

The Farm

at Trinity Health

Approved by Legal 6/7/22

The Farm at Trinity Health Education Policy Handbook

Contact Information

Farm Main Phone: 734/712-4667

Education Coordinator phone number will be shared at the beginning of programs as necessary

Our Philosophy and Values

At The Farm we grow a healthy community by empowering people through food, education and relationships. We educate at the intersection of agriculture, health and sustainability.

COVID Policy

The Farm at Trinity Health prioritizes the safety and well-being of all visitors and staff. During educational events at The Farm, we will make use of non-pharmaceutical interventions (NPIs) including:

- wearing face masks indoors per CDC community level guidance
- frequent hand washing
- appropriate physical distancing

Additional safety measures include:

- Requiring all Farm staff to be fully vaccinated, and being [up to date](#) is strongly recommended
- Requiring daily health screening of Farm staff before arrival
- Separating and monitoring any visitors who begin exhibiting signs of COVID until they leave the premises
- Delaying admission of visitors with COVID symptoms until they:
 - have had a negative COVID-19 test or
 - have been fever and fever mediation free for seventy-two (72) hours, or
 - other symptoms have improved and at least ten (10) days have passed since symptoms first appeared
- Holding activities outdoors as much as possible (masks optional when outside)

When The Farm becomes aware of a visitor or staff member contracting COVID, within 24 hours we will notify all visitors or their parent(s)/guardian(s) that attended programs with the infected person.

Drop-off

Drop-off of minors begins 15 minutes before the program start time. Please drive slowly and safely on our campus, and park in designated areas. Being on time ensures that all participants get the most out of our program.

Pick-up and Release

All minor visitors must be picked up and signed out within 15 minutes of program end time. All persons picking up must be listed in the Emergency Contacts section of the visitor's Emergency and Release Form and show photo ID. The Farm is not equipped to care for minor visitors beyond pick-up time.

Minor Visitor Release and Emergency Contact Form

Anyone (including parents) must be authorized to pick up a minor visitor on the Release and Emergency Contact form and must present photo ID. Any changes to the Emergency Contact form during programs must be made directly to the Education Coordinator in writing.

Food and Drink

All visitors should bring a refillable water bottle and, if lunch/snacks are required, enough food to keep the visitor full. The Farm does not provide snacks.

What to Wear

Visitors should wear comfortable clothing that can get dirty, including:

- Two or three face masks
- Layers for warmth and protection from sun or rain
- Shoes that have a back and closed toe (no sandals or Crocs)

Not Allowed During Programs for Youth

Cell phones, tablets, electronics, cameras, knives or other weapons, and toys that may distract visitors and staff are prohibited. The Farm is not responsible for lost or stolen items. Prohibited items will be held in The Farm office and turned over to parent(s) / guardian (s) at the end of the day.

Visitor Health and Safety

Safety comes first at The Farm. Background checks are performed on all Farm staff. We train our education staff to avoid accidents and injuries, to utilize First Aid, CPR and AED as needed, and to respond to a variety of emergencies. We keep all personal information private. Any instances of potential COVID exposure will be sent to families with names and personal information kept private.

Food Allergies

We often eat and taste things at The Farm; please share all details of a minor visitor's food allergy through the Emergency and Release Form.

Contagious Conditions

The Farm asks that visitors with contagious conditions (pink eye, strep throat, chicken pox, lice, etc.) do not attend programs until the condition has been treated adequately. Visitors who have lice may attend when no live lice have been observed for at least 24 hours. If your minor visitor comes down with a contagious condition during the program, please notify the Education Coordinator immediately.

Registration

Please register for programs by visiting our website: StJoesFarm.org

If a program is full, you may join our waitlist by calling 734/712-4667 or emailing TheFarm@stjoeshealth.org.

Refund / Cancellation Policy

Refunds will not be issued if:

- A cancellation made within 14 days of the start of the program
- A participant fails to attend a program without notice
- A participant is dismissed from a program

Refunds will be issued if:

- A participant exhibits COVID symptoms and cannot attend
- The Farm cancels the program due to under enrollment or other reasons

The Farm reserves the right to grant refund exceptions as needed.

Behavior Policy

The Farm at Trinity Health values the well-being of our visitors and staff, and we honor each person's unique experience. In the event of issues arising from visitors' behavior we aim to offer visitors positive choices, to recognize their feelings, to develop language for talking about behavior, and to offer them opportunities to learn through conflict.

If a minor visitor's behavior is disruptive to the program or to the experience of others, the following actions will be taken:

1. Staff observing the behavior will redirect the visitor's behavior by offering a positive choice.
2. If a positive choice is not appropriate, or if the behavior persists, staff will identify the problem and discuss it with the visitor, letting them know that the staff member is there to help. Staff will immediately stop any physical (hitting/kicking) or emotional (name calling or teasing) damage being done before moving to the next step.
3. Staff will help the visitor identify possible solutions and help them choose one. Staff will make every effort to check back in with the visitor to see if the solution is working.
4. If the issue persists or if a visitor needs to decompress, staff will ask the visitor to take a break from the group's activities and then talk with them to process what happened.

5. Staff will notify the onsite Manager of Programs if any situation escalates to the “take a break” level or if additional support is needed. Staff will make every effort to check in with the visitor’s parent(s)/guardian(s) by phone or at pick-up, explain what happened and what action was taken by both staff and the visitor, and discuss additional solutions and ways to support the visitor further.

The Farm at Trinity Health reserves the right to remove visitors from activities for any unsafe or inappropriate behavior including bullying, violence, sexual harassment, endangering the safety of any visitor or staff member, any type of discrimination, destruction of property, theft, verbal abuse, and possession of any type of weapon. No refunds for any fees paid will be issued if a visitor is asked to leave due to unsafe or inappropriate behavior.

Weather Policy

At The Farm we spend as much time outdoors as possible. In the event of thunder, lightning, risk of tornado or extreme heat or cold, all programs will take place indoors. We reserve the right to cancel programs if dangerous weather conditions arise.

Medication Policy

Medication for minor visitors must be given to the Education Coordinator or another senior staff member at sign-in on the first day of the program. Emergency medication (inhalers, Benadryl, EpiPen, etc.) will be carried by Farm staff near the visitor. Minor visitors are not permitted to carry their own medication. All prescription medication must be in the original bottle with the minor’s name on the label and will be dispensed according to the prescription directions. All remaining medication will be returned to the visitor’s family at sign-out on the last day of the program. If your minor has a potentially life-threatening medical condition, we ask that you contact our Education Coordinator prior to the first day of the program.

Emergency Contact & Release Form

Please fill out our Emergency Contact & Release [Form](#).

We ask that you be honest about your minor visitor’s physical, mental, emotional and social needs so we can best support them.

All adults who have permission to pick up a minor visitor, including parent(s)/guardian(s), must be listed in the Emergency Contacts section of this form. They will be asked to show photo ID at pick-up.

Summer Camp Tax Deduction Eligibility

The cost of day camps may be tax deductible as part of the childcare deduction for working parents. See IRS Publication 503 Child and Dependent Care Expenses at www.irs.gov. Consult your tax professional with any questions.

Thank you for joining us at The Farm at Trinity Health Ann Arbor!