

Dear Parents of New Pumpkin Patch Team Members,

Hello! Please allow us to introduce ourselves. We are Kirk and Heidi Tubbs. We own and operate Tubbs Berry Farm LLC. This is a fun and crazy time of year for us. We love that our Farm Team grows each season. We deeply value the opportunity to provide young people with hands-on agricultural experience, and we take pride in offering a safe, respectful, and educational work environment for all our youth workers.

For many of our young crew members, this is their very first job. We understand the significance of that milestone and are committed to making it a meaningful and positive introduction to the working world. Through this experience, your child will learn the importance of punctuality, responsibility, teamwork, communication, and workplace etiquette – all essential skills that will serve them well throughout their lives.

We believe in teaching responsibility and a strong work ethic through real-world tasks. Whether it's harvesting pumpkins or supporting playground and maze operations, your child will be gaining valuable life and work experience in a supportive, hands-on environment.

We recognize the important role you play in your child's daily life, and we truly value your support. That said, as your child takes on this new responsibility of working at our farm, we encourage them to take ownership of their role – just as they would in any other job setting. This includes communicating directly with us about their schedule, needs, and responsibilities.

Communication

Please understand that our farm is a real place of business – just like a local food establishment or the workplaces many of you report to. We hold all workers – regardless of age – to a standard of accountability and communication. We have daily responsibilities, team expectations, and operational needs that depend on reliable scheduling and clear communication. To help us run the farm efficiently, all schedule changes and time-off requests must be submitted in advance and approved through the proper process. We understand that family plans may come up, but we kindly ask that your child speak with us ahead of time rather than informing us at the last minute based on parental decisions.

Examples of what we want to avoid include:

"My parents are picking me up early because we have XYZ," without prior notice.

"We have family visiting so I won't be here this weekend," without an approved request.

"My mom made plans, so I have to miss work, without previous communication.

Because employees have the opportunity to update their availability each week, and I generally won't schedule them for hours outside their posted availability, these scenarios should be infrequent. If situations like these begin to occur, we will terminate employment. Just like any other workplace, reliability and communication are essential and unapproved absences can disrupt our daily operations. Helping your child treat this role professionally is a great step in building confidence, independence, and accountability. We appreciate your partnership in making this a valuable and successful first work experience for them.

What to Expect

- Arrive on time and prepared for each scheduled workday.

- Follow safety procedures and instructions from supervisors.
- Maintain a respectful and cooperative attitude.
- Transportation: if your child does not have a driver's license, he or she will need to arrange transportation to and from the farm.
- Season: September 15-Nov 4
- Work Week: Monday-Saturday 9-9
- Time off: The schedule is posted every Friday for the upcoming week. Team members need to put their availability for the upcoming week into the system each week no later than Wednesday at midnight. If you don't put in any availability you will not be scheduled, you do not need to ask for time off, you can just mark "not available" for the time frame or don't list yourself as available. If you post that you are available, and then ask for the time off after the schedule is published, this is considered a missed shift. On rare occasions we are coordinating with other job schedules that are posted after ours in which case the employee should be communicating with us in advance to account for this.
- What they'll need each day: Dress for outdoor work – this could include sunscreen, water, hat, etc. Dress in layers and realize it can be very hot during the day and get very cold in the evenings. Wear closed toed shoes and comfortable clothes that can get a little dirty.
- Payment Method: All team members will be paid by check. There are 2 pay periods during the season.

We understand that a first job comes with a learning curve, and we are here to guide your child through it with encouragement and clear expectations. Farm supervisors will always be on -site to provide instruction, answer questions, and ensure your child has the support they need.

We've enclosed a parent/Guardian & Child Consent form that outlines our expectations and requires your signature. Your child must bring the complete form to their audition to confirm your approval and ensure everyone is on the same page regarding job expectations.

If you have any questions or concerns at any point, please don't hesitate to reach out. We truly value your support and look forward to partnering with you during this exciting season in your child's growth.

Thank you again for allowing your child to be a part of our farm family. We're looking forward to a fun, safe, and rewarding experience together.

Sincerely,

Kirk and Heidi Tubbs
Tubbs Berry Fam

Farm Expectations for all Youth Workers

By signing this form, the parent/guardian and minor acknowledge and agree to the following expectations while working on the farm:

1. Punctuality & Attendance – Report to work on time and notify the supervisor in advance of any absence.
2. Appropriate Clothing – Wear suitable work clothes, including closed – toe shoes and weather-appropriate attire to work every day.
3. Work Ethic – Maintain a positive attitude, follow instructions, and complete tasks to the best of their ability.
4. Respect – Show respect to supervisors, fellow workers, and to the farm in its entirety at all times.
5. Safety – Follow all safety procedures and immediately report any injuries or illness to the farm supervisor.
6. No Cell Phone Use During Work Hours – unless there is a emergency please keep phones in a clothing pocket or put away with belongings.
7. No Horseplay – We do like to have fun, but the farm is a work environment and place of business. Playing, roughhousing, or distracting behavior during work time is not permitted.
8. Supervision – All minors will work under the guidance of a supervisor and are expected to check in and out as instructed.

Time off Requests

If your child is aware of any dates they will need off during the season, such as family obligations, please help them make sure their availability schedule reflects this. If they are unavailable any of the last 3 Saturdays in October please let us know below. Other dates that you wish us to be aware of may also be listed. Advance notice helps us plan effectively and ensure adequate coverage for our busy days.

Parent/Guardian Consent

I hereby give permission for my child, _____, to work at Tubbs Berry Farm LLC. My child is over the age of 16 and eligible for employment. I understand the nature of the work, and acknowledge that I have read and reviewed the expectations listed above with my child. I understand that my child must follow all attendance and work standards and that failure to do so may result in dismissal from employment.

Parent/Guardian Signature _____ Date _____

Minor's Signature: _____ Date _____