



## Farmhands Education Program Parent Handbook 2020

**Note:** This is our standard handbook. Regarding changes due to COVID-19, our waivers and camp welcome emails as well as anything on our website including our COVID-19 Health Policy, our COVID-19 Impact FAQ, and any other details on our Farmhands Summer Camp Registration page, take precedence over what is written here. If you have any questions, please feel free to contact us!

### **Staff**

Andrea Earley Coen, Executive Director

Monica Pless, Farm to School Director

Leah Capezio, Community Outreach Coordinator

Tarin Hill, Healthy Futures AmeriCorps Member, Homestead Education Specialist

L Boss, Healthy Futures AmeriCorps Member, Garden Education Specialist

**Guidestone Colorado is a 501(c)3 non-profit organization that is growing a vibrant agricultural future through education, community building, and partnerships.**

*Guidestone Farmhands Youth Education Programs offer education on local farms, ranches and gardens to provide youth with opportunities to 'dig in' and learn how to grow their own food, participate in farm and ranch life, interact with farm animals, and play!*

*Spring 2020*

*Dear Farmhands Parents,*

*Welcome to the 13th Summer of Guidestone's Farmhands Education Program! We are delighted to have your children participate in Farmhands this season, and we look forward to lots of fun and adventure at the ranch and garden this summer.*

*Please read through the enclosed handbook so that you can prepare your child for their summer experience with us as well as understand Guidestone's policies and procedures.*

*If you have any questions, please feel free to email [andrea@guidestonecolorado.org](mailto:andrea@guidestonecolorado.org) or call (719) 239-0955 for more information.*

*We look forward to this summer and spending time on the farm and/or ranch with your family!*

## **What to Bring:**

### **Bring on first day of class and give to the instructor (forms will be emailed to you):**

- Guidestone Liability Waiver and Medical Form
- Guidestone COVID Liability Release Form
- Parent Release Form
- Photo Release Waiver
- Asthma/Allergy Medical Form (if needed only)

### **Send your student to each program day with:**

- Day pack (labeled with your child's name)
- Sun hat and sunscreen (labeled with your child's name)
- Non-perishable, healthy snack (eg. Pretzels, trail mix, fruit). Please pack a morning and an afternoon snack for 6 hour programs.
- 2 water bottles - filled
- Healthy lunch (for full day programs)
- Insect repellent (labeled with your child's name)
- Sturdy, comfortable, closed-toe shoes
- Water shoes in a plastic bag
- Change of clothes (in case what they are wearing gets wet)
- Jacket or sweatshirt (weather can change suddenly)
- Rain gear

## Farmhands Program Information

### Purpose

Guidestone offers programs on local farms, ranches and gardens to provide youth with opportunities to 'dig in' and learn how to grow their own food, participate in farm and ranch life, interact with farm animals, and play!

Farmhands curricula focuses on the art and skill of growing and raising food through the lens of both cultural history and current farming and ranching practices. Programs are grounded in hands-on learning opportunities and cultivate exploration, inquiry, and direct experience. Program offerings are designed to meet participants' interest and skill level, no matter what age, and collectively provide the awareness, understanding and agricultural skills to grow healthy, local food for a bountiful agricultural future.

### Ages

Children ages 5 through 12 can attend Farmhands Summer Education Programs. Each program has a designated age range. When a class includes a combination of all ages, i.e. 5 & up, some activities will be combined, and some will split the students according to age-appropriate distinctions, i.e. 5-7 and 8-12. Class size is maintained at a maximum ratio of 15 children per 1 adult, unless otherwise noted. Teaching Assistant opportunities start at age 14 and up.

### Americans with Disabilities Act

Guidestone is an equal opportunity employer and is cognizant of both federal and state legislation that supports opportunities and fair treatment for all. Guidestone's Anti-Discrimination policy is outlined in its Employee Policies Manual and staff are advised of the policy during their orientation. Guidestone makes efforts to accommodate children with disabilities and who have special needs in compliance with the Americans with Disabilities Act, Titles I-V.

Due to the outdoor venue and physical nature of the program, children must be sighted and ambulatory to attend Farmhands Education Programs. There are several hikes that are not suitable for non-sighted children as they are steep with loose rock, posing an accident hazard to the child. If your child has a disability other than those listed above, please call the Director to see if accommodations can be made. Instructors are not specifically trained in care for disabled children, so we often recommend that a parent or guardian accompany the child. Our primary concern is for the safety of all children.

## Hours and Locations

### 2020 Farmhands Programs

**Farm & Garden Instructors:** L Boss and Monica Pless

**Hutchinson Homestead Instructors:** Tarin Hill and Andrea Coen

**The following is the schedule for this summer's programs:**

### **GARDEN CAMPS**

#### **Garden Camp at the Longfellow Elementary School**

June 9-11, June 30-July 2, July 21-23

These three sessions are offered individually. Sign up for as many as you like!

Longfellow Elementary School, Salida

#### **STEM Garden Camp at the Salida Middle School**

June 16-18, July 7-9, July 28-30

These three sessions are offered individually. Sign up for as many as you like!

Salida Middle School, Salida

### **HOMESTEAD CAMPS**

#### **Pioneer Camp**

June 9-11

Hutchinson Homestead & Learning Center, Salida

#### **Animals on the Ranch Camp**

June 16-18

Hutchinson Homestead & Learning Center, Salida

#### **Homestead Detective Camp**

June 30-July 2

Hutchinson Homestead & Learning Center, Salida

#### **Ranch Camp**

July 7-9

Hutchinson Homestead & Learning Center, Salida

#### **Agriculture Through Art and Music Camp**

July 21-23

Hutchinson Homestead & Learning Center, Salida

#### **Pioneer Pantry**

July 28-30

Hutchinson Homestead and Community & School Farm

### **Directions and Camp Locations:**

#### **The Hutchinson Homestead & Learning Center, 8913 Hwy 50, Salida, CO**

The Hutchinson Homestead is located a couple miles west of Salida on Hwy 50, just before the Mountain Shadows Animal Hospital on the north side of the road. Turn right into the driveway, and park in the Homestead

parking lot in front of the Visitor Center.

If coming from Poncha Springs, go East on Hwy 50 for 2 miles past the Hwy 50/Hwy 285 stoplight. Turn left into the driveway and parking lot just east of the Mountain Shadows Animal Hospital.

The drop off and pick up point for programs will be inside the Visitor Center. For safety, please accompany your child inside in the morning to sign in, and please come inside to sign out with the instructor in the afternoon.

**Longfellow School Garden, 425 W 7th St, Salida, CO**

Pick up and drop off is on 8th Street, between H and I Streets.

**Salida Middle School Garden, 520 Milford St, Salida, CO**

Pick up and drop off is on Illinois Ave., between Millford St and E. 9th St.

## **Policies and Procedures**

### **Registration & Permission Forms**

Registration is complete when Guidestone receives your registration form, payment in full and signed copies of Guidestone's Liability Waiver, Parent Release Form, Insect & Sunscreen Repellent Form and Photo Release Form. All of these forms can be brought to the first day of the program or emailed to the instructor prior to the start of the first day of camp. Enrollment fees are paid at the time of registration and vary based on the length of the class.

### **Scholarships**

Scholarship assistance may be available. Please contact Leah Capezio by calling 719-239-0955 or e-mailing [leah@guidestonecolorado.org](mailto:leah@guidestonecolorado.org). Scholarships are awarded on a first-come first-served basis when available.

### **Class Cancellation and Refund Policy**

All classes must have at least 4 students to run the class. We will notify you at least two days in advance of the class start date if it must be cancelled due to low enrollment. If your child is enrolled in a class that Guidestone cancels due to low enrollment, you can choose to switch into another class or receive a full refund.

If you must cancel, please let us know as soon as possible. Cancellations up to the week prior to the program will receive a full refund less a \$25 administrative fee. Cancellations within the week of the program will result in a 50% tuition refund if we cannot fill the student's spot in the class and a full refund less a \$25 administrative fee if we can fill the student's spot. Refunds will not be given for a no-show.

Last-Minute Medical or Unforeseen Emergency Cancellation - In the event that a student becomes ill or injured prior to the start of a class or due to an unexpected family emergency, if possible we will transfer them to another available class. If unable to reschedule, a full refund less a \$25 administrative fee will be received.

\*To process ANY refund, Guidestone requires a letter with the parent name, student name, class title, class dates, and reason for cancellation. This letter may be mailed, emailed, or dropped by the office and MUST BE received by the refund deadlines referred to above.

**Returned Check Policy**

Checks are accepted as a form of payment. In the case of a returned check, a \$25 administrative fee will be collected in addition to the amount owed. Another form of payment is required within 48 hours of notice or your child's enrollment will be cancelled.

**Transportation**

Guidestone does not provide transportation to or from Farmhands Education Programs.

**\*\*Children will not be transported in personal staff vehicles unless in case of an emergency.\*\***

**Late Arrival/Absences**

If your child cannot attend on any given day, please contact the Instructor's cell phone (as provided in the welcome email) and leave a message before 8 am. The Instructor checks for voicemail messages from parents daily regarding their child's attendance. Late arrivals are discouraged. If you know you will be late, please contact the instructor in advance to determine where to meet the group.

**Pick-up Policy**

All children must be signed in and out daily with their Instructors. Parents should park in the lot and get out to sign their child in and out. Parents must arrive to pick up their child by the ending class time as given in the program descriptions. If a child is not picked up by 15 minutes after program end, we will make attempts to reach parents and other contacts listed on the emergency form and the parent will be charged a \$15 child-care fee. In all cases, please call the Instructor to inform of a late pick-up. Instructors will remain with children until a parent or guardian picks them up. Staff will account for all children before leaving for the day.

**Release of Children**

Students will only be released to those individuals listed on the Parent/Guardian Release Form. Please be sure to fill out this form to give to the Instructor on the first day of class. In an emergency situation, a parent may confirm an additional person to pick up their child over the phone through verbal authorization. In the case that someone not listed on the form or verbally confirmed by the parent tries to pick up a child, the child will not be released and the individual will be asked to leave. Authorities will be contacted if necessary. Farmhands instructors and staff will require parents/guardians to sign their children in and out of Farmhands programs. To ensure the safety of all participants, participants cannot check in or check out without a parent/guardian present with them.

**Sunscreen Policy**

Farmhands instructors and staff are not allowed to apply ointments or topical lotions for students without written parental permission. Complete the Sunscreen Permission Form if you would like your student to have assistance in the reapplication of sunscreen after snack or lunch time. If you sign this release, your child's instructor will assist with applying sunscreen to bare surfaces including the face, tops of ears, bare shoulders, arms, legs, and feet. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. Please provide sunscreen labeled with your child's first and last name with a minimum of SPF 15, and apply it to your child before leaving for the day. Farmhands has SPF 30 and SPF 45 on hand if needed. Contact us if you would like additional information on sunscreen and safe sun habits. Note: Personal sunscreen must be labeled with the child's first and last name.

### **Insect Repellent Policy**

Farmhands instructors and staff are not allowed to apply ointments or topical lotions for students without written parental permission. Complete the Insect Repellent Permission Form if you would like your student to have assistance in the reapplication of insect repellent after snack or lunch time. If you sign this release, your child's instructor will assist in applying insect repellent to bare surfaces including the face, neck, bare shoulders, arms, legs, and feet. Insect repellent will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. Contact us if you would like additional information on insect repellent or West Nile Virus. Note: Personal insect repellent must be labeled with the child's first and last name.

### **Identifying Where Children are at All Times**

Instructors are responsible for routine head counts throughout the day and during transition periods (i.e. bathroom visits, snack, after activities, etc). Additionally, the Instructors are required to perform head counts at the beginning and end of each day. Should a child become lost, the Instructor or Teaching Assistant will backtrack to where they were seen last. If the child is not found in this effort, the Instructor will contact the Executive Director and emergency personnel. Emergency contact numbers are carried with Instructors at all times.

### **Bathroom Policy**

Students participating in Farmhands programs for ages 5 & up need to be potty trained. Instructors never enter a bathroom with a student (unless it is with a group of students taking turns washing their hands together or in the event of an emergency). Some program locations have indoor plumbing and some have port-a-potties. During the program, instructors will allow for group stops at the bathroom so students can use the bathroom as needed. If a student needs to go to the bathroom during the middle of a program, an adult will accompany the student to the bathroom and remain outside the bathroom.

### **Discipline**

Discipline shall be constructive or educational in nature, and may include such measures as separation from problem situations, talking with the child about the situation, or praise for appropriate behavior. Management by positive example with the well-behaved children often creates an environment of attention the child is attempting to gain. Children will not be subjected to any physical punishment or ridicule from the Instructor or classmates.

If appropriate discipline measures by the Instructor are ineffective and the child continues to behave inappropriately and/or interferes with the safety or learning of other students, the parent will be informed of the situation and a plan of action will be implemented. Refunds are not given if a child must be removed from a class. It is imperative that one child does not hinder the experiences that Farmhands has to offer for the entire group of participants. Guidestone has a zero-tolerance policy toward physical/violent behavior.

### **Student Backpacks**

Please provide your child with a backpack every day containing a full bottle of water (make sure it doesn't leak), non-perishable snacks and lunch, sunscreen, insect repellent, a fleece or sweatshirt (even on warm days), a hat, a waterproof rain jacket (even on clear days), water shoes and change of clothes. The weather can change suddenly. Please make sure your child has a lunch for all full day programs. We ask that you not allow your child

to bring electronics, cell phones, money, pets, toys, stuffed animals, and games, as they are distracting to the class and are easily lost. Knives and other weapons are prohibited.

### **Meals and Snacks**

Children attending Farmhands Summer Education Programs must be provided with their own snacks by the parent, such as light, non-perishable healthy snacks, and water. Safe drinking water\* is available to students at all times if water is forgotten or more is needed. If the child fails to bring a snack, Farmhands can supply the child with one. A small supply of non-perishable, peanut-free snacks is kept in stock. Children are provided with the means for washing their hands prior to eating. Please provide a healthy and hearty lunch if your child is attending an all-day program (e.g. lasting 6 hours or more). Candy is strongly discouraged and soda is not allowed.

\*The tap water at the Hutchinson Homestead is non-potable; however, there is clean drinking water (via a water dispenser) in the visitor center. Signs are posted at each tap to remind visitors that the tap water is non-potable.

### **Food Safety Policy**

Sharing food is strongly discouraged amongst the students for health and safety concerns. Students may occasionally be given permission to eat properly cleaned produce from the garden sites.

### **Hiking**

Some programs at the Hutchinson Homestead will include hiking out from the main homestead to other parts of the ranch. Prior to heading out, children will be instructed on the fundamental safety procedures to be used while on the hike and procedures if they become lost. All students must carry plenty of water, sunscreen, and insect repellent and be equipped with protective clothing against the natural elements such as a hat, waterproof jacket, and a fleece. Each Farmhands Instructor is certified in First Aid and Child CPR, and carries a stocked and approved First Aid kit at all times.

Children are not permitted to remove anything from the environment (wildlife, nests, berries, stones, flowers, etc.) without the permission of the Instructor. Poison ivy is avoided at all times. If contact with poison ivy is suspected, the instructor will wash exposed skin with soap and water, and the parents will be notified.

Closed-toe shoes must be worn at all times by the students. Sneakers or other rubber-soled shoes are particularly recommended when wading in shallow water (ponds or streams) to study aquatic life. It is recommended that students carry water shoes in their backpacks. Children are not permitted to swim at any time.

Wildlife observed along the trail should be treated humanely. Children are not permitted to throw rocks or other objects endangering animals or classmates. Children are not allowed to chase animals or threaten them in any way.

### **Visitors**

All visitors must arrange their visit through the Executive Director. The Director will notify the Instructor of the reason for the visit as well as the date, time, location, and number of visitors to expect. All visitors must sign in with the Director (or in the event of a tour at the Homestead, with the tour guide) on the day of their visit on the "Visitor Log" which includes: name, date, phone number, address, reason for visit, and a driver's license number.



A written policy regarding visitors will be posted and a record maintained daily. Any visitors at program sites during program times must be accompanied by a Guidestone representative (staff or volunteer). No unaccompanied visitors are permitted while programs are in session.

### **Rain Days and Severe Weather**

Farmhands programs are rain or shine events and not cancelled due to weather unless the length of the program is under 2 hours and inclement weather is expected throughout the duration of the program. Please make sure to always pack a waterproof layer for your child. In the event of inclement weather, teachers are instructed to follow directions as described in the Guidestone Risk Management Plan. Instructions may vary according to weather type (flood, lightning, tornado, etc). In the event of excessively hot weather, teachers will mist students with a spray bottle to keep them cool, encourage frequent water breaks, decrease level of activity, and move to a shady location. In extreme situations such as lightning, students will go to a predetermined indoor location to wait out the storm. Program cancellation due to weather will be a last resort and will be determined the morning of the program due to potential severe weather with potential longer duration.

### **Illness, Accident, & Injury**

All staff is trained and has received certifications in First Aid and CPR. Guidestone is required by law to give a written report to the Director when any accident, however minor, occurs while the children are in our care. If the accident is minor, the parent will be notified at the end of the day. For more serious accidents or injuries, we will call 911 and the parent/guardian or emergency contact will be contacted immediately.

If a child says that they are feeling ill, they will be given the option to lay down or rest to see if it passes. If after 10 minutes they are still feeling ill, they will be asked if they'd like to go home. If yes, the parents will be called immediately to pick up their child.

### **Communicable Illness**

If a child is ill, please keep them home so that they can get better and to protect the health of the other students and adults. When a child shows signs of a severe or communicable illness during programs, they will be separated from other children, and will cease in the harvesting or handling of food. The parent/guardian will be notified, and a doctor or medical facility consulted as needed regarding treatment. In case of a known communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the Executive Director will report to the local health department pursuant to regulations of the State Department of Public Health and Environment and contact all parents/guardians of children in care.

### **Lost & Found Belongings and Personal Items**

Throughout the summer, some students leave belongings at teaching sites. The Lost & Found box is located at Guidestone's office. If you suspect your student left something behind, please call 719-239-0955 or tell the instructor the next day. If an item is found, it will be returned to the student the following day. Items not claimed by the end of the summer will be donated to a local thrift shop. We strongly recommend that parents label jackets, hats, backpacks, lunch bags, water bottles, and other personal items so they may be returned to their owners. Children are asked not to bring toys or money to Farmhands programs and are not allowed to carry weapons, like knives.

### **Parental Notification**

Guidestone will notify parents/guardians if Farmhands is no longer able to serve a child. Guidestone will notify parents/guardians in writing of significant changes in its services, policies, or procedures so that they can decide whether services continue to meet the needs of the child.

### **Guidestone Emergency Procedures**

Guidestone Emergency Procedures are implemented in the event of:

- An injury or illness that could result in severe harm to Farmhands Summer Education Program participants, Instructors, Teaching Assistants, or Education Team members
- A missing person
- An event that results in outside agency involvement, including: Emergency Medical System (911), law enforcement, etc.
- A vehicle accident or event that results in the filing of a police report
- Any event that involves the potential for legal action, media attention, and/or public relations issues
- Use of epinephrine or other drugs (**only with Medication Authorization form**) in response to an emergency
- Evacuations from the field for any reason (illness, injury, natural disaster, etc.)
- A fatality

#### **In the event of an emergency, Instructor will:**

1. Attend to immediate threats and needs of Participants and/or Teaching Assistants.
  - Determine the nature of the emergency and what type of response is required (first aid, search for a lost person, etc).
  - The Lead Instructor gathers the Affected Person's medical and contact information and takes responsibility of the Affected Person. The other Instructor/Assistant/Volunteer takes responsibility of other participants. Based on the nature of the emergency, develop an appropriate response plan (first aid treatment, CPR, initiate search, etc).
  - Keep Farmhands participants calm and delegate responsibilities as needed.
  - If necessary, remove all Farmhands Participants and additional assistants away from further danger.
2. Call 911 and communicate the following:
  - Name of person initiating the call
  - Location
  - Name, age, gender of individual(s) involved in the emergency
  - Description of events relating to emergency and current status (who, what, where, how)
  - Emergency steps already taken (medical care given, search initiated, anyone else contacted)
  - Any resources or support required to manage the emergency
3. Communicate, by notifying in this order, once the Affected Person is stabilized:
  1. Call the Affected Person's parents/emergency contact.
  2. Call Executive Director on cell phone to report the emergency. S/he will also contact the parent/emergency contact, and travel to the site of the emergency if needed. If parent/emergency contact requests to talk to the injured person, they should talk first with the instructor, then with the injured person and then again with the instructor.

3. If the Affected Person must be taken by EMS for treatment, the instructor responsible for the injured person will:
  - a. Remain with the Affected Person until Parent/Emergency Contact arrives, including during transportation by outside agency to hospital or other facility if possible and/or needed.
  - b. Make sure another Education Team Member has responsibility of the other group participants.
  - c. Ensure the Affected Person's medical and contact forms remain with the Affected Person throughout the evacuation.
4. Instructor responsible for Affected Person records the emergency in "Emergency/Incident Report" and files with Executive Director.
5. Instructor replaces medical supplies in the first aid kit if needed.

### **Medication**

All Guidestone Staff and Farmhands Instructors are trained in First Aid and CPR. However, Farmhands Instructors are NOT able to administer medications. If your child needs medication administered while under the care of Guidestone, parents will need to arrange for someone to bring the meds and meet the group to administer the meds. Parents are encouraged to administer medication to their child prior to and after camp.

### **Special Case Scenarios: Asthma and Allergies**

If your child has an asthma related medication such as an inhaler, complete the Asthma Medication Form. If your child has an allergy-related medication such as an Epi-pen or Benadryl, complete the Allergy Medication Form.

Inhaled/nebulized medications, and certain emergency injections (EpiPen) can be administered only with the written order of a person with prescriptive authority and with written parental consent. Medications must be kept in the original labeled bottle or container and must contain the original pharmacy label. Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name. Children should not transport medications to and from camp; this includes medication placed in a backpack, such as an inhaler or Sudafed. Medications will be kept in an area inaccessible to children. Due to the mobile, outdoor setting of Farmhands, medications shall be stored in the backpack of the instructor.

**If a child needs to withdraw from a Farmhands program for any reason, the parent/guardian should notify the Executive Director.**

**Thank you for reading these policies and procedures.  
We look forward to a safe and fun-filled summer with your child.  
Welcome to Farmhands!**