

Round the Bend Farm Camp



Operations Manual Revised on 02-19-2024

Facility Name: Round The Bend Farm Camp

Director: Rachel Feddema

Facility Address: 16225 Jane St

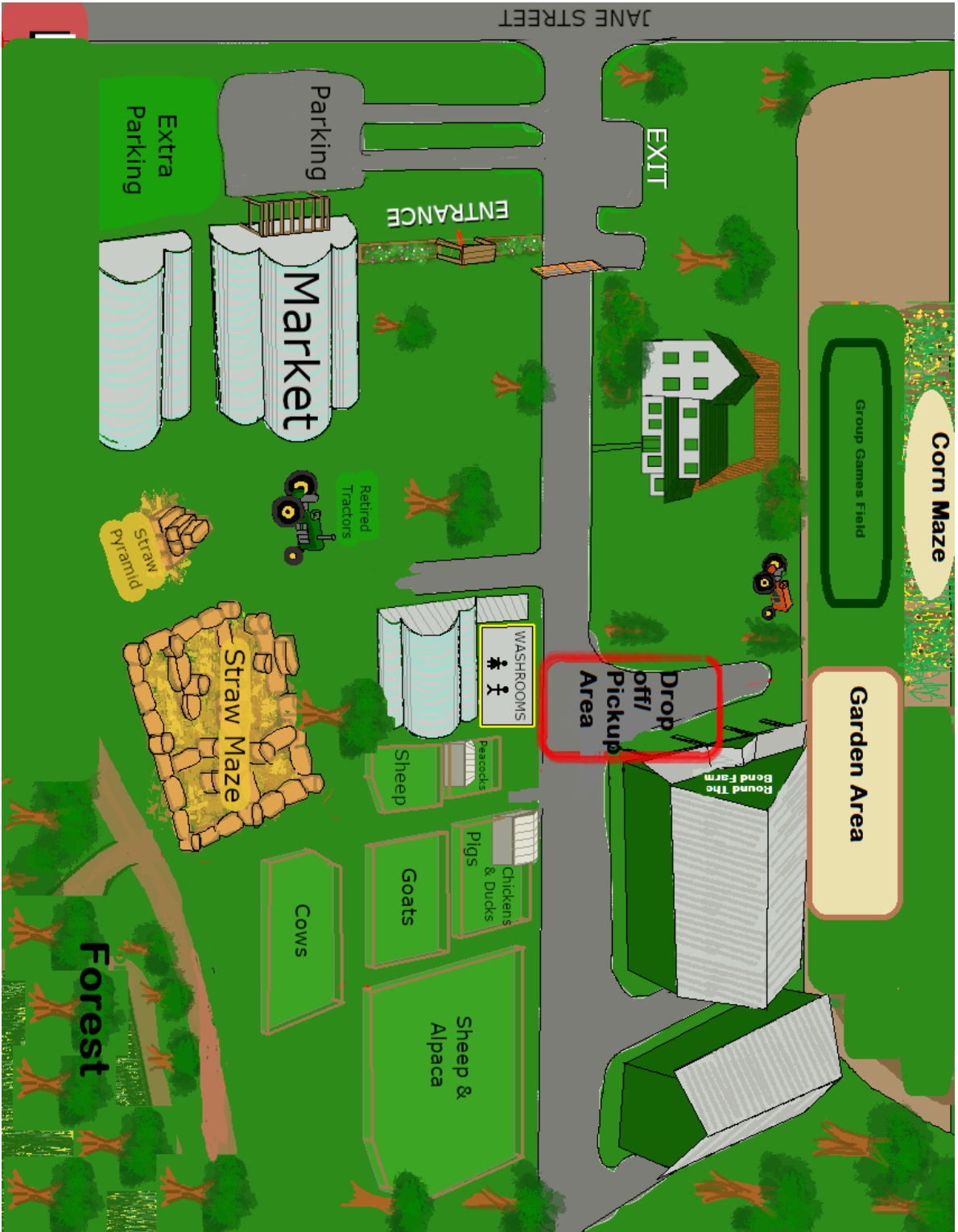
Kettleby, King ON L7B 0G3

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Camp Map



ROUND THE BEND FARM CAMP EMERGENCY ACTION PLAN

Facility Name: Round The Bend Farm Camp
 Owners: Rachel Feddema
 Facility Address: 16225 Jane St
 Kettleby, King ON
 L7B 0G3

EMERGENCY PERSONNEL NAMES AND PHONE

NUMBERS FARM EMERGENCY COORDINATOR:

Name: Rachel Feddema Cell: 905-868-7023

Backup Emergency Coordinator: Sue Feddema Cell: 905-751-5956, Home:
 905-727-0023

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: King City: 905-833-2800
 Schomberg: 1 800-688-5013

PARAMEDICS: 911

AMBULANCE: 911

POLICE: Newmarket: 905-877-5877
 Aurora: 905-830-0303

MEDICAL EMERGENCY see procedure check list for accidents

Call medical emergency phone number if situation is serious or call 911.

Provide the following information:

- a. Location of the emergency on the farm
- b. state name of caller and position held at the farm
- c. state nature of medical emergency,
- d. your name and phone number from which you are calling

See accompanying accident check list.

Fill out Accident Report with Farm Camp Educator or camper witness. Forms are located in binder at farm camp educator's outdoor station.

If medical attention is required for minor scratches and scrapes:

Farm Camp Educators are responsible for students at all times and carry a first aid kit.

If one is not available:

- First Aid kits are located in barn, greenhouse, in market and at the outdoor station when entering the farm, gloves are in first aid kit
Ice packs are located in freezer in on farm market
- All Farm Camp Educators are certified in First Aid

Wear gloves and masks for all procedures.

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using First Aid certified methods (including backblows) in case of choking
3. Farm Camp Educator must contact camper's parent/guardian before they administer medication for allergic reaction. Farm Camp Educators may only administer medication signed off on by parents/guardians upon registration

MISSING STUDENT see procedure check list for missing student

***no uninvited persons/intruders are allowed to join any camp group while visiting the farm. If an uninvited adult approaches, they will be stopped, asked if they were invited onto the premises, if not the person will be asked to leave the premises. Only invited adults are allowed to join a group while visiting the farm.**

Farm school leaders and supervisors in play area: safety instructions

1. Have constant visibility of designated play area, ensure play supervisors are spread around area watching students at play.
2. Farm camp educator leader must be physically present in play area, monitoring campers and camper activity.

Before play:

The farm camp educator shall make campers aware of the rules and safety considerations of any activities engaged in during the excursions.

Rules may be modified to suit the age and physical abilities and exceptionalities of the students, but once made, they shall be strictly enforced.

It is the requirement of farm camp educators that they be vigilant to prevent one camper from pressuring another into activities for which he or she is not allowed to do.

EVACUATION ROUTES FOR BARN

Evacuation route map have been posted in barn facility. The following information is marked on evacuation map:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers

FIRE EMERGENCY

When fire is discovered:

- Call 911
- Notify the Camp Director about the fire emergency by the following means (check applicable):

Voice Communication by walkie-talkie

Fire

Fight the fire ONLY if:

- The fire is small, contained, not a threat and is not spreading to other areas
- NOTE: The fire extinguisher are always in good working condition

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area outside on farm laneway away from buildings
- Remain outside until the competent authority announces that it is safe to reenter.

Designated Farm Camp Educators must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of campers
- Determine a rescue method to locate missing personnel.
- Contact Camp Director or appropriate witness to provide the Fire Department personnel with the necessary information about the facility.

SEVERE WEATHER AND NATURAL DISASTERS

Thunderstorms (lightning): remain indoors in grounded structures until storm is over, if outdoors, proceed swiftly to indoor areas. Rainy day programming will be provided for campers in the even of a rain day. Campers may resume regular camp activities after the absence of lighting or thunder for 30 minutes.

Tornado or Hurricane:

- When a warning is issued, seek shelter inside barn. Stay away from windows and doors. Sit on floor against interior wall.
- Use arms to protect head and neck.
- Remain sheltered until the tornado or hurricane threat is over.
- Stay calm and await instructions from school tour coordinator.
- monitor local TV and radio stations for instruction

EXTENDED POWER LOSS

In the event of extended power loss on the farm.

Contact farm owners: Brian Feddema by cell 905-751-7023 or Sue

Feddema, cell 905-751-5956 Home phone number: 905-727-0023

And Camp Director Rachel Feddema. Cell: 905-868-7023

Farm is equipped with automatic generator to restore all power

RTB Farm Camp Equity and Inclusion Policy

Equitable and Inclusive Summer Camp Programs

Staff and volunteers at Round The Bend Farm Camp (RTBFC) work to support the uniqueness and diversity of visiting children, parents and employees.

We strive to make all campers, parents and staff feel welcome and accepted so they have an enjoyable and educational experience while attending the Summer Camp program at RTBFC, regardless of their background or personal circumstances.

To ensure all participants feel they are welcome at the farm, accepted, safe and supported, we create positive activities that are inclusive of all, regardless of physical or mental capabilities.

Bullying, whether intentional or unintentional, in any form, whether physical or verbal or is not allowed while visiting RTBFC, and farm staff will inform Parent/Guardians if an occurrence of bullying is witnessed.

The owners and staff of RTBFC ensure that fairness, equity and inclusion are essential principles in our summer camp program and are integrated into all programs and practices.

We believe in respectful treatment of all people, and honour and accommodate the specific needs of all.

Together, staff at RTBFC, work to develop an inclusive farm program that reflects the diverse camper population that visits the farm; develop plans for participant engagement; and provide mentorship for our new employees by our seasoned staff.

RTB Farm Camp CAMPER INJURY AND FIRST AID FORM

Name of Parent Gaurdian:

Student's Name: _____ **Date of Birth:** _____

Grade _____ **Gender:** _____

Explanation of Injury/incident: (where incident occurred)

Location: _____

Surface: _____

When: _____

Witnessed By: _____

Location on body and type of Injury:

Type: _____

Location on Body: _____

Contributing Factor: (circle all that apply)

| | | | | |
|----------|-------------------|------------------|-----------------------|-----------------------|
| Fall | slipped | tripped | collision with object | collision with person |
| Fighting | compression/pinch | struck by object | foreign body/object | unknown/other |

Incident Response:

| | | | | |
|--|-----|----|-------|----------|
| First Aid | YES | NO | Time: | By Whom: |
| Parent/Guardian Notified | | | Time: | By Whom: |
| Unable to Contact Parent/Guardian | | | Time: | By Whom: |

CIRCLE APPROPRIATE CHOICE(S):

| | | |
|---|---------------------------|-----------------|
| Parent deemed no medical action necessary hospital/urgent care | Return to Activity | Taken to |
| Called EMS/911 Called | YES | NO |
| Driven to hospital by staff/parent | YES | NO |

Care Provided to the Student:

| | |
|-------------------------------------|-------|
| Signature of Director: | DATE: |
| Signature of Employee: | DATE |
| Signature of parent (if available): | DATE: |

RTBF protocol for concussion as per suggestion by OPEA

This tool is to be completed by school staff (teachers), and is used to identify the signs and/or symptoms of a suspected concussion, to respond appropriately and to communicate this information and follow-up requirements to parents/guardians.

Camper name: _____

Time of Incident: _____

Date: _____

Farm Camp Educator:

Identification of Suspected Concussion: If after a jarring impact to the head, face or neck or elsewhere on the body, an impulsive force is transmitted to the head (observed or reported), and the individual (teacher or parent) responsible for that student suspects a concussion, the Steps within this tool must be taken immediately.

Step A: Red Flags Signs and Symptoms

Check for Red Flag sign(s) and or symptom(s).

If any one or more red flag sign(s) or symptom(s) are present, call 911, followed by a call to parents/guardians/emergency contact.

Red Flag Signs and Symptoms:

- Deteriorating conscious state
- Double vision
- Increasingly restless, agitated or combative
- Loss of consciousness
- Neck pain or tenderness
- Seizure or convulsion
- Severe or increasing headache
- Vomiting
- Weakness or tingling/burning in arms or legs

Step B: Other Signs and Symptoms

If Red Flag(s) are not identified continue and complete the steps (as applicable) and Step E: Communication to Parents/Guardians

Step B1: Other Concussion Signs

Check visual cues (what you see).

- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Blank or vacant look
- Disorientation or confusion, or an inability to respond appropriately to questions
- Facial injury after head trauma
- Lying motionless on the playing surface (no loss of consciousness)
- Slow to get up after a direct or indirect hit to the head

Step B2: Other Concussion Symptoms Reported (What the Camper is Saying)

Check what students report feeling.

- | | |
|---|---|
| <input type="checkbox"/> Balance problems | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Blurred vision | <input type="checkbox"/> More emotional |
| <input type="checkbox"/> Difficulty concentrating | <input type="checkbox"/> More irritable |
| <input type="checkbox"/> Difficulty remembering | <input type="checkbox"/> Nausea |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Nervous or anxious |
| <input type="checkbox"/> "Don't feel right" | <input type="checkbox"/> "Pressure in head" |
| <input type="checkbox"/> Drowsiness | <input type="checkbox"/> Sadness |
| <input type="checkbox"/> Fatigue or low energy | <input type="checkbox"/> Sensitivity to light |
| <input type="checkbox"/> Feeling like "in a fog" | <input type="checkbox"/> Sensitivity to noise |
| <input type="checkbox"/> Feeling slowed down | |

If any sign(s) or symptom(s) worsens call 911.

Step B3: Conduct Quick Memory Function Check

Questions may need to be modified for very young students, the situation/activity and/or students receiving special education programs and services. Failure to answer any one of the questions correctly indicates a suspected concussion. Record student responses.

Is it before or after lunch? _____

What activity are we playing now? _____

What field are we playing on today? _____

What is the name of your teacher? _____

Where are we in right now? _____

What school do you go to? _____

Step C: When sign(s) are observed and/or symptom(s) are reported, and/or the student fails to answer any of the Quick Memory Function questions correctly

Actions required:

- a concussion should be suspected;
- the student must stop participation immediately and must not be allowed to return to play that day even if the student states that they are feeling better; and
- the student must not:
 - leave the premises without parent/guardian (or emergency contact) supervision;
 - take medications except for life threatening medical conditions (for example, diabetes, asthma).

The Director informs the parent/guardian that the student needs an urgent medical assessment (as soon as possible that day) by a medical doctor or nurse practitioner, all Campers with a suspected concussion must undergo evaluation by one of these professionals.

Southlake Hospital is 10 minutes drive away.

The parents/guardians must be provided with a completed copy of this tool and a copy of a **Medical Assessment Form**.

Step D: If there are no signs observed, no symptoms reported, and the Camper answers all questions in the Quick Memory Function Check correctly but a possible concussion event was recognized by Farm Camp Educator.

Actions required:

- The Camper must stop participation immediately and must not be allowed to return to play that day even if the camper states that they are feeling better. Parent/guardians must be informed of the incident.
- The Director informs the parent/guardian of the incident and that the camper requires continued monitoring for 24 hours as signs and or symptoms can appear hours or days after the incident:

RTB Farm Camp EMERGENCY PROCEEDURE CHECKLIST FOR FIRST AID FOR CAMPER ACCIDENT

In the event of accident or injury to any child or adult an Incident Report Form must be completed by camp personnel as promptly as possible following the incident.

ALL adult supervisors must sanitize hands or wear gloves before aiding a camper. If camp requires it, all adults must wear face coverings while attending camper in close quarters at the farm

| sequence | action plan | farm responsibility | notes |
|----------|--|--|---|
| 1 | Farm Camp Educators are accountable for all students from their groups. Call Camp Director. | Farm Camp Educator/ Director responsible for students at all times. | First aid kits are located at farm camp educator's outdoor station, in farm market and in barn location. |
| 2 | Assess the situation, call Camp Director or other Farm Camp Educator to retrieve the farm first aid kit, if educator does not have one. For minor scrapes, bruises and scratches, have Farm Camp educator use first aid kit to assist the student. | Farm Camp Educator who witnessed injury is in charge and farm camp Director present | Call Camp Director for help to retrieve ice packs. Farm market has ice packs available at all times. Washroom have clean running water to rinse scrapes and scratches |
| 3 | Call 911 for serious situations. Do not move camper if unconscious, has neck or back injury, has a concussion—see separate protocol or significant blood loss. | Farm Camp Educator who witnessed injury is in charge and farm camp Director present | Gloves available in first aid kit for teacher and tour leader. Blankets are available in farm market, if needed |
| 4 | Camper brought to rest area. Farm Camp Director prepared to call 911 for ambulance transport to hospital if necessary | Farm Camp Educator to remain with group and is responsible for campers at all times. | Remain with injured student and supervisor until treatment is completed. Inform campers parent/guardian of events. |
| 5 | Keep an ongoing written log of events and times when possible. Accident report forms are at Farm Camp Educator outdoor station. | | Accident report to be filled in and signed by Director and any Farm Camp Educator witnessing the injury. |

When filling in report be detailed and precise. Immediately fill out accident form, so details remain accurate.

Record time of accident and time of actions that were taken, and what actions took place.

Ensure rest of group remains calm and continues with programs if possible.

Make sure injured student is comfortable, hydrated, shaded from the elements. For minor injuries move student to farm camp educator's shaded, covered, outdoor location for treatment.

2024 RTB Farm Camp EMERGENCY ACTION PLAN AND CHECK LIST FOR MISSING STUDENT

| | action plan | farm responsibility | notes |
|---|--|--|--|
| 1 | If camper informs farm staff that a student is missing, or camp staff notice a camper missing , inform Camp Director Immediately | Hold group in area, do not proceed with activities. Hold all other groups in current area as well. Farm camp educator responsible for remaining with campers | Get camper's name, age, and parent's name. Get a description of what camper is wearing. Does camper speak English, have a name ID badge. |
| 2 | Initiate search using other camp leaders and director. On Farm camp educator of group to remain with group, do not leave unsupervised. Keep in contact with other leaders. | Camp Director and farm camp educators are in charge of organized search. Contact all other groups on farm to ensure camper is not with them. | Check washrooms and play area first. Ask all other leaders to check for camper that does not belong with their group. |
| 3 | Camp Director to inform camper's parent/guardian if camper is not found within 30 minutes of camper reported missing. | Camp Director is in charge and farm camp educator organize search. Keep in contact with other leaders. | Keep campers calm and bring group to designated lunch shelter to remain until camper is found. All other groups proceed with tour. |
| 4 | call local police | Have description of camper ready and any additional necessary details | Farm camp educator and camp director in charge of campers. |

Farm and Animal Safety Protocols followed by Round The Bend Farm Camp

Animal health

All farm animals are examined by a veterinarian thrice annually. Once before the camp season begins in March, once during the season in June/July and once at the close of the season at the end of October. All farm animals have been given rabies shots. All campers will be accompanied by trained staff at all times while interacting with animals.

Any animals that is sick is not part of the farm animal attraction and is kept away from the public in a separate barn space.

If an animal becomes sick, it is immediately removed and isolated and the vet is called.

In the summer animals reside in large outdoor pens that are not entered by campers, or parents. Animal pens/housing is large and minimizes the stress to the animals and there is no overcrowding.

In the fall all animal areas are securely fenced and gates are locked. In the spring all pens are child proof and no one is allowed into the barn without adult supervision and a farm camp educator.

Education about the animal- what are they called, do they have fur, feathers, fleece, what do they eat etc. is done by a trained farm camp educator who is with the campers at all times.

Campers at the farm are **not allowed** into the animal areas without adult supervision or without a farm camp educator present. **If mandated by Public Health, all campers and adults need to wear face covering when indoors, practice social distancing and hand sanitize hands appropriately.**

Cleaning

Animal pens are regularly cleaned, and pen walls are disinfected at the close of every day. Outdoor animal's pens are large and spacious and cleaned on a weekly basis. Pens are not overcrowded and animals are not under any stress.

People walking areas are clean, swept and free of any animal debris, manure or feces both inside the barn and outside.

Hand Washing and Sanitization

There are 5 hand-washing stations with 5 pumps with antibacterial hand soap at the washroom, with signs posted above each in 6 languages and with a picture diagram showing how to wash one's hand. The washrooms have 4 sinks with potable cold running water with antibacterial soap dispensed from hand pumps and paper towels in dispensers.

There are antibacterial hand pumps in the animal area and one at the exit of the animal area. Each site has signs posted stating that hands should be washed after touching animals and before eating, drinking or touching one's face.

Signs are posted to encourage hand washing and indicate hand washing is necessary after visiting the animal area. The hand-washing stations are to be kept clean and fully stocked at all times.

Signs indicate that campers are discouraged from taking food and beverages into the areas where animal contact may occur.

Farm Camp Programs

Forest/Field Exploration

- meditation/yoga/mindfulness exercises
- fairy/gnome homes
- stream study
- habitat study
- maple tapping
- visiting and learning about the bee hives w/ beekeeper John.
- scavenger hunt
- plant identification
- Dissection (flower, gizzard, egg, seeds, compost)
- Foraging
- nature Instruments
- Plant identification
- Field journals
- Water testing and pond skimming
- Hiking
- Pollinator observation and tracking

Planting/Composting

- transplanting seedling plants into their assigned half of the planter
- worm farm
- green bins
- Compost screening and turning compost

Harvesting/Crop Management

- picking and cleaning vegetables and herbs
- harvesting the grown versions of plants
- weeding
- Harvesting veggies
- Transplanting
- weed identification
- education on organic growing methods, permaculture, and natural pest management
- using the veggie washer
- Seed saving
- Pest Identification

- preservation education
- harvesting 5 different and veggies that little growers' planted seedlings of

Animal care

- food
- water
- making treats for animals
- grooming
- cleaning pens
- „ Egg collecting and Washing
- „ Building wallows for pigs
- „ Feeding farm animals

Play (strawmaze, slides, playground)

Nature Craft

- paper making
- flower pressing
- potato prints
- leaf luminaries
- create a tree
- maple seed dragon flies
- nature bookmarks
- nature weaving
- nature paintbrush/wand
- paint a rock
- leaf prints
- flower pressing

- „ “Mud kitchen” (pots, pans, spoons, mud, and imagination)
- „ making natural dyes
- „ Seed art
- „ Felting
- „ Flower mandalas