

HFC Youth Program Policies

Pick-Up & Drop-Off

Parents are welcome and encouraged to attend the program with their child. However, in order to accommodate those who are unable to attend with their children, HFC staff has a Pick-Up & Drop-Off Policy:

A sign-in & sign-out sheet must be signed by an authorized adult listed in the child's registration papers when the child is dropped off and again when the child is picked up. The adult picking up the student must also show ID to HFC staff. Staff verifies that this adult is authorized on the child's program registration form. If someone other than the child's parent or guardian is to pick up the child, this must be included in their registration forms or updated in advance by an authorized parent/guardian. If an emergency situation should arise, verbal notification by parent/guardian to camp staff of a new adult picking up your camper is sufficient.

COVID-19 Policy

In order to ensure the health and safety of our visitors, volunteers and staff, the Horn Farm Center is following current [CDC Guidelines](#). Please contact us for questions or concerns.

Absences & Tardiness

If a child will not be attending due to illness or other reason, it is the parent's or guardian's responsibility to inform the staff. Please call us at 717-757-6441 as soon as possible to inform us of such occasions. If your child is going to be late please call so that we can make arrangements for your child to meet up with the group if possible.

Behavior Expectations

- Please let staff know in advance if your student has an IEP or other special accommodations at school, other behavioral diagnosis, or any other conditions that may alter our behavioral expectations, treatment, or consequences for your child.
- Students are expected to be kind and respectful to each other, the HFC staff, and all HFC property and materials. HFC behavior expectations include, but are not limited to: kind and inclusive language, no unwanted or inappropriate touching, and avoiding unsafe behaviors after being asked to.
- Bullying is prohibited. See Bullying Policy below.
- In the event that a student misbehaves (i.e., physically or verbally aggressive or disrespectful behavior, use of profanities or inappropriate topics of discussion, continuously disruptive behavior, purposely running away from the group, or defiance of authority), the staff will address the student one on one to discuss the behavior.
- If the behavior persists, the student may be instructed to take a cool down time by sitting out of an activity.

- If further disruptive behavior occurs HFC staff will call the parent. If behavior does not improve after a conference with the child's parents, the student will be asked to withdraw from the program without a refund.
- If any discussions have been had with your child regarding behavior issues, the adult picking up the child will be notified at the end of the day, and/or a phone call will be made to the parent/guardian to get advice and inform the parent/guardian.

HFC Bullying Policy

There is zero tolerance for bullying at the HFC. Bullying is defined as a behavioral form of violence which includes physical, verbal, or social attacks that occur in a repetitive manner with hurtful intentions used to exploit an imbalance of power. When a student is involved in an incident where one student is picking on another child during an activity, the offending student will be taken aside and explained that they are exhibiting hurtful behaviors by staff. If this behavior continues after a warning, this has become bullying behavior. This will result in immediate parent notification. If behavior continues a student may be asked to leave and not return to HFC for the duration of the program because of violation of the Bullying Policy. A refund will not be given. HFC staff is vigilant and trained to differentiate bullying from other behaviors, but they are not omnipotent. If your student describes to you an incident that you suspect could be bullying please tell us so we can take the proper steps to end bullying behavior at HFC.

Medication Administration

HFC will administer over the counter medication as needed as indicated and authorized by the parent on the Youth Emergency Form.

HFC staff cannot administer prescription medication to your child. Your child must self-administer any medications you bring. Medications must be accompanied by a note from your doctor. Please send clear written instructions (see medication form) detailing administration of medication and reason for prescription. Medications must be given to HFC in the original container with name, medication and dosage clearly labeled w/ your child's name. All medications must have a current manufacturer's expiration date. Medication is kept in storage, out of reach of children, when not being used. Medications will be returned to the parent/guardian at the end of the program. This policy also applies if your child carries emergency medication due to allergies including medication such as Benadryl, an Epi-pen, an inhaler, or an AUVI-Q. In the case of severe allergies, parents must provide an allergy action plan, and epi-pen if prescribed by a health care professional. In the instance of a severe allergic reaction, HFC staff will administer an Epi-pen.

Safety

To ensure the safety of all children on-site, HFC requires all youth program staff and volunteers to have up to date clearances including:

- Pennsylvania Child Abuse History Clearance.

- Pennsylvania State Police Criminal History Clearance.
- Federal Bureau of Investigations (FBI) Criminal History Clearance.

HFC youth program staff are also trained in First Aid/CPR.

Weather

The majority of programs take place in an outdoor setting. In the event of severe weather (i.e.: storms or extreme heat), activities will be altered as needed. Please bring clothing and accessories for your child to be comfortable in the expected outdoor conditions (ex. Change of clothing, rain gear, appropriate footwear, sun protect, hat, etc.)

Cancellations and Refunds

- Program deposits are non-refundable.
- For cancellations made 7-days (186 hours) or more prior to the start of the program – the program fees will be refunded minus the non-refundable deposit, which varies by program, and a 3% processing fee.
- For cancellations made within 7-days (186 hours) or less of the start of the program, or after the start of the program – no refunds will be offered.

Please understand that we cannot refund last minute cancellations due to all the prep work that we do to prepare for each student.