



**PARENT  
HANDBOOK**

**WHEELER  
FARM  
SUMMER  
CAMP**

Dear Parents,

Welcome to Wheeler Historic Farm's Summer Camp! We look forward to working with you and your children. Our goal is to provide a safe, educational, positive, welcoming, and enjoyable experience for your children. Children can come for a week, a month, or for the entire summer.

**Our summer camp program** is designed to provide your grade school age children with a wide variety of activities which promote the development of physical, emotional, intellectual, and creative skills appropriate to their age level. These activities will include arts and crafts, games and sports, gardening, and farm-life experiences.

**The objectives of our program are:**

- To foster positive self-esteem by providing opportunities for children to experience new accomplishments, develop new skills, discover new interests and hobbies, and express their independence through making choices concerning their daily activities.
- To develop social skills through group games, team sports, and by meeting new people and forming new friendships.
- To develop intellectual skills by offering children opportunities to think, reason, question, and experiment.
- To encourage language development by providing opportunities to keep journals, and write stories and plays.
- To enhance physical development of by providing opportunities for physical exercise with sports, dance, yoga, and nature hikes.
- To practice fine motor skills with a wide variety of wonderful art, crafts, and creative and imaginative activities.
- To inspire a love and respect of animals, nature, and other cultures and people.
- To encourage and demonstrate sound health, safety, and nutritional practices through daily routines.

We have prepared this handbook to answer questions you may have about the program. Please feel free to stop by any time to visit your child, or to talk to us about any questions or concerns. We look forward to spending time with and getting to know your children this summer! Thank you for coming!

Erin Young

Camp Director

[elyoung@slco.org](mailto:elyoung@slco.org)

801-264-2241

# **Wheeler Historic Farm Week Camp** **Policies and Procedures Agreement**

## **Dates and hours:**

Campers may be dropped off at the Ice House at 7:30- **No earlier!**

Activities begin at 8:00 am.

Pick-up and lunch for the am session is between 12 and 12:30pm.

\*Am only campers must be picked up **BY 12:30 pm**

Drop-off and lunch for the pm session is between 12:30 and 1:00.

Pm activities begin at 1:00.

\*Pm campers must be picked up **BY 5:30 pm**

**Parents will be charged a late-fee of \$7 for every  
15 minutes past pick-up time.**

The fee needs to be paid by cash or check in the locked drop box in the Ice House when you pick up your child or before you drop them off again. They will not be able to attend again until it is paid.

**\*Please respect our fine counselors and plan to be on time.\***

## **Registration:**

All document including registration form, child's health assessment form, attendance schedule form, and the signed Liability Waiver need to be completed at the time of registration, and submitted with payment for your child(ren) to be registered and begin attending.

## **Sign In/**

## **Sign Out:**

Parents are required to physically sign their child(ren) in and out daily. You must have your driver's license when you sign out. Only a authorized individuals that you have listed on your child's card will be permitted to sign your child(ren) in or out. Any changes must be made in writing in advance. There will be no exceptions, as this is for the safety of the children.

## Medication

**Form:** In order for us to administer any medication, parents must first complete and sign a Release of Liability/Record of Administration of Medication Form. Verbal authorization is not acceptable. Any and over-the-counter and prescription must be in its original container with the child's name clearly written on the product's package.

**Money & Personal Belongings** In order to prevent loss or breakage, as well as to avoid conflict between children, we ask that you leave special and valuable items at home.

Children may bring money to spend in our Country Store, supervised, and at lunch time only. Our staff **will not** be held responsible for any lost, broken, or stolen items or money.

**Lost & Found:** There will be one central location items lost or left at the Store. Please clearly mark items that you send here with so child so that we may try to return them. All items not claimed and unidentifiable will be donated to charity at the end of each month.

**Clothing & Attire:** Because our program will be very active both indoors and out, we ask that you send your child in appropriate clothes that can get wet and/or dirty. For safety reasons, and to support many different activities, tennis shoes or other **shoes which do not have an open toe or heel are the best option**. Also, there will be "Water Days" when we will have fun & wet water games and activities planned. On these days the children will need to wear or bring a swimming suit (or clothes that can get wet) and bring a towel and sunscreen. Shoes that can get wet.

We will send home reminders the day before. Please watch for these so that your child can come prepared to participate!

**Movies:** Occasionally during rainy days, bad air-quality days, or if it fits the curriculum, we will view a movie. We will only show movies with a 'G' or 'PG' rating. If you would like to review a list of possible movies, for your approval, please ask. We will have a list in The Ice House, and at the front desk.

**CHILD PROTECTION:** Because we are a Salt Lake County facility, we are required to report any reasonable suspicions of child abuse to The Department of Child Services.

**ACCIDENTS:** For minor injuries, an accident report will be completed for the parents. The report will inform you what happened and what first aid measures were needed.  
In the event of any major injuries on the farm, you will be notified immediately and, if necessary, the paramedics will be called.

**SICK CHILDREN:** In order to protect the health of ALL of the children, we cannot admit your child if he or she is ill. In the event that your child becomes ill while at the farm, you will be notified and required to pick them up within the hour. Please take this into consideration as you list your emergency contacts, as well as those who are authorized to pick-up your child.

**EMERGENCY EVACUATION:** In the event of an emergency that would initiate an evacuation of the farm, parents would be informed immediately, and the children would be transported to:  
**The American Red Cross Salt Lake Donor Center  
6616 South 900 East, SLC 84121  
(801) 892-4000**

# CAMP RULES

- Campers will stay with their group and their counselor at all times.
- Campers will have a good, positive attitude, and be willing to try new things and participate in new activities.
- Campers will touch the animals only with permission from a counselor or other Wheeler Farm employee. Campers will not harass, antagonize, or chase any of the animals , including the ducks and geese.
- Campers will stay safe by staying out of all water, including the ditch.
- Campers will respect their counselors and follow their directions the first time asked.
- Campers will respect one another. They will also respect other's personal belongings and the camp supplies and equipment.
- Campers will clean up after themselves.
- Campers will have FUN!

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# DISCIPLINE POLICY

We very much want for your child or children's summer camp experience to be completely fun, enjoyable, and trouble-free. We will work hard to make sure that this is the case. However, we also need to define some discipline and behavior parameters, even as we strive not to have to resort to anything negative.

Our number one strategy will be positive reinforcement. We would far rather reward good behavior than punish the bad.

In support of this policy, we will have a program with which the children will be "caught being good" and rewarded with a ticket for exemplary behavior. These tickets can then be redeemed in our camp "store" for toys and candy. We are confident that this system, giving the children a lot of praise and positivism, and keeping them very busy with our highly structured and active schedule will keep the need for discipline to a minimum.

However, should negative behavior occur and it needs to be dealt with, our plan is as follows:

- First offence; the child will be unable to participate in the activity in which the offence occurred.
- Second offence; another missed activity and Sit, Think, and Write Time in which they write about what they did wrong, what they will do differently the next time, and an apology to their camp counselor and, if applicable, any children affected.
- Third offence; conference with parent or parents to decide how we together can help your child modify their behavior.
- Fourth offence: the child will need to leave the camp for the rest of the day.

If your child continues to struggle with behavior issues, they will not be able to attend our camp.

**We reserve the right, without refund, to remove any child from the program that presents chronic behavior problems.** This is only fair to the other campers, that have the right to have a positive experience, and to our fine counselors, who will work very hard to run a fun and happy camp program.

**Parental Statement of Agreement -  
Assumption of Risk, Liability Release and Refund Policy**

**Release & Indemnification:** I hereby recognize and acknowledge that my child's participation in recreational activities may involve bodily injury and/or emotional injury to myself and/or my child. In consideration of my child being permitted to participate in such events, I for myself, my child, my heirs, my executors and administrators, hereby voluntarily and knowingly indemnify and hold harmless, defend, release, waive, and discharge Salt Lake County, and its officers, employees, and volunteers from any and all suits, claims or liability including negligence, based on any injury except that caused solely by the willful misconduct of Salt Lake County, that may result from my child's participation in Salt Lake County Parks & Recreation activities. In addition, I agree that I or my insurance will pay for medical, hospitalization or any other expenses resulting from my child's participation.

**Refund:** As per Salt lake County policy and procedures, the Parks & Recreation Division may withhold 25% of the refund (program registration fee) for administrative costs. All refunds must be requested in person, accompanied with a written refund request. No refunds shall be given after the first day of the program.

**Collections:** I agree to pay Salt Lake County all costs incurred, together with reasonable attorney's fees in the event that my account is referred to the Salt Lake County Attorney's Office for collection. I understand that any account delinquent 30 days or more will be turned over to the Salt Lake County Attorney for collection.

**Emergency Treatment:** I hereby authorize Salt Lake County Parks & Recreation program staff to act on my behalf in accordance with their best judgment in case of an emergency involving my child, and agree to assume full responsibility for all expenses, medical, or otherwise, that may arise there from. I understand that I or my insurance company will be billed for such emergency treatment.

**Equal Opportunity:** Salt Lake County Parks & Recreation provides equal opportunity to participate regardless of race, creed, gender, or ability to pay, and will, upon request, provide reasonable accommodations to individuals with disabilities.

**Understanding:** By signing this assumption of risk, liability release, indemnification, and refund policy statement, I acknowledge that I have read its contents and disclosure, that I understand it's contents and disclosure and that I agree to its terms. I have read and understood the entire Parent Handbook and agree to abide by the guidelines and procedures therein.

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Child's name

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Signature of Parent or Legal Guardian

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Date

# Summer Camp Application

Please Print Clearly

Child's Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Mother's name \_\_\_\_\_ Email Address \_\_\_\_\_

Work phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Father's Name \_\_\_\_\_ Email Address \_\_\_\_\_

Work phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Child lives with Both Parents \_\_\_ Mother \_\_\_ Father \_\_\_ Other (specify) \_\_\_\_\_

## Emergency contacts in case parents cannot be reached

Name	Relationship	Day Phone#	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Individuals other than Parent or Guardian Authorized to PICK UP child

Name	Relationship	Day Phone #	Cell Phone#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Medical Information

Name	Address	Phone #
Child's Physician: _____	_____	_____
Child's Dentist _____	_____	_____

# Child's Health Assessment

Child's Name \_\_\_\_\_

Please check all that apply and list any health information we need to care for your child.

Any known allergies:	No	Yes	If yes, please list
Medications	No	Yes	_____
Foods	No	Yes	_____
Others	No	Yes	_____

Any chronic illnesses or medical conditions:			Any disabilities:		
Asthma	No	Yes	Hearing Impairment	Yes	No
Diabetes	No	Yes	Visual Impairment	Yes	No
Seizures	No	Yes	Developmental Delays	Yes	No
Heart Problems	No	Yes	Physical Impairment	Yes	No
Other _____		Yes	Emotional Problems	Yes	No
			Other	Yes	No

Any additional health information not listed above? \_\_\_\_\_

Any routine medication your child is taking? \_\_\_\_\_

If your child need to take any medication while at camp, fill out a Medication Release form, found at the front desk or the Ice House.

Any addition information we need to be aware of to care well for your child?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date