



Summer, 2017

Dear Participant and Family,

Welcome to Hidden Villa's Teen Day Program! We are excited for you to join us for a session full of hands-on fun and discovery.

This packet includes **Program Information & Policies**, a list of **What to Bring, Behavior Expectations**, and a **Site Map**. A program schedule and syllabus will be given out on the first day.

Please log in to our online registration system to complete all camp forms **by May 17th**. These forms are **required** for your teen to participate in this program.

On the first day of camp, **we will meet at the CSA Parking Lot at 8:45 am. All minors MUST be signed in by a parent/guardian on Monday morning.** There is a map at the end of this packet to help you find your way. Please plan for check-in to take 10-15 minutes on the first day. Pick up will be at 4pm every day except Fridays, when pickup is at 12:00pm.

As a reminder, **do not bring cigarettes, alcohol or drugs of any kind with you.** We do not tolerate the use of these substances and you will be asked to leave should you bring them with you to camp.

We look forward to seeing you soon!

Sincerely,
Hidden Villa Summer Camp Team



PROGRAM INFORMATION

BE ON TIME: Please honor the time of your fellow participants and arrive **10 minutes before** the start of each program session. 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 on the first day of camp.** If you would like your minor to sign themselves in/out **after** the first day, you may sign our *Authorization for Sign In/Out of a Minor* form once you have checked in your youth on Monday morning. These forms will NOT be available prior to the beginning of camp.

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

- A backpack or day-pack** to hold food, water, extra clothing, and program materials.
- A water bottle** to stay hydrated. We recommend a reusable 1-liter bottle.
- A healthy, trash-free lunch** to stay fueled throughout the day. Our campus follows a “pack-in, pack-out” policy when it comes to trash. We encourage participants to use a reusable lunch box and tupperware containers in lieu of plastic bags and single-use food packages.
- 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 summer, it is especially important to protect your skin and eyes from the sun with long sleeves, a brimmed hat, and sunscreen.

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.



INFORMATION AND POLICIES

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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 17th 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 17th 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 17th. 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 17th 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!



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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 an activity for disruptive behavior).
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.

Hidden Villa Site Map

Teen Day Program participants will meet in the CSA (Community Supported Agriculture) parking lot.
Guardians of a minor: please be prepared to sign your youth in on the first Monday of the session.

