

Camp Ekar

Summer Camp Policies and Procedures

Table of Contents: Camp Policies & Procedures

Refund and Cancellation Policy	Page 2
Drop off and Pick Up	Page 3
Authorized Pick Up	Page 3
What to Bring	Page 4
In Case of Inclement Weather	Page 5
In Case of Emergency	Page 6
Who is on the Farm?	Page 6
Medical Forms & Medication	Page 7
Misbehavior, Misconduct and Disciplinary Action	Page 8

Refund & Cancellation Policy

What if we can no longer attend camp? Ekar 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 \$25 per camp processing fee. Your request to switch weeks must be made in writing by emailing ekar@ekarfarm.org. In your request, please include the 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 ekar@ekarfarm.org. They will be processed and refunded to the account that was used at the point of sale. A \$25 per camp processing fee will be deducted from the refund, to cover non-refundable fees. Please see the following refund timeline:

- FULL REFUND 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 Ekar cancels a camp?

Full Refunds will be provided if Ekar 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 Drop-off & pick-up is located on Oneida Street**, just North of the Denver Academy of Torah. Please do NOT park or pull into either of the Denver Academy of Torah's parking lots, directly to the east of DAT or the one to the north.
- **Farm Camp Drop-off is at 9:00am**. We will not accept campers earlier than 9:00 am.
- **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)

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 with their counselor. **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. **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.

Pre & Post Care

Ekar Farm does not offer pre or post 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 email us at ekar@ekarfarm.org to add people to this list.
- 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.

What to Bring

- 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.
 - Campers without a snack will be provided with fruit.
 - If campers arrive without 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 water for refilling
- Weather-appropriate clothing - plan accordingly for rain or shine
- Clothes you do not mind getting dirty.
- 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.

What Not to Bring to Camp

Ekar Farm is not liable for any lost items.

- Money, jewelry, toys, stuffed animals, games, fidgets, collectibles, and electronic devices not limited to mp3 players, tablets, video games, GoPro's, etc.

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 near our picnic tables.

A guardian may check the lost and found prior to or following camp. If you do not find the lost item you are welcome to contact us at ekar@ekarfarm.org, 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.

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

In the Case of Inclement Weather

- 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. Ekar 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.

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 Ekar Farm emergency policies and procedures.

Camp Staff – Who’s Who on the Farm?

Facilitating summer camps at Ekar Farm are a variety of full-time, seasonal, and community participants.

Farm staff include year-round or seasonal employees of the farm. Ekar Farm has a dedicated team of employees that facilitate education programs. Education staff are CPR and first aid certified. You may also see other staff working on the farm that are not dedicated to our summer camp programming.

Community Gardeners use Ekar Farm to grow throughout the season. Gardeners may be on site during summer camps.

Ekar Farm keeps a 1-10 ratio of staff (age 18+) to youth.

Medical Forms & Medication

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

MEDICAL FORMS as an exempt facility, Ekar Farm 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 ekar@ekarfarm.org

This includes allergy medications.

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 Ekar Farm education staff and counselors are trained in the administration 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 Ekar 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 Ekar 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 under the supervision of an Ekar Staff member for a designated period of time. If

appropriate they may be provided with materials to support deescalation (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, Ekar 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.