THE PARENT HANDBOOK
I. THE “MUST READ” PAGE

Our website is the fastest, easiest way to register. Visit 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 18 months of the first day of camp. These documents must be received no less than 2 weeks prior to the start of camp. **Any outstanding balance, must be submitted no later than June 1st, 2020.** 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 $100 per session deposit. We are not able to refund cancellations made after June 1. If you would like to change your sessions, a $20 administrative fee will be charged to your account. Once a session has begun, we do not offer rebates for partial or incomplete attendance. If we need to cancel a session for any reason, you will receive a full refund.

Access the camp via the Appleton Farms main entrance. For Little Peeps, camp runs 9am - noon; for Sprouts, Farmhands, Foragers, and Apprentices, 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, Foragers, and Apprentices (we do not have refrigeration or heating capabilities). Electronic devices, such as 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
Registration is completed directly through our website. Visit www.thetrustees.org/appletonfarmcamp. If you register before June 1, you have the option to pay in full or select a payment plan. After June 1, all payments must be paid in full to secure your space. 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.

C. MEMBERSHIP
The Trustees is a member-supported, nonprofit organization. Our Family Members receive a significant discount on camp programs. Memberships must be valid during the camp week your child is attending. If you are not yet a member or need to renew, you can purchase a membership when you register for camp. You will automatically receive the member discount, which will be deducted from your total at checkout.

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 and bear right at the fork. For Little Peeps, camp runs 9am - noon; for Sprouts, Farmhands, Foragers, and Apprentices, 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 chores, 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 Apprentices may be off to check the fence lines and the Foragers may get to work on their composting project. We’ll all enjoy a snack during our morning activity then say goodbye to our Little Peeps at 12PM. Afternoons are filled with cooking, games, hiking, crafting, animals, and more!

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, Foragers, and Apprentices 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.

**BULLYING PREVENTION POLICY**

During the first day of the camp program we discuss all the stated rules of camp. We repeatedly stress the importance of treating each other with respect. We discourage behavior that is aggressive, purposely embarrassing, physically or emotionally abusive. We train staff to be observant of signs that a child is in distress and to report any incidents to the camp director. We encourage campers to share with staff any acts of bullying towards them or another camper. We also ask that if a parent notices any indication that bullying has occurred that they report it to our camp director immediately so that it can be addressed. If behavior is deemed to be disrespectful to another camper, it will result in a disciplinary course as stated in our discipline policy. Parents of all campers involved will be contacted.

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 Adult and Child 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 within 18 months of camp, 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 $75 per session deposit. However, after June 1st we are not able to refund cancellations. If you would like to change your session, a $20 fee will be charged to your account. Once a session has begun, we do not offer rebates for partial or incomplete attendance.

V. **CONTACT INFORMATION**