Grow @ UM
2015
Manual of Policies & Procedures
# Table of Contents

UM Dining and the Grow@UM Summer Garden & Cooking Camp ................................................................. 2  
Camp Staff Code of Conduct ....................................................................................................................... 3  
Child Check-in & Check-out Policy .......................................................................................................... 4  
Unknown Visitor/Intruder Policy ................................................................................................................ 5  
Disciplinary Procedures ............................................................................................................................. 6  
Incident Report Form ................................................................................................................................. 7
UM Dining and the Grow@UM Summer Garden & Cooking Camp

The UMD Mission

UM Dining supports student success through superior cuisine, exceptional dining experiences and sustainable business practices.

The Grow@UM Summer Camp

The UMD Garden was founded in 2011 to provide food for UM Dining through a closed-loop, ecologically-sound, model of urban agriculture. Although it is a food production space, the garden doubles as a dynamic learning environment where people connect with each other, the land, and agriculture, through the shared work of growing food for the campus community.

The Grow@UM Summer Garden & Cooking Camp is designed to teach students entering sixth through eighth grade about sustainable gardening, cooking skills, and nutrition, through a hands-on curriculum that is both experiential and thought provoking. The camp is a fun-filled exploration of how food is grown, how we turn the harvest into our favorite meals, and the importance of eating healthy foods that nourish our bodies and minds.

Our one-week day camp utilizes the UMD Garden, UMD Professional Kitchens, and the UM campus at large as a living-learning laboratory, where campers experience a balance of gardening, cooking, and nutrition education, to provide a holistic perspective on sustainable foods and human health. During cooking classes campers will prepare a variety of fruits and vegetable, make recipes from scratch, and learn other basic cooking techniques from our chefs. On the last day of camp we will then apply our new knowledge and cook up a meal for a parent social on Friday afternoon.

Who: Students entering sixth through eighth grades, or ages 11-14
When: July 13 –July 17, 2015 from 9am-3pm

The Camp fee of $175 covers materials, meals, supplies, and t-shirts for campers.
Camp Staff Code of Conduct

1. Camp staff should never be alone with a single child in a way that cannot be observed by others. (As Camp staff supervise youth, they should be visible to other Camp staff or staff.)

2. Youth should be within visual and/or hearing supervision of Camp staff at all times. Exceptions to visual supervision include bathroom use. Under these circumstances Camp staff should respect youth privacy but remain within hearing supervision by waiting nearby.

3. Under no circumstances are Camp staff or Directors to release a youth to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parental authorization is to be kept on file with the application materials at the UDS Main Office in Lommasson 114).
   a. Never violate a child’s personal rights. Examples of child abuse include:
      i. physical abuse (to strike, spank, shake, or slap);
      ii. verbal abuse (to humiliate, degrade, or threaten);
      iii. sexual abuse (an inappropriate touch or verbal exchange);
      iv. mental abuse (to shame, withhold love, or cruelty);
      v. neglect (to withhold food, water, or basic care).

4. When in public areas of campus, Camp staff are to ensure that suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Camp staff are to stand in the doorway while youth use the restroom. This policy allows privacy for the youth and protection for the Camp staff (not being alone with a youth). When Camp staff assist younger youth, a door to the facility must remain open. No youth, regardless of age, should ever enter a bathroom alone.

5. Camp staff are to conduct or supervise private activities in pairs. When this is not feasible, Camp staff should be positioned so that they are visible to others.

6. Camp staff are to use positive techniques of guidance, including redirection, positive reinforcement, and encouragement, rather than competition, comparison or criticism.

7. Camp staff are to be positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

8. Camp staff are to respond to youth with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.

9. Camp staff are to use age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

10. Camp staff are to respect youth’s rights to not be touched in a way that makes them feel uncomfortable, and preserving their right to say “no.” Youth are not to be touched on areas of their bodies that would normally be covered by a bathing suit.

11. Camp staff are to refrain from intimate displays of affection toward others.

12. Use of tobacco, drugs or alcohol during working hours is prohibited.

13. Camp staff are not to transport youth in their own vehicles.

14. Camp staff are not to date program youth.

15. Camp staff are required to read and sign all policies related to camp staff behavior and processes.

Signature: ___________________________________________ Date: __________________________

(Camp Staff Name)
Child Check-in & Check-out Policy

The week prior to camp, parents will receive an email outlining the general itinerary for each day of camp. The drop off location is the west entrance to the UMD Garden (adjacent to the Lommasson Center parking lot). The drop off period is between 8:45-9am each day, though camp staff will make an extra effort to be accommodating to those that need to drop their kids off within a reasonable time either earlier, or later than specified. There is a column for special drop off times on the registration sheet.

The camp director will be responsible for checking in and out all campers in the morning and evening. This sheet will list each child’s name and who is eligible to pick them up. We will require an initial from this individual for both check-in and check-out. Below is an example of our roster.

---

**Grow@UM Summer Garden & Cooking Camp**  
**Roster & Check-in/Check-out**  
**July 13 - July 17, 2015**

<table>
<thead>
<tr>
<th>Name</th>
<th>Eligible Individuals</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Farmer</td>
<td>Jane Farmer, Mother</td>
<td>AM 13-July</td>
<td>AM 14-July</td>
<td>AM 15-July</td>
<td>AM 16-July</td>
<td>AM 17-July</td>
</tr>
<tr>
<td>Jill Cook</td>
<td>Jack Frost, Babysitter</td>
<td>AM</td>
<td>PM</td>
<td>AM</td>
<td>PM</td>
<td>AM</td>
</tr>
</tbody>
</table>

---

Head Count & Buddy System Policy

A total head count will be taken each time the camp group moves locations. During relocation or off-site trips, ensure that the buddy system is used and that campers are supervised at all times.

Missing Child Procedure

Each counselor should, at all times, be aware of the location of each camper they are responsible for on a daily basis. In an event where a child is missing or unaccounted for, here is the procedure that should be followed.

- Notify the Lead Counselor with a description of child immediately. Lead counselor will identify which camp staff are available to participate in the search and assign “roles.”
- Proper steps to be taken are:
  1. Determine where the camper was last seen and what their activity was.
  2. Do a search of the immediate area with available staff, followed by a thorough search of all camp activity areas, including the gardens, kitchens, bathrooms, and dining area (the Food Zoo). The search will also include the UDS main office and the office staff will be notified of the missing child. Before a search begins ensure that a staff member is available to supervise other campers.
  3. Question other campers about the missing child. Was s/he depressed or angry? Threatening to run away? Did the camper tell anyone where they were going and why?
  4. If the missing camper is not found within 20 minutes, the camper will be presumed lost and Campus Safety (406.243.6131) will be called for a public search.
  5. If child has not been found by the time the Public Safety Officer arrives, they will take over facilitation of the search. Assist them however they require.
  6. Call parent and let them know what has happened.
  7. When the child is located the Lead Counselor will notify all involved in the search immediately.
8. Do not ignore the remaining campers. Be calm and positive and have camp staff maintain an activity for the campers while the search progresses. Do not allow campers to try to search for the missing camper and ensure that other campers do not leave the area without a counselor.

9. Complete an Incident Report Form and return it to the UDS main office when the search ends.

**Unknown Visitor/Intruder Procedure**

For the purposes of this manual, an unknown visitor/intruder is any person not affiliated with the camp that enters the camp space (gardens, kitchens, or other locations where activities are occurring that are not public spaces) without authorization.

The UMD Garden is in a high traffic area and is visited by members of the campus and external community. During normal operating hours while staff is present, the public is admitted to the garden and allowed to ask questions and interact with garden staff. However, outsiders will not be permitted to enter the garden while camp is in session and a sign will be posted at each garden gate to notify community members of the camp and provide contact information for them to follow up with camp staff at a later date.

If unauthorized persons enter camp while in session, the nearest counselor will assess if they are safe to approach, and if so, will explain to them that the summer camp is in session and that the garden is not open for visitation. Inquire about why they are at the site. If they have business with the camp, gardens, or other UMD operation, direct them to the appropriate person. If the appropriate person is unknown, send them to the Camp Director or UMD Main Office.
Disciplinary Procedures

Each camper has a reasonable expectation to enjoy a positive camp experience. Therefore, the misbehavior of one camper, or a group of campers, should not be permitted to impact negatively on the camp experience of others. Parents and campers should be aware of the disciplinary policy.

First Offense: Campers failing to adhere to camp rules, or exhibiting behavior clearly intended to annoy or endanger other campers, will be privately and formally warned by a Camp Counselor and informed that subsequent misbehavior will result in disciplinary action.

Second Offense: Subsequent misconduct will result in counseling by the Lead Counselor and a warning that further misconduct will result in removal from camp. At this point, the Lead Counselor will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from camp if there is further misconduct.

Third Offense: Any further inappropriate behavior will result in expulsion from camp, subject to the decision of the Lead Counselor.

Note: University of Montana Dining expects each camper to have a successful camp experience. Any of the steps outlined above may be omitted or repeated at the discretion of camp staff. Campers dismissed from camp for disciplinary reasons will not receive a refund of any fees paid to attend camp.

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a camp, but is not so egregious as to warrant immediate dismissal from camp. It in no way precludes immediate dismissal from camp for more serious disciplinary problems or violations of campus or camp regulations. A serious disciplinary problem is defined as one in which the camp staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the camper, other campers, or camp staff member’s safety in jeopardy; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another camper; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

Parent and Student Pledge:
I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during camp may result in early dismissal from camp without any refund of fees paid to attend. We pledge to abide by all camp rules and to exercise good behavior and proper respect for others.

Camper Signature_________________________________________________________ Date: __________________________

Parent/Guardian Signature_________________________________________________ Date: __________________________
Incident Report Form

UDS Grow @ UM Summer Garden & Cooking Camp

Person(s) involved:
☐ Camper  ☐ Staff  ☐ Volunteer  ☐ Other (describe) ______________________

Name(s): ______________________________________________________________________________________

Date of incident: ___________________ Time: _______________ Location: ________________________________

Parent/Guardian Name: ___________________________________________ Relationship _________________________

Address: ___________________________________________ City: ___________________ State: _____ Zip: ______

Home Phone: _________________________ Business Phone: _________________________

Describe the incident in detail, including, if applicable, any location specifics, injuries, activities, misconduct, theft, etc.

If minor, were parents/guardian notified? ☐ Yes ☐ No Date: __________ Time: ______________

Was treatment given on site? ☐ Yes ☐ No Date: __________ Time: ______________

If yes, what treatment was given? __________________________________________________________________

By whom ________________________ Date Released _________________

Released to: ☐ Current Activity ☐ Home ☐ Other (please describe)_________________

Was treatment given somewhere other than site? ☐ Yes ☐ No Where? _______________________

Was person retained overnight in hospital? ☐ Yes ☐ No Where? _______________________

Name of physician or health care service: ___________________________ Date: _________________

Date released: ____________ Released to: ☐ Home ☐ Other (please describe)_________________

Any damage or loss of property (please describe): _______________________________________________

What actions were taken if not an injury: __________________________________________________________

Other comments:
__________________________________________________________________________________________

__________________________________________________________________________________________

Name of Witness: ___________________________________________ Date: ______________

Name of Witness: ___________________________________________ Date: ______________

Name of person filling out form ___________________________________________ Title: ______________

Signature: ___________________________ Date: ______________

RETURN THIS FORM TO UDS MAIN OFFICE AT LOMMASSON CENTER 114 WITHIN 24 HOURS OF THE INCIDENT

Attach any additional information to a separate sheet