



Summer 2022

WELCOME TO LEADERS IN TRAINING!

In this packet, you will find the following helpful information:

- Important Dates
- Required Forms
- Check In/Out Details
- Internship Information
- How to Contact Your Camper
- Packing List
- Camp Information & Policies
- Behavior Expectations
- Camp Map

If you have any questions, feel free to email camp@hiddenvilla.org or call the camp office at 650-949-8641.

We look forward to seeing you soon!
Hidden Villa Camp Staff



IMPORTANT DATES

- **May 15th** – Camp Payments & Forms are Due
 - Please [pay online](#) by credit card or mail a check to the camp office.
 - All forms should be completed under *Incomplete Forms/Tasks* in our [online registration system](#).
- **June 8th** – Camp Open House from 3:30-5:30pm

REQUIRED FORMS

Please complete in our online registration system under *Incomplete Tasks/Forms*.

- **Forms for Parents to Complete**
 - Health Form
 - Parent Consent Form
 - Behavior Expectations Contract
 - LIT Informed Consent Release
 - LIT Internship Permission Form
- **Forms for Camper to Complete**
 - Behavior Expectations Contract
 - LIT Informed Consent Release
 - LIT Internship Permission Form
 - LIT Info Form

- **If Your Camper is Bringing Medication** (Prescription or Over the Counter):
 - Enter all medication information in our [online registration system](#).
 - Click on your child's name and then click on Medications.
 - Pack all medication in the original packaging
 - Place *Medication Form* and medication in clear ziplock bag
 - Write camper's name on the bag
 - Give directly to Program Head/Health Care Professional during camp check-in

CHECK-IN/OUT INFORMATION

- **Check-In Monday of Training**
 We will meet at the Wolken Education Center (WEC) at **4:30pm on Monday (this time was adjusted from the previous packet to facilitate the arrival times for other campers)**. Please plan for check-in to take approximately 20 minutes. The adult checking your camper in will be verifying/editing the camper's authorized pickup list, emergency contact information, as well as their medical information. Our first camp meal will be lunch so **be sure your camper eats breakfast before checking in**.
- **Check-Out Friday of Training**
 Check out for LITs to go home for the weekend is optional and this will be on the following Friday after arrival (June 24). Pick up will be at the Hostel at **11:15am**. Please plan 20-30 minutes for check-out. **Please remember to bring a photo I.D. to sign out your camper.**
- **Check-In Sunday of Volunteer Internship**
 For LITs who went home for the weekend, we will meet at the Wolken Education Center (WEC) at **6:30pm** on Sunday, June 26. **Please eat dinner PRIOR to arriving**. Food will be provided beginning Monday morning. You are welcome to pack snacks for the week.
- **Check-Out Friday of Volunteer Internship**
 Pick up for the internship will be at the WEC at **11:15am** on the second Friday after the start of the internship (July 8). Lunch will not be provided. **Please remember to bring a photo I.D. to sign out your camper.**
- **Please drive within the 5mph speed limit** and obey all posted signs to keep our kids safe.

INTERNSHIP INFORMATION

- Leaders in Training (LIT) is the beginning of an exciting new experience at Hidden Villa. It is the first step in your transition from being a camper to becoming a leader in the Hidden Villa community; it means moving from being a program participant to becoming an employee with all of the responsibilities of such a position. You will be that special person that younger campers look to for support and guidance.
- Becoming a staff member is hard work and a very exciting experience. We hope that you will find your LIT session a rewarding part of this journey. Once you complete your internship, you'll be eligible to apply and interview for our Counselor in Training (CIT) program the following summer. CIT is the final step before interviewing for a position as a paid counselor!
- Leaders in Training is a unique opportunity for you to take ownership of your own training and development. Along with other program participants, you will devote your time to the things



most important to working with kids: including learning new skills, songs and games, group management techniques, and how to keep kids safe on the farm. All these things will be done in a hands-on way by utilizing workshops and outside activities.

- During the week-long internship, LITs will be paired with an experienced Day Camp counselor. With that mentor counselor, LITs will co-lead activities, assist in the regular happenings of Day Camp programs, and potentially lead an activity.
- With the exception of the Thursday night overnight, Day Camp typically runs from 7:30am until 5:00pm with a staff meeting each day from 5:00pm to 5:30pm.
- LITs will then meet up with at least one member of the Youth Leadership (YL) staff to have some down time and eat dinner. On Monday through Wednesday, the LITs will check in with YL staff and work on a Legacy Project in the evening from 7:30pm to 9:00pm. On Thursday evening, the LITs will assist with the Day Camp overnight.

HOW TO CONTACT YOUR CAMPER

- **One-Way Email**

You can send your camper a one-way email! Log in to our [online registration system](#). In the green header at the top of the page, click *Additional Options*. Choose *Email a Camper*. You can send emails and invite friends/family to do the same. Emails will be distributed daily. This is a free service for all residential campers.

- **First Class Mail**

You can send letters and packages to the address below. Please allow one extra day for internal routing. Please do not send food or any items on the *Do Not Bring* list (below).

<Name of Camper>, <Name of Camp>
Hidden Villa Summer Camp
26870 Moody Road
Los Altos Hills, CA 94022-4209

EXAMPLE:

John Smith, LIT
Hidden Villa Summer Camp
26870 Moody Road
Los Altos Hills, CA 94022-4209

PACKING LIST

EQUIPMENT

- 2 lightweight plastic water bottles (1 Liter; mineral water or Gatorade bottle works well)
- 1 sleeping bag (small pillow and extra blanket, if needed)
- 1 each: unbreakable cup, plate, and bowl (heavy plastic works well)
- 1 flashlight and extra batteries
- 1 foam sleeping pad
- 1 fork and 1 spoon
- 1 ground cloth/tarp (plastic, 3x8 feet approximately)
- 1 day pack/small backpack

CLOTHING

- 1 heavy sweater or coat
- 1 bathing suit or trunks
- 1 pair of sandals for pool/shower time
- 2 sweatshirts/light sweaters
- 3 pairs of shorts
- 8 pairs of underwear
- 1 white t-shirt for silk-screening or tie-dying
- 1-2 pairs of tennis shoes or hard-soled, closed-toe boots for hiking
- 10 masks
- 1 bandana or hat
- 1 towel
- 1 pair of heavy pajamas or nightgown
- 7 cotton shirts (long/short sleeved or tank tops)
- 2 comfortable pairs of long pants (jeans, cords)
- 8 pairs of socks

TOILET ARTICLES

- comb/brush
- soap (in a container)
- sanitary items, if needed
- shampoo (we encourage low phosphate soaps)
- toothbrush & paste (please mark carrying case)
- sunscreen (at least 25 SPF) and chapstick

OPTIONAL ITEMS

- stationery or notebook
- day pack
- twin or cot-sized sheet
- insect repellent
- wind breaker or light weight jacket with waterproof shell
- 2-3 self-addressed, stamped postcards or envelopes
- swim cap and/or goggles
- favorite book, poems, costumes
- camera (not cell phone)

DO NOT BRING

- candy or gum
- cigarettes, alcohol or drugs
- make-up
- jewelry or other valuables
- money or other valuables
- knives (including pocket) or any other type of weapon
- cell phones, smart watches (with communication/gaming capabilities; step counting is fine!), iPods, tablets, e-readers, MP3 players, radios or any other hand-held electronic devices
- junk food (NO food in sleeping areas)
- anything in an aerosol can
- fireworks of any kind
- musical instruments

Please label camper's name on all clothing and possessions.

Please label ALL items. We are not responsible for lost items. 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 the Lost-and-Found bins located next to the camp office.



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 15th. Final payment is DUE BY May 15th 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 15th 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 and do incur additional fees.

REFUND POLICY: The \$125 deposit is non-refundable and non-transferable once your child has registered. Camp fees (minus deposit) are refundable only until May 15th. 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 15th 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 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. For residential campers, the person dropping off will also be verifying my camper's medical information.

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

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WHILE CAMP IS IN SESSION

MEDICATIONS: We have a resident health care professional on duty. Our camp doctor is: Dr. Molly Rad.

- All medications should be given to the Staff during check-in. No medication 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 they only rarely have 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 serious sickness or an emergency involving their camper. We will call and ask that they be picked up if they acquire a fever while at camp. If the camper recovers at home quickly, they 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, archery, high & low challenge course elements, 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 as well as a photograph of your child that we can use for cross-referencing purposes only.

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

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, smart watches, or other communication technology to camp. This helps campers integrate into the camp community most efficiently and effectively.



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 the following items with you to camp: cell phones, smart watches (with communication/gaming capabilities; step counting is fine!), iPods, tablets, e-readers, MP3 players, radios or any other hand-held electronic devices.**

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 logical 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.

