

The Urban Farm

Summer Camp Policies and Procedures

Updated December 2023



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WWW.THEURBANFARM.ORG

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Farm Camp at TUF- Age & Registration

The Urban Farm's Farm Camps may include the following types of activities geared to the various age groups: up-close animal encounters/ handling, farm exploration, agriculture adventures, games, experiences such as guest speakers, encounters with farmers and other farm staff, and more!

Farm camp *does not* include horseback riding.

Farm Camps are offered for ages 4+. If you attempt to register a camper that is younger than 4, your registration will be cancelled without a refund. Our insurance does not allow us to register younger participants.

ALL CAMPERS MUST BE POTTY TRAINED

If you have siblings or friends that are close in age/grade but are split by TUF's recommended age ranges, we encourage you to use your best judgement *within reason*.

Good Example: Ruby is 7, turning 8 in September. Their good friend Tom is 8, they are both in the same grade in school. Also did we mention Ruby is an advanced reader for their age? It would be acceptable to register Ruby for All Around the Farm (ages 8-9) instead of Fun on the Farm (ages 6-7).

Bad Example: Jack is 5, their sister Jill is 7. Jack should be registered for Storybook Farm (ages 4-5) and Jill should be registered for Fun on the Farm (6-7). Jack would be too young to successfully participate and integrate into a group of 6-7 year olds and their planned activities.

Equine Camp at TUF - Age, Level & Registration

The Urban Farm's Equine Camps will include the following types of activities: grooming and tacking equines, horse care, educational games, equine themed crafts, and mounted riding lessons. Equine camp may have varied requirements, please see read the policies closely to ensure your rider is prepared.

Equine Camps are offered for ages 5+. If you attempt to register a camper that is younger than 4, your registration will be cancelled without a refund. Our equine insurance does not allow us to register younger participants.

Please read the riding level descriptions for each equine camp. Do NOT register your rider for a camp you know to be above their riding level. This may result in cancellation with or without refund. If you are uncertain about their riding level and want further guidance please contact andrea@theurbanfarm.org

Refund & Cancellation Policy

What if we can no longer attend camp? TUF provides the following options if your plans change:

SWITCH WEEKS. If spots are still available in earlier or later weeks in 2024, you may request to switch weeks for a \$10 per camp processing fee. Your request to switch weeks must be made in writing by emailing camp@theurbanfarm.org. In your request, please include the order number, date(s) of original camp, and desired week(s) camper name(s) in your request.

GET A REFUND. You may request a refund based on the timeline and rates listed below. Refund requests must be made in writing to camp@theurbanfarm.org. They will be processed and refunded to the account that was used at the point of sale. A \$20 per camp processing fee will be deducted from the refund, to cover non-refundable fees. Please see the following refund timeline:

- FULL REFUND (less the \$20 non-refundable fee) if you cancel by March 30, 2024
- 50% REFUND if you cancel by April 31, 2024
- NO REFUNDS will be given after April 31, 2024

**Exceptions can be requested in the case of death in the family, severe illness, or for required quarantine due to COVID-19*

DONATE YOUR FEE. If you are in a position where this is financially feasible or you are past the refund period, your camp fee can be credited as a tax-deductible donation. Donations like yours allow us to keep offering summer camp scholarships for families in need.

What happens if TUF Cancels a camp?

Full Refunds will be provided if TUF Cancels a camp. Examples of reasons for cancellation include:

MINIMUM PARTICIPATION. Cancellation could take place in the event of a lack of minimum participation (5 campers or less). If a camp is canceled, the affected registrants will be provided the opportunity to reschedule to a different available camp. If the camps are full, fees will be refunded.

COVID-19. We do NOT anticipate being forced to cancel any weeks of camp due to COVID-19, but if we must do so for any reason, you will be offered a 100% refund or tax deductible donation receipt.

Attendance Policy

Your payment entitles your camper to attend camp for the dates of camp designated at registration only. We are unable to arrange make-up days for children who are forced to miss one or more days during that week.

Drop-off & Pick-up

FARM CAMP

- **Farm Camp Drop-off & pick-up occur at TUF's Main Gates**, immediately west of TUF's main building.
- **Farm Camp Drop-off is at 9:00am.** Gates will not be opened earlier than 9:00 am. Please plan accordingly so that you are not entering the building.
- **Farm Camp Pick-up is at 3:00pm.** If you need to pick up your child early, please inform their counselor at drop off the morning of the early pick-up or at the beginning of the week. (we are not licensed for Pre-care or After-care for your child)
- **Farm Camp Half day pick-up is at 12:00pm.** (Some storybook farm)

EQUINE CAMP

- **Equine Camp Drop-off & Pick-Up occur at the Arena Gate**, pass TUF's main office and parking lot.
- **Equine Camp Drop-off** is at 9:00am drop-offs and pick-ups for horse camps will occur via our secondary gate outside of the equine arena --at the west end of Smith Road right before the Sand Creek Trailhead parking lot. Please follow the signs.

Dropping off a camper at equine camp and a camper farm camp the same week? Please check-in equine campers first, then farm campers. TUF can arrange for the equine camper to meet you at the farm camp pick-up at the end of day. Please speak with a farm camp staff member or email camp@theurbanfarm.org

Late Arrivals, Early Pick-ups, Late Drop-offs and Absences

LATE ARRIVALS If a camper arrives late (15 minutes or more), please check them in at TUF's main office. A TUF staff member will check them in and escort them to the group.

LATE PICK-UPS Pick-ups after 3:15 will incur a \$20 flat fee. This fee must be paid prior to dropping off the camper the next day. **We understand the near by train crossing can causes traffic delays– if this is the reason for delay no fee will occur. You also do not need to contact us, we are quickly aware of train crossing delays.*

ABSENCES & PLANNED MODIFICATIONS Please contact us if you plan to arrive late, need to schedule an early pick-up, or have a planned late arrival.

- For Farm Camp Contact: camp@theurbanfarm.org
- For Equin Camp Contqact: andrea@theurbanfarm.org

Pre & Post Care

TUF does not offre pre- or after care at this time.

Authorized Pick-up

Authorized Pick-up procedures are vital for keeping our campers safe. We have established the following policies to ensure the safety of every camper. Thank you for helping keep our campers safe.

- Campers will only be released to those persons whom parents/guardians have added to the **authorized pick-up list**. *You may review and update this list as needed on the sawyer platform.*
- **Photo ID is REQUIRED EVERY DAY** at pickup (My Colorado App accepted).
- Campers, with parent/guardian permission, are able to check themselves in & out of camp. If allowing your child to check themselves in/out of camp, please get in touch contact camp@theurbanfarm.org to ensure the appropriate protocols are followed. This also applies to younger siblings.
- If a non-authorized person attempts to pick up a camper, Camp staff will attempt to contact parents/guardians at all numbers provided. If no contact is made, the person will be asked to wait until confirmation is secured from parents/guardians. In circumstances where the person attempting to have the child released is behaving aggressively or inappropriately, the police may be called.

What to Bring

FARM CAMP

- Sack lunch & 2 snacks – that do not require refrigeration or heating
 - Peanut & Nut Free lunches and snacks are encouraged. If there is a severe allergy in the camp group we will notify guardians and request this is not included in lunches for their group/week.
 - Sharing food is not allowed.
 - If your camper forgets lunch and/or snack
 - Campers without a snack will be provided unsweetened applesauce: APPLES, WATER, ASCORBIC ACID
 - If campers arrive without a lunch, guardians will be contacted to resolve the issue
- Backpack- phones or electronic devices must be kept in a bag if brought to camp
- Reusable Water Bottle - there is a water fountain for refilling
- Weather-appropriate clothing - plan accordingly for rain or shine
- Clothes you do not mind getting dirty - we are on a farm!
- Hat and/or Sunglasses
- Closed-toed shoes & with backs
- Sunscreen - the farm will not provide sunscreen without parental approval). Spray sunscreen allows counselors to easily assist in application.

EQUINE CAMP

- Required Riding Attire:

- Riding Helmet- An SEI certified riding helmet is required
 - Helmets purchased at a local tack store such as Dover Saddlery (rock climbing, bike, etc helmets do not suffice).
 - Helmets can be rented from TUF at camp check-out.
 - Bike, ski or climbing helmets do not qualify
- Boots - with a small heel and low to no tread that can get dirty (i.e. a rain boot, oxford, or cowboy boot would likely work). Bring the best you have the first day, and the instructor will assess if the shoes will suffice. If not TUF has loaner boots the rider can use for the week, but these are available on a first-come first-serve basis.
- Long Pants - EVERYDAY!
- A light t-shirt or fuller coverage tank top is encouraged in the chance the rider does take a tumble, it minimizes scrapes.
- **Boots and Helmet requirements are non-negotiable and are required by our equine insurance.**
- Sack lunch & 2 snacks – that do not require refrigeration or heating
 - Peanut & Nut Free lunches and snacks are encouraged. If there is a severe allergy in the camp group we will notify guardians and request this is not included in lunches for their group/week.
 - Sharing food is not allowed.
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What Not to Bring to Camp

TUF is not liable for any lost items. Also certain items lost on the Farm can be harmful to our animals, destroyed by animals, or otherwise lost permanently.

Here are examples of what NOT to bring to TUF:

- Money, jewelry, toys, stuffed animals, games, fidgets, collectibles, and electronic devices not limited to mp3 players, tablets, video games, GoPro's, etc.
- Balloons, gum and "Slime" are not allowed at the Farm due to the harm they may cause to animals.

Should a child bring a valuable item with them to camp, they will be told to keep it in their backpack and Camp staff will connect with the parent/guardian to request that the child not bring it to camp again.

Phones/ Smart Watches

We understand that many youth have smart phones & watches. You may be accustomed to utilizing them for GPS locating or direct communication. Please refrain from calling or contacting campers during camp hours, as it is a distraction from the activities. We ask that campers keep both types of items in their backpacks while camp is in session.

Lost and Found

Any and all lost items found around the farm will be placed into the lost and found bin located in TUF's main lobby/ reception area.

A guardian may check the lost and found prior to or following camp, or during TUF's general admission hours. If you do not find the lost item you are welcome to leave a memo with the Front desk volunteer, in the hopes of it showing up.

We recommend labeling any items with the child's first and last name. This is the best way to ensure that any lost items can quickly and easily be reunited with your child.

TUF will donate or dispose any unclaimed items at the end of September each year.

In the Case of Inclement Weather

What happens if it rains, thunders, is too hot...?

- In the case of **INCLEMENT WEATHER** (i.e. light rain, heat warning), we will make every effort to proceed with outdoor programming as scheduled, while keeping campers safe. Please ensure your camper is dressed and prepared for the weather and elements (i.e. layers, rain boots, change of clothes, extra water). Counselors and groups of campers may take turns going to the main office to dry off, warm-up, or cool-down as necessary.
- In the case of **SEVERE WEATHER** (i.e. thunder & lightening) or extended inclement weather, all campers will be moved and remain indoors until the conditions have passed.
- In the rare case of an **EXTREME WEATHER** event (i.e. tornado warning) all campers will be moved indoors if camp is actively in session. TUF staff will contact the registered parent/guardian via email or phone as necessary regarding delayed starts, early release, and/or full day closures as necessary.

We will do everything in our power to provide safe, active, and appropriate programming until we are able to return to our normal activities. For extended periods of time spent indoors, campers will likely be provided with a game or craft whilst a farm related video or movie may be provided. Animals may also be brought into the building to engage and occupy campers when possible.

Refunds will not be issued for inclement, severe or extreme weather.

In Case of an Emergency

PHYSICAL OR HEALTH EMERGENCIES Should your child need medical attention, we will contact 911 if needed. If 911 is called, parents/ emergency contacts will be contacted as quickly as possible. Parents/ guardians will be notified of any incident, regardless of its severity.

BUILDING OR PROPERTY EMERGENCIES Our staff is monitoring the environment and will closely supervise children during the day of camp to ensure that all children can play, learn, and interact in a safe and fun manner. The staff are trained in and adhere to the TUF emergency policies and procedures. In the event of emergency, we follow all evacuation (fire or power outage), call to shelter (tornado), and safe haven (active shooter) procedures as outlined in detail in the TUF Emergency Procedures Manual.

Camp Staff - Who's Who on the Farm?

Facilitating summer camps at TUF are a variety of full-time, seasonal, part-time, and youth participants. The difference between a various Staff, Counselor, Summer Youth Employee, and other helpers around the farm:

FARM STAFF include year-round or seasonal employees of the farm. TUF has a dedicated team of employees that facilitate education programs (field trips, clubs, classes, and camp at the farm. Education staff are CPR and first aid certified. This team manages the seasonal counselors. Specific topics (registration, refunds) or incidents (behavior) may be directed to a member of our Summer Camp/ Education Team to address as necessary. You may also see other full- and part-time staff working on the farm that are not dedicated to our summer camp programming. You can find out more about "who's who" at the farm on our Team Page: <https://www.theurbanfarm.org/board-and-staff>

SEASONAL CAMP COUNSELORS are CPR and first aid certified; trained for camp facilitation, they are the main resource and caretaker of your camper during program hours. They will be with your children during throughout the day, including pick-up and drop-off and will be the first contact if you have any in-person, general questions about Summer Camp.

SUMMER YOUTH EMPLOYEE TUF has a partnership with Denver Youth Services, where we provide a summer employment opportunities to their "youth leadership team". These teenage individuals (ages 15-18) are provided with basic training and are assistants to the counselors. Each youth employee is assigned to assist with a specific camp or farm area each week. Many of the youth employees have familiarity with the farm and will be returning from last summer. The Summer Youth Employees are placed at TUF, but are technically employees of the City of Denver. We appreciate constructive feedback on their performance, but also grace and understanding that they are youth-in-training.

Other Youth Helpers Around the Farm TUF enlists older and responsible youth (ages 13-18) primarily participants of our year-round Goats and Sheep Club, Poultry Club or Equine Classes to assist with camp programming, specifically activities that include animal handling. These youth will help aid counselors, but are not to be mistaken as camp counselors. These kids are knowledgeable about the farm but are not CPR certified, can't answer questions about registration or behavior, and are still kids themselves.

*TUF keeps a 1-10 ratio of staff (age 18+) to youth.
All Staff employed by The Urban Farm complete a background check.*

Sensitive Topics that May Arise at Farm Camp:

LIVESTOCK DEATH Livestock may pass away due to natural causes or require humane euthanasia as determined by a veterinarian. This may occur throughout the summer or between summer camp seasons. Returning campers may know livestock by name and question their whereabouts if they notice their absence.

Depending on the age of the camper(s), the conversation on animal deaths will be handled differently. For example with our younger campers (ages 4-9), TUF staff do not wish to start/lead the conversation about death, as we do not know if this topic has been introduced and discussed at home. Our standard response will be to tell the kids that livestock in question moved to "Heavenly Farms" and we will contact the respective guardian(s) at the end of the day and allow them to address the conversation further as they feel fit. When and if the topic arises with to the older groups (ages 10+) they will be informed about the passing of the animals if questioned.

In the case of an unexpected livestock death during camp, staff will quarantine and block off the area from public view as best possible until the animal recovery company can collect the remains. Again, this is a rare occurrence, but an example that has occurred in the past is an older horse passed away in the night and was discovered during feeding rounds in the morning right before camp opened. The animal was covered with a tarp, farm vehicles were placed to block view, camp schedules and activities were modified to avoid the location and the situation was addressed quickly and quietly to allow for minimal disruption.

ANIMAL PROCESSING TUF is a working farm, and we have programs that raise livestock for market (i.e. meat or animal bi-product consumption). TUF approaches these topics from a perspective of "education not indoctrination". Topics around meat consumption and processing may arise at camp, and will be handles on a case-by-case and age appropriate basis. No activities associated with end-of-life transportation or processing occurs during camp sessions.

Parents and Guardians are encouraged to discuss these topics with their campers as they see fit prior to camp.

Pronoun Use at TUF

Counselors, volunteers, camp assistants and/or campers may choose to share their pronouns when introducing themselves to campers and other farm goers. If they choose to include them, farm staff and camp counselors will have their respective pronouns listed on their name tags.

Pronoun disclosure remains an individual choice and not a mandate, as such no staff, visitor, or child will be required to share their pronouns. However, they may be exposed to individuals that do.

Intentional misuse of an individual's correct pronouns will not be tolerated. We encourage you to speak with your child/camper as you see fit regarding this topic before attending camp.

Medical Forms & Medication

The Urban Farm is an exempt childcare facility and are not a licensed daycare. You can learn more here: [Legal Exemption from Child Care License](#)

MEDICAL FORMS as an exempt facility, TUF is not legally required to collect medical forms, as such WE DO NOT.

MEDICATION Staff is NOT licensed to administer/dispense medications; therefore, campers are unable to take medication during camp hours unless it is administered directly by the parent or self-administered (written approval by parent required). Please provide to camp@theurbanfarm.org

This includes antispasmodics and allergy medications (you may want to visit the farm to find out if they have a hay allergy ahead of time).

INJURIES & EMERGENCIES Staff will administer basic first aid for minor injury. Should your child need serious medical attention, we will contact 911. Once 911 is called, parents/ emergency contacts will be contacted as quickly as possible. Parents/ guardians will be notified of any incident, regardless of its severity.

SEVERE ALLERGIC REACTION TUF education staff and counselors are trained in the administering of epinephrine auto-injectors. [Colorado law allows businesses to stock and administer epinephrine auto-injectors, including EpiPen, Auvi-Q, or other types of auto-injectors.](#) Under the law, an employee or agent at a business may use an auto-injector on any individual believed to be experiencing anaphylaxis. We suggest that any camper with severe allergy carry EpiPen or equivalent on their person as recommended by their health care provider.

Refunds will not be provided to those that did not read our policies in full, our policies around administering medication are no exception.

Misbehavior, Misconduct and Disciplinary Action

The TUF staff will handle the normal day to day minor behavioral problems. Excessive and very disruptive behaviors include but they may not be limited to the following:

- Physically or verbally hurting other children, staff or livestock
- Property damage
- Stealing
- Use of foul or vulgar language
- Intentionally not following instructions and/or farm rules
- Leaving camp grounds or designated areas without staff/parental permission

Excessive and very disruptive behaviors will be handled in the following manner:

The child's behavior will be logged. This will include a narrative of what happened.

- First Time – The child will be isolated from the other children in the TUF office under the supervision of a TUF Staff member for a designated period of time. If appropriate they may be provided with materials to support desclation (i.e. coloring, clay, ect).
- Second Time – The parent will be called
- Third Time – The child will not be allowed to enter the program for at least 2 days
- Fourth Time – The child will not be allowed to return to the program for the duration of the summer

In extreme behavior cases wherein another camper or staff member is determined to be at risk, TUF staff reserves the right to move immediately to a higher step of the disciplinary plan, if such action is deemed necessary.

No refunds will be given if a camper is removed from the camp for disciplinary reasons.

Camp & Farm Visitors

The farm is open to the general public during general admission hours. This includes during camp hours Weds-Saturday 9am -1pm.

If you, siblings or any non-campers wish to visit the farm please do so during our general admission hours. Please do not visit with livestock or roam the farm at camp pick-up or drop-off without checking in at the main office.