/or use of alcohol or drugs
- possession and/or use of cigarettes
- possession of weapons
- physical harm to themselves or another person
- running away from camp
- theft
- other behavior determined to be 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 Recreation Coordinator/Recreation Assistant):
  - Lose privileges during camp (e.g., group play, separated from friends, loss of field trips, etc.)
  - Earn a “write up” (a.k.a. Incident Report)
  - 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 – 1<sup>st</sup> Write up, 2<sup>nd</sup> 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 Recreation Coordinator (Rec Assistant in Coordinator'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 Recreation Coordinator.

If your child has been placed on a Suspension, a parent/guardian Post Suspension Meeting is required with the Recreation Coordinator ***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 Recreation Coordinator.
- 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).

## **COVID PROCEDURES/PRACTICES**

**As a recreation facility and youth program, we are required to adhere to COVID Safe Practices set by the New Mexico Department of Health. As a participant in our program, here is what you and your child can expect:**

- **Daily Temperature Checks/screenings at drop-off/check-in. Campers with symptoms (fever, cough, runny nose) or a temperature higher than 100.4 degrees Fahrenheit will be turned away and referred to their healthcare provider.**
- **Masks will be required of adults and campers to enter the facility. Campers must always wear masks with exceptions for eating, drinking and medical requirements.**
- **To start the program, there will be two cohorts, AM & PM groups, to minimize cross-contamination and mitigate risk of exposure. If we can add cohorts later, staff will notify you.**
- **Staff will monitor and enforce social distancing.**
- **High-use areas and high-touch surfaces will be disinfected/sanitized frequently.**
- **Areas of facility used by campers (restrooms, youth room, multi-purpose room, gym) will be disinfected/sanitized during the break between AM & PM cohorts.**
- **Any supplies/equipment will be disinfected/sanitized between use.**

If you or your child:

- has COVID
- symptoms of COVID
- are waiting for COVID test results
- have been exposed to someone with symptoms or a confirmed/suspected case of COVID, please stay home and do not come to camp.

For children experiencing symptoms of COVID during camp:

- Child will be escorted to designated isolation area.
- Parent/guardian will be contacted, and child will be sent home and referred to their healthcare provider.
- Staff has a right to request a doctor's release for child to return to camp.

For a positive COVID case or close contact with a person who has tested positive (staff or camper):

- Positive individual and parents/guardians will be informed that the positive individual will need to self-isolate for 10 days from the specimen collection leading to a positive test result and until fever-free for 24 hours without fever reducing medication and until symptoms are improving.
- Staff will notify the New Mexico Department of Health immediately so contact tracing can occur.
- Staff and campers who have had close contact with a person who has symptoms will also be separated and sent home.
- Staff will notify other campers and parents/guardians of possible exposure in accordance with applicable privacy laws as well as any camp closures/restrictions because of exposure.
- Fully vaccinated staff members that were sent home but exhibit no symptoms after exposure are not required to quarantine.
- Sick staff members or campers should not return to camp until they have met [CDC's recommendations to discontinue home isolation](#)
- Areas used by sick person will be closed off and not used until cleaned and disinfected.

Needless to say, all of this will affect our program and could result in delays or cancellations, so it is imperative that everyone does their absolute best to follow all guidelines and procedures to ensure a healthy and safe camp this summer.

Anyone with youth program COVID concerns should contact:

Alan Topp

Recreation Coordinator

575-439-4142

[Atopp@ci.alamogordo.nm.us](mailto:Atopp@ci.alamogordo.nm.us)