



Farmhands Education Program Parent Handbook 2024

Staff

Tracy Green, Education and Homestead Director

Attila Agoston, Farm and Food Systems Director

Emma Lietz Bilecky, Land Link Director

Carrie Robertson, Operations Director

Andrea Earley Coen, Executive Director

AmeriCorps Members

TBD, Ranch & Homestead Educator

Maytal Agasi, Garden Educator

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 2024

Dear Farmhands Parents/Guardians,

Welcome to the 17th 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 homestead and gardens 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 tracy@guidestonecolorado.org or call (719) 239-0955 for more information.

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

Farmhands Camp Checklist:

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

- Guidestone Liability Waiver and Medical Form
- Parent Release Form
- Photo Release Waiver
- Asthma/Allergy Medical Form (optional)

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 snacks (eg. pretzels, trail mix, fruit). Please pack a morning and an afternoon snack for full-day programs.
- Healthy lunch (for full-day programs)
- 2 water bottles - filled
- Insect repellent (labeled with your child's name)
- Sturdy, comfortable, closed-toe shoes
- Water shoes in a plastic bag
- Change of clothes (in case clothes get wet)
- Jacket or sweatshirt (weather can change suddenly)
- Rain gear

Farmhands Program Information

Purpose

Guidestone programs 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 curriculum focuses on growing awareness, skills, and appreciation of farming, ranching, and agricultural history. Programs are grounded in hands-on learning opportunities and cultivate exploration, inquiry, and direct experience. Program offerings are designed to meet participants’ interests and skill levels, no matter what age, and build a community of learning, sharing, and celebration.

Program Partners

Guidestone is honored to be able to provide these camp opportunities thanks to the generosity of the following partners:

The Hutchinson Family and Hutchinson Ranch

The Salida School District

The Town of Poncha Springs

To learn more about these partnerships, please feel free to contact Guidestone’s Executive Director, Andrea Coen: andrea@guidestonecolorado.org.

Ages

Children ages 5 and up can attend Farmhands Summer Education Programs. Each program has a designated age range. When a class includes a combination of ages, e.g. 5 & up, some activities will be combined, and some will split the students into groups based on age-appropriate activities, e.g. 5-7 and 8-11. Class size is maintained at a maximum ratio of 15 children per 1 adult unless otherwise noted. Intern and Educator Support opportunities are available for high school and middle school students.

Instructors

Guidestone Education Director: Tracy Green

Garden Educator Lead Instructor: Maytal Agasi

Ranch & Homestead Lead Instructor: TBD

High School Interns: TBD

Additional Backup Support: Attila Agoston, Carrie Robertson, Andrea Coen, others as needed

Summer 2024 Camp Schedule

Little Spurs/ Little Sprouts

Programs are held on Thursdays from 10am-11am

Ages: 5 and under with a parent/ guardian

Little Spurs (June 13 & 27, July 18, Aug 1)

- **June 13:** Animals on the Ranch
- **June 27:** Homesteading Skills
- **July 18:** Pioneer Life
- **Aug 1:** Kids and Cows

Little Sprouts (June 6 & 20, July 11 & 25)

- **June 6:** Potatoes and Sunflowers – Song & Story
- **June 20:** Insects in the Garden
- **July 11:** Taller, Smaller, Taste and Smell
- **July 25:** Flowers, Birds and Colors

Farmer/ Rancher Mondays

Programs are held on Mondays from 9am-4pm

Ages: 5-7

Rancher Monday: @ Hutchinson Homestead (June 10 & 24, July 15 & 29)

- **June 10:** Animals on the Ranch
- **June 24:** Life on a Homestead
- **July 15:** Pioneer Living
- **July 29:** Water on the Ranch

Farmers Monday: @ Community and School Farm (June 3 & 17, July 8 & 22)

- **June 3:** Planting!
- **June 17:** Bugs & Bees on the Farm
- **July 8:** Water on the Farm
- **July 22:** Food Preservation!

3-Day Camps

Each camp day is 9am-4pm

Ages: 5-12

Garden Camps

May 28- 30: Wild, Wonderful Seeds - Longfellow Elementary School Garden

June 4 - 6: Lettuce Dance to the Beet - Salida Middle School Garden

June 11 - 13: Imagine! Garden Art/Science Fusion - Longfellow Elementary School Garden

June 18 - 20: The Garden is Full of Stories - Salida Middle School Garden

June 25 - 27: Birds & Bugs, Broccoli & Butterflies! - Longfellow Elementary School Garden

July 9 - 11: Build & Grow in the Garden - Salida Middle School Garden

July 16 -18: Water in the Garden - Longfellow Elementary School

July 30 - Aug 1: Farm Camp - Community and School Farm

Homestead/Ranch Multi-Day Camps

May 28 - 30: Homestead Detectives

June 4 - 6: Pioneer Camp

June 11 - 13: Kids in Ag Camp

June 18 - 20: All the Water On The Ranch

June 27 - 28: 2-Day Overnight Camp

July 9 - 11: Ranch Camp

July 16 - 18: Pioneer Camp

July 23 - 25: Art of Ag Camp

July 31 - Aug 2: Ag Camp at the County Fair - County FairGrounds (*Wednesday, Thursday and Friday)

August 6 - 8: Bringing the Harvest Home - Community & School Farm, Hutchinson Homestead

Camp Locations and Directions

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

From Salida, the Hutchinson Homestead is located 1 mile west of Walmart on Hwy 50, just before the Mountain Shadows Animal Hospital on the north side of the road. Turn right into the driveway with the (open) double green cattle gates.

From Poncha Springs, beginning at the Hwy 50/Hwy 285 stoplight, travel east on Hwy 50 for 2 miles. Pass Mountain Shadows Animal Hospital, and make the next left into the driveway with the (open) double green cattle gates.

The drop-off and pick up point for programs will be at the Visitor Center/Homestead Classroom. For safety, please accompany your child in the morning to sign in, and please 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.

Community & School Farm, 1455 Holman Ave, Salida

The farm shares a parking lot with the dog park and is across the street from the Trailside Estates neighborhood. Look for the geodesic dome greenhouse. Pick up and drop off are in the parking lot shared with the dog park in front of the first gate next to the porta potty.

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, we encourage that children must be sighted and ambulatory to attend Farmhands Education Programs. Several hikes are not suitable for non-sighted children as they are steep with loose rocks, 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 children with disabilities, so we often recommend that a parent or guardian accompany the child. Our primary concern is for the safety of all children.

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 Waivers, Parent Release Form, Insect & Sunscreen Repellent Form, and Photo Release Form. All of these forms can be brought on the first day of the program or emailed to the instructor prior to 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 Tracy Green, Education Director by calling 512-656-7430 or e-mailing tracy@guidestonecolorado.org. Scholarships are awarded on a first-come first-served basis when available.

Program Cancellation, Transfer and Refund Policy

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

Cancellations - If you must cancel, please email tracy@guidestonecolorado.org as soon as possible. In the case of a cancellation:

- **A \$50 nonrefundable administrative fee** is required for each Farmhands Camp Program.
- **Prior to April 1, 90%** refund of the total fee, minus the \$50 administrative fee.
- **April 1 - April 30, 70%** refund of the total fee, minus the \$50 administrative fee.
- **May 1- May 31, 50%** refund of the total fee, minus the \$50 administrative fee.
- **After June 1, no refund** will be offered. Please note the transfer options below for change requests after June 1.
- For other extenuating circumstances please contact tracy@guidestonecolorado.org

Last-Minute Medical or Unforeseen Emergency Cancellation - In the event that a student becomes ill or injured or experiences an unexpected family emergency prior to the start of a program, we will do our best to transfer them to another available program. If they are unable to attend another available program, a full refund minus a \$50 administrative fee will be received.

Transfers - All transfers are dependent on space availability in the camp you desire to transfer into. We will do our best to accommodate these changes. To make a transfer request, please email tracy@guidestonecolorado.org with your child's name, and the name and the date of the Farmhands Camps you desire to transfer to and from.

- Prior to **May 1**, Farmhands Camps can be transferred at **no cost**.
- After **May 1 and up to 14 days prior** to the registered Farmhands Camp start date Farmhands Camp can be transferred for a **\$50 fee**.
- **Within 14 days of the start** of the registered Farmhands Camp, **no transfers will be made**. (Please see cancellation policy).

Refunds

- Refunds will not be given for no-shows.
- Refunds are not given if a child must be removed from a program. Per Guidestone's Discipline Policy, we will work with parents to develop a plan of action if other appropriate disciplinary action is ineffective. If the child continues to behave inappropriately and/or interferes with the safety or learning of other students, Guidestone reserves the right to remove a child from camp. It is imperative that one child does not hinder the experiences of other participants. Guidestone has a zero-tolerance policy toward physical/violent behavior.
- Refunds will not be issued for extreme extenuating circumstances that force Guidestone to cancel a day's Farmhands camp.

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 canceled.

Transportation

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

****Children will not be transported in personal Staff vehicles except in case of an emergency.****

Late Arrival/Absences

If your child cannot attend on any given day, please contact the Instructor's cell phone (provided in the welcome email) and speak to the Instructor or 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 make arrangements.

Pick-up Policy

Parents must arrive to pick up their child(ren) by the program end time given in the program description. If a child is not picked up within 15 minutes past the program end time, we will attempt to reach parents and other contacts listed on the emergency form. 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. Guidestone reserves the right to charge a \$15 child-care fee for significantly late pick-ups.

Release of Children

Students will only be released to parents or 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 unless previously arranged by the parent on the Release Form (e.g. child is biking or walking home).

Social Emotional Learning and Positive Behavior Support

Guidestone creates and maintains a socially and emotionally respectful early learning and care environment by providing training for Education Team members on Social Emotional Learning and Non-Violent Communication. Team members are also trained in behavior management techniques that focus on positive behavioral supports and interventions. Guidestone supports Education Team Members in implementation of these teaching techniques through ongoing managerial support throughout the day and at weekly team meetings. Discipline at camp 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. Children will not be subjected to any physical punishment or ridicule from the instructor or campmates. Families are encouraged to provide Education Team Members with any information that will support their child's success in the program.

Behavior Policy

Our Farmhands Camp philosophy is to provide a joyful, safe space (physically, socially and emotionally) to explore and learn about agriculture. We believe Farmhands Camps are a community where children can both connect with nature and develop life skills making good decisions and being responsible for their own actions. We practice inclusiveness and respect for others with the knowledge that the well-being and safety of children is fundamental to the enjoyment of camp and building a connection to the land and all parts of the agricultural experience.

Anti-Bullying Statement. Bullying is considered unacceptable at Farmhands Camps. Bullying is defined by the American Camp Association as “when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another.” Bullying can occur “overtly and directly, with physical behaviors, such as fighting, hitting or name calling, or overtly through emotional-social interactions, such as gossiping or leaving someone out on purpose.” Farmhands Camp Staff will determine consequences for the bullying on a case-by-case basis. Depending on the severity and consistency of the behavior, parents may be asked to immediately come and pick up their child/children for the day. The goal is to maintain the integrity of each Farmhands Camp for all the campers and staff. No refunds will be issued in the case of suspending a child based on this type of behavior.

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 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. It is imperative that one child does not hinder the experiences of other participants. Refunds are not given if a child must be removed from a program. Guidestone has a zero-tolerance policy toward physical/violent behavior.

Sunscreen Policy

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.

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 a snack or lunchtime. 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.

Insect Repellent Policy

Please provide insect repellent labeled with your child’s first and last name. Farmhands has insect repellent on hand if needed.

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 a snack or lunchtime. 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.

Identifying Where Children Are at All Times

Instructors are responsible for routine head counts throughout the day, during transition periods (i.e. bathroom visits, snacks, after activities, etc), and at the beginning and end of each day. Should a child become lost, the Instructor or Intern will backtrack to where the child was last seen. 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.

Backpacks

Please provide your child with a backpack every day containing a 2 full bottle of waters (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. We ask that you not allow your child to bring electronics, cell phones, money, pets, toys, stuffed animals, and games, as they are distracting and can be easily lost. Knives and other weapons are prohibited.

Meals and Snacks

Children attending Farmhands Summer Education Programs must bring their own snacks and water. If your child is attending an all-day program (e.g. 6 hours or more), please also provide a healthy and hearty lunch. Candy is strongly discouraged and soda is not allowed. Safe drinking water is available to students at all times if water is forgotten or more is needed. If a child does not have a snack, Farmhands can supply one; a small supply of non-perishable, peanut-free snacks is kept in stock. Children will be given time to wash their hands prior to eating.

Food Safety Policy

For health and safety reasons, sharing food is strongly discouraged. Students may occasionally eat properly cleaned produce from the garden sites.

Hiking

Some programs at the gardens will include walking field trips and some programs at the Hutchinson Homestead will include hiking from the main homestead out to other parts of the ranch. Prior to heading out, children will be instructed on fundamental safety procedures for the walk/hike and procedures to follow if they become lost

or separated from the group. All students must carry plenty of water, sunscreen, and insect repellent and be equipped with clothing (such as a hat, waterproof jacket, and fleece) to protect against the natural elements. Each Farmhands Instructor is certified in First Aid and Child CPR, and carries a stocked first aid kit at all times.

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

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

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

Visitors

Anyone visiting a program site while programs are in session must arrange their visit ahead of time with a Guidestone Staff member. When on site, visitors must sign in with, and be accompanied by, a Guidestone Staff member or volunteer. The Visitor Log includes name, date, phone number, address, and reason for visit. Instructors will be notified of the visit, including the date, time, location, reason for the visit, and number of visitors.

Rain Days and Severe Weather

Farmhands programs are rain-or-shine events and are not canceled 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 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 the 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 based on the potential for severe weather with a longer duration. If there are extreme extenuating circumstances that force Farmhands Camps to cancel a program, there will be no refunds.

Illness, Accident, & Injury

All Staff are trained and have 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 at home to protect their health and the health of other program participants. 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 will be consulted as needed regarding treatment. In the case of a known communicable illness, the Executive Director will report to the local health department pursuant to regulations of the State Department of Public Health & Environment, and will contact all parents/guardians of the children in our care.

Lost & Found Belongings and Personal Items

Throughout the summer, some belongings get left behind at teaching sites. The Lost & Found box is located at Guidestone's office at the Hutchinson Homestead. If you suspect your child 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.

Parental Notification

Guidestone will notify parents/guardians in writing of significant changes in services, policies, or procedures, so parents can decide whether services continue to meet the needs of the child. Guidestone will also notify parents/guardians if Farmhands is no longer able to serve a 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, Interns, 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 drugs (e.g. epinephrine) in response to an emergency (**only with Allergy/Asthma Medical Form**)
- Evacuations from the field for any reason (illness, injury, natural disaster, etc.)
- A fatality

In the event of an emergency, the Instructor will:

1. Attend to the immediate threats and needs of Participants and/or Interns.
 - The instructor determines the nature of the emergency and the type of response required (first aid, search for a lost person, etc), develops an appropriate response plan, gathers the Affected Person's medical and contact information, takes responsibility for the Affected Person, and delegates responsibilities as needed.
 - Co-Instructor/Intern/Volunteer takes responsibility for other participants.
 - If necessary, the Education Team removes all Farmhands Participants from further danger.

2. Call 911 and communicate the following:
 - Name of the person initiating the call
 - Location
 - Name, age, and 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/Notification (in this order):
 1. Call the Affected Person's parents/emergency contact.
 2. Call the Executive Director to report the emergency. The director will also contact the parent/emergency contact, and travel to the emergency site if needed. If parent/emergency contact requests to talk to the Affected Person, they should talk first with the Instructor, then with the Affected Person, and then again with the Instructor.
 3. If the Affected Person must be taken by EMS for treatment, the Instructor will:
 - a. Remain with the Affected Person until parent/emergency contact arrives, including during transportation by an outside agency to the hospital or other facilities if possible and/or needed.
 - b. Make sure another Education Team Member has responsibility for the other group participants.
 - c. Ensure the Affected Person's medical and contact forms remain with the Affected Person throughout the evacuation.
 4. The instructor records the emergency in an "Emergency/Incident Report" and files it with Executive Director.
 5. The 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 allowed to give medications to any participants. If a student needs to be given medication during the day, the student's parent or guardian must make arrangements prior to the program to meet the group to administer the medication. Parents are encouraged to administer medication to their child prior to and after camp.

Special Case Scenarios: Asthma and Allergies

The one exception to this rule occurs if a student requires emergency allergy or asthma medication, such as an Epi-pen or Inhaler/nebulizer. 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. If your child has an asthma-related medication such as an inhaler, please complete the Asthma Medication Form. If your child has an allergy-related medication such as an Epi-pen or Benadryl, please complete the Allergy Medication Form. The Instructor will refer to the child's Allergy/Asthma Medical Forms to assist or perform necessary steps.

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. Due to the mobile, outdoor setting of Farmhands, medications will be kept by the instructor in their backpack and returned to the child's parent at the end of the program day.

If a child needs to withdraw from a Farmhands program for any reason, the parent/guardian should notify the Education and Homestead Director Tracy Green: tracy@guidestonecolorado.org.

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