



# Suffolk County Farm and Education Center Summer Camp Parent Handbook

**Cornell Cooperative Extension of Suffolk County  
Suffolk County Farm and Education Center**

**350 Yaphank Avenue, Yaphank, NY 11980**

**Phone: 631-852-4600 Fax: 631-852-4606**



**@SuffolkCountyFarmCCE**



**@suffolkcountyfarm**



**[www.ccesuffolk.org](http://www.ccesuffolk.org)**

Cornell Cooperative Extension of Suffolk County provides equal program and employment opportunities. Cornell Cooperative Extension is funded in part by Suffolk County through the office of the County Executive and the County Legislature. Persons with special needs should call the farm office at (631) 852-4600 prior to the program.

# Welcome to Summer Camp at the Suffolk County Farm and Education Center!

Summer Camp at the Farm inspires K-6 youth to engage in activities related to agriculture, animal science, nutrition, healthy living, and life skills on a 150 year old working farm. Rooted in the 4-H Positive Youth Development framework, our programs are designed to foster self-esteem, cooperation and respect. Our diverse staff of Cornell Cooperative Extension educators lead campers in using their Hands to groom farm animals, their Heads to solve science problems, and their Hearts to make lasting friendships. Together, campers develop essential Health and self-care skills through gardening, and physical recreation. Our campers enjoy fresh-air wagon rides, cooling off in sprinklers, learning how food grows, and caring for and handling animals. We use all the Farm has to offer including the Butterfly House, Backyard Farm, Nature Explore Classroom, Historic Almshouse Haybarn, and livestock pastures.

## Our Mission:

The Suffolk County Farm and Education Center's mission is to provide hands-on research-based learning to all residents with themes in agriculture, animal sciences, history, STEM, healthy living, and life skills in a unique year-round learning environment and in community spaces. The Farm's vision is to connect with our agricultural heritage and to pave the way for a bright, healthy, and sustainable future.

## Camp Hours:

- Regular Camp Hours: 8:30 am-3:30 pm\*
- Before Care: Drop-off between 7:00 am and 8:30 am, \$10 per day, \$50 per week
- After Care: Pick-up between 3:30 pm and 6:00pm, \$18 per day, \$90 per week\*\*
- Before and After Care: \$125 per week

\*If your camper is not picked up by 3:40 pm they will automatically be put into after care and you will be charged the \$18 fee

\*\*If your camper is not picked up by 6:05 pm it is considered child abandonment. We will make every effort to contact you and emergency contacts if they are not picked up by 6 pm but if we do not hear from you, we reserve the right to call the authorities.

## Camp Leadership Team Contact Information:

Camp Director – Brittany Naumann, bn224@cornell.edu, 631-852-4612

Assistant Camp Director – Sarah Titmus, st266@cornell.edu

## FAQs – Frequently Asked Questions

### Do you offer scholarships?

Yes, please contact Brittany at bn224@cornell.edu if you are seeking a scholarship for Camp at the Suffolk County Farm. Scholarships are limited; a scholarship application does not guarantee a spot in a summer program. The Suffolk County Farm awards scholarships based on the child's financial need, the recommendation for the child by a non-related adult, and the child's submission. Check our website for the scholarship application.

**Do you offer a sibling discount?**

Yes, we offer \$10 off per week per sibling.

**Do you offer a first responder discount?**

Military (retired or active), law enforcement, fire department and EMTs can receive a 10% discount. Valid only for immediate family, cannot be combined with any other discount. Email ID to Brittany at bn224@cornell.edu to get discount code.

**Do you provide transportation?**

No we do not. We are a day camp so pick up and drop up by an authorized person is required.

**Do you provide food?**

No, we ask that each camper bring a lunch and a snack for camp each day.

## **Registration / Refund Policies**

**Camp Registration**

You may register by Thursday at 3 pm for the following week of camp. There are no exceptions to this policy so that we may staff our programs accordingly.

**Changes to Registration**

Any change in camp sessions will incur a \$20 administrative fee. No changes permitted after June 14, 2024.

**Cancellations**

You may cancel your registration in writing up to June 14, 2024. You will be refunded 70% of the pre-paid program fee.

After June 14, 2024, camp fees are non-refundable, with the following exceptions:

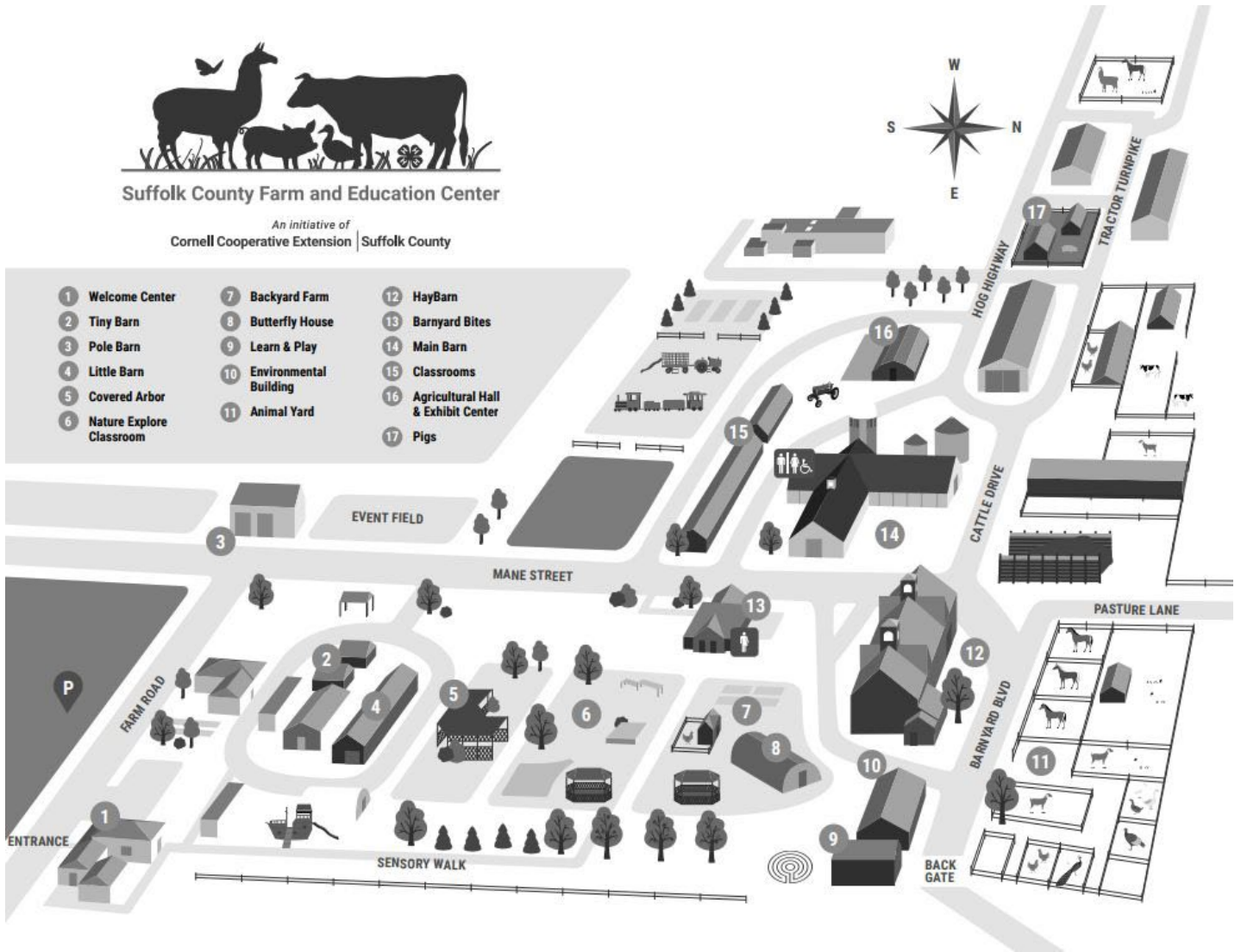
- Medical refund requests must be made by email to kr427@cornell.edu and must include a doctor's note within 5 days of the illness that prevented your child from attending camp or presents a risk to other campers. A \$20 processing fee will be deducted from medical refunds. There will be no pro-rating or reduction of fees based on missed days due to illness. Consideration for medical refund requests and extenuating circumstances will be reviewed at the discretion of the Suffolk County Farm Program Director.
- Documented family emergency such as a death in the family or other unforeseen circumstance.
- Suffolk County Farm reserves the right to suspend or remove a child from camp due to dangerous or extremely disruptive behavior. Refunds, credit or exchange of dates will not be given wherein this decision is necessary. Please see the Behavior section for more information.

## Pick Up and Drop Off Information

Suffolk County Farm and Education Center takes great pride in our safety procedures for all students and staff. We are asking you to help us to ensure that our camp continues to be a safe and happy community. To that end, please pay special attention to the charts below.

**Drop Off & Pick Up Time:** Drop off time for all groups is 8:30 am. Pick up time is 3:30 pm.

Drop off and pick up for all groups will be in the Pole Barn field (near building 3 in map below).



**\*\*All visitors including parents must check into the Welcome Center before reporting anywhere else on the Farm excluding the drop off and pick up times.\*\***

## **Pick Up and Drop Off Frequently Asked Questions**

### **Where is pick up and drop off located?**

Pick up and drop off is held in the Pole Barn Field for all groups. Please note a valid ID is required for all authorized personnel to pick a child up from camp.

### **What is needed to add or delete someone to the authorized pick up list?**

Parents and guardians may change pick up information by going to the Welcome Center. You must present I.D. to the staff and they will be happy to update the information. If it is the day-of, you need to get in touch with the Camp Director and give them the updated information in writing. The easiest way to do this is to send an email with the email account linked to your registration account to the Camp Director at [bn224@cornell.edu](mailto:bn224@cornell.edu) and list the full name(s) of the person you'd like to add.

### **Am I required to sign my camper in and out daily?**

Yes, each day you will need to sign your camper in and out. PLEASE NOTE: It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification daily. Please do not be offended. This is done with the child's safety in mind. We do require children to be signed out by an authorized adult (a person 18 years of age or older).

### **Is there before or after care?**

Yes, we offer before and after care for our regular camp. There is not before or after care for specialty camps that run from 3pm-7pm for youth entering 7<sup>th</sup>-9<sup>th</sup> grades. Before and after care is held in the Pole Barn (see # 1 on map above). Please see information below:

- Before Care: Drop-off between 7:00 am and 8:30 am, \$10 per day, \$50 per week
- After Care: Pick-up between 3:30 pm and 6:00pm, \$18 per day, \$90 per week\*
- Before and After Care: \$125 per week

\*If your camper is not picked up by 6 pm additional charges may be applied. If your camper is not picked up from after care by 6:05 pm it is considered child abandonment. We will make every effort to contact you and emergency contacts if they are not picked up by 6 pm but if we do not hear from you, we reserve the right to call the authorities.

### **What do I do if I'm late to camp?**

If you are late, you will bring your child to the Welcome Center. Your child's camp counselor will be called to come down and pick them up. You must wait until the counselor arrives to sign your child in. If you report directly to their camp building, the camp counselor will ask that you bring your child to the Welcome Center in order to follow the safety protocol.

### **What do I do if I'm picking up early?**

Please report to the Welcome Center and we will call your child to come down. You will wait in the office and a farm staff member will bring your child to you to be signed out. Please note it may take up to 20 minutes for your child to arrive in the office depending on where they are located on the Farm. Please do your best to make these arrangements ahead of time by calling 631-852-4600 in order to expedite this process.

**What if there is an emergency that would affect campers' pick-up or drop-off time or location?**

A staff member will be outside to direct you and notify you of any changes. If there is an emergency related to your child you will be called immediately.

## Preparing for Camp Information

### How to Help Your Child Mentally Prepare for Camp

**It's not unusual for kids (and parents) to feel some "jitters" before a Day Camp experience.**

**Here are some strategies to help:**

- **Communicate** with your child that camp will be a fun and interesting place to be. *Review* the activities that are planned and help him or her *visualize* what the experience will be like. *Share* information about all the wonderful opportunities at the farm ("wait 'til you see those pigs") and, if possible, *visit* the farm so your child can become familiar with the buildings, animal areas, and other facilities.
- If you are feeling anxious, your child will undoubtedly "pick up your vibes". **Learn** all you can about this carefully planned camp experience (i.e. medical care, program activities, and supervision) in order to feel positive and secure about your child's participation.
- **Get up a little earlier** than usual the first morning of camp in order to have a leisurely breakfast and "packing up for the day" time with your child. A "stress-less" exit from home will help you both feel less anxious about saying goodbye for the day at camp.
- A little note in a pocket, a picture of a pet in a backpack, a funny drawing in a lunch box, are a few ways to **assure your child** of your love when they are away for the day at the farm.
- **Clearly mark** all of your child's gear that is going to camp with their full name – have them help with this activity if possible. They will feel more secure knowing that they have everything they might need, and anything that is accidentally misplaced can be returned, thus avoiding upset feelings.
- **Express** your understanding and appreciation of how it feels to have distress about separation. Talk through these feelings without criticizing or belittling them ("oh don't be silly"). Reassure them that many kids feel the same way about new experiences.

### **If your child expresses concerns about their experience during camp:**

- Really listen, *without reacting*, to what your child is saying. *Ask questions*, in a neutral tone, to try to get as much information as possible about what is happening, and how your child feels about it. If you feel that your child can take action to solve the problem, *discuss* strategies with them that might be useful in the situation. If you feel that adult intervention is called for, ask your child for any ideas that they have that you can share with the Camp Director when you speak with them.
- Our staff wants every child's camp experience to be a positive and enriching one. Please do not hesitate to bring your child's or your own concerns to our attention immediately. Every possible effort will be made to resolve situations to your and your child's satisfaction. Tell us in person or email the camp director directly at [bn224@cornell.edu](mailto:bn224@cornell.edu).

## What to Bring to Summer Camp

- Lunch
- Snack
- Water bottle(s), enough to get through a hot summer day – note: “sports drinks” are OK, but do not replace the need for water/water bottle
- Sun hat
- Sunscreen
- Sunglasses
- Clothing for having fun and getting dirty
- Sneakers or other closed-toe shoes. Flip-flops are **not** permitted for safety reasons around animals.
- Complete change of clothes
- **All prescription medications** in their original package (i.e., inhaler, EpiPen) – **SEE BELOW**

### Recommended Items

- Bathing suit
- Shoes for getting wet
- Towel

## What NOT to Bring to Summer Camp

- Cell phones, or any other technology devices
- Aerosol sprays
- Weapons of any kind
- Lighters
- Money

**PLEASE, CLEARLY LABEL YOUR CHILD'S BELONGINGS!**

### **ALL PRESCRIPTION MEDICATIONS:**

- Must be in their original prescription bottle or package with the child's name, medication name, dosage and instructions clearly marked.
- Must be accompanied with a completed Administration of Medication form signed by both your doctor and you.
  - **Without these things, our staff will not be able to administer medication to your child during camp.**



# Camper Supervision

## Who is watching my camper?

We feel confident that we have the best staff around! Our staff is as diverse as our campers. The majority of our staff are college students. 100% of our lead staff members are at least 19 years old. Many members of our staff are enrolled in teaching credential programs and a considerable amount are previous campers! All staff, not just camp staff, are background checked and cleared before they begin work. Camp staff are trained in CPR and first aid. We make sure your child will be safe in the event of an emergency. Most importantly, our staff are people who love kids. They want to spend their summer playing, teaching and working with children. They are good people with good hearts who are dedicated to 4-H's pursuit of positive youth development.

## What training does the camp staff receive?

All camp staff is required to attend a four day training prior to the first day of Summer Camp. Our trainings cover a great deal. The staff learn about the policies and procedures of Summer Camp, safety protocols, characteristics of children, leadership, how to teach activities and how to impart 4-H's positive youth development values.

## How many staff will be watching my camper?

We operate on the following ratios, which are based on the requirements of the Department of Health.

Passive activities with campers 6-years and older ratio: 1:12

Active activities with campers 6-years and older ratio: 1:8

Activities with campers less than 6-years-old ratio: 1:6

## Emergency Care:

In the event your camper becomes ill or injured while attending day camp, staff will take the following actions:

1. The parent will be contacted to come and pick up the camper. If the parent(s)/guardian(s) cannot be reached, the emergency contact(s) will be called. There must be someone available within 30 minutes to pick up a sick or injured camper.
2. Basic first aid will be applied to minor injuries, and the parent will be contacted if necessary.
3. For more serious injuries, the staff will call the local paramedics. A staff member will remain with the camper at all times. Parents will be contacted immediately.

Note: Be sure we have at least two updated emergency contact phone numbers on file.

## Behavior

Campers are expected to exhibit appropriate behavior at all times. Summer Camp at the Suffolk County Farm and Education Center is a 4-H Camp. Campers are required to follow their agreement of the NYS 4-H Code of Conduct.

### Camp Code of Conduct

Our first priority is to create a safe, inclusive space for learning, sharing, and collaboration welcoming to people from diverse backgrounds, cultures and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration status, sex, gender, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, physical appearance, body size, protected veterans, and individuals with disabilities. CCE actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity on the basis of any legally prohibited discrimination. CCE is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.

All 4-H Participants—youth, families, and our camp staff—in or attending any activity or event sponsored by Cornell University's Cornell Cooperative Extension (CCE) 4-H Youth Development Program are required to uphold the values of the NYS 4-H program and conduct themselves according to these standards. The standards also apply to online activity, including social media internet presence.

### Ground Rules

The following Ground Rules apply to all 4-H campers and camp staff. Our Camp staff is accountable to additional standards of professionalism that are outlined by position descriptions and CCE human resource policies.

1. **Create a Welcoming Environment for All.** Encourage everyone to fully participate in all camp activities. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why.
2. **Bring Your Best Self.** Respect and follow Cooperative Extension rules, policies, and guidelines that relate to 4-H Youth Programs and Events. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Be open to new ideas, suggestions, and opinions of others.
3. **Obey the Law.** Commit no illegal acts. Do not possess or use illegal drugs, tobacco products, firearms, weapons, or any harmful object with the intent to hurt others at any time. Do not attend CCE or 4-H camp activities under the influence of alcohol or controlled substances.
4. **Honor Diversity – Yours and Others.** Respect and uphold the rights and dignity of all staff, families, and youth who participate in 4-H camp programs. Follow Cornell Cooperative Extension Non-Discrimination Policy.
5. **Create a Safe Environment.** Do not carelessly or intentionally harm youth or adults in any way (verbally, mentally, physically, or emotionally). Refrain from romantic displays and sexual activities either in public or private situations. Be kind and compassionate towards others. Do not insult or put down other participants. Harassment, bullying, and other exclusionary behavior aren't acceptable. Be considerate and courteous of all youth and adults and their property. Report any and all accidents, physical or verbal abuse or unsafe conditions that threaten the emotional or physical well-being of others or yourself to the NYS 4-H, Extension staff, and Event Coordinators as soon as possible.
6. **Be a Team Player.** Work cooperatively with camp counselors, and fellow campers. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group's decisions.
7. **Participate Fully.** Participate in all of the planned programs, be on time and follow through on assigned tasks/responsibilities (including the completion of required records or reports) in a manner that insures the safety, well-being, and quality of the educational experience for self and others. Have fun!

**8. Watch What You Wear.** Use your best judgment. Wear clothing suited for the activity you will participate in. Clothing promoting alcohol and other intoxicants, or displaying messages that are racist, sexist, homophobic, or any other degrading message that detrimentally impacts the dignity and respect of members of our community are never acceptable. Don't wear revealing clothing, such as short skirts or shorts, midriff-baring tops, and sagging pants.

### **Consequences**

Any of the following may be used, depending on severity of the situation:

1. Camper will receive a verbal warning.
2. Camper may remain at camp, but may possibly be barred from certain activities or attending camp in the future.
3. After consultation with the parent(s)/guardian(s), Camp Director and Farm Administrator the camper may be asked to leave camp.

## **Medical Information and Communication**

### **Prescription Medication**

Must be in their original prescription bottle or package with the child's name, medication name, dosage and instructions clearly marked. Must be accompanied with a completed Administration of Medication form signed by both your doctor and you. Without these things, our Camp Nurse will not be able to administer medication to your child during camp.

### **Immunizations**

Campers are required to be fully vaccinated prior to their first day of camp. This means all immunizations required by schools. The COVID-19 vaccine is not required for campers at this time. You must submit your camper's immunization record along with your registration information for review and for camp records. Only medical exemptions are accepted. If a camper is medically exempt they must provide a doctor's note to the camp at the time of registration.

### **Reporting Communicable Disease**

Campers diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp. For the safety and well-being of participants, staff and our animals, parents/guardians must notify the Suffolk County Farm and Education Center at 631-852-4600 of the situation at the time of diagnosis. Camp group participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken.

### **Getting a Message to Your Camper**

If a situation arises and you need to get a message to your camper, please call the Welcome Center at 631-852-4600 and the office staff will get a message to the camp coordinator.

### **Other Communication**

Please feel free to contact the Welcome Center during business hours with any concerns, suggestions, or comments regarding the program. Parent and camper input is always welcome. The Welcome Center phone number is 631-852-4600. Messages for the director may be left at 631-852-4612 during business hours or email [bn224@cornell.edu](mailto:bn224@cornell.edu) with any questions, comments or concerns.