



Summer 2017

Dear Duveneck Discovery Camper and Family,

Welcome to Hidden Villa Summer Camp! We can't wait for you to join us for a fun-filled session of Duveneck Discovery.

We are all very excited for the summer to begin! At Hidden Villa Summer Camp, campers love the sense of natural beauty around them. Our garden is planted full of delicious goodies and all the farm animals await campers' care, especially the spring lambs and goat kids. Campers will meet many new and wonderful friends, some with different backgrounds and cultural heritage from their own. There will be many campers who have never been to Hidden Villa and many who have come to camp before. We will all learn together how to work through and honor our differences. Campers will discover new things about themselves and learn they can accomplish more than they knew possible. To help ensure your camper's success, please encourage them to advocate for their needs while they are at camp. This is a great opportunity to practice independence and responsibility! Camp is sure to be an exciting adventure, and we are planning lots of fun things to do together this summer.

Please log in to our online registration system to complete all required forms. These forms **must be completed and signed by May 17<sup>th</sup>**. These forms are **required** in order to attend camp.

On the first day of camp, **we will meet at the Dana Center** (look for the signs) **at 8:30 am**. Please plan for first-day check-in to take 15-30 minutes. Please see the attached information for more details and a full schedule for the week.

To get a taste of what's in store for campers, be sure to check out "A Day in the Life of Duveneck Discovery" below!

We look forward to seeing you very soon.

Hidden Villa Camp Staff

### **Camp is for Making New Friends**

Camp is a fantastic place to make new friends! Hidden Villa Summer Camp brings youth together from different backgrounds to learn and have fun together! In keeping with our mission and to help create an inclusive atmosphere for all, **we do not take requests to place a camper in the same group as a buddy, including relatives**. Each day, campers spend time in assigned groups, have opportunities to choose activities (with new and old friends) and enjoy free play in a large group setting at pool time.

## DUVENECK DISCOVERY BASICS

Page 1 of 2

**DAILY SCHEDULE:**

	Drop Off Time	Drop Off Location	Pick Up Time	Pick Up Location
Monday-Wednesday:	8:30AM	Dana Center	4:00PM	Dana Center
Thursday:	8:30AM	Dana Center	4PM or 7PM or Stay Overnight	Green Pavilion
Friday:	8:00AM	Green Pavilion	11:30AM*	Star Patch**

\*Parents are invited to join our final closing circle on Friday at 11:30AM. If you are unable to attend our closing circle, pick up is 11:45AM at Star Patch. We are unable to supervise campers after noon on Friday.

\*\*Please be sure to wear walking shoes as you must go down and up a small hill on a dirt path to get to Star Patch. Please park in the WEC Parking Lot and follow the path behind the Green Pavilion to Star Patch.

**PLEASE BE ON TIME!:** Our daily program begins promptly at 9:00AM. If your child is sick or will not be attending that day, please call us at 650-949-8641 and let us know.

**DRIVE CAREFULLY:** Please drive within the posted speed limits (5 mph) and obey all posted signs.

**CHECK-IN:** Please sign your child in with the Day Camp Staff each morning. Allow 15-20 minutes the first day of camp.

**CHECK-OUT:** Please sign your child out with the Day Camp Staff every afternoon. Only those on our pick-up list will be allowed to sign your child out. If you need to add someone to your pick-up list, please submit a request in the online camp registration system or a hand-written request.

**EXTENDED CARE:** We offer extended day care from 8-9AM Monday - Thursday and from 4-5PM Monday - Wednesday. Please sign up for in advance, so that we have the appropriate number of staff available. The cost is \$40 for the entire session.

**SPECIAL NEEDS:** Please advise us of any special needs your child may have and ways we may best accommodate those needs at the bottom of the Health Form.

**IMPORTANT NOTE:**

Each day, day campers enjoy a wide variety of activities. These adventures will take campers all over our farm from visiting with the animals, to enjoying the gardens, to walks by the creek and on trails, to cooking and much more. **With camper groups all over the farm and a range of activities going at any one time, campers cannot easily be picked-up during an activity session.** Please reschedule any appointments that will interrupt the daily camp schedule.

If you must pick-up a camper before 4:00PM, this can be done either at 11:00AM or 1:30PM at the Green Pavilion or at 3:45pm, after Duveneck Discovery returns to the Dana Center. You will need to arrange any early pick-up with a Program Head in advance. **We are not able to accommodate pick-ups any other times!**

### **REQUIRED FORMS**

*All forms can be found in our online registration system and MUST be completed by May 17<sup>th</sup>.*

**Forms for Parents to Complete:**

- Health Form
- Immunization Records
- Parent Consent Form
- Behavior Expectations Contact – Parent

**Forms for Camper to Complete:**

- Behavior Expectations Contact – Camper

**If Your Camper is Bringing Medication (Prescription or Over the Counter):**

- Fill out the Medication Form
- Pack all medication in their *original packaging*
- Place Medication Form and medication in clear ziplock bag and write camper's name on the bag
- Give directly to Program Head during camp check-in

## DUVENECK DISCOVERY BASICS

Page 2 of 2

### WHAT TO BRING:

#### DAILY:

- Lunch - We ask you to use reusable containers that can be taken home every day. We want our campers to become better stewards of the earth by producing less waste and by recycling. No candy or gum.
- Water Bottle – We recommend a 1 quart, lightweight reusable bottles.
- Swimsuit and towel
- Wear closed-toe shoes (**No sandals**)
- Sunscreen (25 SPF at least)

#### THURSDAY: The following items are in addition to your daily items and should be packed separately:

- A warm sleeping bag **It can get cold here in the summer; sleeping bag should be a warm, heavy one**
- Warm clothes for evening time and sleeping (jacket or sweater, long pants)
- Pillow
- Sleeping Pad (thin pad for insulation against the ground) - Optional
- A special stuffed friend (if desired)

### WHAT NOT TO BRING:

- Any electronic devices (handheld games, iPods, etc.)
- Scary stories
- Flashlights (flashlights will be used by counselors only; campers tend to keep each other up with their own)
- Distracting toys that take away from the wilderness experience
- Midnight snacks

**THURSDAY OVERNIGHT:** The overnight is a very special part of the camp program and we hope your child will join us! Campers share spaghetti dinner at 6:00pm, spend the early evening playing in group activities and then sleep out under the stars. A cereal breakfast is provided on Friday morning. All meals are vegetarian. If your child has special dietary needs, be sure to note them on their Medical Form.

All counselors sleep in the same area as the children, should a camper awaken during the night. This is an opportunity for your child to experience the special magic of camping out. We suggest that you talk to your child about the overnight and any fears they may have. Assure your child that you believe they can stay over and that you think they will have a fun and safe experience. Counselors will be sensitive to children's needs.

**Please be available for phone calls on Thursday evening,** or provide your Program Head with an emergency contact, should we have questions or need to arrange a last-minute pickup.

**If your camper is not going to be sleeping over at camp,** pick up on Thursday is **4:00PM** or after dinner at **7:00PM** at the **Green Pavilion** located near the main parking lot. **Duveneck Discovery campers returning on Friday** should be dropped off at the Green Pavilion at **8:00AM** to join the rest of Day Camp for breakfast. Please let Program Heads know on Thursday morning if your camper will not be staying overnight, and whether they will be picked up at 4pm or 7pm.

**Please do not purchase any items specifically for this sleepover.** We have extra sleeping bags to lend out, if necessary.

**Please label camper's name on all clothing and possessions.** We encourage you to send OLD CLOTHES that are comfortable and durable. Please label ALL items with your child's name. We are not responsible for lost items. We recommend you check that your child has all his/her belongings on the last day of camp. Items left behind at camp after the session ends will be held until the Saturday after the final camp session ends, when they are donated to charity. You may come up during any open weekend or the Saturday after camp ends to look through Lost-and-Found bins, located next to the camp office.



# INFORMATION AND POLICIES

Page 1 of 2

All Hidden Villa Summer Programs emphasize environmental and multicultural understanding as well as group living skills. We encourage campers to make decisions for themselves and to understand the consequences of their decisions and actions. We believe that everyone is valuable to the larger group and believe that working together on chores and projects is a source of satisfaction. We believe in creative and non-aggressive problem solving and encourage all campers to learn more about themselves and each other.

## **BEFORE CAMP BEGINS**

**PAYMENTS/FORMS:** All forms that require a signature are DUE BY May 17th. Final payment is DUE BY May 17<sup>th</sup> as well. Payments can be made online or by mailed check. If you need to cancel your registration, you may cancel through our online registration system until May 17<sup>th</sup> at 11:59pm. After that time, you must notify us by email to cancel your camp reservation. Once registered, session or program changes are possible only as space allows.

**REFUND POLICY:** The \$75 deposit is non-refundable and non-transferable once your child has registered. Camp fees (minus deposit) are refundable only until May 17<sup>th</sup>. You must notify us before this date if you need to cancel your registration and wish to receive a refund. While Hidden Villa retains the right to keep the entirety of tuition after May 17<sup>th</sup> in all cases, the following exception may be considered. If a cancellation is made at least 7 days prior to the start of a session and a replacement can be easily found, a partial refund (tuition minus a 25% cancellation fee) may be issued.

See 'Pick Up' and 'Behavior Expectations Contract' below for additional information on refunds.

Should the Camp Director decide to send my child home for ill health, or any other reason, I am obliged to pick my child up immediately with no refund given. Should the Camp Directors and Staff feel it necessary to send my child home for adjustment or behavior difficulties, I am obliged to pick the child up immediately with no refund given.

**MEDICAL FORMS:** The health form must be filled out completely and accurately by a parent/guardian. Bay to Sea participants and Sierra Backpackers must have both a parent/guardian signature and a physician's signature to participate. The doctor's signature can be based on any physical that has taken place within the past 12 months. Food allergies, physical restrictions and medications (all prescription and over the counter drugs) - including asthma medications - must be listed on the medical form.

**NO MONEY AT CAMP:** Campers should not bring any money with them to camp. Hidden Villa t-shirts are included in the registration fees for camp.

**NO TIP POLICY:** In accordance with American Camping Association guidelines, staff may not accept tips. Donations to the Hidden Villa Summer Camp Scholarship fund are gratefully accepted.

## **DROP OFF & PICK UP**

**DROP OFF:** I will check-in my child on the first day of camp at the time designated on the Welcome Letter, OR if I send my child to camp with another adult, I understand that this individual will be verifying/editing contact information and the names of those authorized to pick-up my child.

**PICK UP:** I will pick up my child on the final day of camp at the time specified on the Welcome Letter. Should the Camp Director decide to send my child home for ill health, or any other reason, I am obliged to pick my child up immediately with no refund given. If I live outside of the Bay Area, or am otherwise unavailable to pick my child up at any point during the camp session, another legal guardian or approved local emergency contact will be available with a reliable mode of transportation to retrieve my child immediately. I understand that myself, the emergency contact and other authorized adults I listed during registration are the only authorized individuals who may pick-up my child. If I need to add additional adults to my child's pick-up list, I will submit a request in the online camp registration system or in writing to the camp office.

**NO PETS:** Due to the high traffic and busy atmosphere at camp, we ask that you leave your dogs at home or in the car when dropping off or picking up your camper. This is for both the safety of all campers and your pets!



## INFORMATION AND POLICIES

Page 2 of 2

### WHILE CAMP IS IN SESSION

**MEDICATIONS:** We have a resident health care professional on duty. Our camp doctor is: Dr. Debra Babcock, 763 Altos Oaks Drive, Los Altos, CA 94022.

- All medications should be given to the Staff during check-in. No medication of any sort should be packed with the camper's belongings.
- Hidden Villa cannot administer medication that is not in its original container, labeled by the pharmacy with the child's name, address, dosage and frequency. This includes any 'over-the-counter' drugs - antihistamines, vitamins, etc. At the end of a session, parents/guardians must pick up any medications from the Staff - medications WILL NOT be returned to campers.
- **Contacts/Eye Glasses:** If your child wears contacts or glasses, please bring a second pair to camp.
- **Asthma Medication:** If your child has asthma - even if s/he only rarely has attacks - please bring an inhaler or other asthma medicine to camp. If Hidden Villa has to purchase an asthma inhaler or other asthma medicine for your child, you will be billed.

**SICKNESS/EMERGENCIES:** We contact parents in the event of sickness or an emergency involving their camper. We will call and ask that s/he be picked up if s/he acquires a fever while at camp. If the camper recovers at home quickly, s/he can then return to camp upon the Director's approval. No refunds will be given if a camper leaves due to illness.

**WAIVER AND RELEASE LIABILITY:** Hidden Villa carries health and accident insurance to cover accidents occurring during camp. As parent or guardian of my child, I agree that I will not hold the Trust for Hidden Villa or its staff liable for any personal injury, property damage, loss or insurance. I agree to release and hold harmless the Trust for Hidden Villa and its staff from all liability incurred as a result of my child's participation in summer camp and that these terms serve as a release for myself and members of my family.

**ABILITY TO ENGAGE IN CAMP ACTIVITIES AND ASSUMPTION OF THE RISK:** Camp activities, including but not limited to swimming, hiking, and farm chores, can be physically strenuous and involve some risk to participants. The Trust for Hidden Villa takes all possible precautions to reduce risk and provide safe, healthy, and enjoyable experiences. I warrant that my child is fully capable of participation and able to follow directions in any and all activities offered at camp. I acknowledge that risks from participation in camp activities exist and that I have allowed my child to attend camp knowing of these risks and their possible consequences including personal injury.

**BEHAVIOR EXPECTATIONS CONTRACT:** Should the Camp Directors and Staff feel it necessary to send my child home for adjustment or behavior difficulties, I am obliged to pick the child up immediately with no refund given. (We encourage you to discuss the Behavior Expectation Contract with your child.)

**PROHIBITED:** We believe in caring for ourselves and our environment. **The use of drugs, alcohol and cigarettes is strictly prohibited and the use of these substances warrants sending anyone possessing them home immediately without warning.**

**PHOTOGRAPHS:** During program, your youth's picture may be taken for use in a variety of publications. Images will not be posted to the general public or used in publications while your youth is in session. By signing the application below you are giving full consent, without limitations or reservations to Hidden Villa to publish any photos, video or audio recording in which your youth appears while enrolled in any Hidden Villa programs. If you do not wish to consent to a photographic release, please attach a written statement requesting an exemption from this release.

**COMMUNICATION WITH CAMPERS:** For overnight campers, we encourage you to write letters often or send an email using our one-way camper email service. For letters, be sure to include the name of the camp your child is attending (Tipi Camp - Attn: Jane Smith).

Outside of an emergency or pre-arranged special circumstance, we do not permit visits during camp. Please note that campers may not use Hidden Villa telephones or bring personal cell phones to camp. If you send a package, do not send food or candy for two reasons: 1) we eat plenty of delicious food and 2) no food is allowed in the bunks or wilderness sleeping areas because it attracts animals.

**FRIENDS AT CAMP:** Camp is a fantastic place to make new friends! Hidden Villa Summer Camp brings youth together from different backgrounds to learn and have fun together! In keeping with our mission and to help create an inclusive atmosphere for all, **we do not take requests to place a camper in the same group as a buddy – this includes relatives.**

## **Behavior Expectations**

*Hidden Villa's rules and agreements are founded on RESPECT. They are laid out here in much the same manner that we discuss them at camp. To help your children to have the best possible time at Hidden Villa we encourage parents / guardians and campers to discuss these behavior agreements in advance of camp.*

**Respect For Ourselves:** Take good care of yourself. Stay safe. Do your best at whatever you choose to do. If you need help, feel bad, or are sick, please tell a staff person. If you have an idea, please share it. Remember that you are a valuable part of making camp work for everyone.

**Respect For Each Other:** Treat people as you wish to be treated. Every camper may not be your best friend, but we ask you to treat each person well. Listen to each other and to your counselors. No fighting, name calling, or verbal abuse is allowed.

**Respect For Our Cultures:** At Hidden Villa you have the opportunity to make friends with staff and campers from many backgrounds. We do not tolerate insults or poor treatment based on race, social class, language, gender, sexual orientation, religion, disability or any other difference.

**Respect For Our Environment:** Take good care of the gardens, animals, trails and property that make up Hidden Villa. Do not catch or injure lizards or other wild animals. Try to leave Hidden Villa and its inhabitants in better condition than when you found them. At Hidden Villa we try to maintain a wilderness experience free from the disruptions of mass media and technology- do not bring CD/MP3 players, iPods or cell phones with you to camp.

Most youth thrive within Hidden Villa's environment of respect, choice and positive communication. Our discipline program is based in respectful communication. When behavior is inappropriate or unsafe the steps we take are as follows:

1. Discuss the situation, make a **verbal agreement** defining the desired behavior, and establish any natural consequences as applicable (e.g. sitting out from some pool time for running at the pool).
2. If the problem continues, camper and staff create a **written contract**. This will be followed by a call home.
3. If the behavior is still unresolved, the parent/guardian will be contacted and the camper will be **sent home**.

It is important to note that should the Camp Director and Staff feel it is necessary to send a child home for any reason, their parent, guardian, or emergency contact person is obliged to pick the child up immediately, at their own expense and with no refund given. We reserve the right to send a camper home without completing steps 1 and 2, as deemed necessary by the director.



## A Day in the Life of Duveneck Discovery

**8:30 Campers Arrive**

Campers check-in and join their groups for games.

**9:00 Opening Circle**

**9:30 Morning Activities**

These activities are in the garden, with the animals, or on the trails!

**11:00 Snack**

Campers enjoy a delicious and nutritious snack.

**11:15 Pool Time**

Splash into the pool and cool off. For safety, campers are checked for swimming ability on the first day of camp. Campers who aren't comfortable in the pool can participate in some fun arts and crafts.

**12:30 Lunch**

Don't forget to bring a lunch each day.

**1:00 Siesta**

This is a time to relax and listen to stories or join in quiet games.

**1:30 Afternoon Activity**

Examples include picking berries, making masks or garden wreaths, relaxing with the animals, taking a hike, making a talking stick, or face painting and wading in the creek.

**3:30 Closing Circle**

This is a time to talk about the day and share your experiences with others.

**4:00 Parents Pick-up Campers (except Thursday/Friday\*)**

\*Thursday is an optional overnight for campers!

Campers spend the early evening playing in group activities and then sleep out under the stars.

