

City of Santa Fe After School Registration Packet



Registration for after school will begin Monday August 2, 8:00am-5:30pm.
Registration will be on a first come, first serve basis. Space is limited.
Programs are for youth 6-17 years of age.

- Proof of age is required, please bring one of the following:
 - Birth certificate
 - Immunization records
 - Passport
- Please provide 2 Proofs of Income: **(Day Camp Registration only)**
 - Most recent taxes return
 - Most recent Pay Stub/Social Security/Disability
 - Free or reduced lunch form.

Child's Name: _____ Date of Birth: _____ Age: _____

Name of School Child Attends: _____

City of Santa Fe Youth Program Contact Form

Child's Name: _____ **Date of Birth:** _____ **Age:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Do you grant permission for City of Santa Fe youth program staff to assist your child with applying sunscreen?
(circle one) Yes No

Do you grant your child permission to watch G and PG rated movies while attending the City of Santa Fe youth program. (circle one) Yes No

Parent/Legal Guardian Contact 1: _____ **Email:** _____

Cell: _____ **Work:** _____ **Home:** _____

Parent/Legal Guardian Contact 2: _____ **Email:** _____

Cell: _____ **Work:** _____ **Home:** _____

Emergency contact # 1: _____ **Phone:** _____
(Other than parent/guardian)

Emergency contact # 2: _____ **Phone:** _____
(Other than parent/guardian)

Authorized Pick-up: _____ **Phone:** _____

Authorized Pick-up: _____ **Phone:** _____

Authorized Pick-up: _____ **Phone:** _____

Is there anyone that is NOT authorized to pick-up your child? _____
(Please inform the Youth Director and provide documentation of custodial arrangements/restraining orders. We understand this is a sensitive subject, however it is important for the safety of your child).

Allergies/Restrictions

Is your child allergic to any medications, foods, environmental or other substances? Yes No

If yes, list allergen, describe reaction when exposed and treatment required: _____

Is your child restricted from eating certain foods or participating in any activities? Yes No

If yes, list restrictions: _____

Medications

Does your child currently take any medication? Yes No If yes, what _____

Why? _____ When? _____ How? _____

Behavioral

Does your child have any sensory, physical and/or behavioral difficulties that you believe would be helpful for the supervising staff to know? Yes No If yes, what _____

Medication Procedures:

New Mexico State law prohibits persons from giving medications to a child unless they are the child’s parent or guardian, relative, or licensed health professional. Campers will self-administer inhalers, and inject-able medication, and apply sunscreen and bug spray when needed. For safety reasons, campers may not maintain possession of their medication while in camp. Their direct camp counselor will hold medication for them.

Parents/guardians must complete a Medication Documentation Administration form. They must also provide the actual prescription bottle with correct pharmacist label and matching medication inside the bottle, enough for the same day only.

INFORMED CONSENT & AUTHORIZATION for EMERGENCY TREATMENT and TRANSPORTATION

1. I understand that I will be notified if my child, listed on this form, becomes injured and/or ill while attending the City of Santa Fe youth programs.
2. I agree that upon notification of my child’s injury and/or illness, I will have her/him picked up immediately.
3. In case of an emergency or when I cannot be reached, I hereby give authorization to the City of Santa Fe youth programs staff to contact other parents, legal guardians and/or emergency contact people listed on this form. If no one listed on this form can be reached, then I hereby give authorization to the City of Santa Fe youth programs staff, agents, and the treating physician to obtain or provide whatever medical treatment and/or transportation deemed necessary for the immediate welfare of my child, listed above.

Conditions of enrollment: I have read, understand and agree to the terms and conditions listed on this Medical History and Emergency contact Form and the City of Santa Fe’s Assumption of risk, waiver, and release from liability’ form as they relate to my child. I understand it is my responsibility to provide accident and health insurance coverage for my child and I will be financially responsible for all charges and fees for emergency medical treatment and/or transportation, regardless of whether my medical insurance covers such charges and fees.

Parent/Guardian Signature _____ Date _____

Medication Policies

Only medications that are prescribed by a physician or necessary to treat a disability are allowed at camp. In order to bring an Epi-pen, inhaler, or other medication to camp, a parent/guardian must submit a completed Youth Program Medication form prior to the start of the program.

Approved medications must:

- Be in the original prescription container
- Be clearly marked with the child's name
- Have current date (not expired)
- Be brought to camp staff upon arrival

ASYP staff are not medical professionals and are not authorized to administer medication (staff are CPR/First Aid certified).

- Children are required to self-administer medications whenever possible
- Camp staff are trained in administering epi-pens and may assist with administration in an emergency
- If a child is not authorized as self-carry, camp staff may hold the medication until the child asks for it.
- Camp staff are not authorized to remind children of medication times.

To be completed by Parent/Guardian or Health Care Provider

Child's name: _____ Date of Birth: _____

Diagnosis: _____

Symptoms: _____

Instructions for Storage/Refrigeration: _____

Parent/Guardian Specific Information

Parent/Guardian Name: _____

Address: _____

Primary number: _____ other number: _____

Medications must be in the original prescription container with the child's name clearly marked and the medication date must be current.

Please initial all that apply. Children will only be allowed to self-carry medication with parent authorization.

_____ I authorize my child to self-carry their prescribed medication listed above

_____ I request that a staff hold my child's approved prescribed medication

Medical Release and Authorization (To be completed by Parent/Guardian)

Medication must be in the original container with the original label attached and labeled with the child’s name. Parent/Guardian, physician, or dentist shall provide written instructions to City staff concerning administration of medication. Written instruction will be valid for 12 months unless a shorter period is designated by the parent/guardian, physician, or dentist.

The parent/guardian is responsible for submitting a new form each time there is a change in medication, or dosage. The City of Santa Fe is not responsible for any unauthorized medication taken independently by the child. The medication should be taken at home whenever possible.

Waiver and Release:

I understand that I am required to cooperate with the City of Santa Fe with regard to the administration of my child’s medication. I understand that medications cannot be administered by the City of Santa Fe Youth Program Staff, it is my responsibility to make arrangements for my child’s medication. I hereby acknowledge that the City of Santa Fe personnel are not trained medical professionals and cannot guarantee nor be responsible for a satisfactory outcome of the administering of medication. This waiver and release expressly includes any claims arising from or relating to the administration of medication by City of Santa Fe personnel. Release authorized on dates and/or duration of the registered season/program. This release is authorized and executed with the sole purpose of authorizing medical treatment under emergency circumstances, for the protection of life and limb of the named minor child, in my absence. I have read, understand and agree to the terms and conditions listed on the Medication Policy and the City of Santa Fe’s “Assumption of risk, waiver, and release from liability” Form as they relate to my child.

Parent/Guardian Signature: _____ Date: _____

Name of Child: _____

Proofs of Income (Day Camp Registration Only)

1. What was your total gross household income for 2019/2020? (Mandatory - If left blank we will not enroll your child in the program.)		\$
<i>For staff use only, do not select.</i>		
<i>Tax Return</i>	<i>Pay Stub/Social Security/Disability</i>	<i>Free or reduced lunch form</i>
2. Total number of members residing in your household?		
3. Parent Status:		
Married	Single	Unmarried couple
4. Select a box which applies: I live within the city of Santa Fe boundaries. I live in Santa Fe County, outside the city limits. I live in the community of: _____.		
5. Please provide the age(s) of the child(ren) and the school(s) that he/she/they attend during the regular school year.		
Age	School	
Thank You!		

RELEASE OF LIABILITY

I, or we as the legal parent(s) or Guardian(s), of the registered child do hereby agree to release, hold harmless and forever give up any claim against the City of Santa Fe that may arise in the future for damage on account of bodily injury or property damage in any manner out of participation in the Youth Program. Below are the rules, regulations and policies pertaining to the City's Youth Program, By signing the Parental Agreement, you have acknowledged that you fully understand the conditions of the program and the potential actions that the program administrators can take should there be any violations of the rules and policies either on your behalf or on the behalf of the child.

PARENTAL AGREEMENT

1. Operating hours for After School Program are **3:00pm to 6:00pm** Monday through Thursday and **1:00pm to 6:00pm** on Fridays. Equally important, parents **MUST** pick up children **no later than** 6:00pm. Operating hours for Day Camps are **7:30am to 5:30pm** Monday through Friday. For liability reasons, parents cannot drop off children prior to 7:30am. Equally important, parents **MUST** pick up children **no later than** 5:30pm. The City of Santa Fe may drop your child from the program should this condition be violated. A warning will be issued immediately upon the first violation. A 3-day suspension will be issued should a second violation occur. Termination of the child participant will occur in the event of a violation.
2. If anyone other than the parent will be picking up your child, you must provide the City with a written authorization and the name of the Individual(s).
3. Children will not be allowed to leave the site on their own. For children who do leave the site, staff has been directed to immediately advise the parents. Children will be subject to suspension or expulsion from the program should they leave the program should they leave the program without formal authorization from parents or legal guardians.
4. Parents will be required to sign a permission slip when their child is going on field trips or to watch movies or videos.
5. The City of Santa Fe will not be responsible for the theft or damage to personal equipment such as cell phones or toys brought to the program site by children.
6. Staff will be maintaining an incident log on those children who fail to comply with the program rules and regulation, especially in cases where the safety and wellbeing of other children is at risk Parents will be notified whose children do not adhere to the rules and regulations and can or will be suspended or expelled from the program, depending on the severity of the incident.
7. Children will be responsible for the care and use of the program equipment. Children who abuse or damage the equipment or school property will be subject to suspension or expulsion from the program and any damages will be assessed to the parents.
8. Parents **must notify** the site supervisor if the child will not be attending in order to be excused. Children with three (3) **unexcused** absences will be dropped from the program and that slot will be immediately filled with a child from the waiting list.
9. If your child becomes ill at home (e.g., with a cold or flu), that can infect other children. **Do not** bring the child to the program site. Parents will be notified to take their child home should the child arrive ill or become ill during the program.
10. Program staff are prohibited from administering any medications to children. This is solely the responsibility of parents.
11. Parents should communicate and introduce themselves to the staff of their children's program site.
12. Telephones will be available at each site. Be sure to ask the site supervisor for the direct number. Parents are to call the site **only** in cases of emergency or to notify the supervisor of an absence.
13. On special event days, i.e., field trips, children must arrive several minutes prior to departure in order to participate. Information will be successfully provided to parents in advance by the site supervisors.
14. Photographs, video and/or general information may be published in, or used by, any of the media or mass communication (including newspapers, magazines, television, pamphlets, etc.).
15. All parents must provide their signature acknowledging the Rules and Regulations of the Youth Program Prior to or at the time of registration.
16. Children must be potty trained and able to care for all restroom needs. If unable to do so, we will not register your child due to staff ratios and special attention needs. If this determined during the 8 week program, the youth participant will be dismissed from the program due to safety and health issues.
17. Parents who disrespect program staff or rules and regulations will have their child dis-enrolled from the Youth Program.

Signature

Date

CHILD PARTICIPANT RULES AND REGULATIONS

1. Fighting, bullying, abusive or foul language or racial teasing is not allowed and **will not** be tolerated and can lead to expulsion from the program.
2. Disrespectful acts towards staff will not be tolerated. Such acts will be subject to suspension and/or expulsion depending on the severity.
3. Children will not be allowed to leave the site unless the parent has provided special permission.
4. Safety rules will be enforced to prevent accidents or injuries. Engaging in any activity that could endanger your health and safety of others will not be permitted.
5. Drugs and alcohol will not be allowed on or around site. Anyone under the influence of alcohol or drugs will not be permitted to remain on the premises and police will be called.
6. The City of Santa Fe After School Youth Program will not be responsible for lost, stolen or damaged articles such as iPods, cell phones, etc.
7. No eating or drinking will be allowed in the transportation vans or buses. Food fights will not be tolerated.
8. No types of weapons will be allowed at program sites. Violation of this rule will result in expulsion.
9. The telephone is for business purposes only. Site supervisors will not allow children to use phone unless an urgent matter arises.

THE ABOVE RULES AND REGULATIONS WILL BE ENFORCED. DEPENDING ON THE SEVERITY OF THE OFFENSE, THE CHILDMAY BE SUBJECT TO SUSPENSION AND WILL NOT BE ALLOWED TO RETURN OR PARTICIPATE IN THE SUMMER YOUTH PROGRAM.



City of Santa Fe
Youth Program Pandemic Policy and Procedure

All City of Santa Fe youth program participants will be required to follow all Covid-Safe Practices while attending a city-sponsored camp or program.

The safety of our campers and staff is our top priority and we take this responsibility very seriously. Our safety protocols and policies follow local city and county rules, and incorporate the latest recommendations from the Centers for Disease Control and Prevention.

Policies and procedures are subject to change as guidance evolves to fit the current situation.

Mask and Face Coverings

Masks/face coverings are required for all youth participants.

Health Screening Participants

Upon arrival, all children and staff are temperature-checked and asked the screening questions listed below. If any individual has a temperature of 100.4 degrees or higher they are not permitted to enter site/facility or attend camp. If any individual answers YES to any of the symptoms in questions 1 & 2, or YES to two or more of the symptoms in Question 3, they may not enter the site/facility or attend camp.

Question 1: Have you been in contact with anyone with COVID-19 in the past 14 days?

Question 2: In the past 24 hours, have you experienced a persistent cough or shortness of breath?

Question 3: In the past 24 hours, have you had any of the following symptoms? (2 or more symptoms precludes entry to the site/facility) New loss of taste/smell, body aches, sore throat, fever, chills, diarrhea, repeated shaking with chills, muscle pain, headache. Has your child taken any fever-reducing medications within the past 24 hours?

For everyone's health and safety, we cannot make exceptions, and we thank you in advance for not asking our staff to do so if your child is not permitted to enter the camp site.

Cleaning and Sanitation

Children will be prompted to wash their hands before joining their group. Handwashing will take place periodically throughout the day. Hand sanitizer will be available, and regular use will be encouraged. In addition, staff will intentionally teach and encourage good hand hygiene and respiratory etiquette.

Disinfecting of equipment, supplies, and site/facility will be done after each usage. At the end of the day the site will be fully cleaned and sanitized. Select equipment and toys will not be available. Use of shared items will be discouraged.

Procedure to Minimize Spread

If the City of Santa Fe identifies a child who tested positive for COVID-19 we will take the following steps:

- **The City will immediately notify local health officials.**
- **The City will notify the parents of those affected.**
- **The camp director will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms, CDC guidance for home isolation should be followed.**
- **Children in the same camp group and staff who are in close contact with the affected camper will be asked to stay home 10 days after the last known contact of those affected. The City will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.**
- **In the case of a confirmed case, the CDC recommends the child not return until isolation period is over or authorized by a medical professional**

Parent/Guardian Signature _____ Date _____