

## Spence's Farm - Things to Know

Office: 919-968-8581

**KEEP THIS SHEET FOR FUTURE REFERENCE!!!! OUR PHONE NUMBERS, ETC. ARE IMPORTANT TO YOU!!!!**

### Arrival & Departure

Camp is from 8:30am-3pm. Morning sign-in is between 8:15 and 8:30 am. Pick-up time is 3-3:30pm. **Note: If you arrive before 8:15 or stay after 3:30 you will be charged for the pre & after camp fees.** We begin camp each morning promptly at 8:30 am. This is when we discuss the theme for the day \*. If they are late they miss this important time. When dropping your child (ren) off, please park your car so that there is enough room for others to get around you—our space is a little tight. If you have any special information to communicate to staff regarding the day, this is the time to do so. If your child will be late or sick, call us or in case of an emergency at the office, 968-8581. We check messages throughout the day.

### Forms & Monday Sign In

Please make sure to mail in the included forms and the balance due for the camp tuition by the 15<sup>th</sup> of the month prior to your camp date. **Notice, if you have not paid your balance at that time, your child's reservation and deposit could be forfeited.** If you have sent in your Information and Permission Slips, you can get in and out on Monday quickly. Please remember to sign your child in and out with the arrival & departure times each day.

### Schedule in Brief (7:30am – 6:00 p.m.)

7:30 – 8:15—Early Care (Extended day program) requires an extra fee

8:15-8:30 – Sign in/Drop off

8:30 – 9:00—Welcome, announcements, and theme for the day\*

9:00 –11:00—1<sup>st</sup> Class period (includes snack at 10:00)

11:00 –12:00—swim period, Monday, Tuesday, Thursday & Friday

12:00 – 12:30—Lunch

12:30 – 2:30—2<sup>nd</sup> Class Period

2:30 – 3:00—Acknowledgment session; Reflections on the Theme of the Day \*, what we learned

3:00 – 3:30—Pick-up Time, Snack break for after campers

3:30 – 5:30—After Camp Enrichment classes, and Extended Day afternoon activities.

Enrichment classes available on first come, first serve basis at separate cost.

For enrichment class enrollment, see enclosed registration form.

Late/Extended Care – supervision until 6:00 pm at \$5 per day/per child

### **\*Daily Themes:**

Monday – Partnership

Tuesday – Communication

Wednesday – Decision-making and goal-setting

Thursday – Personal Responsibility

Friday – Breakdowns and problem-solving

### **What to Bring**

1. Shoes and clothes you don't mind getting dirty, any sandal or fashion shoes are discouraged. Remember we are a farm with dirt & horse poop.
2. A change of clothes, jeans & sneakers for riding, a swimsuit and towel for each day
3. A nutritious lunch, drinks and snack (plus an additional snack for those staying after camp). With a lot of physical activity, children tend to be hungrier. Pack more food than usual. Please avoid "fun foods" which don't "stick to the ribs" for very long.
4. Sunscreen (labeled with your child's name)
5. Backpack and/or bag for extra clothing, food, water bottles (labeled), hikes and bringing materials home
6. These are a must! Close-toed shoes for hiking and wood shop & preferably with heels for riding. For Wednesday creek stomp, bring old tennis/running shoes that can get wet. No galoshes as they fill up with water or beach/water slip-ons (they don't have a thick-enough sole, and slip off). Everyone **MUST** wear shoes in and around the creek.
7. Any medications that we are to administer during the day (as instructed by you and/or as needed (such as asthma medication).

We have a **NO NIT POLICY** (head lice). A daily head check is encouraged. Any child arriving with nits cannot attend camp that day. To be totally safe your child may bring his/her own equestrian helmet as ours are shared. We have never had an outbreak of lice.

### **SPENCE'S FARM RULES**

Please go over our rules with your children so you and they will know what is expected of them! These will be posted in accessible places on the farm for them to read as well.

1. No one or nothing (a thing) gets hurt. Teamwork is stressed, not competition or revenge.
2. The Farmhouse is off-limits to campers unless accompanied by an adult.
3. Campers are responsible for cleaning up all projects and activities after themselves.
4. Weapons are not produced in the woodshop.
5. No toys from home.
6. No sticks or rocks are to be lifted above the shoulders
7. Recycle! Recycle! Recycle!

**Discipline policy:** We believe in setting good examples, having small group ratios with mentors, offering healthy choices and doing conflict resolution as integral to our discipline policy. If time outs are required, we will notify the parents of the second time out, and expect parent pick-up at the third time out.

Thank you for you and your child's attention to these matters. It will lay the foundation to a safe and fun experience here at the farm!

### **AFTERNOON PICK-UP AND DEPARTURE**

Each child must be signed out daily. A sign-out sheet is provided in the farmhouse foyer for parents to sign out their child. The sign out sheets are available from 3:00 - 6:00. Until we get to know you personally, please **show us a valid ID**. This ensures the safety of the children and gives parent's an opportunity to talk to the staff. We encourage all parents to come in to visit our program and see the activities that the children are participating in at any time.

### **RELEASE to non-parent PROCEDURE**

If a person other than the parent or authorized persons listed in your child's file is picking up your child, you are required to notify us by WRITTEN note, email or a phone call. When communicating this information over the phone. Please give your name, your child's name and the name of the person picking up your child. We ask you to inform the persons picking your child up that we will ask to see a picture ID prior to releasing your child to them. This is done for security purposes. If a note or phone call is not received, we will not release your children to anyone other than those listed. **In case of emergency pickup situations, all authorization must go through the Program Director**

### **ADMINISTERING MEDICATION POLICY**

Medication that needs to be administered to a child while attending the Program Director should:

A) Be given directly to the Program Director or the Farm Office Manager via the parent in the original medicine container.

B) A written note containing permission for the Summer camp Director to administer the medication, dosage information, time of dosage, and dates to be given, parent's name, parent's phone number, and physician's name and number for reference.

### **EMERGENCY INFORMATION**

Every effort will be made to reach you or other contacts on your child's application in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. An emergency medical form must be submitted with your child's application prior to enrollment. Should there be any changes in the emergency contact numbers, please notify the office in writing, so we may update your child's file.

**LOST AND FOUND-** Lost and found is kept in the hallway supply closet located in the farmhouse.

**PLEASE PUT YOUR CHILD'S NAME ON ALL YOUR CHILD'S ITEMS. WE WILL KEEP LOST AND FOUND FOR ONE MONTH. AT THE END OF EACH MONTH WE WILL DISPLAY THE LOST ITEMS AND DONATE THEM TO THE THRIFT SHOP. WE WILL KEEP ALL ITEMS THAT HAVE NAMES ON THEM. PLEASE DO NOT SEND ANY VALUABLES WITH YOUR CHILD.**

### **CREEK STOMP**

Want some summer camp fun? Join us on Wednesdays for Creek stomp at Few's Ford at the Eno River. Let us know on Monday morning if you are able to join us for this amazing time. We eat an early lunch and leave the farm by 11:30. We appreciate all the extra adults we can get, especially those willing to drive their child and other children. We return as a group to the farm by 2:30.