



THE PARENT HANDBOOK

## I. THE “MUST READ” PAGE

Our website is the fastest, easiest way to register. Visit [www.thetrustees.org/appletonfarmcamp](http://www.thetrustees.org/appletonfarmcamp). As part of the registration process, you will need to submit your child’s immunization records and proof of physical conducted within 24 months of the first day of camp. These documents must be submitted no less than 2 weeks prior to the start of the camp session. **Any outstanding balance, must be submitted no later than June 1<sup>st</sup>, 2017.** If you register after this deadline, full payment is due at the time of registration. If you need to cancel, we will refund your total less the deposit; we are not able to refund cancellations made within two weeks of the start of the session. Once a session has begun, we do not offer rebates for partial or incomplete attendance.

Access the camp via the Appleton Farms main entrance. For Little Peeps, camp runs 9am - noon; for Sprouts, Farmhands and Foragers, 9am - 3pm.

You must sign your camper in at the start of camp, and sign them out when you pick them up each day. In order to release your child into someone else’s care, we require advanced written notice. This can be completed during your registration process or on day 1 of your camp session.

Parents should not send children who are sick or infectious to camp. **If your child cannot attend camp, or will be late arriving, please call camp at 978-471-8869 to let us know.**

We want your child to be prepared – but not over-burdened! Please remember to send, in a comfortable backpack, a water bottle (we have refilling stations), sunscreen, bug repellent, a snack, a lunch for Sprouts, Farmhands and Foragers (we do not have refrigeration or heating capabilities). Electronic devices, such cell phones, game consoles and music players, are prohibited.

Staff will remind your child to reapply sunscreen throughout the day, **and will only apply sunscreen and/or bug spray directly to your child with your express request and permission as designated during the online registration process.** Each day our staff leads a check for ticks, but it is important that you also conduct a check at home each evening.

In the case of serious illness or injury, the camper will be taken to Beverly Hospital, 85 Herrick St. (978-922-3000). Parents will be notified immediately in all cases. Appleton Farm Camp complies with all regulations imposed by the MA Department of Public Health. It is inspected and licensed by the Ipswich Board of Health.

## II. IMPORTANT INFORMATION

### A. REGISTRATION

Our website is the fastest, easiest way to register. Visit [www.thetrustees.org/appletonfarmcamp](http://www.thetrustees.org/appletonfarmcamp). At the time of your registration, you can choose to pay the total or you can choose to make a non-refundable deposit toward that total. We accept all major credit cards.

### B. DISCOUNTS

When you enroll two or more siblings together at Appleton Farm Camp, you will receive a \$10 multi-child discount, which we will apply to *each child*. When you enroll a child in more than one session of Appleton Farm Camp, you will receive a multi-session discount (rates vary by program), which we will apply to *each additional session*.

### C. MEMBERSHIP

The Trustees is a member-supported, non-profit organization. Family Members receive a discount on camp programs. If you are not already a member, you can choose to become one when you register for camp, and pay at checkout. As a new member, you will automatically receive the member discount.

### D. BUDDY REQUESTS

We pride ourselves on turning strangers into friends, but sometimes you still need a buddy. Please indicate on your registration form if you would like to place your child with another camper. We will honor one request per camper when possible, based on age and maturity level. We cannot guarantee that groups of children who register together will end up in the same group(s). Campers are not allowed to bring non-registered friends to camp.

### E. ARRIVAL & DEPARTURE

Access the camp via the Appleton Farms main entrance. For Little Peeps, camp runs 9am - noon; for Sprouts, Farmhands and Foragers, 9am - 3pm. You must sign your camper in at the start of camp, and sign them out when you pick them up each day. In order to release your child into someone else's care, we require advanced written notice.

### F. BEFORE AND AFTER CARE

We are happy to provide before and after care to make it easier for parents who need to drop their children off on their way to work or pick them up later in the day. Our staff is available to accept your child as early as 8am for early care and they may stay as late as 4pm if they are enrolled in the after care. You must register in advance for this service. The cost per week is \$45 per option.



## **G. CAMP SCHEDULE**

At 9am, we ring our morning cow bell and our gaggle of mini farmers will wave goodbye to moms, dads, and caregivers to assess the list of farm tasks, activities, and games that will make up our day of farm fun. Once we have our assignments, we are off and running. Our Farmhands may head to the garden to see what they can harvest for their kitchen experiments, while Little Peeps and Sprouts head to the barnyard to help feed the bunnies, goats, and sheep. The Foragers may be off to check on their rain collection system that feeds the learning garden, or get to work building their cold frames for our fall seedlings. We'll all enjoy a snack during our morning activity then say goodbye to our Little Peeps at 12PM. Afternoons are filled with camper choices of cooking, hiking, crafting, animals, and more!

Schedule

Appleton Farm Camp runs for 7 weeks in summer. Our young campers have a choice of half day (9am-12pm) or full day (9am-3pm) depending on their age, while our older campers spend a full day a the farm, ending their day at 3pm.

## **H. FINANCIAL ASSISTANCE**

The Trustees is committed to providing environmental experiences for youth regardless of family income. To obtain a scholarship application, please visit our website or contact the camp office. Scholarship funds are limited, so apply early.

## **I. LICENSING & ACCREDITATION**

Appleton Farm Camp complies with all regulations imposed by the MA Department of Public Health. It is inspected and licensed by the Ipswich Board of Health. Parents have the right to request and review the following policies: background check, health care, discipline policies and grievance procedures.

## **IV. POLICIES & PROCEDURES**

### **A. CLOTHING & ACCESSORIES**

1. Please send your camper with a comfortable backpack that is not over-stuffed! Shoulder bags, duffle bags and rolling suitcases make it very difficult to accomplish this task. We have bins where your child can store extra clothing and other items that do not need to be carried.

2. Please dress your child in clothes appropriate for the outdoor farm environment. Campers should be prepared for all kinds of weather. Sun, rain and wind are our constant companions. Check the weather forecast and pack a sweatshirt or rain coat if it looks like a cool or wet day. Label everything. Please also send your camper in sneakers or other comfortable closed-toe shoes. Flip flops, Crocs, and sandals are not adequate protection for children's feet on the farm. If you would like to send your child with muck boots, they are welcome to leave them at the farm for the duration of their camp week.

3. Little Peeps should come to camp with one snack and a refillable water bottle. Sprouts, Farmhands and Foragers should come to camp with snacks, lunch and a refillable water bottle. We do not have the ability to heat or cool food. Please alert us if your child has peanut, nut, shellfish, or any other type of food allergy. Per camp regulations, we do not allow campers to share food. While we are not a nut free camp, please limit peanut, nut and shellfish products as much as possible. Please note that we follow a carry in/carry out procedure for any waste created during snack or lunch. All trash items such as wrappers and bags will return home in your child's lunch box.

4. Electronic devices, such cell phones, game consoles and music players, are prohibited. If you feel compelled to send your child to camp with a cell phone, please let him or her know that it is not to be used at camp. If we find children using their devices during camp, our camp staff will hold the device in the camp office for the rest of the day. We also discourage the use of items such as toys, pocket knives, jewelry, dolls, cards, radios, gum and money. These items invariably lead to distraction and are frequently lost or broken. We therefore respectfully request that you leave them at home. Farm Camp staff will not be responsible for these items should they be brought to camp.

### **B. DISCIPLINE**

The Trustees strives to connect with children at Farm Camp by creating a nurturing, safe, fun environment. Campers are introduced to the basic rules of behavior at Farm Camp on the first day of their session and are invited to create some guidelines of their own to create a positive and fun time at camp.

Basic rules of behavior include, but are not limited to:

1. Stay with the group.
2. Follow directions.
3. Listen to others.
4. Use appropriate language.
5. Refrain from rough or violent actions.

6. Treat all living things with respect.

If a situation should arise in which a child is unable to follow the above rules, or the group is unable to function normally due to behavioral problems, or a camper displays inappropriate behavior that jeopardizes the health and safety of an individual or the camp as a whole, we will take the following steps:

**Step 1** The Educator will verbally remind the child of proper behavior, and seek to resolve whatever issue is causing the behavior in the first place.

**Step 2** The Camp Director will meet with the child to review the incident(s) and review the camp's rules and expectations.

**Step 3** If the behavior is especially egregious, the Camp Director will contact the parents and review the documented incidents. At this point, the camp reserves the right to remove the child from the program or seek an alternative solution, as the situation allows.

Corporal punishment, including spanking, is prohibited. No camper will be subjected to cruel or severe punishment, humiliation or verbal abuse. No camper shall be denied food or shelter as punishment. No child shall be punished for wetting, soiling or not using the toilet.

If the Camp staff feels that a child is not adjusting to camp life, we reserve the right to withdraw the child from camp after consultation with and consideration from the parents. Any fees paid in advance will be refunded on a pro-rated basis. Please feel free to contact the Camp Director regarding any problems in your child's adjustment to our camp program.

### **C. HEALTH & SAFETY**

Above all else, we want your child to have a healthy, happy camp experience. Because we strongly emphasize wellness and safety, the vast majority of our campers never require medical care. However, should the need arise, our on-site Health Care Supervisor is certified in Professional Rescuer CPR and First Aid.

1. **IMMUNIZATION** All health and medical information must be completed during the online registration process. In addition, we require a record of immunization and a proof of physical, signed by your child's physician. **The immunization record and proof of physical are due no less than 2 weeks prior to the start of the camp session.**
2. **MEDICATION** At Farm Camp we are required to follow strict protocols in the administration of prescription medication. Medication must be provided in the original container with the original prescription instructions attached. Non-prescription medication must be accompanied by a note from the parent and physician. All medication must be given to the Camp Director and will be locked up during the day. Medications will be dispensed by the Health Supervisor only.

3. **SICK CAMPER** Our staff is trained to handle minor illnesses. In the event that a child becomes sick during camp hours, the parent/emergency contact will be notified and asked to pick up the child. Parents should not send children who are sick or infectious to camp. If your child is sick and will not attend camp, please call the Camp Director at 978-471-8869 to let us know.
4. **LATE CAMPER** Please call the Camp Director at 978-471-8869 to let us know your child will be late.
5. **INJURED CAMPER** We have a local doctor on call and staff members are trained in emergency care and first aid. In the case of serious illness or injury, the Camp staff will utilize appropriate police, fire department or ambulance transportation. If this action is taken, the camper will be taken to Beverly Hospital, 85 Herrick St. (978-922-3000). Parents will be notified immediately in all cases.
6. **LOST CAMPER** The camp staff is trained in lost camper procedures. In the very unlikely event that your child goes missing, all available staff will follow a predetermined protocol to locate your child. Our staff is instructed to never leave a child alone. We will not release your child into the care of another adult without your written authorization.

#### **D. CANCELLATION**

Things come up. Life happens. Under most circumstances, we are happy to refund your total less the deposit. However, we are not able to refund cancellations made within two weeks of the start of the session. Once a session has begun, we do not offer rebates for partial or incomplete attendance.

## **V. CONTACT INFORMATION**



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