



Farm in the Garden Camp

Berkshire Botanical Garden
5 West Stockbridge Road
Stockbridge, MA 01262
www.berkshirebotanical.org

Welcome to Farm Camp at BBG!

Dear Farm Camp Parents and Guardians,

Welcome to Farm in the Garden Camp at Berkshire Botanical Garden! This summer will provide campers with a truly authentic farm and garden experience. There are seeds to be planted, chickens to care for, sheep to shear, goats to walk, and so much more! We will spend our days happily engaging in gardening, nature art, water play, cooking and baking, and many other hands-on activities. We'll be sharing the fruits of our labor at our Thursday Family Farmers' Market and celebrating the week's work with a Friday Farm Feast.

While it may not be as exciting as milking a goat or digging in the dirt, a key part of making this summer smooth and successful is completing necessary forms before the first day of camp. Having the **online Health Profile completed by June 1 (Summer Sessions) or April 1 (Spring Break Program)** will make the first day registration process faster for everyone. This includes the Physician's Medical Form, our only non-digital form. (We apologize, but in an attempt to go totally paperless this portion is out of our control, as it is mandated by the MA State Department of Public Health.) Thank you in advance for your cooperation.

About the **Physician's Medical Form**:

- Your child must have had a physical exam within the 18 months preceding Farm Camp 2020.
- If your child is scheduled to have an exam after the June 1 (**Summer Sessions**) or April 1 (**Spring Break Program**) deadline, but prior to the start of camp, please complete all other forms and submit the completed Physician's Medical Form when it has been completed.
- The form, downloadable from the online Health Profile, or a similar signed form provided by a doctor, including immunization records, can be re-uploaded to your online portal or mailed to the above address, "ATTN Farm Camp".

If you have any questions, please call (413) 931-3194 or email info@berkshirebotanical.org.

We're looking forward to another exciting summer!

Sincerely,

Farm in the Garden Camp Staff



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Right to review BBG Farm in the Garden Camp Policies

As stated in the Massachusetts Minimum Standard for Recreational Camps for Children Section 430.190 (D) Parents and guardians have the right to review staff background checks (including CORI and SORI), Health Care and Discipline Policies, as well as our grievance procedures at any time.

The Berkshire Botanical Garden Farm in the Garden Camp has developed these policies in accordance with State Regulations 105 CMR 430.00. These standards are to insure minimum housing, health, safety and sanitary protection for children in the care of recreational camps operating in the Commonwealth. They are meant to protect your children and provide them with the best and safest camp experience. Any requests can be made in person or in writing and given to the Camp Director.

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

If you have any questions, please contact Berkshire Botanical Garden at (413) 931-3194 or info@berkshirebotanical.org.



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What to bring to Farm Camp

Farm camp is hands-on and your child will probably get dirty. Please send your child in clothes that you don't mind getting dirty. Please also send your child in shoes that can be comfortable on hot days while also being suitable for farm work. Due to the nature of activities, **closed-toe shoes only, please!**

You are responsible for packing both a snack and lunch for your child each day. In the spirit of Farm Camp, we ask that you keep sustainability in mind when choosing food and packaging. We will have compost and recycling receptacles available and hope to use them more than the trash can.

Provided is a list of required and optional items to send with your child for an enjoyable day at Farm Camp: Please write your child's name on each of their items.

Required:

- Comfortable, closed-toe shoes
- Snack*
- Refillable water bottle*
- Lunch (refrigeration available at BBG)
- Raincoat
- Hat for sun protection
- Daypack or bag for transporting swimsuit, towel, crafts, etc.

** At registration, snacks and water bottles will be placed in a separate bin that is easily accessible throughout the day. Please keep these items readily available when arriving to Farm Camp.*

Optional:

- Sunblock and bug repellent - *(Please apply before drop off and bring extra if you wish to have more applied after lunch)*
- Swimsuit and towel for optional afternoon water play activities
- Cameras (at your own risk). If you choose to let your child bring a camera, we suggest one that you would not be upset if it accidentally gets stepped on by a goat, planted in the garden, or sent down the slip and slide.
- Extra change of clothes (incase a camper gets cold, overheated, or spills on themselves)

Items to leave at home:

- Cell phone, tablets, computers, video game devices and other electronic devices of the sort. Cell phones with camera capabilities are not permitted to be used as cameras, even if the other capabilities of the phone have been turned off. These items are distracting to the Farm Camp experience. At least one staff member with each group will have a radio and all staff members will carry their cell phones - only to be used in an emergency.
- Other dangerous or inappropriate items, such as weapons (including pocket knives), drugs or alcohol, or other items that would not be fitting for day camp.
- If a camper is seen with any of the above listed items, or any item identified as having no place at Farm Camp, the item will either be stored in the camper's backpack for the remainder of the day or confiscated and returned to a parent during pick up. Possession or use of some items may result in immediate program dismissal.

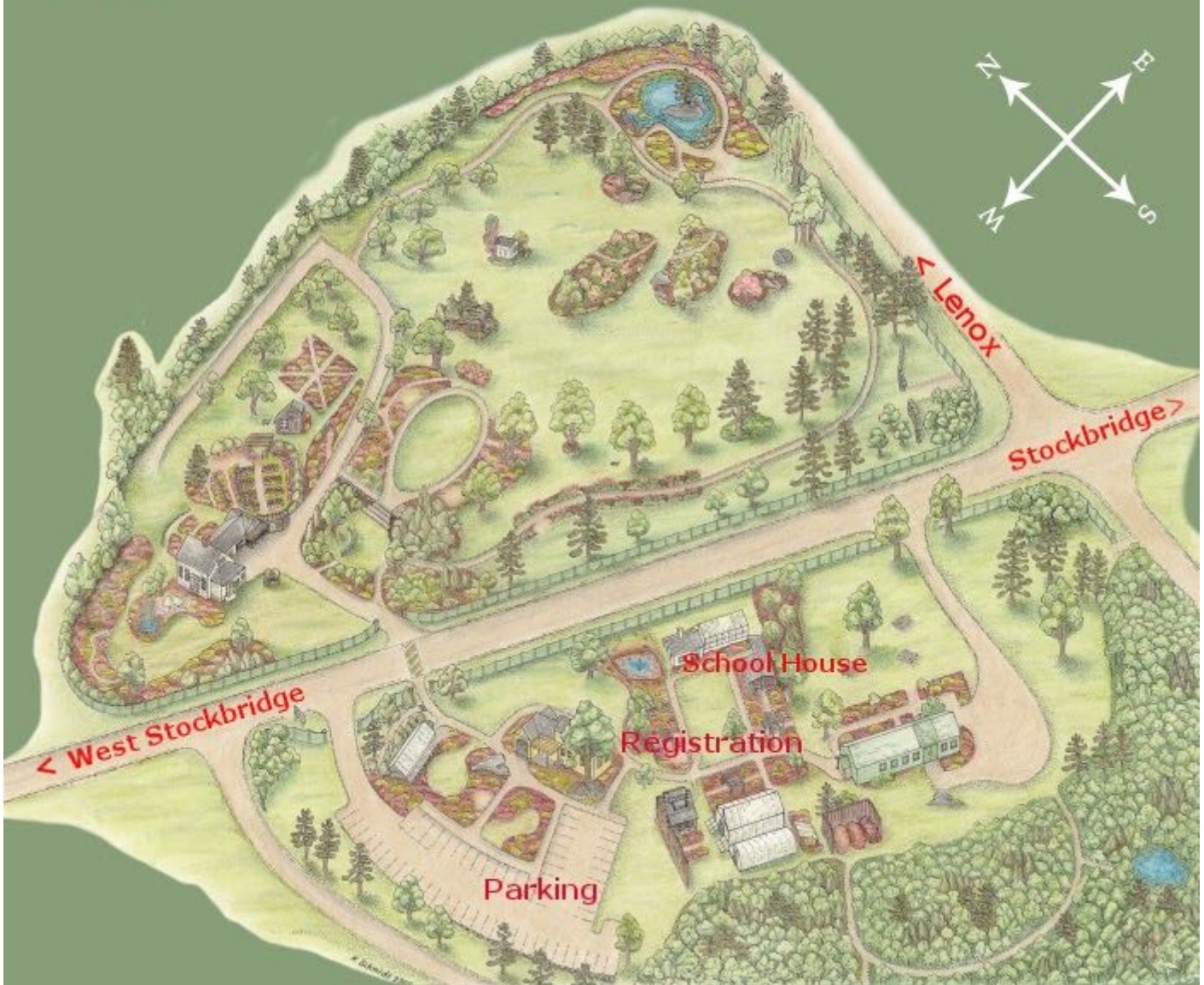


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Farm in the Garden Camp at BERKSHIRE BOTANICAL GARDEN





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Tuition Rates & Payment Policy

Spring Break (April 20-24)

BBG Member cost:	\$300
Non-BBG Member Cost:	\$325

Summer Sessions (June 29-August 14)

BBG Member Cost:	\$380
Non-BBG Member Cost:	\$415

A \$100 non-refundable and non-transferable registration deposit is due to reserve each space. This deposit will be subtracted from the final tuition. The remaining balance for the summer sessions is due by **June 1**. The remaining balance for the spring break program is due **April 1**.

Early Drop-off & Late Pick-up

Early Drop-off Fees	Late Pick-up Fees
Per day: \$15	Per day: \$15
Per week: \$40	Per week: \$40

Early drop-off allows you to drop your child off as early as **8:00 a.m.** Staff supervision and activities will be available prior to the 8:45 a.m. regular arrival time.

Late pick-up allows you to pick your child up **no later than 4:00 p.m.** Staff supervision and activities will be available after the regular 3:00 p.m. pickup until 4:00 p.m.

In order for us to provide proper staff supervision for the additional time frames, you must sign up for early drop-off or late pick-up **no later than one week prior** to your child's camp session. BBG cannot guarantee early drop-off and late pick-up can be offered for those who request the service in less time.

You may return to the "Registration" tab of your online CampDoc portal to add early-drop off and late pick-up options as camp approaches and you are more familiar with your scheduling needs.

Refund Policy

The \$100 deposit is non-refundable and non-transferable.

After June 1, tuition paid above the registration deposit will only be refunded if BBG is able to fill the cancelled space.

No refunds will be given within two weeks of a camp session beginning.

Financial Assistance

Financial Assistance in the form of a campership is available on a limited basis. The \$100 registration deposit must be paid prior to applying for a campership. **Application is included in the online Health Forms.**



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What to expect on the first day of Farm Camp

- ❑ **Drop off is between 8:45 and 9:00 a.m.** This is the same each day. You are welcome to come a little earlier if you think walking around BBG with your child will help curb any first day jitters. However, if you would like to drop your child off before 8:45, you must register for early drop-off **no later than one week** prior to the start of camp. *Please see “Early Drop-off and Late Pick-up” on previous page for more information.*
- ❑ Please park in the main BBG parking lot. A Farm Camp staff member will be there to greet you and direct you towards the registration table.
- ❑ Each child must be signed in by an adult at the Farm Camp registration table. If someone other than a parent or adult listed on the pickup authorization list will be picking your child up, please let us know at this time.
- ❑ At the registration table, each camper will place their water bottle and morning snack in a bin labeled with their group name. Lunches will be refrigerated indoors until lunch. Please have their snack, water bottle, and lunch separate or in a convenient place in their daypack.

Our Farm Camp staff can take it from here, but you are welcome to stay for a few minutes if you would like.

- ❑ Campers will be brought by a staff member into the Education Center, hang their daypack on the hook with their name, and place their lunch in the refrigerator.
- ❑ Campers will next be brought to the School House (on the other side of the field from the registration table). Here they will meet the other Farm Campers and camp staff, as well as some of the animals. We know this can be a difficult time for campers, both new and returning, so the staff has plenty of activities planned to make everyone feel welcome and excited for Farm Camp right from the start!
- ❑ Please be on time for **pickup at 3:00 p.m.** We might be finishing up our Closing Circle of Thanks around that time, but we aim to finish a few minutes early for those families who need to leave right at 3:00. If 3:00 p.m. is tight for you, consider registering for late pick-up. If however, you are not registered for late pick-up and arrive after 3:15 p.m, you will be billed the late pick-up fee of \$15. *Please see “Early Drop-off and Late Pick-up” on previous page for more information.*
- ❑ **Every child must be signed out by an approved adult before leaving Farm Camp.** It is common for parents to coordinate with other parents once the week has begun. We encourage this type of collaboration and carpooling, we just need to know in advance for obvious safety reasons.
- ❑ Before leaving, make sure your child has everything they brought with them: water bottle, snack bin, lunch box, daypack, etc. Campers will leave their wood cookies (nametags), farm journals, and anything they have made at camp until the end of the week.



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Thursday Family Farm Stand

Thursday just might be our favorite day of the week! **Beginning at 2:45 p.m. each Thursday**, campers will be selling produce they harvested from the garden, honey extracted from the beehives, and other items they have made throughout the week. Each week is a little different, but other common items at the market include jams, baked goods, eggs, floral arrangements, and fresh harvested vegetables.

Campers are encouraged to show off their favorite parts of Farm Camp which may not be showcased at the Farm Stand, including the animals. We ask that campers and their families only enter into animal pens when a Farm Camp staff member is present. A staff member is usually available for this purpose during the market, but if not, please interact with the animals from outside their home. *Please wash your hands after contact with any of the Farm Camp animals.* Your child or a staff member will be able to direct you to the closest handwashing station.

All proceeds from the Thursday Family Farm Stand go towards the Farm Camp Campership Fund to help make Farm Camp available to all families, regardless of financial abilities. Additional donations beyond the cost of items you are purchasing are always appreciated.

Friday Farm Feast

If it weren't for Thursday's Farm Stand, Friday would be our favorite day of the week. We celebrate all the hard work the campers put into the Farm Stand and the rest of their week at camp, with a feast made with items from our garden and with our own hands. All campers have a role in helping to make the items for the feast, like kneading the pizza dough, preparing pizza toppings (from pesto to goat cheese), making fresh-pressed cider, and other tasty treats. Campers also have a chance to share their favorite moments of the week and show gratitude to the rest of the camp community. This is truly a magical way to end the week!

The feast is not meant to replace their lunch that day, so please pack a full lunch as you would all other days.

Talent Show

Leading up to the Friday Farm Feast, the campers will have an opportunity to showcase a talent to the rest of the camp community. Participation in the talent show as a performer is optional and completely up to the individual camper. We cheer on all who wish to share their talents, while those who wish not to share their talents are respected and never pressured.

Our grass field is our stage, and equipment is limited to what we use in our normal camp activities. Campers are welcome to bring their own equipment (such as instruments) needed to showcase their talents. BBG staff will make every effort to store equipment in a safe place, but with no locked spaces, items are considered brought at their own risk.



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Frequently Asked Questions

How do I contact you or my child during the camp day?

If you need to get a message to your child during the camp day, the best method is to call the main BBG office at (413) 298-3926. Any non-urgent messages will be passed on to the appropriate staff member in a timely manner. Parents should not expect to speak directly to their child. Messages will be relayed appropriately and the child will only be permitted to call back when absolutely necessary.

If you or another family member or friend plans to stop by during the day, please let the Camp Director know at morning drop off or check into the BBG main office before doing so. This is for safety reasons and to help get the message delivered quickly as your child may be somewhere on the BBG property other than the main camp area.

Can my child bring a friend?

Due primarily to MA state regulations and liability reasons, campers will not be able to bring a friend who is not signed up to attend camp. The Thursday Farm Stand is a great time to bring others to enjoy the Farm Camp experience.

What if my child will be missing a day of camp?

Our camp is a small, close-knit community, and it can be difficult for the individual child as well as others in the group to have someone coming and going throughout the week. We ask that during registration you consider any dates your child may have to miss and instead choose a session that will allow your child to enjoy the whole camp experience. We understand that things come up and ask that you communicate any known changes as soon as possible.

Can I drop my child off or pick my child up at a different time than what is on the schedule?

Similar to missing entire days, we prefer to have all the campers experience the full-day experience, but if you need to drop your child off late or pick your child up early, please let us know before doing so. You will still need to sign your child in and out with a director.

Can I pick my child up late without telling you in advance?

If you register a week in advance, and pay an extra fee, you may drop your child off as early as 8:00 a.m. and pick up as late as 4:00 p.m. See *“Early Drop-off and Late Pick-up”* page 6. If you choose not to register for the extra hours, we ask that you abide by the regular camp schedule.

Can my child and I come see the camp before it begins?

Yes! We would be more than happy to show you where Farm Camp takes place before the first day. For campers who are timid about attending an all-day camp, this can help put them at ease. To do so, please schedule an appointment with the Camp Director at least two weeks prior to visiting to make sure someone is available. If you visit before camp starts, please be aware that some components of camp are only set up during the camp season.



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Is your camp nut free? Are there any restrictions on food items that my child can bring?

Farm in the Garden Camp makes every attempt possible to be “peanut aware.” Our activities will not use peanuts, peanut butter, or peanut oil. We ask parents to do the same when packing their children's lunches and snacks. However, because Farm in the Garden Camp takes place at a public garden with other visitors bringing their own picnics to enjoy, we cannot guarantee that our facility will be free of any food residues, like nuts. It is also possible that some items will contain trace amounts of peanuts/tree nuts such as those made in facilities which process peanut products. To minimize cross-contamination of allergens, campers are not permitted to share any food they have brought from home. BBG has several staff members who are trained in allergen awareness.

If a food allergy is noted on a medical form received **by June 1 (Summer Sessions) or April 1 (Spring Break Program)**, we will do everything we can to alter recipes to accommodate dietary restrictions or have an alternate food item available for them to enjoy. You are also welcome to pack an additional snack for them to enjoy if you prefer. Please communicate any additional concerns or helpful details to the Camp Director prior to camp starting.

What happens if there are behavioral problems at camp?

Farm in the Garden Camp's schedule and program is built upon creating a welcoming, inclusive, and collaborative community. Our staff will always try to work with an individual camper, and when necessary, their parents/guardians to develop a productive resolution to any issues.

Some behaviors might warrant more immediate actions, including but not limited to temporary or permanent removal from the program. Some examples are physical or verbal actions which cause harm or negatively impact the experience of other campers or themselves, staff, BBG visitors, equipment and facilities, as well as possession or use of any items on the “items to leave at home” list.

What is Farm Camp's dismissal policy?

Our goal is to create an inclusive community and to keep campers in our community for the duration of the program. If a camper's actions or behaviors are determined to negatively impact the experience of others in the camp program, or if the camper is unable to be involved in the program, they may be dismissed from the program.

If a child is dismissed from the program, it will be the parent or guardian's responsibility to bring their child home as soon as possible. Parents may discuss with the BBG administration the possibility of the child being reintroduced into the program for future registered weeks or in future years, but BBG may determine that a child is no longer permitted in the program. There are no refunds in the event of a dismissal.

Fortunately, it is extremely rare that any child is dismissed from the program. Please reach out to the Camp Director if you have more questions about this process.



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What are BBG's limitations for my child?

While our wish is to include all children in Farm Camp, we acknowledge that our facilities and staff may have limitations, as all places do, which may inhibit a child from have a safe experience while at Farm Camp. Since safety is our number one priority, we will work with parents/guardians to discuss how these limitations may affect a child's experience and if special accommodations are needed and possible.

In regards to both learning and physical limitations, BBG will work with parents to identify and make reasonable accommodations. All accommodations, including but not limited to medical conditions, will be reviewed by the BBG Administration. In the event that a participant's needed accommodations that pose an undue burden to the Farm in the Garden Staff, the registration may be cancelled, with a full refund (including the deposit). It is incumbent on the parent/guardian to inform the Camp of any pertinent information or accommodation at the time of registration.

Can you tell me about the staff who will be with my child at Farm Camp?

Absolutely! We take a lot of pride in the staff we hire to lead our campers in all the exciting activities at Farm Camp. We staff our camp at a ratio of 1 camp/education staff member for every 3 campers.

All of our staff meet or exceed regulations put in place by the Massachusetts State Regulations for Recreational Camps for Children as well as the standards suggested by the American Camping Association (Farm in the Garden Camp is an active member of the American Camping Association but not an accredited camp). First and foremost, all of our staff have previous experience working with and a strong passion for working with children in an engaging and positive manner. Most, if not all, of our full-summer camp educators (counselors) are at least 18 years old and have completed at least one year of college.

All staff undergo a series of background checks before the summer and take part in five, rigorous days of staff training on topics including first aid, constructive behavior management, risk management, and safe practices as it pertains to all of the activities at camp. All educators are trained in basic First Aid and AED use.

If my child has the best week of their life, can we sign up for an additional week during the summer?

This is one of the best compliments we can get at the end of the week and it is a very common one. You can certainly ask for availability. However, in past years, our camp has filled up well before the summer began. We keep a waiting list once sessions fill up and if a space opens we go down the list in the order the children were added.

What animals will my child see and learn about at Farm Camp?

Because most of our animals come from a working farm, we never know exactly, and for how long, any one animal will be joining us in the livestock yard until camp starts. We commonly have sheep, goats, a llama, a rabbit, and chickens. Sometimes we get a special visit from surprise animal guests!



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Are the farm animals safe?

Yes! The farm animals at Farm Camp are all well trained and chosen specifically for their good temperament and compatibility with children. They look forward to Farm Camp just as much as you and your children do! They are given adequate space to move around, both in the sun and shade. At night, the llama works as the protector of the animals.

None of our animals live on site all year, except for the honeybees. The chickens and our Angora rabbit live at BBG most of the warm months and at the homes of various BBG staff members during the rest of the year. Our livestock are visitors from the Springstube Family Farm in West Stockbridge, and they are only at BBG while camp is in session.

We make every effort to make interactions with the animals educational, rather than simply feeling like a petting zoo. Visitors to BBG are not allowed to feed or enter the animal enclosures unless they are part of Farm Camp or other educational programs led by a BBG staff member.



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Registration and Health Profile Checklist

ASAP after registration opens in January

- Become a Member of BBG to save \$35 per registration (\$25 on spring break camp)! See all the member benefits at berkshirebotanical.org/membership.
- Reserve a space at www.berkshirebotanical.org/farm-garden-camp. A \$100 deposit will reserve a space. A separate deposit is required for additional children and/or weeks.
- If you have not scheduled a physical exam, do so now. MA state law requires that campers must submit health history report conducted during the preceding 18 months along with immunization records. The template form can be downloaded from your CampDoc online portal under the Healthcare Provider Form tab of the Health Profile.

Complete by April 15 (Summer Sessions) or March 6 (Spring Break Program)

- If you are planning to apply for financial assistance (also known as a campership), we encourage you to apply by April 15. Camperships will be awarded for applications received after April 15 only as long as funds remain available. The application process is part of the online registration system.

Complete by June 1 (Summer Sessions) or April 1 (Spring Break Program)

- Pay your remaining balance. If you set up a payment plan during registration, or paid in full, this will be done automatically. If you did not set up a payment plan, you can pay your balance online using your login via the CampDoc portal.
- Upload your Physician's Form and Immunization records to the Healthcare Provider Form portion of the online Health Profile. Your physician may also directly mail the completed form and immunization records to:

Berkshire Botanical Garden
Attn: Farm in the Garden Camp
P.O. Box 826
Stockbridge, MA 01262

We strongly encourage you to make a copy of all forms for your own records before mailing them.

All forms and payments must be completed by JUNE 1 (Summer Sessions) or April 1 (Spring Break Program). This helps to ensure our staff is able to plan the best possible week at Farm Camp.
Failure to return forms or pay in full by these deadlines may result in your child's space being surrendered to another child on the waiting list. Please communicate any issue you might have with this deadline **BEFORE** the deadlines.

Other Questions?

If you have any other questions regarding Farm Camp at Berkshire Botanical Garden, contact us at info@berkshirebotanical.org or (413) 931-3194.