





PARENT HANDBOOK 2021

UPDATED JUNE 7, 2021

WELCOME TO *THE FARM INSTITUTE FARM CAMP!* SUMMER CAMP 2021

We are excited to have your camper(s) joining us this summer. We look forward to being outside enjoying nature, animals, the gardens, the sun, and the rain.

To prioritize family health, we have recently updated our COVID-19 related policies and procedures to align with the latest CDC recommendations and meet state and local Board of Health requirements.

PLEASE READ THROUGH THE ENTIRE HANDBOOK to be sure you and your campers understand and attest that you will comply with all of our protocols and policies.

If you have any questions or concerns, please contact us at your convenience.

Lily Robbins, Camp Director

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I. COVID-19 RELATED HEALTH & SAFETY

This section in our handbook is to both assure you that we are closely following government requirements for running a licensed camp and to be sure that families agree to the important role everyone plays in making camp as healthy as possible.

Guidelines

Our COVID-19 protocols and procedures follow the necessary requirements and the Lowest Risk and Best Practices protocols from the following:

- [CDC's Guidelines for Youth and Summer Programs](#) (updated 5/28/21)
- [American Camp Association Field Guide for Camps on Implementation of CDC Guidelines](#) (updated 4/16/21)
- [Massachusetts Recreational Camps and Programs Health and Safety Standards for Reopening](#) (updated 5/17/2021)
- Licensing inspection by the local Board of Health is required before camp opens and follows any additional guidelines determined by the town.

Our protocols and procedures are subject to change if there is a rise in community infection rates or to remain in alignment with changes in state guidance.

Mutual Agreements

We expect that all staff, campers, and camp families commit to the safety and health of their own and other camp families and to the camp and property staff as they prepare for camp this summer:

- We ask that families consider their camper's ability to comply with all social distancing, masking, and hygiene protocols as established by the camps before sending them.
- We request that staff and campers with underlying health conditions consult with their doctor about their decision to attend camp.
- Families and staff are requested to prescreen their health status and be conscious of the safety of their social and public activities in the 14 days leading up to and during camp.
- Staff and families must commit to self-monitoring and not attending camp if they, anyone in their household, or any close contacts exhibits any symptoms of COVID-19 within 24 hours of camp start time each day.
- Staff are encouraged but not required to be vaccinated before camp begins.
- Vaccination is encouraged for all family members as they are eligible; COVID-19 vaccination record for eligible campers is required to be submitted upon completion.
- Families and staff are required to follow [Massachusetts travel requirements](#) as applicable at the time of camp.
- The Trustees complete COVID-19 Health & Safety Plan is available upon request.

- An updated Trustees Waiver and Release is required to be signed before camp.

Camp & Family Health Procedures

To assure the highest level of safety of all vaccinated and unvaccinated campers and staff, and follow government mandated guidelines, the following protocols are in place:

Campers will be monitored throughout the day for COVID-19 symptoms and are required to be isolated and sent home immediately if symptoms are exhibited.

Regardless of vaccination status, when outdoors campers and staff can be unmasked, unless instructed otherwise for specific activities.

- Regardless of vaccination status, campers and staff are required to wear cloth face coverings when going to the bathroom or otherwise indoors.
- We will assure hand washing and/or sanitizing after bathroom use, after coughing/sneezing, before and after eating, and other times as necessary.

Families will be notified if a close contact of their camper tests positive for COVID-19 and will be asked to quarantine as per state mandate.

Regardless of vaccination status, parents, other family members, and pets are prohibited from entering camp.

- COVID-19 immunization and testing are not requirements for camp attendance.

Structural Changes

In the mutual interests of camp staff, campers, and families, we made the following adjustments:

- Established cohorts of campers who stay with each other and their counselors for the entire week and apart from other groups.
- Siblings may be grouped together where developmentally appropriate to minimize the mixing of households across camp.
- Drop-off and pick-up processes and locations maintain the self-contained groups.
- Activities that allow for distancing and the management of shared equipment and materials.

Daily schedules are designed for maximum outdoor activity time.

- No large group activities such as whole camp gatherings and family showcases.
- Activity spaces and bathrooms are exclusive to camp and are properly ventilated and cleaned/sanitized.
- Staff training with health care professionals address the medical and emotional aspects of COVID-19.

- Eliminated shared food or meals.
- Back up staff are available in the event of absence due to illness or quarantine.

COVID-19 Exposure & Illness Procedures

- If a camper or staff exhibits or verbalizes any of the COVID-19 symptoms during the camp day, they will be immediately isolated and sent home.
- If a camper or staff tests positive or their doctor says they have confirmed or probable COVID-19, they must stay home for 10 days from the 1st day of symptoms appearing and may not return to camp until they have been cleared by a health care provider and met these criteria:
 - 72 hours with no fever without fever-reducing medicine
 - **and all** [symptoms](#) have significantly improved
 - **and** it has been 10 days since symptoms first appeared
 - **and** has been released from isolation by a personal health care provider or by the local Board of Health.
- If a camper or staff is sent home from camp exhibiting symptoms of COVID-19 and is not subsequently diagnosed with COVID-19, they may return to camp once the above criteria have been met. The camper/staff member may return to camp without observing the 10-day isolation period, if they:
 - receive a negative COVID-19 test result from a health care provider
 - **and** submit documentation from a health care provider that clears the individual to return to camp
 - **and** includes an alternative diagnosis that explains the symptoms.
- If a camper or staff receives a positive test result for COVID-19, all close contacts (defined as 15 minutes within 6 feet within 24 hours) will be identified and notified (maintaining confidentiality of positive person).
- To be able to return to camp, a close contact must do one of the following:
 - Obtain a PCR test at least 5 days after the last exposure. If negative and asymptomatic, the person may return to camp 8 days after the last exposure, after being cleared by the camp.
 - Remain quarantined for 14 days from the last known exposure.
 - Present documentation of being fully vaccinated (at least two weeks since their final vaccination shot, [as specified by the CDC](#)).
- Fully vaccinated asymptomatic people who are close contacts of a positive individual need not quarantine nor be tested but must monitor for symptoms of COVID-19 for 14 days.
- Regardless of vaccination status, if a close contact of a positive individual experiences any COVID-19 symptoms, they should isolate themselves from others and be clinically evaluated for COVID-19, including testing, if indicated.
- We are required to report suspected and positive test cases to the Local Board of Health for contact tracing purposes.
- Prorated refunds for missed days at camp will be issued if absence is due to COVID-19 illness, symptoms, or exposure.

II. GENERAL INFORMATION

REFUND POLICY

There will be no be refunds, cancellations, or session changes for summer 2021.

Please note that Membership fees are not refundable at any time.

Refunds are not given for participant dismissal, failure to attend, absence, or sick days that are not COVID related. Pro-rated refunds will be issued for days that camp is not able to open due to COVID-19 regulations.

BUDDY REQUESTS

Both parties must initiate a buddy request. We do the best we can to honor buddy requests but have had to rearrange the typical way we group campers due to the current health situation.

FINANCIAL ASSISTANCE

Island Families (year-round residents, child enrolled in island school) receive a 20% discount on camp. If you are an interested island family, please reach out to lrobbins@thetrustees.org for your personalized coupon code or fill out [this form](#) if you would like to apply for financial assistance.

LICENSING & ACCREDITATION

Our camp must comply with regulations of the Massachusetts Department of Public Health and is inspected and licensed each year by the local Board of Health. Parents have the right to request and review the following policies: background check, health care, discipline policies, and grievance procedures.

III. GENERAL HEALTH, SAFETY & DISCIPLINE INFORMATION

A. ADDITIONAL HEALTH & SAFETY INFORMATION

In addition to the COVID-19 specific health and safety requirements above, our camp license is based on the following protocols to keep all campers safe and happy. Our on-site Health Care Supervisors are certified in Adult and Child CPR and First Aid as well as trained in COVID-19 signs and protocols.

- 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 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 to let us know.

4. LATE CAMPER Please call the Camp Director 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 the closest hospital. 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 who is not a medical professional without your written authorization.

B. BEHAVIOR AND DISCIPLINE

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

If you know that your child is challenged by staying socially distant from friends or caregivers, wearing a face covering, or proper hygiene, please provide us with the tools and language that you use to assist in the situation.

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

- Stay with the group
- Follow directions
- Listen to others
- Use appropriate language
- Refrain from rough or violent actions
- Respect fellow campers and staff alike
- Treat all living things with respect

DISCIPLINARY ACTIONS

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:

1. The Camp Educator will verbally remind the child of proper behavior and seek to resolve whatever issue is causing the behavior in the first place.
1. The Camp Director will meet with the child to review the incident(s) and review the camp's rules and expectations.
2. 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.

MEETING DIVERSE NEEDS

We welcome campers of all abilities and backgrounds. To give your child the best possible experience at camp please provide us with the tools necessary by informing us of any and all special considerations prior to your child's first day of camp. This includes 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 who 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 them at camp. At least two weeks advance notice of the need for an aide is required. Aides must follow all camp staff protocols. Please inquire as early as possible.

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.

IV. PLANNING FOR CAMP

DAY OF CAMP ESSENTIALS

What 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!
- 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 only need 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 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 will 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.)
- Nonaerosol bug repellent (Remember, we cannot provide or reapply. Choose a type your child can apply.)
- 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.
- 2 cloth or disposable masks

*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.

WHAT NOT TO BRING

Electronic devices, such as 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 onto the device for the rest of the day. This summer, campers are also not allowed to bring other toys, tools, or money to eliminate the potential for sharing. Gum is not allowed. Camp staff cannot be responsible for these items should they be brought to camp.

ARRIVAL, SCREENING, AND DEPARTURE

The week before camp begins for your family, you will receive specific instructions on where your group will be dropped off and picked up, preferably by the same parent/guardian each day. There will be several locations to avoid the mixing of groups. You will also receive details about the required daily screening protocol so that everyone in the family is prepared.

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

EMERGENCIES

In case of an emergency, campers will be brought to Martha's Vineyard Hospital, 1 Hospital Road, Oak Bluffs, MA 02557, 508-693-0410 and you will be notified immediately.