

**University of New Mexico**  
**Division of Continuing Education Youth Program at the UNM Children's Campus**

**2009 Summer Camp Registration Form**

Camper's Name (Last, First):	Date of Birth:
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**Camp Options:**

Please check all options that apply. Please note that extended care options are available for an additional fee. Lunch and snacks are included in the program fee.

Extended Care (7:00am-9:00am)	Morning Session (9:00am – 12:30pm)	Afternoon Session (12:30pm – 4:00pm)	Extended Care (4:00pm – 5:30pm)
<input type="checkbox"/> AM 1	<input type="checkbox"/> 17340 Grow! (June 8-26)	<input type="checkbox"/> 17355 Discover! (June 8-26)	<input type="checkbox"/> PM 1
<input type="checkbox"/> AM 2	<input type="checkbox"/> 17342 Shake! (June 29-July 17)	<input type="checkbox"/> 17345 Splash1! (June 29-July 17)	<input type="checkbox"/> PM 2
<input type="checkbox"/> AM 3	<input type="checkbox"/> 17360 Explore! (July 20-August 7)	<input type="checkbox"/> 17345 Splash2! (July 20-August 7)	<input type="checkbox"/> PM 3

**Parent/Guardian Contact Information:**

The parent/guardians listed below are authorized to pick up my child.

Parent/Guardian 1 (Last, First):				
Address (Street, City, State, Zip):				
Home Phone:	Work Phone:	Cell Phone:		
Parent/Guardian 2 (Last, First):				
Address (Street, City, State, Zip):				
Home Phone:	Work Phone:	Cell Phone:		

**Emergency Contact Information:**

List 3 individuals other than the parent/guardian who may be contacted in case of emergency.

Name	Phone 1	Phone 2

**Individuals Authorized to Pickup:**

The following individuals are authorized to pick up my child. Please note that those not listed below **WILL NOT** be permitted to pickup your child without written permission from a parent or guardian. All individuals authorized to pickup must be age eighteen or older.

Name of Authorized Person:	Relationship to Child:	Phone	Specified Days/Week

I acknowledge receipt of the 2009 Summer Camp Handbook, that the full parent handbook is available on-line and agree to the policies and procedures contained therein.

I verify that all the information provided is correct and complete. I realize that participation involves a potential risk. In the event of emergency, I authorize the University of New Mexico Children's Campus to make arrangements as reasonably necessary for my child's welfare.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**2009 Summer Camp Medical Information Form**

**Medical Information:**

Physician:		Phone:	
Dentist:		Phone:	
Hospital Preference:		Medical Ins:	
		Insurance #:	

Medical Conditions:			
	Non-Food Allergies		Describe Reaction
Dietary Restrictions or Food Allergies:	<input type="checkbox"/> None	<input type="checkbox"/> Parent Preference; specify (i.e. lacto-ovo vegetarian)	<input type="checkbox"/> Allergy/Medically necessary (physician signature required)
Dietary Omissions:	Dietary Substitutions:		

**Topical Medication Permission:**

I give UNMCC staff permission to apply as necessary. (Please initial by each item you give approval) Please note this form is for topical medication only. Any medication that is ingested follows different procedures.

Initials	Topical Medication
	Sunscreen – for sun protection during outdoor play
	Lip Balm – for chapped lips
	Hand and/or Body Lotion – for dry skin
	Other, please specify:

I understand it is my responsibility to provide items listed in the topical medication section of this form. I also understand that it is my responsibility to inform the Camp staff when I bring these items and to give them directly to the staff to ensure they are kept out of the reach of the children. I hereby release the University of New Mexico Children's Campus from all liability for any complications resulting from the administration of the above medication as described.

In case of emergency, I authorize the University of New Mexico Children's Campus to make arrangements to have my child taken to the above-named physician or to the nearest emergency hospital for such emergency treatment and measures as are deemed necessary for the safety and protection of my child at my expense.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**University of New Mexico**  
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**Basic Permissions Form**

**Photograph Permission:** I give permission for photographs of my child to be taken while they are involved in the 2009 Summer Camp at the University of New Mexico Children's Campus. I understand that every attempt will be made to notify me before any such pictures are printed for publications or display. I authorize use of my child's image to use my child's image or picture in all forms and in all media for any lawful purpose.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Field Trip Permission:** As part of the 2009 Summer Camp program at the University of New Mexico Children's Campus a number of exciting field trips have been planned for your child. In order for your child to be included in these trips, you must sign below. Your signature enables camp staff to campers on field trips without seeking permission for each trip. Parents will be notified in advance of all field trips. Seat belts will be available for campers during transportation in the University of New Mexico Children's Campus buses. Campers may also utilize University of New Mexico shuttle bus service, city bus service, or New Mexico Rail Runner service. I give permission for my child to participate in field trips away from the University of New Mexico Children's Campus grounds.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Swimming Permission:** During the 2009 Summer Camp program at the University of New Mexico Children's Campus, your child will have a number of opportunities to participate in water play activities, including swimming. The New Mexico Child Care Licensing Bureau requires that all parents sign an agreement to allow their child to participate in water play in wading pools, water tables, or any other water or swimming activities both on and off-site. I give permission for my child to participate in water activities with the University of New Mexico Children's Campus.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Connections Permission:** One of the goals of the UNM Children's Campus is to serve as a location for academic connections for UNM students and faculty and others in the community. The Children's Campus is a place for student observations, projects, practicum assignments, observations and projects, internships, student teaching placements, informal research, practice developmental and/or linguistic testing, mental/physical wellness experiences and the like. The level of involvement may include passive observations, active interactions, facilitating group activities/discussions, and conducting practice tests and other similar kinds of activities. This may include photographing, audio taping, videotaping, collecting samples of children's work and taking dictation of children's words. If any of the research protocols should fall under the jurisdiction of the Institutional Review Board for Human Subjects Research we will take the necessary steps to obtain their approval.

The Children's Campus is committed to providing these opportunities to faculty, students, and beyond while also ensuring your child is in a safe and nurturing environment. Therefore, we will not permit any involvement that we feel will cause emotional distress and/or psychological/physical harm. All individuals involved in these activities must meet the standards and expectations of our program which include completing an application for participation and meeting with the appropriate administrator. The procedures are designed to ensure that your child/children are properly protected and supported during the conduct of any study at the Children's Campus. Also, unless we have received specific separate permission from you, these individuals will not be left alone with any child or group of children at the center. As with other aspects of our program, we will always work to respect your child's choice to participate or not participate.

I hereby give permission for my child to participate in the academic connections that take place at the Children's Campus as described above. I understand these connections are designed for the purpose of professional training, research and education and that none of the above mentioned methods of data collection will be used for commercial purposes.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

University of New Mexico  
Division of Continuing Education Youth Program at the UNM Children's Campus

## Camper's Code of Conduct

As a Camper, I will:

- Show respect to other campers, and treat them as I would like to be treated
- Show respect to staff and cooperate with their instruction
- Know and follow camp rules
- Use program equipment, supplies, and facility appropriately
- Be open to learning and participating in camp activities
- Always remember to have fun

Signature of Camper: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## INCOME ELIGIBILITY GUIDELINES

**(EFFECTIVE FROM JULY 1, 2008 TO JUNE 30, 2009)**

FREE MEALS				REDUCED PRICE MEALS			
HOUSEHOLD SIZE	YEAR	MONTH	WEEK	HOUSEHOLD SIZE	YEAR	MONTH	WEEK
1	13,520	1,127	260	1	19,240	1,604	370
2	18,200	1,517	350	2	25,900	2,159	499
3	22,880	1,907	440	3	32,560	2,714	627
4	27,560	2,297	530	4	39,220	3,269	755
5	32,240	2,687	620	5	45,880	3,824	883
6	36,920	3,077	710	6	52,540	4,379	1,011
7	41,600	3,467	800	7	59,200	4,934	1,139
8	46,280	3,857	890	8	65,860	5,489	1,267
For each additional family member	+ 4,680	+ 390	+ 90	For each additional family member	+ 6,660	+ 555	+ 129

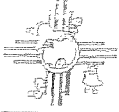
### DEFINITION OF INCOME

"Income means income before deductions from income taxes, employees' social security taxes, insurance premiums, charitable contributions, bonds, etc. It includes the following: (1) monetary compensation for services, including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds, income from estates or trusts or net rental income; (6) public assistance or welfare payments; (7) unemployment compensation; (8) government civilian employee, or military retirement, or pensions or veterans' payments; (9) private pensions or annuities; (10) alimony or child support payments; (11) regular contributions from persons not living in the household; (12) net royalties; (13) "Military benefits received in cash, such as, housing allowance for military households living off-base, food allowance, and uniform allowance, must be considered as income"; (14) and other cash income.

### DEFINITION OF HOUSEHOLD

Household means "family" as defined in Section 226.2 (family)

FAMILY means in the case of children, a group of related or non-related individuals who are not residents of an institution or board house, but who are living as one economic unit or, in the case of adult participants, the adult participant, and if residing with the adult participant, the spouse and dependent(s) or the adult participant.



## Child and Adult Care Food Program INCOME ELIGIBILITY APPLICATION

**UNM Children's Campus**

*Center*

assures the New Mexico Children, Youth and Families Department, Prevention and Intervention Division, Child and Adult Care Food Program, that all enrolled participants in attendance will be offered the same meals without physical segregation of, or other discriminatory action against, any child or adult participant on the basis of race, color, national origin, gender, age or disability. This policy applies to all centers included in the Child and Adult Care Food Program Agreement. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET center at (202) 720-26600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**INSTRUCTIONS:** To apply for free and reduced-price meals for participants, please fill out this form and return to the Sponsor's office.

**Child Care Centers:** To apply for FREE meals - If you are a Food Stamp recipient or on the Food Distribution Program on Indian Reservations (FDPIR), fill in your child's name, age, Food Stamp or FDPIR case number and sign the form. Do not complete entire application.

**\*Adult Day Care:** To apply for FREE meals - If enrolled participant is in a Food Stamp household or receives Supplemental Security Income or Medicaid, complete name, Food Stamp, SSI, and/or Medicaid case number and sign the form. DO NOT complete income information.

PLEASE INDICATE NAMES AND AGES OF CHILDREN OR ADULT PARTICIPANTS FOR WHOM APPLICATION IS MADE

1. <u>Name</u>	<u>Age</u>	3. <u>Name</u>	<u>Age</u>
_____	_____	_____	_____
2. _____	_____	4. _____	_____

Food Stamp case number \_\_\_\_\_ \*Adult Day Care Only: \* Medicaid Number \_\_\_\_\_  
 FDPIR case number \_\_\_\_\_ \* SSI Number \_\_\_\_\_

Foster Child: If this is a foster child check here [ ] and write the child's "personal use" income and how often it is received: \$ \_\_\_\_\_ /

### ALL OTHER HOUSEHOLD MEMBERS

List all related or unrelated persons who live in your household. (DO NOT include children/participants listed above.)

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Total Number in household: \_\_\_\_\_

### HOUSEHOLD INCOME

Please indicate source and amount of current income for all members of your household. Please follow the definition of income specified in the standards for determining free and reduced price eligibility in your parent letter. If you receive more than one check from any of these sources, please indicate the total monthly amount received.

Wages, salary _____	Child Support (Alimony) _____	Social Security _____
Pension or Retirement _____	Unemployment _____	Other Income _____

Total Monthly Income \_\_\_\_\_ (MONTHLY INCOME CONVERSION: Weekly x 4.33, Every two (2) weeks x 2.15, Twice a month x 2)

**PENALTIES FOR MISREPRESENTATION:** I certify that all the above information is true and correct and that the food stamp or FDPIR number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

\_\_\_\_\_  
Signature of Adult Family Member

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

Section 9 of the National School Lunch Act requires that, unless the participant's food stamp or FDPIR number is provided, you must include the social security number of the household member signing the statement or an indication that the household member signing the statement does not possess a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the adult household member signing the statement does not have one, the statement cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information on the statement. These verification efforts may be carried out through program reviews, audits and investigations and may include contacting employers to determine income, contacting a food stamp or FDPIR office to determine current certification for receipt of food stamps or FDPIR benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to verify the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal action if incorrect information is reported.

### FOR SPONSOR USE ONLY

Day Care Center/Head Start:     
  APPROVED FREE     
  APPROVED REDUCED     
  INELIGIBLE  
 Adult Day Care Center:



THE UNIVERSITY *of*  
NEW MEXICO

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**University of New Mexico  
Division of Continuing Education  
Youth Program at the UNM Children's Campus**

**2009 Summer Day Camp  
Information & Policies**

**Continuing Education: 277-0698**

**Children's Campus: 277-3182**

## Message from the UNM Children's Campus Director

Welcome to the UNM Children's Campus 2009 Summer Camp program! We are excited that you and your child have chosen to join us this summer. We have planned a wide variety of fun and engaging activities.

In order to help you and your child feel more comfortable with the program, we are providing you with the following camp policies and procedures and camper code of conduct. Please note that the complete parent handbook is available for you to view on-line. We encourage you to look over these policies and procedures. In addition, we ask that you read over the camper's code of conduct with your child so that they become familiar with our expectations for them.

If you have any questions please feel free to contact either myself at 277-3182 or [weecare@unm.edu](mailto:weecare@unm.edu) or Naomi Sandweiss, Continuing Education Youth Program Supervisor at 277-0698 or [naomis@unm.edu](mailto:naomis@unm.edu). We look forward to meeting each of you and are excited to be working with you and your family this summer!

## Camper's Code of Conduct

As a Camper, I will:

- Show respect to other campers, and treat them as I would like to be treated
- Show respect to staff and cooperate with their instruction
- Know and follow camp rules
- Use program equipment, supplies, and facility appropriately
- Be open to learning and participating in camp activities
- Always remember to have fun

## **Camp Activities**

Planned camp activities are age-appropriate, and provide opportunities for your child to learn while they are having fun. Ensuring that your child is safe while participating in Summer Camp activities is our number one priority. Parents and campers will receive a weekly schedule of activities. If you have any concerns regarding any of the planned activities, please feel free to contact the Children's Campus Director.

## **Check-In/Check-Out**

Campers must be signed in and out each day by an authorized parent or guardian, 18 or older. Please ensure that the individual picking up your child is listed on the pick-up authorization form and is prepared to show picture identification. Your family will be asked to check-in/out on the computer in the front office, as well as on paper in the classroom both upon arrival and departure.

## **Communication**

The Children's Campus has open door policy. We encourage communication among Children's Campus staff, parents, and campers. Please share feedback, concerns, or information about your child with the Children's Campus director at (505)277-3365 or [weecare@unm.edu](mailto:weecare@unm.edu).

## **Discipline Plan**

The goal of discipline is to maintain a safe and fair environment that encourages growth and development of the child's self-esteem. This type of environment encourages the building of interpersonal competence and fosters self-discipline and respect for others. The Children's Campus adheres to the following procedures:

1. Rules shall be clear, understandable to the child, explained before and at the time of disciplinary action and consistently applied.
2. Discipline shall include positive guidance, redirection, modeling of constructive handling of feelings and the resolution of interpersonal conflict, setting of clear cut limits and use of logical non-punitive consequences.
3. Discipline may include non-punitive restraint to ensure safety and to prevent destruction of property. It may include brief, supervised separation from the group and withdrawal of special privileges.
4. Discipline will not include forcing a child to apologize to another.

5. Children's Campus staff will never use physical punishment such as shaking or hitting, they will not engage in psychological abuse or coercion, they will never use threats or derogatory remarks and will never withhold nor threaten to withhold food as a form of discipline.

Please note: We do not allow parents to physically discipline their child(ren) while on Children's Campus property. This includes the 30-minute drop-off and pick-up parking zone. It is our professional responsibility to notify the Children Youth and Families Department if we believe a child is being physically harmed.

### **Emergency Contact Form**

Parents must complete and turn in an Emergency Contact Form in order to provide the program with a list of emergency contacts and individuals authorized to pick-up or drop-off your child. Please note that individuals not listed on the form WILL NOT be permitted to pick up your child without your written permission.

### **Emergency Plan**

Children's Campus staff will receive notification from the University of weather or other emergencies. Participants will be advised by staff members what to do in case of an on-site emergency. In the case of a health emergency, the parent or guardian listed on the Emergency Contact Form will be notified immediately in the event of any accident, injury or illness that requires medical treatment and shall include plans for the transportation of the camper to the source of medical care, if necessary.

### **Extended Care Options**

The Children's Campus is making several extended care options available for your child during each of the summer camp sessions for an additional fee. Your child is eligible for extended care services only if you have registered for the corresponding summer camp session. Both morning (7:00am – 9:30am) and afternoon (4:00pm – 5:30pm) options are available.

AM Sessions (\$100/session\*):

AM 1 (in conjunction with Grow!): June 8 – 26<sup>th</sup> from 7:00am – 9:30am

AM 2 (in conjunction with Shake!): June 29<sup>th</sup> – July 17<sup>th</sup> from 7:00am – 9:30am

AM 3 (in conjunction with Explore!): July 20<sup>th</sup> – August 7<sup>th</sup> from 7:00am – 9:30am

PM Sessions (\$75/session\*)

PM 1 (in conjunction with Discover!): June 8 – 26<sup>th</sup> from 4:00pm – 5:30pm

PM 2 (in conjunction with Splash1!): June 29<sup>th</sup> – July 17<sup>th</sup> from 4:00pm – 5:30pm

PM 3 (in conjunction with Splash2!): July 20<sup>th</sup> – August 7<sup>th</sup> from 4:00pm – 5:30pm

\*UNM Children's Campus student rates applicable to eligible UNM student families

## Food

As part of the Children's Campus 2009 Summer Camp program, snacks and lunch will be provided. The Children's Campus participates in the US Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP), offering children nutritionally balanced meals throughout the day including, an am snack, a lunch and a pm snack. All of our classrooms incorporate family style dining and nutrition education within the classroom curriculum.

Family style dining is a style of dining where the children participate in all parts of the meal, including meal planning, setting the table, serving and cleaning up. It also involves conversation about the food or other topics of interest to the children. This provides the children with an excellent opportunity for discussion and the development of healthy habits. During meals, staff members sit and eat with the children to model appropriate behavior and engage in and encourage conversation.

## Food Allergies

Please complete the Medical Information form accurately regarding any food allergies. We will make every attempt to accommodate your child and communicate with you about accommodations.

## Illness

Please do not send sick children to camp. Any child who is vomiting, has a temperature of 101 degrees F or higher, or has communicable illness such as pink eye will be required to stay home until they have been on antibiotics or are symptom free for at least 24 hours.

## Late Pick-Up

Campers are expected to be picked up promptly at the close of the program session. If your child stays later than their scheduled pick-up time, you will be charged a \$10 late fee for every five minutes or portion thereof that you are late, payable upon pick-up the same day. Extended care options are available from 7:00am to 9:30am and 4:00pm to 5:30pm for an additional fee payable prior to the first day of summer camp.

### **Lost & Found**

Please label all of your child's belongings so that they are easily identified. If your child loses something, please check with Children's Campus staff.

### **Parking**

You may park in the 30 minute parent drop-off and pick-up lot. Please do not park in the Q-parking lot without the appropriate permit or you will be ticketed.

### **Special Needs**

Please share relevant information and/or documentation so that Children's Campus staff can work with your family to make your child's camp experience successful.

### **Supervision**

Campers will be under Children's Campus staff supervision at all times. Children's Campus staff will strive to provide a minimum of a 15 to 1 child to adult ratio. Campers are expected to stay with their group at all times throughout the day.

### **Weather**

Summer Camp will happen rain or shine! Please make sure your child comes to camp dressed appropriately.

**\*Please note - A complete  
Children's Campus Parent Handbook  
is available on-line**

## What to Bring to Camp (all belongings must be labeled)

Refillable Water Bottle

Sunscreen

Hat

Closed toe shoes

Comfortable clothes appropriate for outdoors

Change of clothes

Swimsuit