2020 Parent Handbook
The FARM Institute’s Summer Program is a wonderful place to SHARE, LEARN, AND HAVE FUN.

This packet contains important information you will need to know before coming to camp.

Please note that your registration is not complete until we receive your current medical forms. Log in to the parent dashboard (https://farminstitute.campmanagement.com/campers) and complete the required medical forms as soon as possible, and be sure to send in/upload a copy of the health care form after it is completed by your doctor. NOTE: Wee Farmers are exempt from completing medical forms.

Mailing address: The FARM Institute PO Box 1868, Edgartown, MA 02539
Fax #: 508-618-5205
General Email: TFlcamp@thetrustees.org

If at any time you have a question or concern about camp, please speak with your child’s Camp Educator or the Camp Director. No question or concern is too small for you to bring to our attention.

Lily Robbins, Camp Director
lrobbins@thetrustees.org or 508-627-7007 ext. 1105

This camp complies with the regulations of the Massachusetts Department of Public Health and is licensed by the local board of health.
EXPECTATIONS & BEHAVIOR POLICIES

What you can expect from us:

Our goal at the FARM Institute is to create an exceptional learning environment that provides hands on experience in the many facets of agriculture, from science and livestock handling to arts inspired by the farm. This summer, we hope to have your children and families remember and cherish what you have learned, tasted, or otherwise enjoyed at TFI.

We want to ensure that every child has the best possible learning opportunity while attending our camp and we need your help to meet this goal. It is the cooperation of all our campers and families that makes this possible.

We promise to provide:

- A safe and healthy environment for your child
- A high quality educational program
- A staff firmly committed to providing a positive camp experience for each and every camper
- A community spirit that helps every child feel included and cared about

In return, we expect the following from our parents and campers:

- Cooperation with our stated and written policies
- Attention to the daily needs of your child in preparing him/her to come to camp (dressed in the appropriate clothing, with a water bottle and nutritious snack/lunch)
- Commitment to the wellbeing of the entire camp community (such as keeping an unwell or overtired child at home)
- Willingness to act in concert with camp staff to maintain appropriate behavior and courtesy

Meeting Diverse Needs

We welcome campers of all abilities and backgrounds. Please provide us with the tools necessary to give your child the best possible experience at camp by informing us of any special considerations prior to your child’s first day of camp. This may include information on allergies, accessibility concerns, behavioral, psychological, or emotional conditions or other special needs.

Details of any Individualized Education Plans (IEP) or Behavior Plans used with your child at school can often be helpful. The information you provide will be shared only with the camp staff that will have direct contact with your child. While we will make every effort to accommodate all considerations, it is not possible for us to offer 1:1 attention. If your child requires an aide at school or other assistance, he or she must be accompanied by a them at camp.

Behavior Policy

The FARM Institute Summer Programs have behavior guidelines that have been developed to ensure the safety of campers and respect for people, livestock, and the environment. Children are made aware of these expectations on the first day of each camp session. Should a child not follow behavior standards, staff will follow a series of steps outlined in our behavior management policy. Those who cannot meet
these expectations may be removed from the camp program without a refund. Copies of our policies are available upon request.

**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.

**Before camp, please take a few minutes to prepare your child for his/her participation in our camp program. Here are a few things to consider reviewing with your child:**

- Respect for all living things (children, animals and plants) is a must on the Farm.
- Location: Please make sure your child knows who is picking him/her up, how to reach you in an emergency, where the family is staying in relation to TFI, Drop off and Pick up location, and persons responsible at TFI.
- Activities: Depending upon the specific program, our camp structure this year may include morning farm chores, snack, morning lesson, lunch, afternoon elective such as arts & crafts, theater, garden work, animal work, farm projects, cooking, games, journal time and then departure.
- Please show your son/daughter how to apply his/her own sunscreen and bug repellent. We do not supply, nor can we apply sunscreen or bug repellent. We will however, remind your child to reapply on a regular basis. Please note that sunscreen is much more important than bug repellent. Because of the constant winds and lack of standing water, mosquitoes are not an issue. However, we do have ticks that may carry Lyme Disease. Prevention is the best protection! Perform daily tick checks to insure your child's safety and health.
- Encourage your youngsters to go to bed early a good night’s rest is absolutely essential to having a good day at camp!
- Make sure your camper understands that he/she cannot bring things like pocketknives, matches, firearms/ammunition, or other potentially dangerous items to camp.
DAY OF CAMP ESSENTIALS

What to wear – and what NOT to wear:

- Comfortable close-toed, sturdy-soled shoes or sneakers. **No sandals, crocs, flip flops, Tevas or any other open toed shoe is permitted.** Children will be around animals and take part in other farm related situations and their toes need to be protected at all times for their health and safety!
- A hat to protect your child from the sun.
- Clothing he/she will feel comfortable getting dirty. (Play clothes)
- Sunscreen with a minimum of SPF15.
- A backpack to carry a water bottle, extra clothes, raincoat, etc.

What to bring:

- A nutritious, nonrefrigerated snack and lunch (Half day groups need only a snack), which will produce as little trash as possible. A carry in/carry out policy is followed for any waste generated. A cool pack is suggested to keep food cool.
- A reusable water bottle or canteen. Please do not freeze the water bottle. The ice won’t melt fast enough to give your child enough water to drink! We refill water bottles whenever needed.
- Sunscreen SPF 15+ (We cannot provide or reapply for your child. Chose a type your child can apply and show them how.)
- Non-aerosol bug repellent (Remember, we cannot provide or reapply. Choose a type your child can apply and show them how.)
- A sweatshirt or lightweight jacket in case your child gets cool.
- A rain jacket.
- An extra set of clothes for younger children who may need to change during the course of the day.

*Please label your child’s items with his/her name. Each group has their own space to leave things, so children will not have to carry things with them all day.
Drop Off and Pick Up Procedures

First Day of Session:
Parents will check their campers in at the registration table located in the visitor center then escort their children to their group meeting space where they will meet their child’s Camp Educator and sign them in for the day. This process may take up to thirty minutes on the first day. You can avoid check-in delays by ensuring that all registration and medical forms have been submitted and payments made prior to the first day of camp. For your child’s safety, you will be asked to show a photo ID to your child’s instructor for the first time you meet them. Please have your ID handy and inform others on your release list to do the same.

Daily attendance drop off is at 9:00AM
Campers must be escorted to their designated group meeting area. Parents/guardians will be met by our Camp Educator and must sign their child(ren) in every day. Under no circumstances may you just stop your car and let your child out in the parking area.

Pick Up - 12:00PM for half day programs, 3:00PM for full day programs
Children are to be picked up at the designated meeting area and signed out with an instructor. Staff will remain with the campers until an authorized adult has picked up each camper. Please be prompt in picking up your child on time, plan for summer traffic!

Friday Fiesta!
If your camper is enrolled in a full day session, you are invited to our weekly Friday Fiesta at 2:00. Come early for pick up to watch a camper presentation and taste their culinary delights. Campers cook special dishes to celebrate their learning on the farm and the delicious food they help to grow. If you would like to bring a homemade dessert to add to the celebration (preferably nut-free with an ingredient list attached), teachers and campers will love it! Please still send lunch with your child on Friday, as this is more of a "tasting" than a meal.

Pick Up Authorization
Anyone picking up your child must be authorized on the online form and Sign in/out roster. You may modify the list in writing when you drop off your child in the morning by speaking directly to your child/ren’s Camp Educator. We are not able not release your child to anyone who is not listed on the roster, or authorized by you in writing. There are no exceptions.

General Guidelines & Procedures
• When entering Katama Farm, please drive slowly and stay alert for pedestrians, other vehicles and roaming cows.
• If you must pick up your child before the end of the day, please call and notify us at least 20 minutes prior to pick up so that we can arrange for your child to be ready. Often children are out in the fields, far from their meeting space.
• If your child will not be attending camp for any reason (illness, family commitments, etc.) or if he/she is going to be significantly late, please call us at (508) 627-7007. If your child does not show up and you do not call, we will call you.
• Please keep your child home if he/she is not feeling well, overtired, etc. Kids don’t want to be at camp if they have a stomachache, headache, or didn’t get home from a weekend away in time to get a good night’s rest, and we don’t want to infect other children should your child be coming down with an illness.

• Every night, please take a few moments to check your child for ticks, especially behind the knees, at underwear lines, underarms, and at the hair line on the back of the neck. We will remind campers to do a quick check at the end of the program, but you should do a more thorough check at the end of the day. Please take the necessary precautions.

GENERAL POLICIES AND PROCEDURES

Enrollment Confirmation
Please ensure that the enrollment information for you, and your child, is correct. This includes reviewing the receipt email and checking the dates. After receiving the confirmation email, please complete and send in a physical exam report and a vaccine confirmation from your doctor. These forms are valid for two years according to Massachusetts Department of Public Health, Regulation 105 CMR 430.211:B – local policy available upon request.

Physical & Vaccine Confirmation
A physical exam form and vaccination records needs to be signed by your doctor and brought/sent to TFI stating that the attendee to The Farm Institute is not at risk and is able to participate in farm activities. These forms are available through our online registration system, and must be received by the first day of camp. You may also have your doctor fax or mail his/her form directly from the doctor's office. Again, the physical needs to have been done within the last 2 years from the first day of camp.

TFI fax # is 508-618-5205; mailing address is TFI, PO Box 1868, Edgartown, MA 02539

Medication/Allergies:
All medications and allergies need to be acknowledged and confirmed with TFI in case of an emergency. Medical Care section below for policies pertaining to medications at camp.

PLEASE NOTE: The FARM Institute’s teaching kitchen is NOT nut-free or gluten-free. If your child has an allergy, please contact the Camp Director before or upon registration.

Payment: All payments must be made prior to coming to camp.

Prevention:
Prevention of all risks begins with respect for the life here on the farm. Please take any steps necessary to ensure the safety of your child and our animals by talking about attitude on the farm.

We strongly recommend that you make sure your child has plenty of sunscreen and/or bug and tick repellent. We CANNOT help apply these items, so please review application process with your children prior to arrival. Massachusetts online fact resources:
http://www.mass.gov/dph/cdc/factsheets/factsheets.htm
POLICY AND PROCEDURES REGARDING MEDICAL CARE

The following sections of the FARM Institute Camp Health Plan are provided as required by the Massachusetts Department of Public Health, Regulation 105 CMR 430.159:

CARE OF MILDELY ILL CAMPERS:
If a camper makes any complaint of not feeling well or indicates any situation involving a medical problem, they are brought to the Camp Director to be checked out. Camp Educators should always check out a medical situation, no matter how minor it appears. No matter what our feelings about the validity of the complaint, we never take a chance. Children who appear to be sick are given a quiet area to rest in the Classroom. A blanket and pillow will be available to the injured camper. Any camper in the infirmary shall be supervised at all times by either the FARM Institute staff or the Camp Director. The child may return to the program when s/he feels well enough to participate. Parents of sick children will be called to pick up the child if the symptoms continue. Toilets, water for drinking and cleaning, as well as first aid and dispensing areas are all accessible.

MEDICATION ADMINISTRATION AND STORAGE:
All medication, prescription and nonprescription, will be treated as prescribed medications. Except for inhalers and EpiPens, no child shall carry medications on his/her person at any time while at camp. The Camp Director administers medication to campers. When necessary, Teacher/Farmers will carry and administer individual doses of medications. All Camp Staff will be trained by the Health Care Consultant in the proper administration of medications. The training and staff competency in administering medication will be documented and kept in each staff member’s file. Prescribed medication will be kept in a locked storage compartment located in the Classroom. If refrigeration is needed, the medication will be kept in the locked storage box in the kitchen refrigerator. All such medicine must be accompanied with written authorization from the parents, be in the original container, and be labeled with the camper’s name. The Camp Director keeps a binder in the Education office listing the medications to be administered to campers. One form per child will be used for each session attended. Before administering medication, staff must positively identify the child. All children will wear nametags on the first day of camp. The Health Care Consultant and Health Care Supervisor will review potential side effects of medications administered in camp, and a list of medications to be administered in camp will be approved by the Health Care Consultant. Unused medication will be returned to parents at the end of the day or week by the Camp Director. If medication is not returned, the Camp Director will make three attempts to phone the parent before discarding the medication. A photocopy of the child’s medication log will be handed to the parent or parent’s representative daily or weekly as necessary.

EMERGENCY CARE:
The FARM Institute Camp staff are trained in infection control procedures and certified in basic first aid and CPR. The Camp Director is the Health Supervisor and maintains contact with Nurse Practitioner Carol Forgione, the camp’s Health Care Advisor. Emergency care is provided by EMTs through the Edgartown Fire Department and the Martha’s Vineyard Hospital. Day Camp staff may oversee mildly ill campers in the Camp Director’s office. Children who appear to be sick are given a quiet area to rest. The child may return to the program when s/he feels well enough to participate. Parents of sick children will be called to pick up the child if the symptoms continue. A complete copy of the Health Policy is available upon request.