



Summer 2025

## **WELCOME TO BAY TO SEA!**

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

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

If you have any questions, feel free to email [camp@hiddenvilla.org](mailto:camp@hiddenvilla.org) or call the camp office at 650-949-8606.

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



## ABOUT CAMP

In 1945, Josephine Duveneck started the first multi-racial residential summer camp in the United States here at Hidden Villa in response to widespread prejudice that she and her husband, Frank, were witnessing during World War II. Today, rooted in the Duveneck family legacy of social justice and environmental stewardship, we carry on that legacy by bringing together a diverse and inclusive group of campers and staff, unplugged from everyday life, and giving them the unique opportunity to build a better community through shared experience.

### **Summer Camp Program Mission**

We develop young leaders committed to social and environmental justice and equipped with a sense of awe for natural and human beauty, tools for non-violent multicultural community building, and the confidence to make positive change in our families, communities, and the world.

Our programs promote an eagerness for learning about ourselves and others through a framework built on the respect of differences and our responsibility to uphold Summer Camp's mission. Life on the farm provides campers with the opportunity to enjoy a wide variety of enriching activities. Whether in kinder or 12th grade, youth explore our wilderness, investigate our garden, and participate in our social justice curriculum all through challenge by choice.

These following topics will be addressed in ways that are relevant and age-appropriate to each program:

*Environmental Stewardship*

*Race & Class*

*Farm & Food*

*LGBTQ+*

*Duveneck Family Legacy*

## IMPORTANT DATES

- **Saturday, May 10<sup>th</sup> – 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 Tasks* in our [online registration system](#). We can potentially unenroll your camper from a program if these are incomplete by the deadline. Please email [camp@hiddenvilla.org](mailto:camp@hiddenvilla.org) if you feel you may need a little more time.
- **Monday, June 2nd – Hidden Villa closes to the general public.** We are only open for summer camp related activities and by invitation only until camp is over. There are no summer weekends that are open to the public this year.
- **Tuesday, August 5th – Hidden Villa reopens to the general public** 😊

## REQUIRED FORMS

Please complete these in our online registration system under *Incomplete Tasks* or in the *Document Center*.

- **Forms for Parents/Guardians to Complete:**
  - Health History (please choose **EITHER** the Spanish or English version and leave the other incomplete)
  - Info Form - Parent/guardian
  - Parent Consent Form
  - Refund Policy
  - Behavior Expectations Contract
- **Forms for Camper to Complete:**
  - Info Form - Camper
  - Behavior Expectations Contract
- **Form for Physician to Complete (Due Date-June 21st):**
  - Physician Consent Form (**Required to participate**)
- **If Your Camper is Bringing Medication** (Prescription and/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*.
  - Medications will be given to the Camp Nurse during check-in and will stay with them during the duration of the session.



## INFORMATION AND POLICIES

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 10th. Final payment is DUE BY May 10th 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 10th 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 10th. 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 10th in all cases, the following exception may be considered. If a cancellation is made at least 14 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!

### **WHILE CAMP IS IN SESSION**

**MEDICATIONS:** We have a resident health care professional on duty.

- 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 the 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 online 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 using our one-way camper email service. For letters, be sure to include the name of the camp and the session your child is attending (Bay to Sea, Session # - 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, 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.



## CHECK-IN/OUT DETAILS

- **Check-In Monday**

Check-in is at the **Morgan Family Pavilion (aka Green Pavilion)** near the Wolken Education Center (WEC) between **10 and 10:30am**. Please plan for check-in to take approximately 45-60 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**

Check-out on the second Friday will be at the **Morgan Family Pavilion (aka Green Pavilion)** at **11 am**. Please plan approximately 30 minutes for check-out. **The person coming to pick up your camper should be listed as an Authorized Pick Up Person in your UltraCamp account and will need to bring photo I.D to sign them out.**

- **Please drive within the 5-10 mph speed limit** and obey all posted signs to keep our kids safe.

## HOW TO CONTACT YOUR CAMPER

Mail will be delivered during the mid-trip resupply and again upon their return to Hidden Villa.

- **COMMUNICATION WITH CAMPERS:** For overnight campers, we encourage you to write letters or send emails using our one-way camper email service. 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.
- **One-Way Email**  
You can send your camper a one-way email! Log into our [online registration system](#). In the green header at the top of the page, click the envelope icon to open the *Message Center*. Choose *Email a Camper*. Emails will be distributed daily, Monday through Friday. This is a free service for all residential campers.
  - Invite friends and family to email your camper using a Friend Account. See Instructions in the *Message Center* in your online account under *FRIEND ACCOUNTS*.
- **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).

EXAMPLE:

Camper's Name, Bay to Sea, Session #  
Hidden Villa Summer Camp  
26870 Moody Road  
Los Altos Hills, CA 94022-4209



## TRIP INFORMATION

- You do not need any previous backpacking or hiking experience, but the better physical shape you are in, the better you will feel during your trip. We strongly recommend taking walks, hikes, or riding your bike daily for at least a month prior to this trip.
- To support safety and minimize risk, our trip leaders have previous trail leading experience and are qualified with wilderness medical training. Leaders will become familiar with campsites and the trail route during staff training. In the case of a severe emergency, additional emergency services are never more than 45 minutes away. Our staff carry an emergency cell phone at all times and have been trained on phone locations should service not be provided.
- At Hidden Villa we monitor local wildfire activity and will defer to local Park Rangers and Fire Fighters if any evacuations are necessary. We have a permit for all areas we will be spending the night and traveling, so agencies are aware of our presence on their property.
- For the first 2 nights of the trip, we will explore the farm, pack our gear, and sleep at Hidden Villa.
- Our backpacking adventure will begin by hiking to Ewing Hill on Hidden Villa Property then to nearby Black Mountain on MidPeninsula Open Space Property. From there, we're on to Saratoga Gap and then on to Castle Rock where they will spend two nights at Castle Rock Trail Camp and the last night at Watermen's Gap. Campers will be shuttled to Wilder Ranch before their final hike to the sea! After spending some time at the ocean, campers will be shuttled back to Hidden Villa. The Santa Cruz Mountains are diverse and beautiful and we will cover terrain from Oak woodland, to chaparral, to redwood forests, and then to the coast.
- On the final two days of the session, we will be at Hidden Villa where you can meet campers in other programs, clean and pack up equipment, and join in camp activities. You may have the opportunity to swim, visit the animals, and participate in Float Night.
- You will have the opportunity to learn lots of skills: orienteering (map and compass), "Leave No Trace" wilderness practices, backpacking methods, ecology, knots, and wilderness survival.

## PACKING INFO

Traveling light is important! We will provide communal equipment (stoves, tarps, first aid, etc.) and all food (even sweets, desserts, fruit) for this trip. The list below is what you need as personal gear for the trip.

**PLEASE BRING ONLY WHAT IS ON THE LIST BELOW.**  
**You will need room in your pack to carry community equipment.**

Please label everything you bring! All clothing should be synthetic or wool, *not cotton* because cotton does not retain heat effectively.

Check in your closets/attics for equipment or check with relatives and friends to see what they can lend you. If you wish to purchase equipment, try thrift shops or army surplus first. **We do have a limited amount of equipment to loan. Please contact the office for more info.**

For nearest REI Rental: 800-426-4840

### **DO NOT BRING**

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

**Bringing cigarettes, drugs, alcohol, knives (other than a pocket knife) or fireworks is prohibited and warrants being sent home immediately with no warning and no refund will be given.**

***Please label the 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 their 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 between Aug 5th-10th to look through the Lost-and-Found bins located next to the summer camp office.*

## PACKING LIST

### **PERSONAL EQUIPMENT (remember to label ALL equipment)**

- 1 backpack (65 Liters or more). We suggest simple packs that fit well. Suitable packs are made with both external framed and internal frame support systems. Both REI and Kelty make reasonably priced, well-made backpacks.
- 1 sleeping bag: synthetic or down-filled, nylon-covered, rated to 40 degrees or lower
- 1 foam sleeping pad: thin, synthetic pad necessary for insulating against the cold ground
- 1 hefty garbage bag

### **ESSENTIAL CLOTHING (you can bring more but may leave it at main camp)**

- 1-2 pairs of long pants - should be comfortable! (sweatpants that could double as sleepwear - NOT JEANS)
- 1-2 pairs NYLON (not cotton) shorts
- 1 swimsuit and small/lightweight towel
- 1 warm sweater or sweatshirt- preferably non-cotton material (wool, fleece or any other synthetic material)
- 1 durable rain poncho or waterproof shell (plastic or nylon, for protection against rain and heavy fog)
- 1 change of clothes (socks, pants, underwear, shirt, etc.) to wear at Hidden Villa
- 2 t-shirts - one for hiking (not cotton) and one for in camp
- 1 warm wool hat
- 1 pair long underwear
- 4-6 pairs of underwear

### **FOOTGEAR**

**You won't have a good time unless your feet do!** Please wear shoes that are broken in and comfortable. Lighter hiking boots are better than heavier ones for this kind of trip. Sturdy cross training shoes are fine.

- sturdy tennis shoes or hiking boots which have been worn for at least two weeks  
(NO converse or skate shoes)
- 2 pairs light socks and 2 pair heavy socks (wool is good)
- 1 pair sandals or flip-flops

### **ESSENTIAL MISCELLANEOUS**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• 1 large Tupperware bowl <i>with lid</i> (3-cup size bowl is perfect)</li> <li>• 2 water bottles: 1 Liter each (Canada Dry bottles wrapped in duct tape are indestructible and light!)</li> <li>• 1 light-weight bag for day adventures (like a nylon drawstring sports bag)</li> </ul> | <ul style="list-style-type: none"> <li>• 1 SMALL flashlight (optional, extra batteries)</li> <li>• 1 fork and 1 large spoon</li> <li>• 25 SPF (or better) chapstick and sunscreen</li> <li>• 1 toothbrush and toothpaste</li> <li>• 1 bandana and/or a handkerchief</li> <li>• insect repellent</li> </ul> |
|---|--|

### **OPTIONAL MISCELLANEOUS**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• 1 SMALL towel (hand towel size)</li> <li>• 3-4 ziplocks</li> <li>• notebook, pen, paper and stamps</li> <li>• menstrual products, if needed</li> <li>• meds for yeast infections (if prone)</li> <li>• travel sized pillow or stuff sack to put clothes within for laying head on while sleeping</li> </ul> | <ul style="list-style-type: none"> <li>• camera (not cell phone)</li> <li>• extra bandana</li> <li>• book</li> <li>• travel pack cleansing wipes</li> </ul> |
|--|---|



