

**Angel Fire Community Center
Angel Fire Day Camp
Parents Handbook**

Welcome to the Angel Fire Kid's Camp Program. We are based out of the Angel Fire Community Center, located 15 CS Ranch Road and at 8600 feet. We ask that all parents read the following to get an idea about how safe, fun and exciting your child's summer can be.

Please complete the following registration for EACH child. This information is essential to your child's health and safety. If your child has special needs or is on any medication, please notify the staff as soon as possible.

In order to insure your child's registration with the Summer Camp during the times you desire, please be sure to complete the following check list:

_____ Day Camp Parent Guidelines (Be sure you are familiar with our registration/cancellation policies)

_____ Fill out all 2017 Forms and Paperwork:

- *Health Registration
- *Consent to Treat Form
- *Sign In/Out Form
- *Permission Slip for Various Activities
- *Day Camp Parent/Child guidelines

_____ Once Paperwork is completed, before attending camp, payment is required to assure a spot. However, camps fill up quickly, and we cannot guarantee your child will be able to attend if registration is already full. You may download forms at our website www.angelfirenm.gov. Please click on the Community Center/Day Camp link.

_____ The weekly camp schedule can be viewed at our website, www.angelfirenm.gov. Please click on the Community Center/Day Camp link. (Please have appropriate supplies for the days listed on the schedule)

_____ Keep your receipts and bring them upon your child's arrival the first day of camp.

Please call the Angel Fire Community Center with any questions at (575) 377-1544. You may also fax forms to 575-377-1714, email to stibljias@angelfiren.m.gov, or mail to PO BOX 610. We look forward to a wonderful summer with your children.

**Don't hibernate this summer....
RECREATE!**

**Angel Fire Day Camp
Sign In/Out Form**

Permission for other people to sign your child in and out of Camp:

I, _____, give the following individuals:
(Circle one/both) in out (Circle one/both) in out
_____ in out _____ in out
_____ in out _____ in out

permission to sign my child, _____, in/out
(Child's name)
of camp.

Parent's signature

Please return this form to us on or before the first day of camp.

The following individuals are **not allowed** to check out my child:

Angel Fire Day Camp

My child, _____, has my permission to participate in activities and field trips with the Angel Fire Summer Kids Camp from June 12, 2017 thru August 4, 2017. My child also has my permission to ride in the Community Center busses and vans.

Signed: _____ Date: _____
Parent or Legal Guardian

Please read the following Angel Fire Summer Recreational Camp Guidelines. If you have any questions or concerns, please contact (575) 377-1544.

I have read and agree to adhere to the Angel Fire Kids Summer Recreational Camp Policies and Procedures.

_____ Date: _____
Parents Signature

Please return this form to us on or before the first day your child attends camp.

Day Camp Policies and Procedures

Day Camp Dates:

June 12, 2017 thru August 4, 2017

Day Camp Hours:

Monday thru Friday

Drop off: 9:00 AM

Pick Up: 4:00 PM

Late Pick-up:

Parents will be charged \$10.00 every 15 minutes past 4:00pm.
(Unless other arrangements have been made in advance)

Day Camp Ages:

Children ages 5 - 12 are welcome at the Angel Fire Day Camp. No exceptions to the 5 year old start date.

Camp Phone: 575-377-1544

Please call 575-377-1544 (Shay), or visit our website www.angelfiren.m.gov, Community Center/Day Camp/Calendar link, for the latest updates for the Angel Fire Camp. If an activity has been changed, we will update the calendar accordingly.

Day Camp Registration:

Registration forms can be downloaded at our website www.angelfiren.m.gov and click on the Community Center/Day Camp link. All registration forms must be completed and turned into the Community Center. They can be faxed to 575-377-1714, or e-mailed to stiblj@angelfiren.m.gov, or mailed to:

Angel Fire Community Center

Attn: Shay Tibljas

PO BOX 610

Angel Fire, Nm 87710

The Angel Fire Day Camp has limited space for kids, so sign up early. Registration and space will be guaranteed **only after all forms are completed, turned in and all fees paid. We do accept credit cards.

Day Camp Fees:

- One Day Fee, Colfax County residents: \$25.00/\$20.00 additional family member
- One Day Fee, Non-residents: \$45.00/\$40.00 additional family member

- Weekly rate: \$110.00, Colfax County Resident/Additional family member - \$85.00
- Weekly Rate, non-residents, \$200.00/Additional family member - \$180.00

****Tax is included in all fees****

NO REFUNDS FOR DAYS NOT ATTENDED

Staff:

We will have one Supervisor, and an assistant as needed by attendance.

Maximum number of children - 22

Walk-ins are welcome based on space available.

Transportation:

The Angel Fire Community Center has a bus that will be used to transport the children.

Daily Camp Activity Policies and Procedures

Activity schedules will be made available to campers and their parents every week. Schedules will be made 1-2 weeks in advance. Please read the schedules carefully so that you can plan for each day's events accordingly. The schedule is subject to change depending on weather conditions and/or situations beyond our control. Schedules can be found at the Community Center or online at: www.angelfirenm.gov or at www.angelfirefun.com.

Campers daily Supplies:

- >Lunch
- > Backpack
- > Close toed shoes on hike, horseback riding or Resort days
- >2 Snacks
- >Sunscreen
- >Warm clothes
- >Filled Water bottle
- >Swimsuit (swim day)
- >Rain Gear
- >Towel (swim day)

Children will be responsible for their own gear. Items that are easily lost or of significant sentimental or monetary value should not be brought to camp. The Angel Fire Community Center, Angel Fire Summer Recreational Kids Camp and the staff, are in no way responsible for lost, misplaced or stolen items. Toys or money should not be brought to camp unless it is noted otherwise on the schedule.

Sign-in and Sign-out Procedures

Every morning and afternoon, the parent/guardian of the child will sign them in/out. Children will not be allowed to leave with another individual unless that individual is on the Sign In/Out waiver.

Drop off- Drop off is between 8:45 and 9:00 am at the Angel Fire Community Center. Campers must be dropped off **no later than 9:30 am**. The group may have a scheduled activity at another location, and if you are late, you may miss out on the day's activities. **There will be no refunds as your registration may have taken the spot of another potential camper.**

Pick-up- Pick up is between 3:30 and 4:00 pm at the Angel Fire Community Center. If you are late picking up your child, you will be charged at rate of \$10.00 for every 15 minutes that you are late - due at the time you pick up your child (unless arrangements were made ahead of time). Counselors are required to stay until all children are picked up, therefore, we will need to contact the local police if parent/guardian do not arrive by 6:30 pm, and we have not heard from the parents.

Visitors Policy- We highly encourage visitors to wait until camp is over to visit with campers. Their name must be on the parent's check-in list. However, you may visit the Community Center anytime during

business hours.

Pictures Policy-

When your child attends camp, staff sometimes takes pictures of the kids and activities they are doing. These pictures may be used for marketing the camp, on the Village Website, Social Media sites, flyers and brochures.

Health and Emergency Policies and Procedures

Injured Children

Our camp Supervisors are trained in First Aid and CPR. If your child becomes ill or injured during camp hours, you will be asked to come pick them up. Injuries will be reported immediately.

If at any time throughout the summer, your child develops a medical condition, please notify us.

In any event of illness, injury or accident, parents will be contacted.

Sick Children Rules and Regulations

-Camp policy requires all children who have a fever, were just placed on antibiotics, or have diarrhea or vomiting, must not attend camp for 24 hours.

-Children who come to the camp sick will be sent home with no refunds available.

**If your child does become sick and you are preregistered, please let us know as soon as possible and the circumstances will be reviewed, and a decision made in regard to refunds.

Medications

We cannot administer any medications to children, except sunscreen. Arrangements must be made in advance if your child must take a medication during the day.

**Sunscreen is considered a medication. Please mark "yes" on the camper Health Registration Form for counselors to apply your child's sunscreen.

Inclement Weather Policy and procedure

In the event of inclement or excessively hot weather, we may cancel outdoor activities. Any lightening, wind gusts or temperatures above 90 degrees may qualify for the canceling of outdoor activities. If the

weather becomes inclement while we are off site, we will go to the nearest shelter and return to the Community Center.

Discipline Policies and Procedure

Discipline is the support, guidance and encouragement that we use to influence children as they learn and grow. Our staff is trained to handle situations that may arise at camp. In order to provide all of our campers with a safe, supervised environment, we must adhere to certain guidelines and expectations for appropriate behavior. The framework for these guidelines will foster responsibility, self-discipline, growth and judgment with our campers. Behavior issues that persist will be handled through a system of communication that includes children, their parents or guardians and a supervising staff member. We encourage parents to communicate with counselors as often as possible regarding concerns, to ask questions or simply inquire about their child's day.

If a child fails to adhere to the safety measures put into place at the camp, the camp staff may have to intervene to ensure the safety of all. This will be done in a safe, effective manner, deem fit by the camp staff, based on the situation. It may be required that a parent come and pick up their child to ensure the safety of the group. The child may return to camp once the situation has been discussed with a supervising staff member, parent and child.

Questions, Comments and Concerns

We welcome your comments, questions and concerns. They may be directed to the Day Camp Supervisor or Community Center Supervisor.

Contact Numbers:

Angel Fire Community Center - 575-377-1544

[www.angelfirenm.gov /Community Center/Day Camp](http://www.angelfirenm.gov/Community%20Center/Day%20Camp)

We look forward to seeing your child/children in camp this year!