



Dear youth participants and families,

Welcome to Hidden Villa's after school Animal Husbandry Apprenticeship! We are excited for you to join us for a session full of hands-on fun and discovery.

In this welcome packet, you will find three important forms:

- ☐ **Consent Form**
- ☐ **Health Form**
- ☐ **Behavior Expectations Contract**

These three forms are **required** for your teen to participate in the Apprenticeship. **They must be completed, signed, and returned 14 days prior to the program start date.** Forms may be scanned and emailed to camp@hiddenvilla.org or submitted by mail:

Hidden Villa
Attn: Leslie Luck
26870 Moody Road
Los Altos Hills, CA 94022

This packet also includes additional **Program Information**, a list of **What to Bring**, a **Sample Schedule**, and **Site Map**, which outlines where to drop-off and pick-up your teen each day. A program schedule and syllabus will be given out on the first day.

For questions regarding forms, programs, or scholarship opportunities, please contact our Admissions Manager, Leslie Luck, at 650-949-8641 or by email at camp@hiddenvilla.org.

We look forward to seeing you soon!

Sincerely,
The Hidden Villa Youth Development Team
Maranda, Jordan, Ke'ili, and Nikki

Participant/Guardian Consent

Please return 14 days before the program start date.



Participant's Name: _____ Session: _____ Dates: _____ Age: _____

PAYMENTS/FORMS: All forms and final payment are DUE 14 days prior to program start date. Payments can be made online or by mailed check. Forms may be mailed to Hidden Villa, Attn: Leslie Luck, 26870 Moody Road, Los Altos Hills, CA 94022 or scanned and emailed to camp@hiddenvilla.org. If you need to cancel your registration, you may cancel through our online registration system or notify us by email.

REFUND POLICY: \$75 of the tuition is a non-refundable deposit. If cancellation is made at least two weeks before the start of the program, you will receive a full credit, minus the \$75 non-refundable deposit. If cancellation is made two weeks or less from the start of the program, 50% of the tuition will be refunded. Returned checks are subject to a \$20 returned check fee.

SIGN-IN & SIGN-OUT: I (participant 18 or over) will sign-in and sign-out each day at the designated time. In the case of a minor participant, I (guardian) will sign-in and sign-out my youth each day at the designated time. OR:

AUTHORIZATION FOR SIGN-IN & SIGN-OUT OF A MINOR: I, as guardian of this minor participant, authorize this participant to **sign-in and sign-out themselves**. In the event my youth is not present 15 minute after program start time, I will receive a call from a Hidden Villa staff.

Parent/Guardian: _____ Date: _____

As guardian, in addition to myself, I authorize **only adults listed** in the lines followed to sign-in or sign-out this participant. Please include the names of any adults you are collaborating carpools with.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

SUSPENSION: In the case of suspension of a minor participant from programming, I as guardian am obliged to pick the participant up immediately with no refund given. We encourage you to analyze and discuss the expectations contract prior to the program start.

PROHIBITED: The use of drugs, alcohol and cigarettes is strictly prohibited and the use or possession of these substances will grant immediate suspension.

WAIVER AND RELEASE LIABILITY: Hidden Villa carries health and accident insurance to cover accidents occurring during program. As a participant 18 or over, or as guardian of my youth, 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, or my youth's, participation in programs and that these terms serve as a release for myself and members of my family.

ABILITY TO ENGAGE IN ACTIVITIES AND ASSUMPTION OF THE RISK: Program activities, including walking on earthen trails, interacting with livestock, and working with tools such as shovels, 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 I am, or my youth is, fully capable of participation and able to follow directions in any and all activities offered at Hidden Villa. I acknowledge that risks from participation in program activities exist and that I attend, or have allowed my youth to attend, knowing of these risks and their possible consequences including personal injury.

SIGNATURE REQUIRED: I have read and agree to Hidden Villa's policies as written above.

X

Print Name (Participant)

Signature

Date

X

Print Name (Parent/Guardian of a Minor)

Signature

Date

26870 Moody Road, Los Altos Hills, CA 94022

www.hiddenvilla.org

650-949-8641

Health Form



ALL INFORMATION IS CONFIDENTIAL

This form must be filled out by a participant 18 or over, or the guardian of a minor participant.
This form is only valid with the signature of a participant 18 or over, or a minor participant and guardian.

Participant's Name: _____ **Birthdate:** _____ **Sex:** _____ **Gender:** _____ **Age:** _____

Parent/Guardian: _____ **Primary** 📞: _____

Home Address: _____ **Secondary** 📞: _____

City, State, Zip Code: _____ **Email:** _____

Second Parent/Guardian: _____ **Primary** 📞: _____

Home Address: _____ **Secondary** 📞: _____

City, State, Zip Code: _____ **Email:** _____

Other Local Emergency Contact: _____ **Primary Number:** _____

Must be DIFFERENT from parents/guardians

Health History

Have you experienced:

- ☐ Diabetes
- ☐ Heart Disease
- ☐ Epilepsy
- ☐ Asthma
- ☐ Bleeding/Clotting Disorders
- ☐ Other: _____

Allergic reaction to:

- ☐ Bee Stings
- ☐ Medications (if so, what kind?) _____
- ☐ Nuts (if so, what kind?) _____
- ☐ Dairy
- ☐ Eggs
- ☐ Other: _____

Has a doctor prescribed you Epinephrine/an Epi-pen? _____ For what allergen? _____

Have you experienced a reaction requiring Epinephrine? _____ How many times? _____

List any current or past physical or mental health conditions requiring special considerations:

Is there any additional health information or special considerations that you would like us to know about?

IMPORTANT – THIS FORM MUST BE SIGNED FOR ATTENDANCE

Authorization for treatment of a minor: In the event I cannot be reached for an emergency, I hereby give permission to the physician selected by Hidden Villa staff to secure and administer treatment, including hospitalization, for the person named above. I hereby give permission to Hidden Villa staff to provide routine health care (first aid) for the person named above, and to provide or arrange necessary related transportation for my youth. This completed form may be photocopied for trips off site. This health history is correct so far as I know, and the person herein described has permission to engage in all program activities except as noted.

X

Print Name (Participant)

Signature

Date

X

Print Name (Parent/Guardian of a Minor)

Signature

Date

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Behavior Expectations Contract



At Hidden Villa, we strive to create a learning environment that is enjoyable, supportive, and respectful. The following agreements are the foundation of Hidden Villa's culture. We encourage you to discuss these agreements with your students or youth group prior to your visit.

1. Take Care

As a team, we take care of ourselves, each other, and the environment. We agree to use positive, supportive language and actions with our peers, teachers, and group leaders. We respect the plants and animals at Hidden Villa, and we leave each place better than we found it.

2. Challenge Yourself

We all have "learning edges" where we step out of our personal comfort zone to challenge ourselves. Whether meeting a new animal or speaking in front of the group, now is your chance to try something new! We encourage you to fully participate in all activities.

3. Have Fun!

We encourage you to pursue your passions, indulge your senses, and inspire your curiosity. Discover what makes you laugh and what brings you peace. If you need help or feel sick, please tell a staff member. We are here to support you!

Responses to Expectations Contract Infractions

Most youth thrive within Hidden Villa's positive learning environment. When youth behavior is inappropriate or unsafe, our discipline program is based in respectful communication. The steps we take are as follows:

1. Youth and staff discuss the situation, make a **verbal agreement** defining the desired behavior, and establish any natural consequences as applicable.
2. If the problem continues, youth and staff member create a **written contract**. This will be followed by a call home.
3. If the behavior is still unresolved, the youth's parent/guardian will be contacted and s/he will be **sent home**.

If the staff feel it is necessary to send a student home for any reason, then their parent, guardian, or emergency contact person is obliged to pick up the student immediately, at their own expense and with no refund given. We reserve the right to send a student home without completing steps 1 and 2, depending on the severity of the situation, as deemed necessary by the Program Manager.

I agree to meet the expectations outlined above during my program at Hidden Villa. I will take accountability for my actions and participate in any responses to actions breaking this contract.

X

Print Name (Participant)

Signature

Date

X

Print Name (Parent/Guardian of a Minor)

Signature

Date

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Program Information



BE ON TIME: Please honor the time of your fellow participants and arrive **10 minutes before** the start of each program session to use the restroom and prepare yourself for the day. If you are sick or will not be attending that day, please call us at 650-949-8641 to let us know at least 30 minutes before the start of program.

DRIVE CAREFULLY: Please drive within the posted speed limit (5 mph) and obey all traffic signs. Yield right-of-way to all pedestrians and program participants.

SIGN-IN: Begins 10 minutes before the start of each program day. **Minors must be signed-in by an authorized adult, or be authorized to sign themselves in** (on the Participant/Guardian Consent form). In the event a minor is not present within 15 minutes of the program start time, a phone call will be made to the primary parent/guardian to confirm their safety.

SIGN-OUT: Within 15 minutes of program ending time, **minors must be signed-out by an authorized adult, or be authorized to sign themselves out.** Participants will not have cell phone access during programming; please plan accordingly.

SPECIAL ACCOMODATIONS: Please advise us of any needs you/your youth may have and ways we may best accommodate those needs at the bottom of the Health Form.

What to Bring

- ☐ **Backpack or Daypack** to hold water, extra clothing, and other supplies.
- ☐ **Water Bottle** to stay hydrated. We recommend a reusable, 1-liter bottle.
- ☐ **Comfortable Clothing** that you don't mind getting dirty. Make sure that you wear long pants and boots or sturdy sneakers at all time (no sandals). During the cooler months, be sure to bring an extra warm layer for sudden temperature changes at dusk.

Electronic devices (including cell-phones) are NOT allowed during programming. However, you are invited to bring a separate camera.

Hidden Villa is a smoke-free environment. Possession of cigarettes, drugs, or weapons will grant immediate suspension.

Sample Schedule



An Afternoon in the Life of an Animal Husbandry Apprentice

3:55 Apprentices Arrive

Prepare yourself for the afternoon: let go of the day's pressures, fuel up, use the restroom, or coordinate your transportation home so you can focus and fully engage with your group. Our production animals are perceptive to our level of energy; it's our challenge to give them the attentive and thoughtful care they deserve!

4:00 Opening Circle

Personal check-ins, relevant farm updates, and a five minute activity will give our group a chance to connect before we tackle the farm responsibilities.

4:15 Animal Care Training

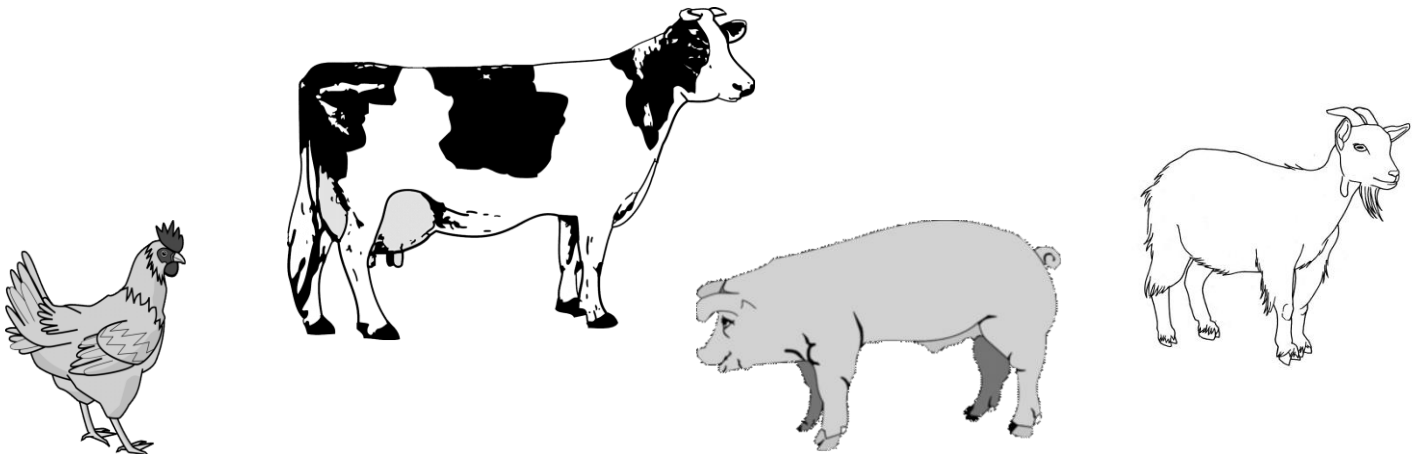
During the first two weeks of the session, our whole group will rotate between the three animal chores on Hidden Villa's farm. Each chore will care for two to three flocks or herds of livestock. After this in-depth introduction to each chore and the animals that comprise them, apprentices will choose one chore to train in for the final few weeks of the session. Apprentices will become experts in the care of the animals of their choice, while using spare time to develop relationships with animals outside of their chore.

5:45 Curiosities Think Tank

Bring your questions and individual research together to develop a picture of how each production animal is contextualized in a sustainable food system.

5:50 Closing Circle

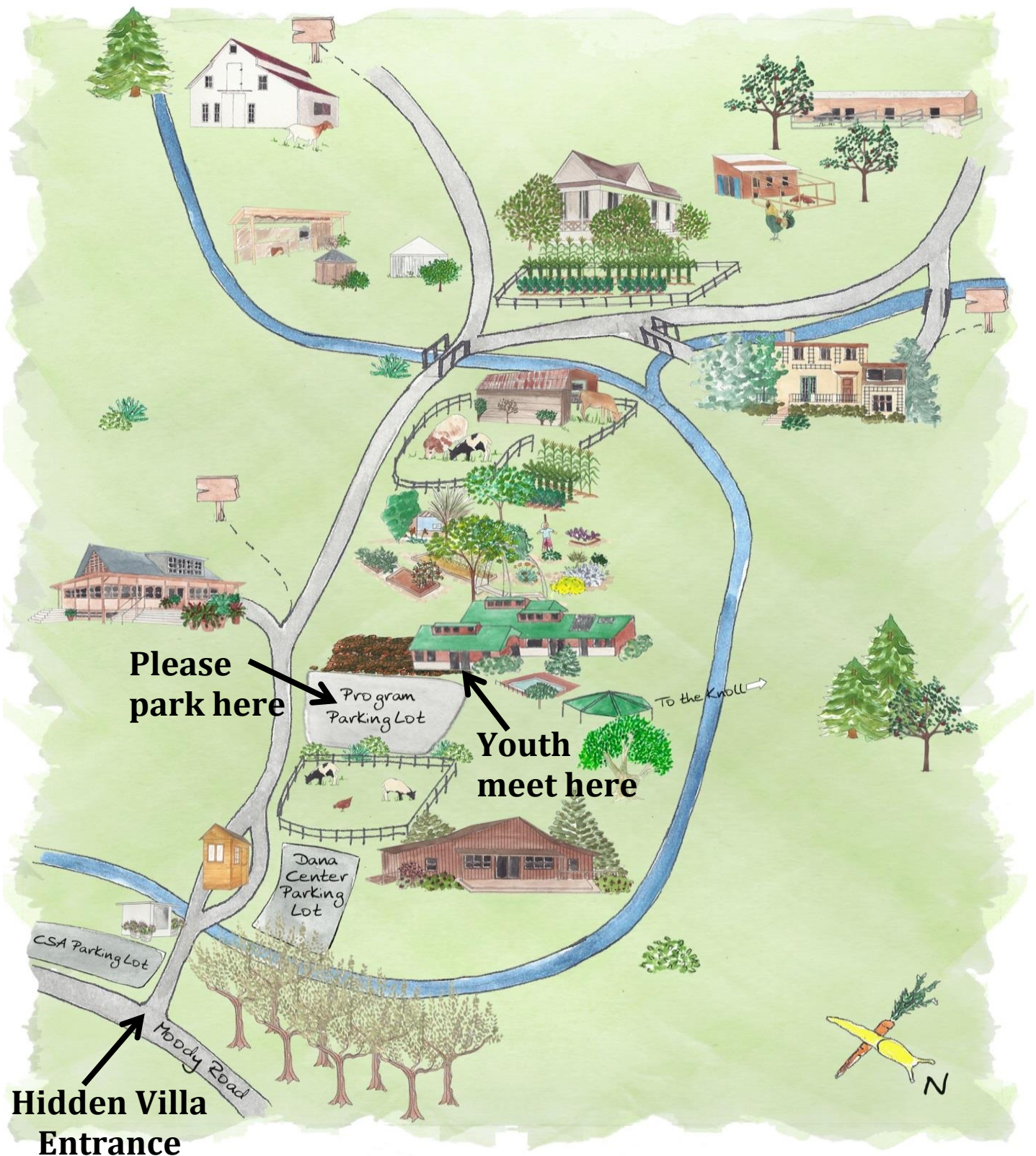
Check-outs for the day: What were your Rose, Bud, and Thorn? Share the highlight of your day, something you are looking forward to, and a challenge.



Hidden Villa Site Map



Animal Husbandry participants will meet in the conference room of the Wolken Education Center. Please park in the program parking lot, as shown below. Guardians of a minor, please be prepared to sign your youth in and out at the start and end of each program day.



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