

Arts on the Farm & Little Sprouts Camp Policies

We are excited to welcome you to Arts on the Farm Summer Camp 2018! To ensure that everyone has a positive camp experience, we ask you to review the following policies and procedures. Questions can be addressed to camp@hallockville.com or the camp office at 631-298-5292.

OVERVIEW

Arts on the Farm & Little Sprouts Summer Camp is a 7-week program which will run from **June 25 through August 10, 2018**. Campers can be registered for a single week or multiple weeks that are either consecutive or non-consecutive.

Arts on the Farm is a unique camp experience for ages 5 through 12 where children are engaged with daily life on the farm, creative art projects, and nature-based programming. Activities can range from feeding farm animals, to nature hikes, to candle making. We strive to provide a positive and fun atmosphere for all of our campers in which they safely explore, learn, make friends and memories.

Each week of camp is based on a programmatic theme. The 2018 themes are as follows:

- **Week 1**, June 25 -June 29: Life on the Farmstead
- **Week 2**, July 2-July 6 Organic Gardening and Pollinators*
- **Week 3**, July 9-July 13: Nature Explorations
- **Week 4**, July 16-July 20: Barnyard Animals
- **Week 5**, July 23-July 27: Tools and Trades
- **Week 6**, July 30-August 3: Native American Wilderness
- **Week 7**, August 6-August 10: Life on the Farmstead

*Note there is no camp on July 4.

Little Sprouts is the perfect first camp experience for ages 3 and 4. This nurturing and playful program provides your child with the opportunity to meet new friends and engage in fun farm chores. There will also be plenty of time to play games, hear stories in circle time, and create projects inspired by the historic farm and enjoy plenty of relaxing free-play time in the serene and shady apple orchard. Little Sprouts campers will follow the basic weekly themes listed above but using a less rigorous framework.

AGE REQUIREMENTS

- **Little Sprouts:** Ages 3 & 4. A child must be at least three years of age on their first day of camp and exceptions will not be granted. The camp office reserves the right to request information verifying age and a child found not to be at least three years old will be excluded from camp. Additionally, Little Sprouts **cannot be in diapers and must be fully ‘potty-trained’**. Any child who is not potty-trained cannot participate in the Little Sprouts program.
- **Junior Arts on the Farm:** Ages 5-7.
- **Senior Arts on the Farm:** Ages 8-12.

CAMP TIMES

- **Arts on the Farm:** 9 AM to 2 PM
- **Little Sprouts:** 9 AM to 12 PM. An optional “*Stay & Play*” program is available for a limited number of children from 12 pm to 2 pm. Registration for Stay & Play must occur at the same time as for regular registration.

REGISTRATION

Registration opens on January 15, 2018 and is on a first come-first served basis and space is limited. *All registrations must be done using **CampDoc.com***; telephone, mail-in, or in-person registrations will not be accepted. Note that CampDoc is best viewed and used on a desktop computer. Mobile and tablet access may limit some features and functions. CampDoc is used to:

- a. Register your child for one or more weeks of camp.
- b. Submit payment.
- c. Upload required health records, other permissions and forms.

If you are new to camp, you can establish an account by entering your email address and following the prompts to create an account. If your child has previously attended the Arts on the Farm Camp, you can re-activate your account by simply inputting your email address at the CampDoc website. Please note that even if your child participated in a previous year, you must update their Health Profile for 2018.

CAMP FEES AND PAYMENT PROCEDURES

All camp payments must be made through CampDoc. A \$100 per week deposit for each child must be paid at registration. *Tuition must be paid **in full** by June 1, 2018.* For registrations made after June 1, payment in full is required within 48 hours of registration. Note that Week 2 includes the July 4th holiday when camp will not be in session. Tuition will not be prorated.

Arts on the Farm

Tuition: \$385 per week per child.

Registration fee: \$15 (one time per child; regardless of number of weeks)

Discounts:

- Multi-week*: \$360 per week when registering for two or more weeks
- Sibling*: \$360 per week (multi or single week) per child in Arts in the Farm or Little Sprouts.
- Early Bird: \$20 discount applied to total tuition for registrations made on or before March 31, 2018.

*Multi-week and sibling discounts cannot be combined.

Little Sprouts

Tuition: \$300 per week per child.

Registration fee: \$15 (one time per child; regardless of number of weeks)

Stay & Play*: \$150 per week for 12 pm to 2 pm extended program.

Discounts:

- Multi-week*: \$275 per week when registering for two or more weeks
- Sibling*: \$275 per week (multi or single week) per child in Arts in the Farm or Little Sprouts.
- Early Bird: \$20 discount applied to total tuition for registrations made on or before March 31, 2018.

*Multi-week and sibling discounts cannot be combined.

CANCELLATIONS AND REFUNDS

- Enrollment cancellations requested by June 1 will be refunded minus the \$100 per week deposit and \$15 registration fee.
- Cancellations made after June 1, 2018 will not receive refunds. The only exception will be in the case of a documented medical emergency.

- Requests for exchange of tuition from one week to another may be granted based on availability
- Days missed by a camper will not result in a refund or credit applied to another week.
- Refunds will not be provided due to late or non-submission of Health Profile information.

HEALTH PROFILES

A variety of permissions, consent forms and medical records must be completed for each camper using the “Health Profile” tab within the CampDoc registration system. This includes the on-line inputting of information as well as uploading of medical records. The sections that must be completed are (in order):

1. Emergency Contact & Camper Information
2. Signing of emergency release
3. Signing of photography release
4. Signing of general release
5. Alternate drop-off/pick up person form
6. Primary Care Physician information
7. Health insurance information
8. Health history
9. Current medications ^a
10. Allergies
11. Immunizations ^b
12. Information from physician ^c
13. Signing of Camp policies

^a Any medication required during camp hours must be self-administered by the camper. Camp staff cannot administer medication to campers.

^b If your child is not immunized, you are required to submit a “request for exemption to immunization” that will be reviewed by camp staff. Submission of a request does not guarantee that the exemption will be granted and that the child will be admitted to camp.

^c The camp can provide a form that your doctor can fill out or the doctor may provide a wellness record using their own form. The document must be uploaded by the camper’s guardian to CampDoc. Faxes or e-mails will not be accepted.

All sections of the Health Profile must be completed by June 1, 2018.

For registrations made after June 1, 2018 the Health Profile must be completed within 48 hours of registration.

Late submittal of Health Profile information will incur a \$15 per day fee and could result in loss of registration. **Please note that campers will not be allowed to participate in camp unless all Health Profile information is submitted through CampDoc prior to the first day of camp for that camper.**

Tuition refunds will not be provided for missed days due to late or non-submission of Health profile information.

WAITLISTS

The Arts on the Farm and Little Sprouts programs are very popular and fill up quickly. As a courtesy, we do maintain ‘waitlists’ in the event that previously registered campers cancel their registration. In the event of cancellations, the wait-listed campers will be offered the opportunity to register on a first come basis. The tuition and registration fee must be paid in full within 48 hours after accepting the offer to register. In addition, all health profiles must be completed within this 48-hour period. Late submittal of health profile forms will result in a \$15 per day fee.

DROP-OFF and PICK-UP

Drop-Off

- **Arts on the Farm and Little Sprouts**
 - 9:00 AM.
 - campers must be signed in by a parent or guardian or by an individual indicated on your alternative drop-off/pick-up form.

Pick-up

- **Arts on the Farm**
 - 2:00PM
 - campers must be signed out by a parent or guardian or by an individual indicated on your alternative drop-off/pick-up form.
- **Little Sprouts**
 - 12:00 to 12:15 PM*; 2:00PM* for “Stay & Play” campers.
 - campers must be signed in by a parent or guardian or by an individual indicated on your alternative drop-off/pick-up form.

*A \$15 late pick-up fee per child will be assessed if pick-up occurs more than 15 minutes after the indicated times.

FOOD and SNACKS

The Arts on the Farm & Little Sprouts programs are **nut free**. Please do not pack any snacks or lunches that contain nuts or food products containing nuts of any kind. Food items that do not contain nuts but that are “made in the same facility” as nuts are acceptable.

In addition, please note the following regarding food, drink, and snacks:

- All lunch, snack, and drinks must be provided by parent/guardian.
- Lunch boxes and bags should be labeled with the child’s full name.
- Children should arrive with adequate amounts of water (preferably chilled).
- Even if you send another drink with your child, please also provide a water bottle filled with water. There is considerable physical activity during camp and water is the best way to stay hydrated.
- Food will be not stored in refrigerators and so we recommend sending campers with food that will not spoil and/or is packed in an insulated container with cold packs.
- Do not include food that requires heating.
- Notify staff in advance if your child has a food allergy, and the severity of the allergy.
- To make snack and lunchtime safe and enjoyable for all campers with or without allergies, sharing of food is not allowed.

CLOTHING and FOOTWEAR

Children will be engaged in outdoor activities and so should be dressed with appropriate clothing and footwear.

- Sneakers or comfortable closed-toe shoes should be worn. Please do not have children wear flip-flops or open-toed sandals. ‘Hard’ shoes such as ‘cowboy/cowgirl boots’ should be avoided since there will be considerable walking around the site.
- A rain poncho or slicker should be provided in case of inclement weather.
- Please send a full change of clothes for the week that your child is at camp. If these extra clothes are used, please provide a fresh set the following day.

- We suggest campers bring a small backpack or comfortable bag to camp to aid in carrying belongings and supplies as they explore.
- Sprinkler Time: If you would like your child to participate in this activity, please send them with a bathing suit and towel.

SUNSCREEN and BUG SPRAY

Since children will be engaged in outdoor activities, sunscreen and insect repellent are recommended. We also recommend that your child bring a sun hat to camp.

- Please apply sunscreen or sprays to your child daily prior to arrival.
- Camp staff cannot apply sunscreen or bug spray that is not provided by you for your child. Therefore, please bring such items and label with your child's full name; we will store them at camp.

TICKS

Ticks are found all across Long Island including at Hallockville. The museum farm does not spray for ticks or other insects and so it is advised that a tick repellent be applied to campers prior to arrival. Although camp staff will check children for ticks, we advise you to check your children for ticks every single evening after camp.

PERSONAL ITEMS

Parents are asked to keep their camper's personal items at home including books, toys, trading cards, electronics, and other similar items. All campers are individually responsible for their personal items including clothing, lunch bags, and other possessions. All items that are weapons or could be construed as weapons must remain at home. This includes any 'toy' guns or knives. The camp is not responsible for any lost or damaged personal articles. Please make sure all items brought to camp are labeled with the campers first and last name.

CELL PHONES

It is camp policy that campers are not permitted to have a cell phone while at camp. We believe that being at camp is an opportunity for your child to experience a world beyond home. This allows children to develop autonomy, independence, and a stronger sense of self. It allows them to make new friends, take responsibility for themselves and their fellow campers and problem solve.

If a cell phone is sent to camp with a child, the phone must remain put away with their personal items and the phone may not be used during camp hours. Camp staff is not responsible for lost or damaged cell phones.

If a parent or guardian has need to contact a camper during camp hours, they should call the camp office at 631-298-5292.

HARASSMENT, BULLYING, and BEHAVIORAL ISSUES

- Arts on the Farm Summer Camp has a zero tolerance policy for harassment or bullying behaviors. Any type of harassment or bullying behaviors by a camper towards other campers or staff will not be tolerated.
- Please express to your camper that if they feel threatened to immediately tell a camp staff member.
- Harassment or bullying behaviors will be handled immediately with appropriate disciplinary actions that could potentially include dismissal from camp as determined by the Camp Director. Any expenses and transportation related to early dismissal from camp, for any reasons, are the responsibility of the parent/legal guardian.
- Arts on the Farm Summer Camp has a zero tolerance policy for violence. If your child engages in a violent act causing possible harm to another camper or a staff member, they may be immediately suspended from camp and possibly removed from the program indefinitely. Refunds will not be issued for discipline-related suspensions or dismissals.

ACCIDENTS AND EMERGENCIES

In the event of an accident, first aid will be administered and an incident report will be completed by Camp Staff. Parent/Guardians will be notified as soon as reasonably possible after managing the child's immediate needs.

In case of an emergency, the camp will call 911 and contact the Parent/Guardian or emergency contacts provided with the camper's registration.