

Policy Handbook

Farm Camp

Enrollment

Enrollment in Farm Camp (FC) sessions is enrollment for specific dates and times of day only. Acceptance into FC is not a contract for childcare, full time or part time, but for camp only.

Ages Accepted

Farm Camp is open to children 4 years (48 months old) up until their 11th birthday. Older children can attend FC, the age level is reflective of the level of material provided.

Operating Hours

FC is open Monday through Friday 9:00am to 3:00pm. Morning only children attend from 9:00am to 11:30am. Children need to be picked up within +/- 15 minutes of this contracted time.

Payments

All payments are to be paid in advance of camp. Registration is due at time of enrollment, remaining fees are due Monday upon arrival to FC.

Registration fee is nonrefundable and nontransferable.

Accepted Forms of Payment

Cash, paypal, venmo, and personal checks are acceptable forms of payment.

Cash Payments

I carry no change. Cash payments must be for the correct.

Check Payments

Checks must be written to **Carpenter Creek Ranch** and must be written in the exact amount. Checks WILL NOT be held or accepted with a post-date. All checks must be legible and neatly written with no ink passing below and onto the account and routing number. Doing so creates issues when depositing the check.

Every effort will be made to immediately deposit the check within two (2) business days. It is the

parent's responsibility to ensure funds are available when the check is deposited, regardless of time of deposit.

Returned Checks

There is a \$50 fee applied to ALL checks returned as non-sufficient funds (NSF). This fee applies to cancelled checks as well (stopped-payment/SP).

If any additional fees are incurred due to the returned check, that amount will also be placed on your account. This includes, but is not limited to, overdraft charges. After one NSF, checks will no longer be accepted for account.

If a NSF check is issued, ALL payments, fees and additional charges become due immediately and in cash. All future payments must be in the form of cash.

General Information

Arrivals & Departures

Children will be dropped off and picked up at the entrance to our farm.

Farm Camp is responsible for the children from the moment a parent leaves the farm until the parent arrives to pick the child up. We make every attempt to have your child ready to go when you arrive so you aren't kept waiting.

For environmental reasons, do not leave vehicles idling in the driveway.

Prepared for the Day

Children are to arrive clean and dressed for the day. Play clothing is recommended and can have stains.

Breakfast will not be served, children should be fed at home within the last 1.5 hours. Children will not have time or opportunity to finish on-the-go breakfast.

Sign-in/Out

Parents (or assigned representatives) are required to sign the child in and out of camp each day.

We do NOT allow children to enter or exit the farm without an adult physically accompanying them.

Late Arrivals

Late arrivals do not allow for late pickups. If a child arrives later than their scheduled arrival time, they are still required to be picked up at their normally scheduled pick up time.

Safety During Transitions

No child will be allowed to enter or exit vehicles alone or unsupervised. All children will be accompanied to and from the farm by an adult.

Pacifiers, Diapers, Security Objects.

No pacifiers allowed at FC.

Children are required to be potty trained to attend FC. Children need to be able to communicate their need to go to the restroom as well.

One potty accident is allowable at FC, after the second one, the child may be required to wear pull ups the remainder of camp. This is a sanitation issue and is meant to reduce spreading of germs and embarrassment for the children due to potty accidents. It is the parent's responsibility to provide diapers/pull ups for their child(ren). Child will be assisted with pull ups if needed. Hand washing of provider is performed before and after every change. Children's hands are washed after each change.

Any security objects a child has a deep attachment to, "blankie" or stuffed animal, must be left at home. We will be outside all day excluding bathroom needs. These objects would keep the child from having full range of motion and enjoying all of the experiences. They also are likely to get dirty and/or lost.

Footwear

Socks and shoes are required. Shoes must be close toed and have traction. An extra pair of shoes, rain or work boots are highly recommended if the weather looks like rain. Cowboy/girl boots are not required.

Children are required to wear closed toe footwear fitting properly. Shoes must be easy to put on such as those with Velcro straps or slip-on shoes. Children must not wear shoes with laces unless the child can tie his/her own shoes without assistance. We promote self-sufficiency and independence, children need shoes they can put on and remove independently when age appropriate.

Weather Appropriate Clothing

Children must arrive in comfortable, well-fitting clothing suitable for the current weather conditions and temperature.

We suggest children be sent to camp in "play clothes". Play clothing is usually comfortable, stretchy and weather appropriate but also sometimes faded and has stains. That's perfect for playing all day the way we do. I am not offended by well loved clothing.

In the case that a child's clothing become soiled or damaged, FC will not be held responsible for repair or replacement.

Cell Phones

Farm Campers are to leave cell phones and watches at home. These items can distract from the farm experience and easily be damaged or lost. If parents need to contact their children at Farm Camp, my cell phone is listed on page 4.

Animals

No animals will have contact with children without provider supervision. Children and provider wash hands after contact with animals. Please do not bring pets at drop off or pick up. If pets are in your car, they need to remain in the car at all times. This is for the safety of all FC attendees and the pets.

Parking

When pulling into the entrance to the barn parents can park to either side, trying not to block other vehicles. To facilitate the pick up and drop off process parents should not stay in the driveway longer than 5 minutes. Parents needing more time must park along the fence outside of the gate.

Behavior Management & Discipline

I believe the discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try to teach the children manners, kindness and to be respectful to others. One of the ways in which I do this is by the example I as provider set. I understand our actions and reactions speak much louder than our words. The children are explained the rules of the child care frequently, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time Out / Taking a Break:** The child is separated from the group. I use time out as an opportunity to have a conversation about what is good behavior and less appropriate behavior, coming up with a plan to correct the actions and/or prevent them in the future. This is similar to how a sport coach uses time outs during a game. This technique is only used when a child repeatedly will not follow directions or listen to my words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are

encouraged to join the rest of the group to try again.

4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to leave camp.

Note: Sometimes if a parent and provider are both in the same area (examples would be during drop off and pick up times) a child may forget the rules or test the boundaries. It is helpful for parents to remind children rules still apply when parents are present. I will also remind them of the rules and correct them if needed.

Communication

My phone number: 503.998.1250

My email address:

info@carpentercreekranch.com

We care for several children over 8 hours a day. Most behaviors and issues that come up during the day, I am able to handle pretty well. Only if something is not going well will I contact you. I will not be able to return every email and/or text immediately to let parents know their children are doing "fine". Please understand if you contact me to check in, I am not ignoring you purposefully. I am usually able to get back to you during transitions like between free play and meals. With permission to do so, pictures of the children will be posted to our Facebook page. This will be the only way I will provide regular pictures so all parents can see that the children are having fun at any given time. I will not be able to regularly text pictures to parents during the day.

So I can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child(ren). **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

Lost or Stolen Items

I am not responsible for lost or stolen items. I believe in the good in people and truly believe if something goes missing it will reappear in time. I also believe that things go missing on the farm because the majority of the people on farm on a daily basis are under the age of eight. I will do everything I can to find misplaced items and will not intentionally withhold items or information of their whereabouts. I am not responsible for the replacement, repair, or compensation for lost or stolen items. My best advice is to not send anything with a child that cannot be replaced or that is of high value.

If a child must be sent with something that is very hard to replace or expensive, like a piece of medical equipment, let me know at drop off so I know to keep it in a safe place. Please do not send valuables with a child that are for another custodial parent to pick up with a child.

Health & Safety

Illness Policy

The occasional mild cough or cold is not grounds for exclusion, however if your child experiences any of the symptoms outlined in the illness policy, the child will not be allowed to attend.

An ill child can also quickly spread illness to the other children in the group.

If Your Child Becomes Ill at Child Care

If a child becomes ill while in attendance, the child will be made comfortable in a quiet place away from the other children so he/she can rest while waiting to be picked up.

I will contact the parents immediately. The child is required to be picked up within one hour.

If I cannot reach a parent or do not get a response within 10 minutes of the initial contact I will begin to call the emergency contacts listed on the child's Enrollment Form.

Symptoms for Exclusion

No matter what the cause is, a child is not able to attend child care if any symptoms for exclusion are exhibited. Those include but are not limited to:

- Severe sore throat, coughing, colds or strep throat.
- Fever of 100° F or above.
- Green/yellow discharge from nose or eyes.
- Ear discharge.
- Head lice, nits or scabies.
- Two or more watery stools within 24 hours.
- One or more occasions of vomiting within 24 hours.
- Conjunctivitis (pink eye).
- Mumps, measles, influenza, pertussis (whooping cough), croup, impetigo, tuberculosis, rubella, rosella, etc.
- Any type of body rash.
- Intestinal worms, ringworms, pin worms etc.
- Anything contagious and transmittable.
- Any ailment that requires fever or pain medication.
- If a child is too tired or irritable to participate in normal activities.

If a sick child is kept home, the minimum exclusion period is 24 hours. If a child is brought to camp and is sent home sick the minimum exclusion period is 48 hours.

There may also be times when a child may be excluded due to the required amount of care he/she needs when experiencing a common cold or illness. For example, a cough that is disruptive to normal daily activities, when a child is unable to cover his/her mouth while coughing or when the amount of nasal discharge becomes unmanageable for me to continue maintaining a sanitary environment. This will occur at my discretion and will be handled on a case-by-case basis.

Contagious Illnesses

All parents will be notified if any of the children comes in contact with any contagious illnesses (such as strep throat, pink eye, head lice, chicken pox etc.).

Families are required to notify the camp if ANYONE in the household has a contagious illness. Depending on the nature of the ailment, the child (whether actually ill or not) may be excluded due to risk of exposure and spread to others.

Please refrain from bringing ill siblings and other family members during drop offs/pick ups. If any member of the family is sick, it is best to keep children home from camp as well until the illness is no longer in your home.

Re-Admittance

Children must be symptom and medication free for a full 24 hours before re-admittance to care.

Do not confuse this with the onset of symptoms, meaning the 24 hours begin after the child's symptoms disappear without the help of any medication. This includes over-the-counter fever/pain reducers.

If a child is sent home sick from camp, the 24 hour exclusion minimum becomes a 48 hour exclusion minimum.

Doctor's Notes

In certain situations, I may require a doctor's note or medical form be filled out and returned before a child can be re-admitted into care.

These forms require a written diagnosis from the child's physician, (not a nurse) and must state the following information:

- The child's name.
- The diagnosis.
- The treatment.
- Length of recommended exclusion.
- Clearance which states the child can return to camp without the risk of infection to others.

I will take this information into account and make my own decision as to whether a child is ready to be re-admitted into care.

Please do not assume a Doctor's note is automatic permission for re-admittance. Re-admission to camp will be at my discretion.

Health Insurance

All children must have health insurance at all times. OHP health insurance is available to all children in Oregon and the Affordable Health Care Act (Obamacare) requires health care for all US citizens. A copy of each child's health insurance will be kept on file for emergency use. It is the responsibility of parents to keep this up to date.

Medication

Due to increased liability, I will not administer any type of non-emergent medication at FC. This includes prescription and non-prescription medication. If a child needs medication of any kind a dosage schedule must be set up that does not include the hours he/she is at camp.

Parents are also required to notify me any time a child is on any type of medication so I can assist in looking out for possible reactions or side-effects to the medication.

I will administer rescue inhalers, Epi pens, and other emergency medications when required. Only unexpired prescriptions in the child's name will be allowed. A rescue inhaler or epi pen must be come to care every day and be handed directly to the provider to be locked in the medical cabinet. If an emergency medication is used, parents will be notified and child may require being picked up for further treatment or follow up with care provider within a prudent amount of time.

Children on any type of over-the-counter medication such as, but not limited to, acetaminophen (Tylenol, Little Fevers), ibuprofen (Advil, Motrin) or any other pain relieving or fever reducing medications, etc. are required to stay home.

Topical Products

Children should arrive with sunscreen applied. I reapply as needed if provided permission to do so.

I will gladly use topical products such as lotion, sunscreen, etc. but require written consent. Topical products provided by the parent must be in the original containers and labeled with the child's name. I cannot use homemade salves.

Children over the age of 5 will be assisted as needed in applying sunscreen but can apply their own. Children under 5 will have sunscreen applied by provider. For sanitary purposes I wash hands before applying and after applying to each individual child.

Immunizations

Children receiving immunizations will be automatically excluded from camp for a minimum of 48 hours. Please schedule upcoming vaccination appointments for after FC, not during.

Antibiotics

Children put on a new regimen of antibiotics must be excluded from camp for the first twenty-four (24) hours of starting the dosage. This is to minimize the risk of infection to the other children as most antibiotics take a full 24 hours to take effect and render the infection incommunicable. It also helps minimize the risk of the child having a severe allergic reaction to the antibiotic while at camp. Children exhibiting symptoms for exclusion due to antibiotics must still follow the illness policy.

Supervision

Children will be supervised at ALL times.

Provider is always within sight and sound when outside of the fenced yard on the farm and with livestock present.

Smoke Free / Drug Free Zone

Our farm is a smoke free, marijuana free, drug free property. Please do NOT smoke or dispose of cigarette waste anywhere on or within 50 feet of the property. This includes vaping. Please do not consume or use drugs while on our property, this includes illegal and legal drugs.

Emergency Contacts

Each child must have on file a list of names and phone numbers of emergency contacts. The emergency contacts are persons in the area who are authorized by the parent to pick up and drop off the child in case of illness or emergencies when the parent cannot be reached. Please be sure the persons whose names are given are over the age of 18, are aware that they have been listed for this purpose and I will ask for identification of any person with whom I am not familiar.

Injuries

Bumps and scratches are inevitable even though every effort is made to keep the children safe through supervision and safety measures. Please expect children may experience a minor scrape or bruise from child play. Basic first aid will be provided.

Under Oregon law, there is no liability for an injury to or the death of a participant in an agri-tourism activity conducted at this agri-tourism location if the injury or death results from the inherent risks of the agri-tourism activity. Inherent risks of agri-tourism activities are risks of injury inherent to land, equipment and animals, as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agri-tourism activity. (ORS 30.671 to 30.677)

Minor Injuries

If a minor accident occurs, first aid will be applied. Cuts and scrapes will be washed with soap and water and a bandage applied. If the injury is not life-threatening, but requires further treatment, a parent will be contacted. An incident report will be completed for all accidents that leave a mark or involve a hard fall and a copy will be given to the parent upon arrival.

Medical Emergencies

If a severe injury occurs, emergency personnel will be called first and the parents called next.

If necessary a child may be transported by ambulance to the nearest hospital. If available, a substitute may be called to stay with the remaining children so the provider can accompany the injured child until either the parent or emergency contact arrives.

An incident report will be completed and a copy will be given to the parent. The incident will be reported to the licensing office. The parent is responsible for any costs involved in medical treatment including any transportation required.

Cleanliness

I take the well-being of children very seriously and work hard to provide an environment as healthy as possible. I thoroughly clean surfaces children come in close contact with often. Toys are cleaned frequently. Hand washing is the single most effective practice in preventing the spread of germs. I wash my hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

All toys, surfaces and floors will be cleaned and sanitized on a regular basis and in accordance to licensing standards.

I wash my hands:

- Before beginning work.
- Immediately before handling food or feeding children.
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers.
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit.
- After handling a pet or pet equipment.
- After handling a farm animal or farm equipment.
- Whenever hands are visibly dirty.
- After cleaning a child, the room, toys, or bathroom.
- Before applying topicals.
- After work.

- In compliance with Oregon's Food Handler License and Oregon Laws.

Children wash their hands:

- Upon arriving.
- Immediately before and after eating.
- After using the toilet or having soiled clothing or diaper changed.
- After using play dough or other substances.
- After handling a pet or pet equipment.
- After handling a farm animal or farm equipment.
- After playing on the playground.
- Whenever hands are visibly dirty.

Emergency Policy

If you're interested in a copy of our Emergency Policy, please contact provider and one will be emailed to you or a copy printed if email is not available.

Meals & Snacks

Each day I provide snack at 10am and 2:30pm Lunch is at noon for full day campers.

Children must come having had breakfast.

Children staying all day are required to bring a lunch. I provide snacks for children that meets the USDA accepted nutritional standards. I also provide healthy choices low in sugar, GMO-free, organic, and locally sources when possible. I also try not to serve foods with high fructose corn syrup. In the event a child's lunch is forgotten at home or in a parent's vehicle the parent will be contacted. If parent is not able to be reached, or if not able to return to drop off lunch, Farm Camp will provide a lunch.

I need to know in writing what allergies each child has and the severity of allergic reaction. Safety is my number one concern. I hope I can accommodate children with severe allergies or multiple allergies, but that is not always the case. **I do not maintain a peanut free home.**

Special Diets

If a child has any particular dietary needs resulting from being a vegetarian, having allergies, religious beliefs, non-religious beliefs, etc., it helps for me to be informed, and when applicable given a doctor's note stating to the fact. Certain meals and different types of foods can usually be substituted. If a viable solution cannot be reached between parent and provider, then the child's snacks will have to be provided by the parent.

Miscellaneous

Intentional Damages

Please respect me, my profession, my farm and my family. A certain amount of normal wear and tear is expected where children are concerned however certain situations do not fall into that category.

I believe children, just as adults, are responsible for their actions and together we can teach them to respect other people's property. If a child intentionally damages the home, toys, furnishings, equipment, or other property the parent will be responsible for paying for and replacing the damaged item(s).

Transporting Children

I do not regularly transport any child by car. In the event of a natural disaster children may be transported to a safe location, a meet up spot with parents, or home. All transportation will be made with proper car seats, driver shall be at least 18 years of age and all precautions to protect children.

Photo Policy

The children may be included in pictures connected with my Farm Camp program, unless otherwise specified by the parent.

Privacy Policy

I will do all I can to protect the privacy of the families that I do business with.

Records and information about the children and their families will be kept private and confidential

unless I have consent or the information falls under the mandatory reporting guidelines.

In return I require that clients respect the privacy of the provider's family by not sharing any information about the family and by not discussing specific contract arrangements.

A Final Note

Thank you for the opportunity to work with you and care for your children. I look forward to a future of keeping your child(ren) smiling and safe.

Note: By enrolling in Farm Camp it is understood that all of the policies and procedures of Farm Camp handbook are understood and agreed upon.

Revised April 2021.