

## **CAMP POLICIES AND PROCEDURES**

Welcome to Hallockville Farm Camp! Please review the following policies and procedures to ensure everyone has a positive camp experience. Questions can be addressed to [admin@hallockville.org](mailto:admin@hallockville.org) or by calling 631-298-5292.

### **AGE REQUIREMENTS**

Ages 5\* through 12.

\*Children must be at least 5 years old and have completed Kindergarten by the start of Camp.

### **CAMP TIMES**

9:00 AM to 2:00 PM

### **REGISTRATION**

Registration is on a first-come, first-served basis. All registrations must be done using Jumbula.com (accessible from [Hallockville.org](http://Hallockville.org) ); telephone, mail-in, or in-person registrations will not be accepted.

From the Hallockville web page, go to Programs, Summer Camp.

Open “Register” for specific camp sessions.

Submit payment.

Submit required “Health Information” for each child, including medical information, permissions, and required forms. In addition to the information required at registration, **documentation of immunizations, and the most recent Wellness Visit must be submitted prior to the first-day camp.**

## **HEALTH INFORMATION**

A variety of permissions, consent forms, and medical records **must be completed** for each camper, using the “Health Information” section of the Jumbula registration system. The sections that must be completed are (in order):

1. Camper Information
2. Contact Information
3. Parent/Guardian #1 Information
4. Parent/Guardian #2 Information
5. Emergency Contact Information
6. Photography and Social Media Release Signing
7. Emergency Release Signing
8. General Release Signing
9. Alternate drop-off/pick-up person
10. Medical/Allergy/Doctor Contact Information
11. Health Insurance Information
12. Special circumstances
13. Signing of Camp Policies

**Any medication required during camp hours must be self-administered by the camper. Camp staff cannot administer medication to campers.**

Additional information related to your child’s learning experiences, behavior, etc. should be included.

**Please note that campers will not be permitted to register unless all Health Information is submitted.**

## **IMMUNIZATION POLICY & WELLNESS VISIT RECORD**

Campers must have all age-appropriate immunizations prior to their first day of camp and **evidence of immunizations must be provided.**

Documentation of immunizations and wellness visit must be submitted at least two weeks prior to a camper's first day of camp by emailing forms to [admin@hallockville.org](mailto:admin@hallockville.org). Children will not be permitted to attend camp without evidence that they have received all required vaccinations. Late submittal of immunization documentation could result in loss of registration and/or tuition payments.

**Tuition refunds will not be provided for missed days due to late or non-submission of immunization information.**

## **CAMP FEES and PAYMENT PROCEDURES**

All payments must be made through the Jumbula platform. A deposit equal to 50% of the tuition for each child is due at registration. The remaining 50% **balance must be paid in full by May 15, 2024.**

For registrations made after May 15, full payment is required upon registration.

Tuition: \$450 per week per child \*. Registration fee: \$20 (one time per child; regardless of the number of weeks)

### **Discounts:**

- Early Bird: 10% discount per week for registrations made on or before midnight, January 31, 2024.
- Multi-week: \$25 discount per week (i.e., \$425 tuition per week) when registering a child for two or more weeks.
- Sibling: \$25 discount (i.e., \$425 tuition per week per child) when registering two or more children for a single week.

**\* Note that camp will not be in session Thursday, July 4th.**

The multi-week discount is applied at the time of registration. A sibling discount will be applied by the Administrator after registration, but only if a multi-week discount has not already been applied.

**\* Multi-week and sibling discounts cannot be combined.**

## **CANCELLATIONS AND REFUNDS**

- Cancellations requested by June 1, 2024 will be refunded tuition payments made to that date, minus a \$100 per week cancellation fee and the \$20 registration fee.
- Cancellations made after June 1, 2024, will not receive refunds. The only exception will be in the case of a documented medical emergency.
- Requests for the exchange of tuition from one camp week to another may be granted based on availability and at the discretion of Hallockville staff.
- Days missed will not result in a refund or credit applied to another week.
- Refunds will not be provided if a camper is excluded from camp because of late or non-submission of Health Profile and/or immunization information.

## **WAITLISTS**

As a courtesy, we maintain waitlists for weeks that are fully registered. In the event of cancellations, wait-listed campers will be offered the opportunity to register on a first-come, first-serve basis. The tuition and registration fee must be paid in full within 48 hours of accepting the offer to register. In addition, all evidence of immunizations and wellness visits must be completed within this 48-hour period.

## **DROP-OFF and PICK-UP**

**Drop-Off is at 9 AM.** Campers must be signed in by a parent or guardian or by an individual indicated on your alternative drop-off/pick-up form.

**Pick-Up is at 2 PM.** Campers must be signed out by a parent or guardian or by an individual indicated on your alternative drop-off/pick-up form.

## **FOOD and SNACKS**

The Camp programs are nut free. Please do not pack any food that contains nuts or food products containing nuts of any kind. Food items that do not contain nuts but that are “made in the same facility” as nuts are acceptable. Please note the following regarding food, drink, and snacks:

- All lunches, snacks, and drinks must be provided by the parent/guardian. ● Lunch boxes and bags should be labeled with the child’s full name. Children should arrive with adequate amounts of water (preferably chilled). ● Even if you send another drink with your child, please also provide a water bottle filled with water. There is considerable physical activity during camp and water is the best way to stay hydrated.

- Food will be not stored in refrigerators and so we recommend sending campers with food that will not spoil and/or is packed in an insulated container with cold packs.

- Do not include food that requires heating.

- Notify staff in advance if your child has a food allergy and the severity of the allergy.

- To make snack and lunchtime safe and enjoyable for all campers with or without allergies, sharing of food is not allowed.

## **CLOTHING and FOOTWEAR**

- Children will be engaged in outdoor activities and so should be dressed in appropriate clothing and footwear.

- Sneakers or comfortable closed-toe shoes should be worn. Please do not have children wear flip-flops or open-toed sandals. ‘Hard’ shoes such as ‘cowboy/cowgirl boots’ should be avoided since there will be considerable walking around the site.

- A rain poncho or slicker should be provided in case of inclement weather.

- Please send a full change of clothes for the week that your child is at camp. If these extra clothes are used, please provide a fresh set the following day.

- We suggest campers bring a small backpack or comfortable bag to camp to aid in carrying belongings and supplies as they explore.

- Sprinkler Time: In the event of very warm weather, we often have sprinkler time. Please send in a bathing suit and towel every day.

## **SUNSCREEN and BUG SPRAY**

Since children will be engaged in outdoor activities, sunscreen and insect repellent are recommended. Please apply sunscreen or sprays to your child daily prior to arrival. Camp staff cannot apply sunscreen or bug spray that is not provided by you for your child. Therefore, please bring such items and label them with your child's full name; we will store them at camp.

We also recommend that your child bring a sun hat to camp.

## **TICKS**

Ticks are found across Long Island, including at Hallockville. The museum farm does not spray for ticks or other insects and so it is advised that a tick repellent be applied to campers prior to arrival. Although camp staff will check children for ticks, we advise you to check your children for ticks every single evening after camp.

## **PERSONAL ITEMS**

Parents are asked to keep their camper's personal items at home including books, toys, trading cards, electronics, and other similar items. All campers are individually responsible for their personal items including clothing, lunch bags, and other possessions. All items that are weapons or could be construed as weapons must remain at home. This includes any 'toy' guns, knives, or similar items. The camp is not responsible for any lost or damaged personal articles. Please make sure all items brought to camp are labeled with the camper's first and last name.

## **CELL PHONES**

It is camp policy that campers are not permitted to have a cell phone while at camp. We believe being at camp is an opportunity for your child to experience a world beyond home. This allows children to develop autonomy, independence,

and a stronger sense of self. It allows them to make new friends, take responsibility for themselves and their fellow campers, and problem-solve. If a cell phone is sent to camp with a child, the phone must remain put away with the child's personal items and the phone may not be used during camp hours. Camp staff is not responsible for lost or damaged cell phones. If a parent or guardian has need to contact a camper, they should call the camp office at 631-298-5292.

## **HARASSMENT, BULLYING, and BEHAVIORAL ISSUES**

There is an expectation that all campers respect each other, camp staff, and others who are part of the camp experience. It is important that all campers recognize the need to be kind, respectful, and thoughtful. Such interactions create a fun and enriching camp experience for everyone.

There is a zero-tolerance policy for harassment or bullying behaviors at camp. Any type of harassment or bullying by a camper towards other campers, staff, or others will not be tolerated; the appropriate disciplinary action, including potential exclusion from camp, will be taken.

Please express to your camper that if they feel threatened, immediately tell a camp staff member.

Harassment or bullying behaviors will be handled immediately with appropriate disciplinary actions that could potentially include dismissal from camp as determined by the Camp Director. Any expenses and transportation related to early dismissal from camp, for any reason, are the responsibility of the parent/legal guardian. Refunds will not be issued for discipline-related suspensions or dismissals.

There is a zero-tolerance policy for violence of any sort at camp. If your child engages in a violent act causing possible harm to another camper or a staff member, they may be immediately suspended from camp and possibly removed from the program indefinitely. Refunds will not be issued for discipline-related suspensions or dismissals.

## **ACCIDENTS and EMERGENCIES**

In the event of an accident, first aid will be administered, and an incident report will be completed by camp staff. Parents/Guardians will be notified as soon as reasonably possible after attending to the child's immediate needs.

In case of an emergency, the camp will call 911 and contact the Parent/Guardian or emergency contacts provided with the camper's registration.