



**Fiddlehead Care Farm**  
GROW FROM WITHIN

# 2018 CAMP



# Parent/Camper Handbook

# Fiddlehead Care Farm Summer Camp

## Parent and Camper Handbook

### Welcome!

We are so excited that you have chosen Fiddlehead Care Farm (FCF) as your summer camp experience this year! In this handbook, you will find some **important information** that parents and campers need to know for every day of camp. Please make sure that you read this material CAREFULLY to help your camper have a safe and fun experience at camp.

Fiddlehead Care Farm's goal is to find each individual child's strengths, interests and motivations to provide an environment to help him/her reach their potential and become their best self. Fiddlehead Care Farm's Summer Day Camp is a unique experience as we collect camper's goals and strive to integrate them throughout their camp experience.

We are looking forward to providing our campers with a fun, interesting, and memorable summer camp experience.

### The Fiddlehead Care Farm Team

Our staff have vast experience working with children and youth with many diagnoses including traumatic and acquired brain injury, Autism, anxiety, developmental disabilities, ADHD, deafblind, complex medical issues, multi system diseases and mechanical ventilation. Our staff are certified in First Aid and CPR.

#### **Stephanie Deaken**

Stephanie Deaken has many years' experience as a registered social worker working with children and youth with disabilities and their families. As a registered social worker, Stephanie is a member of the Ontario College of Social Workers and Social Service Workers (OCSWSSW) as well as the Ontario Association of Social Workers (OASW). As co-founder, Stephanie lives on the farm with her husband and children where she grows organic vegetables and enjoys gardening, yoga and creating art.

#### **Breanne Mathers**

Breanne Mathers has many years' experience as a Certified Child Life Specialist and Therapeutic Recreation Specialist helping to support and empower children, youth, siblings and their families to master challenging events related to health care. She has set herself apart as a leading expert and consultant on the use of Multi-Sensory Environments and Snoezelen with children with disabilities. She has a passion for non-pharmacological pain management techniques and is skilled at creating behaviour management plans.

### **Additional Camp Staff**

Each year FCF applies for a grant to be able to support additional paid staff. When successful, FCF hires these Inclusion Facilitators/ Counsellors after a competitive interview process. The successful candidates have extensive knowledge and experience in working with children with a variety of needs. You and your child will have a chance to meet these staff before camp at the “Meet and Greet” on July 12<sup>th</sup>.

### **Volunteers**

Our volunteers go through a rigorous application and interview process. They are required to have an up-to-date police reference check.

### **Special Guests**

Often we will ask special guests to visit the farm to demonstrate an activity or performance. For example, a certified laughter yoga specialist, a teacher, a farmer, a musician. All of our guests are credible and knowledgeable of Fiddlehead Care Farm’s policies and procedures.

## **Camp Facilities**

FCF summer camp utilizes indoor and outdoor space. These spaces include pond, forest, gardens and grassy clearings.

- There is an accessible washroom; with change table
- Our indoor space includes an accessible horse riding arena with sand floor, a stable which we call “the barn”, as well as a small office
- There is a privately-owned home and garage on site however campers will not have access to these facilities
- In extreme weather conditions (i.e. tornadic weather) we will be bringing the campers to a safe shelter, which may include the basement of the house on site
- The entire property is smoke free

## **Weather/ rain or shine**

Programs continue during inclement weather conditions. The farm has both indoor and outdoor shelter options. Camps run a full program schedule no matter the weather, so proper dress for such days is essential (rain wear, boots etc.)



## Food and Allergies



### **Lunch**

Each camper's lunch will be kept in their backpack outside and not refrigerated. So please use your discretion as to whether a "cold pack" may be useful to keep the lunch fresh. Please do not send any lunches requiring heating, as no heating equipment/facilities will be available. Please pack a nutritious lunch, one that your camper will hopefully enjoy and eat! In keeping with our environmentally friendly farm, a "litterless" lunch is appreciated to minimize waste.

### **Snacks and Drinks**

Please send your camper to camp with a water bottle labelled with their name. Water is, of course, available throughout the day to refill their water bottles. Please pack 2 "litterless" snacks for your child.

### **Food Allergies**

Fiddlehead Care Farm is extremely sensitive to the needs and concerns of campers with serious nut and other food allergies. If a camper in the group has an allergy, all families in those groups will receive a letter/e-mail requesting that they refrain from sending the product which is the subject of the allergy.

## Being Sun Safe

While our camp has the advantage of having both indoor and outdoor facilities, we are still extremely conscious of protecting campers from possible negative effects of the sun. PLEASE ENSURE THAT YOU SEND YOUR CAMPER(S) WITH BOTH A PROPER SUNHAT AND SUNSCREEN LOTION (labelled with your child's name).

Staff will be trained to be conscientious to ensure that campers wear their sunhats and apply sunscreen at regular intervals during the camp day, but please ensure that they are wearing sunscreen before they leave home. Campers will not be allowed to share sunscreen due to concerns about allergies. All campers will leave their bottles of sunscreen at camp in their marked bag. Your lotion will be returned to your child at the end of each session.



## Bugs!

Please note that your camper will be exposed to mosquitos and other possible biting insects during their day of camp. Please ensure your child brings bug spray. During the intake we will collect information about any insect bite allergies and will ensure every staff member is aware of the allergy and treatment.



## Medications

Please follow the procedure below when sending medication to camp:

1. A discussion on camper medication, dosage and treatment plan will occur during the intake phone call prior to camp.
2. If your child needs to take medication during camp hours, upon arrival to camp on the first day, please find Breanne or Steph. They will provide you with a Medication Consent form. You must read, fill out, and sign the form stating the type of medication, dosage and dispensing time.
3. Send the medication in the original prescribed container.
4. Please send enough medication for the full week on the first day. We will store extra medication in a locked drawer.
5. Camp staff will fill out the medication administration record each time medication is given.



If camper self-administers medication, this will be done under direct supervision of a camp staff.

**Inhalers/EpiPens:** If a camper requires the use of an asthma inhaler or EpiPen (or other auto-injectable device), staff must be informed. It is suggested that the camper wear this medication in a comfortable waist pouch or have it placed in a front pouch of the camper's backpack; the location of the medication known to staff at all times. You may also provide a second inhaler or EpiPen for your camper to be held by staff in a locked compartment in the office.

## Toilet Training

In order for the individual campers and groups to maximize their experience, all campers must be toilet trained (no pullups, diapers, potties, portable toilets, etc.). You know your child the best; if there is a chance of an accident, please send extra clothing just in case!

## Behavioural Expectations

The goal of the FCF Camp Program is to provide a healthy, safe, positive and fun experience for all campers!

FCF staff will discuss the behavioural expectations and safety policies/guidelines with their campers on the first day of camp. This will include the below consequences (red, yellow, green cards) as well as camp boundaries.

Failure to abide by the expectations may lead to progressive consequences:

- Redirection
- Verbal warning (green card)
- Time out/ discussion (yellow card)
- Removal from activity (red card)
- Conversation with parents

If your child receives multiple red cards in the week and/or behaviour threatens the immediate safety of themselves, other children, or the staff, parents will be notified and requested to pick up their child immediately. This will result in removal of the child for the day OR temporary suspension from the program. No refunds will be given if a participant is dismissed from the program.

### **Illness or Injury at Camp/ Emergency Transportation**

If your child becomes ill or injured at camp, immediate care will be provided. If they are unable to participate in the activities of the day you will be contacted and asked to pick up your child immediately. Every effort will be made by staff to keep your child comfortable until your arrival.

Should an accident occur at camp, where your child needs to be taken to the hospital, emergency transportation will be provided. In all emergency situations, the parent and/or the emergency contact will be notified. If a child must be taken to the hospital, a staff member will accompany the camper in the emergency vehicle and wait at the hospital until the parents arrive. At no time will the child be left alone.

### **Safe Arrival and Dismissal**

#### **Drop-off:**

- Campers must be dropped off between 8:45-9:00AM
- Campers are asked to be dropped off on the laneway in front of the barn
- A caregiver (or a pre-arranged drop off person) must accompany the camper to be greeted by a Fiddlehead Care Farm camp staff. The camper will be signed in at this time

#### **Arriving late to camp:**

- Families arriving late to camp (after 9:00am) must locate the group and accompany the camper to be greeted by a Fiddlehead Care Farm camp staff

#### **Pick-up:**

- Campers must be picked up at 3:30PM on the laneway in front of the barn
- Upon pickup, the caregiver must check-in with a camp staff member in order to receive a quick summary of the day
- Only authorized caregivers (previously discussed at intake) will be able to pick up campers
- If you wish to change the persons authorized to pick-up your camper(s) during a camp session, the camp will require written notice of any such change (even if they are parents of another camper)
- If you need to pick up camper(s) early, please advise the FCF camp staff in advance by phone or handwritten note so that we may have the camper(s) waiting for you

Please DO NOT attempt to find your camper directly by wandering through the farm. VISITORS ARE NOT ALLOWED at Fiddlehead Care Farm during camp hours.

## **Refunds and Cancellations**

Your camp fee is refundable in full if we cannot accept your application (i.e. cannot provide a safe position for your camper, cannot satisfy your choice of date for the session, program cancellation)

Recognizing that family and personal circumstances can change, Fiddlehead Care Farm's refund policy provides that, as long as written notice of cancellation of a particular session is received more than three weeks prior to commencement of a camp session in question, a FULL REFUND will be issued.

Pro-rated refunds/credits and/or make-up days are NOT available for days absent or as a result of services not being fully utilized.

Refunds or credits (i.e. full or partial) for medical reasons will be available in the discretion of Fiddlehead Care Farm Founders (if the camper in question is absent for at least 3 consecutive days).

## **Before Camp Starts...**

### **Intake**

After your camper's application is received, you will be contacted for an in-depth interview to learn more about your camper's special needs, interests and goals for camp.

### **"Meet and Greet"**

This year we will be hosting a "Meet and Greet" session on Thursday July 12, 2018 from 1:00pm to 2:00pm. This is a great opportunity for parents and campers to see Fiddlehead Care Farm and to meet our staff prior to the first day of camp.

## **Communication/ How to Reach us...**

If you have any concerns with your camper following a day of camp and want to discuss with staff, please contact our staff by phone (**Breanne Mathers 416-988-6689 OR Stephanie Deaken 647-624-8421**). You are welcome to write a note to staff and deliver on the following day of camp. If necessary, we will be pleased to set up an appointment to discuss any concerns or questions you may have.

We place a very high priority on maintaining an open and effective line of communication with parents.

If you try to reach us before or after camp hours, please leave a message and we will return your call as quickly as possible. If you try to reach us during the camp day, we will attempt to return your call as quickly as possible, but may need to call you back after camp hours since we will be very involved with the campers and actual camp programs.

## Example Camp Schedule

- 8:45 – 9:00am:** Arrival
- 9:00:** Check-in/Welcome Game
- 9:15:** Animal Chores
- 10:00** Nature Exploration
- 10:30:** Snack/ Break
- 10:45:** Learning Activity (i.e. self-esteem, friendships, coping, social skills)
- 11:15:** Special Event/ Speaker
- 12:00:** Lunch
- 12:30:** Wild Crafting
- 1:15:** Game
- 2:00:** Snack/ Break
- 2:15:** Relaxation Exercise (i.e. yoga, meditation, music, mindfulness)
- 2:45:** Goodbye Activity and daily review
- 3:30:** Pick-up



## What Not to Bring to Camp

Please do not bring valuables to camp such as electronic devices, cell phones, tablets or money. It has been our experience that no matter how careful a child is, inevitably something gets broken or lost. Our camps will not be responsible for lost or damaged items.



### Daily Packing Checklist

- Nutritious Lunch and 2 snacks
- Change of Clothes (especially extra socks)
- Clothing for inclement weather (as necessary)
- Closed-toe/running shoes
- Rubber boots
- Sunscreen
- Sunhat
- Water Bottle
- Bug Repellent
- 1 full week's medication in original prescription bottle  
*(if require medication during camp hours)*

PLEASE CLEARLY LABEL ALL ARTICLES SENT TO CAMP WITH YOUR CHILD'S NAME!

Each camper will be provided with a bin/bag/hook to keep any of the above items in throughout the week.

## **Collecting Information and Privacy**

In order to properly service, meet the needs of and ensure the safety of our campers, we must collect certain personal information about them and their families.

All of the information gathered on forms or from telephone or personal conversations is stored in our files; which are secured in a locked filing cabinet. Fiddlehead Care Farm uses this information for the care of our campers, as well as for program development.

We collect personal and medical information with your full consent. Your signature on all forms acknowledges your consent.

We give information ONLY to those who are directly involved in providing a service to your child, you or as required by law.

We depend on families and staff to update any personal or medical information that may change.

## **Photographs and Media**

Photographs taken at camp allow us to showcase what happens each day. By signing the consent line on the Media Release Form, you authorize Fiddlehead Care Farm to use photographs of your child(ren) in advertising and promotional materials. If you do not want your child(ren) included in any photographs please speak to the FCF Founders, Steph and Breanne.

## **Thank You**

Thank you for your registration. If you have any further questions about camp or any of our other programs at Fiddlehead Care Farm, please call us, email or visit our website.

[www.fiddleheadcarefarm.com](http://www.fiddleheadcarefarm.com)

Sincerely,  
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