



Summer 2025

## **WELCOME TO COUNSELORS IN TRAINING!**

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

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

## IMPORTANT DATES

- **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 CIT to Complete:**
  - Info Form - Camper
  - Behavior Expectations Contract
- **If Your CIT 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.

## CHECK-IN/OUT INFORMATION

- **Training Check-In Monday - June 16th**

Check-in will occur at the **Morgan Family Pavilion (aka Green Pavilion)** near the Wolken Education Center (WEC) between **10-10:30 am**. 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.**

- **Training Check-Out Friday - June 27th**

Pick up on the second Friday will be at the **Morgan Family Pavilion (aka Green Pavilion)** at **5pm**. Please plan approximately 20-30 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 a photo I.D to sign them out.**

- **Internship Check-In (Both Mondays) - June 30th & July 7th**

We will meet at **9:00 am** at the **Hostel**. **CITs should eat breakfast before arriving at camp.**

- **Internship Check-Out (Week Fridays) - July 4th & July 11th**

Each week of the internship will end at **5:00pm** on Friday at the **Morgan Family Pavilion**.

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

## INTERNSHIP INFORMATION

- The Counselors in Training (CIT) program is a two part program consisting of an immersive two week training program and a paid internship. Candidates will need to successfully complete the training program to progress to the paid internship.
- Our goal is that all participants in the CIT training program will continue on to the paid internship. This goal is achieved by quality mentorship from the Youth Leadership staff and active effort from the CIT participant. In order to progress to the paid internship, participants in the training program must demonstrate required skills and understanding of the expected responsibilities.
- Milestones to be achieved:
  - Demonstrate behavior that reflects a clear understanding of the role and responsibilities of a counselor in chosen program
  - Ability to receive feedback and adjust behavior accordingly
  - Ability to create and maintain a physically and emotionally safe environment for campers and co-counselors
  - Ability to develop and teach safe, fun and mission focused activities, both independently and with co-counselors
  - Ability to be a mature role model for campers



- o Clear understanding of Hidden Villa Summer Camp “Policies and Procedures” and ability to act appropriately within them
- Upon the successful completion of the CIT Training Program, the participant will receive an official offer letter inviting them to join the Summer Staff as a CIT Paid Intern. **If you successfully complete the CIT training program, we do expect that you will participate in the full 2 weeks of internship unless otherwise approved by the camp director team.** Participants will need to return the offer letter, fill out a W-4 and I-9, and provide [appropriate I-9 documentation](#) to complete the process of becoming a CIT Paid Intern.
- Your training program will include experience with both Day Camp and Residential programs. We will take your preference, along with program needs, into account when making assignments for your internship. We cannot guarantee you will receive your first choice program.
- The first week of CIT training will be spent on in-depth workshops and activities that aim to develop and diversify your skills for this summer and beyond. You will create a resume with the help of your CIT counselors, so that in the future, your experience working for Hidden Villa Summer Camp can work to your advantage in any job, but particularly in the fields of social work, youth services, and/or environmental or multicultural education.
- To work as a counselor at Hidden Villa, you must have current CPR and First Aid certification. This training and certification will be provided.
- Your second week will be action-packed. You will be learning the “behind the scenes” workings of camp. You will be mentored by members of the leadership team and work even more extensively on issues that have been addressed in past summers like communication and conflict resolution.
- CITs sleep outside under the stars during both their training program and internship.

## WORK PERMIT

- Because CITs are minors, a work permit for the two week, paid internship at Hidden Villa is required.
- These permits are issued by the CIT's school district. **\*If you are from outside California, different instructions will be shared with you as your process will look a little different\*\*\***
- Attached to this email is a CDE Form B1-1 and a brief description of the CIT program. Print both of these documents.
  - We already filled out the Employer section but it is possible that your school will want fresh ink on the document and not a scanned copy. If that's the case, please let us know and we can either mail you a copy or have you visit Hidden Villa so we can fill out a new one.
- The B1-1 Form will need to be filled out by the CIT and a parent/guardian. Once that's done, the CIT can bring the form and job description to the School Office. The school will complete the form and help issue a permit.
- **Please scan and email the completed Permit to us or bring it to your Training.**

## HOW TO CONTACT YOUR CIT

- **One-Way Email**  
You can send your CIT 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 and CITs.
  - Invite friends and family to email your CIT 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:

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

## PACKING LIST

We know how much you love that special ring that has been in your family for seven generations and that cool sweater your sweetheart gave you last year.

Because we know how much it means to you... **DON'T BRING IT!**

Bring the rugged, well-worn stuff that can be lost and not missed; the kind that is comfy and "campy".

### NECESSARY

- All necessary [paperwork for employment](#) (e.g. Social Security Card & Photo ID OR Passport)
- sleeping bag
- pillow
- heavy sweater or coat
- sweatshirt or light sweater
- long pants/jeans
- shorts
- shirts (long and short sleeved/tank tops)
- bathing suit or trunks
- pj's or sweats to sleep in
- socks, underwear, etc
- sturdy tennis shoes or hiking boots
- 1 pair of sandals for pool/shower
- songs, games, activities and ideas
- **wristwatch (cell phones are not to be used as a timekeeping device)**
- soap
- toiletries
- comb/brush
- toothbrush & toothpaste
- washcloth and towel
- shampoo (ideally low phosphate soaps)
- sunscreen (at least 25 SPF) and chapstick
- day pack
- water bottle
- sunglasses
- flashlight and extra batteries
- hat for sun protection
- your imagination

### LESS NECESSARY

- day pack
- stationery, stamps, etc
- pocket knife
- notebook/journal
- bandana
- camera
- art materials
- costumes
- article of clothing for tie dye that is white, clean and 100% cotton (i.e. socks, t-shirt, bandana)
- favorite books to read to campers
- wind breaker or light weight jacket with waterproof shell for foggy mornings

### 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, 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



## 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. 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 Camp 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 sickness or an emergency involving their camper. We will call and ask that they be picked up if they acquire a fever or are vomiting while at camp. If the camper recovers at home quickly, they can return to camp *only 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 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 consent to a photographic release, please email [camp@hiddenvilla.org](mailto:camp@hiddenvilla.org) with 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 (F&W Camp, 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.

## 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.

