

# Walden West

## Distance Learning Support Programs

# Connecting with Nature & Get Outside!

## Information Packet Fall 2020

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Walden West Outdoor School & Summer Programs  
15555 Sanborn Rd., Saratoga, CA 95070

Main Office: Mon.-Fri. 8:30am-5:00pm- (408) 573-3050

The Hub - Program Office: Mon.-Fri. 8:00am-5:00pm - (408) 573-3060

Program Lead Desk: Mon.-Fri. 8:00am-4:00pm - (408) 573-3058

Volunteer/Counselor Information - (408) 573-3056

[www.waldenwest.org](http://www.waldenwest.org)



## Prior to Attending Walden West

In accordance with the Santa Clara County Public Health Department (SCCPH), it is required that all participants attending Walden West are not enrolled in any other group child care, before- or after-school programs, camps, or recreational programs at the same time as Walden West and two (2) weeks prior. See the July 13, 2020 directive from SCCPH, page 4, section 3.

<https://www.sccgov.org/sites/covid19/Documents/Mandatory-Directives-Programs-Serving-Children-or-Youth.pdf>

## Walden West Overview

### Mission Statement

Our mission is to nurture and give equitable access to the wonder of Science and nature in the emerging leaders of tomorrow. Utilizing opportunities of collaboration amongst peers to develop essential leadership, relationships, and environmental stewardship skills.

### Goals - Connect Four - "Connection to..."

1. *Building Community:* On trail and amongst peers, we prioritize the importance of communication, cooperation, and respect for all we interact with and encounter. This mindset enables real-life human connection that supports and tightly unifies Walden West as family.
2. *Magic of Nature:* Walden West is located amongst one of the world's most amazing types of natural forests, the redwood forest. This unique habitat stands as a backdrop to our campers' experiences and discoveries. All campers will leave Walden West with a stronger connection to our natural world.
3. *Student Leadership:* Walden West strives for the continual cultivation of leadership, which expands from the youngest of campers to the programming team. All staff nurture tomorrow's leaders by creating impactful programming that intentionally utilizes and supports peer leadership.
4. *Having Fun:* Our goal is to develop life-lasting memories in a culture and climate of 'electric positivity'. This collective enthusiasm fuels an excitement that connects all of camp in unity.

### Accreditation

We are a member of the American Camp Association (ACA) and are certified by California Outdoor School Association (COSA). Our program and staff undergo thorough accreditation processes where we meet or exceed nationally recognized criteria. We value all participants' experiences and hold ourselves to the highest standards.

### Curriculum

Walden West Outdoor Science School is operated by the Santa Clara County Office of Education and is a California public school. Our primary focus is environmental science education serving students from schools and districts throughout Santa Clara County.

We teach Next Generation Science Standards for California Public Schools (CA NGSS) through hands-on learning while exposing students to new social settings, exploring different environments, and enrichment experiences. Participants leave our program with a new sense of personal responsibility, independence, and understanding of the natural world around them.

### Staff

Our campus is managed by a skilled and knowledgeable staff with years of experience, degrees in higher education, and a passion for the outdoors. Individuals hold certificates in first aid (many also have wilderness first aid training) and cardiopulmonary resuscitation (CPR). All staff are also trained in EpiPen administration and responding to anaphylactic reactions.

## Visitors/Closed Campus

Walden West is committed to the safety of the participants in our programs. Therefore, no visitors are allowed.

## Important Safety Information Regarding COVID-19

In our mission to provide science education, day camp services, and child care to Santa Clara County, Walden West is committed to monitoring the situation closely, so we can provide a safe facility for youth who attend our camp. Due to this unique situation and its effects on our community, many parents may still have concerns about their children. For this reason, we wish to provide you with information about COVID-19 and steps we are taking for our program to keep your participants safe. Here is a [more detailed document](#) for our procedures.

### Practices to Prevent the Spread of COVID-19



Wash your hands frequently using soap and water or an alcohol-based hand rub



Cover mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately



Avoid close contact with anyone who has cold or flu-like symptoms



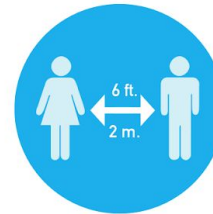
Regularly clean and disinfect frequently touched surfaces like phones, doorknobs, light switches and countertops



Seek medical care early if you or your child has a fever, cough or difficulty breathing



Wear a mask in public, unless exercising outdoors



Practice social distancing, stay 6 feet apart

### How to Prepare Your Child for Camp

When your child comes to Walden West staff will do a visual/ verbal health check in for the following symptoms when they arrive:

- Chills
- Loss of smell and/or taste
- Cough
- Shortness of breath, irregular breathing
- Vomiting/nausea
- Diarrhea
- Aching
- Flushed cheeks
- Runny nose (This is not necessarily a symptom of COVID-19, but could be a potential risk factor in communicable disease when a participant touches their face.)
- Have any of the above occurred in the last 14 days.

If you or your child experience these symptoms, or come into close proximity with anyone experiencing these symptoms, it is best that you remain at home. Although these symptoms do not indicate COVID-19 on their own without testing, the American Camp Association in partnership with Environmental Health & Engineering Inc., recommend that camps follow their individual camp communicable diseases plan (summary located in the [Medical](#) section under Overview), children who report or display the symptoms of COVID-19, the common cold, influenza, or GI distress that cannot be explained by a preexisting condition (e.g., food allergies or anxiety) will have their guardians contacted, and they will be isolated until pickup.

### **Pre-camp At-Home Screening**

In the two weeks leading up to camp, it is important that social distancing guidelines are carefully observed and hygiene practices are followed. We ask that you use this [Example Recommendation for Health Screening](#) document at home for 14 days leading up to your week of camp. If at any point these symptoms or events occur, your participant will not be allowed to attend camp and we ask that you please call (408) 573-3050 to reschedule.

### **During Program**

- Participants are instructed on proper prevention methods for COVID-19.
- Participants are shown the proper way to wash hands and use hand sanitizer.
- If the group plans to hike far from a bathroom, staff will carry hand sanitizer .
- Participants and staff wash hands with soap and water before and after lunch, and whenever appropriate during the program.
- Participants are trained how to use face coverings.
- Participants are trained on physical distancing (staying 6 feet apart).
- Participants are taught to not share food, utensils, cups or water bottles; to avoid touching their faces (including mouth, nose and eyes; and to cough and sneeze into their shoulder or into a tissue (not into their hands or elbows).
- If groups encounter anyone outside the group during the program, they will stay 6 feet apart when possible and wash hands or use hand sanitizer if they touch shared surfaces.
- If Participants show signs of illness they are isolated and parents/guardians are called immediately. A Walden West staff member waits with the isolated participant until a parent/guardian or emergency contact designated on the health form arrives. The staff member maintains a physical distance of 6 feet from the participant, when possible, while awaiting pick up, talking with them, and helping them to remain calm and not get overly upset.
- Separate groups of Walden West participants maintain physical distancing from each other and do not share indoor bathrooms or rainy-day spaces at the same time.
- Walden West staff plan age-appropriate activities that avoid physical contact whenever possible. Walden West does not transport campers in vehicles. If a participant is seriously injured and a parent/guardian or designated emergency contact cannot arrive in a sufficient amount of time, an ambulance will be called.

## Connecting with Nature - Week-Long Distance Learning Support

### Program Description

We are excited to be hosting distance learning support combined with science day camp for students in grades 2-8. Sessions will be small, socially distant, consistent groups of 12 or fewer students to experience our outdoor classroom. Walden West field instructors will offer students daily school support and outdoor science education. In addition to socially distant learning time, we are also offering:

- Monday through Friday - 8:00am to 5:00pm
- WiFi for online school meetings
- Educational resources for assignments and homework
- Exploration hikes in our surrounding ecosystems
- Engaging outdoor science lessons following Next Generation Science Standards
- Socially distanced games and physical activities
- Breakfast and lunch will be provided
- Safe and secure indoor location for storing devices

### Safe Group Management

Here is how we will organize participants to keep everyone safe while physical distancing in accordance with the Santa Clara County Public Health Department's latest [Order](#):

- There will be up to 5 separate groups on site:
  - Group size: 12 participants and 1-2 staff members
  - Groups will have their own individual meeting locations and assigned restroom facilities
- ALL PARTICIPANTS AND STAFF will be asked to maintain a social distance of 6 feet away from each other at all times, and at all locations where and when it is practicable. This is due to the wide range of ages on site. Siblings and persons who are sheltering-in-place together will be exempt.
- Siblings/members from the same household will be placed together in a group
- **THERE WILL BE NO SWITCHING GROUPS MID-WEEK.** This will reduce the risk of any exposure to other participants.

## Get Outside! - Wednesday-Only Science Day Camp

### Program Description

This is our Wednesday-only program, from 8:30am to 3:30pm. Take a break from the screens and embark on an all-day hike in our beautiful surroundings. From the tranquil setting of our pond to the majestic coast redwood trees, one small, socially distanced group of 12 or less students will be led and taught by two of our staff members. This program is also available for students in grades 2-8. Breakfast, lunch, and snacks will be provided.

### Safe Group Management

Here is how we will organize participants to keep everyone safe while physical distancing in accordance with the Santa Clara County Public Health Department's latest [Order](#):

- There will be one (1) group of up to 12 participants and 2 staff members
- The group will have their own individual meeting location and assigned restroom facilities away from the Connecting with Nature groups.
- ALL PARTICIPANTS AND STAFF will be asked to maintain a social distance of 6 feet away from each other at all times, and at all locations where and when it is practicable. This is due to the wide range of ages on site. Siblings and persons who are sheltering-in-place together will be exempt.

## Operations - Connecting with Nature & Get Outside!

### Registration

Before you register, we recommend that you create your account through our registration system [Ultra Camp](#). Here is a [video](#) on how to create your account, and where to go to fill out the required forms for our programs. The forms will contain information about the health and safety of your participant.

- **Registration for all sessions begins Wednesday September 30, 2020 at 7:00am.** If you complete the required forms before then, you will only need to confirm them during registration. Otherwise, you will need to complete them during the registration process. Completing the required forms does not guarantee a registered spot. Registration is complete after check-out.
- **Connecting with Nature participants** - Please upload your participant's school schedule through the [Ultra Camp Document Center](#).
- **Participants with Health Concerns** - Please complete and upload any of the optional medical related forms in the [Document Center](#), or contact our Health Tech at (408) 573-3063 for more information if your participant has any of the following needs:
  - Medication
  - Asthma
  - EpiPen
  - Dietary restriction

### Check-in Procedures

Prior to your week, you will be sent an email with your participant(s) group color and drop-off/pick-up location. Upon arriving at Walden West, you will be directed to the location to check-in your participant(s). Please note that you may be driving on a dirt road and possibly parking on our lower field. As you exit your vehicle, it is required that everyone has a face mask on. Walden West staff members will be conducting a visual and verbal health check-in at the beginning of the program each day, including check-in on your first day. If you are providing [medication](#) for your participant(s), our staff will direct you to the Health Office.

### Camper ID Code Cards & Sign-out Procedures

At Walden West your child's safety is our priority. Walden West uses a participant ID Code system. All registered participants have a registration account number that will be used as their participant's ID Code.

During your first check in of your session, the Walden West staff will distribute a participant ID Code Card to an authorized person on the participant's account. Walden West will have a copy of each participant's code on file, but it is the parent/guardian's responsibility to share the participant ID Code Card with authorized persons who will be picking up their participants. Participants will not be allowed to leave camp with unauthorized persons. This system is for the protection and safety of your child.

During afternoon pick up at camp, you must present the Camper ID Code Card to your participant's staff member at checkout each day. We will accept copies of Code Cards, pictures of Code Cards on smartphones, and cards presented in person. Walden West staff must confirm the code every afternoon in order to release your participants. Authorized persons will also be asked to print their name and the date on a sign out sheet.


Sample ID Code Card:

**WALDEN WEST SCIENCE PROGRAMS**

Name(s): \_\_\_\_\_

ID Code: \_\_\_\_\_

**This code card, a copy of this code card, or a picture of this code card on a smartphone must be shown to Walden West staff when signing out the above participant(s).**

waldenwest 

### Transporting Participants To and From Camp

As we continue to follow physical distancing protocols and procedures, Walden West will not be transporting participants. All participants need to be driven to camp. We have strongly encouraged carpooling in the past; however, at this time we strongly encourage all parents/guardians to drive their own participant(s) to and from camp as a safety precaution. This will help us reduce any risk of exposure between households. Here is a [sample parking map](#) with the group colors and meeting spots.

### Program Hours

Our goal is to provide your participant with both ample time for schoolwork and activities away from the screen. The program schedules are designed just for that. Please adhere to the check-in and sign-out times so our staff can provide a quality program.

*Connecting with Nature - Monday through Friday*

Check-in: 8:00am with health check-in

Sign-out: 5:00pm with ID Code Cards

- **There will be a \$50 late fee automatically charged to your account if participants are not signed out by 5:30pm.**
- Sample schedule (subject to change)

Connecting with Nature - 1-Week					
	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 AM	Students arrive - health check-in, login				
8:30 AM	Learning Support // Breakfast				
11:00 AM	11:00am - 1:00pm Lunch block to accommodate all bell schedules				
1:00 PM	Learning Support				
3:30 PM	Safety Drill*	Hiking and activity time*			
3:45 PM					
4:00 PM	Hiking and activity time				
4:30 PM	All groups at camp, games, clean-up				
5:00 PM	Students leave - sign-outs w/ ID code cards				

\* - times subject to change based on actual bell schedules

Get Outside! - Wednesdays only

Check-in: 8:30am with health screening form and visual/verbal check in

Sign-out: 3:30pm with ID Code Cards

- **There will be a \$50 late fee automatically charged to your account if participants are not signed out by 4:00pm.**
- Sample schedule (subject to change)

	Get Outside!
8:30 AM	Students Arrive // Breakfast
9:00 AM	Epic Journey Get Lunch from Dining Hall Be back by 3:00pm
3:00 PM	Back from Epic Journey Wash Up/Clean Up
3:30 PM	Student Sign-out

### Merchandise - Online Store

To help us reduce in-person transactions and handling of money, Walden West merchandise can now be purchased online through Ultra Camp. Your participant will receive their items at camp during their session.

- [Merchandise list with prices](#)
- [Link to the store](#). You must be logged in to Ultra Camp to purchase items.

### Meals & Snacks

Our kitchen staff are very experienced in preparing appetizing and nutritional meals for hungry participants. Our campus does not serve peanuts or peanut products. Menu information can be found on our [website](#).

Vegetarian options are always available. For all dietary concerns, including food allergies or diet restrictions, complete a [RESTRICTED DIETARY NEEDS FORM](#) and contact our Health Technician at (408) 573-3063 OR email [waldenwest\\_healthaide@sccoe.org](mailto:waldenwest_healthaide@sccoe.org) with questions. We want to respect each participant's food concerns while ensuring the safety of all participants throughout the week.

Parents/guardians will be able to order meals for each day a week prior to attending camp. This will allow our kitchen staff to have the meals prepared and ready to be distributed starting Day 1 at breakfast. Our new system for packing and delivering meals helps maintain compliance with COVID mandates for our kitchen and program site. Please note: if your participant has a food allergy, or food restriction, alternative items will be provided when specified on your order form.

### Dress Guidelines

Clothing must be moderate and appropriate for camp, not too loose or too tight for normal participation in camp activities. All clothing must cover cleavage, midriff, and buttocks. All clothing and images on clothing must be school appropriate (follow your school's dress code).



**Connecting with Nature Essential Participant Items** (*label everything you can with participant's name!*)

- FACE MASK (required!)
- Laptop and power cord for school work (fully charged before arriving at camp)
- Smartphone - *only if required for distance learning purposes*
- Headphones or earbuds for online schooling (noise cancelling or on-ear versions are recommended)
- Long pants recommended, shorts ok
- Sweatshirt
- Appropriate closed-toe shoes for activities (no sandals, Crocs, sliders, etc.)
- Change of clothes in case of emergency
- Backpack or laptop bag for computer storage
- Any additional school supplies: paper, pens, calculator, musical instruments, etc.
- Reusable water bottle (no glass!)
- OPTIONAL ITEMS:
  - Breakfast and lunch are provided. However if you choose to bring your own food:
    - Nut-free lunch and/or snacks
    - Please bring reusable/recyclable containers (no glass!)
  - Extra layer(s) for cooler days
  - Rain jacket (check the forecast before camp)
  - Sunscreen (30 SPF or higher recommended)
    - Participant must apply their own sunscreen
  - Hat / sunglasses
  - Insect repellent bracelets or citronella cream (no aerosol sprays!!!)
  - Seat cushion/pillow/blanket for distance learning time
  -

**Get Outside! Essential Participant Items** (*label everything you can with participant's name!*)

- FACE MASK (required!)
- Long pants recommended
- Sweatshirt
- Appropriate closed-toe shoes for activities (no sandals, Crocs, sliders, etc.)
- Backpack
- Reusable water bottle (no glass!)
- OPTIONAL ITEMS:
  - Breakfast and lunch are provided. However if you choose to bring your own food:
    - Nut-free lunch and/or snacks
    - Please bring reusable/recyclable containers (no glass!)
  - Extra layer(s) for cooler days
  - Rain jacket (check the forecast before camp)
  - Sunscreen (30 SPF or higher recommended)
    - Participant must apply their own sunscreen
  - Hat / sunglasses
  - Insect repellent bracelets or citronella cream (no aerosol sprays!!!)

## Things Not to Bring to Camp - Both Programs

- Cell phones (*unless required for distance learning*), smartwatches, hand-held video games
  - Non-emergency phone calls will be made by Walden West staff.
  - We will have a phone available to participants if needed.
- Sports equipment, trading cards, games, gum, money, jewelry, items of value, peanuts/tree nuts and peanut/tree nut products
- Pets or any other living animal
- Fire starters of any kind
- Anything else not mentioned in the Essential or Optional Items above
- STRICTLY PROHIBITED: Alcohol, cigarettes, tobacco, fireworks, drugs, drug paraphernalia, knives, and weapons of any kind are strictly prohibited at camp. In the event a prohibited item is found, it will be confiscated and the participant along with the Program Lead will call the participant's parents for immediate pick up from camp.

## Lost and Found

Walden West does our best to keep track of things, but are not responsible for lost or stolen items. To help prevent lost items, please clearly mark all personal items. Any lost items found around camp will be stored on the shelf outside The Hub during the week. Participants may check for lost items at any time. Items not claimed throughout the week will be kept for 2 weeks, when unclaimed items will be donated to charitable organizations.

## Behavior Management Policy

Walden West staff take a positive approach to setting and keeping clear boundaries with participants and treating all behavior issues with fairness. Behavior guidance conducted by our staff and counselors shall be constructive in nature and intended to redirect participants to appropriate behavior through conflict resolution. Walden West staff interact with participants and one another by providing the needed comfort, support, and a sense of well-being for all.

It is expected that participants will respect others and their space, harmoniously participate in games, cooperate with staff, and be enthusiastic. Unacceptable behaviors include profanity, disrespecting others (harassment/bullying) and their space, failure to comply with a staff members' directions, excessive horseplay, inappropriate or violent physical contact, and possession/use of alcohol, cigarettes, tobacco, drugs, drug paraphernalia, fire starting devices, fireworks, knives, and weapons of any type.

Walden West staff may report incidents of unacceptable behavior to the parent/guardian of all involved and we reserve the right to release any participant for unacceptable behavior. It is the parent's responsibility to pick up their child. No refunds are issued for released participants.

## Camp Conduct

At Walden West, the physical and emotional safety of all our program participants is our top priority, and we strive to provide a comfortable and enriching experience for all. We recognize that the development of responsible participant behavior and conduct is fostered by proper role modeling, guidance, and adherence to a set of policies and behavioral expectations - an expectation that we impress upon and hold our staff accountable to.

Walden West is committed to creating an environment where the rights and dignity of all individuals are respected. Our goal is to promote a culture that fosters cooperation through open, honest, and civil discourse. We ask all camp participants to be mindful of each other's physical, emotional, and mental well-being, with the understanding that Walden West is responsible for establishing such an environment.

Incidents that may violate the rights and dignity of any individual, including participants, staff, or parents/guardians, is regarded as a serious matter. Walden West will respond promptly and sensitively to determine the appropriate action.

## Camp Rules

1. Be safe and respectful toward each other, the staff, nature, yourself, and the Walden West facilities
2. Wear your face mask (unless eating, drinking, actively exercising or on a leader designated “mask break” 25 ft away from other participants and staff; face mask must be kept with you at all times)
3. Maintain at least 6 feet between yourself and others as practicable
4. Stay with your group at all times
5. Please walk while on campus and trails
6. Make good choices
7. Have fun!

## Discipline Policy

Our Connecting With Nature and Get Outside programs use positive discipline methods to promote communication, positive decision making, problem solving and respect for all using a 3-check system:

- Check 1 is a reminder from the group leader to make a better choice.
- Check 2 will be a one-on-one meeting with the group leader (within sight of the group) with reminders about camp rules and agreements.
- If no other checks are given that same day, the system will reset for the following day.
- If a 3rd check is issued that same day, a behavior contract will be filled out and parents/guardians will be contacted for support by a program lead. If the behavior contract is broken, depending on the severity of the infractions, the participant may need to sit out of afternoon activities, be sent home early, or be dismissed from the program without a refund.

Some participant actions that could result in an immediate behavior contract and/or being sent home could be but are not limited to:

- Bullying - We have a zero tolerance policy and will send students home immediately
- Dangerous possessions (e.g., weapons)
- Stealing, fighting, and other physical violence
- Inappropriate language or behavior

*Important:* Please note that these are to serve as guidelines, and that the steps taken in each situation will be determined by the circumstances involved. If a participant’s actions result in serious bodily harm to another individual, then he or she may be immediately dismissed from the program.

## Reward System

There are rewards for positive behavior at camp! Group leaders will award ‘Stars’ to campers who uphold Walden West values. Stars can be earned throughout the week and cashed in at the “Star Store” for cool stuff like Walden West notebooks, stickers, tote bags, CDs, pencils, and more!

## Daily Communication With Parents/Guardians

Each day a “[Star Report](#)” half slip of paper will be sent home with each student, filled out by one of their group leaders. It will have 3 sections: “Shines”, “Supports” and “Distance Learning Notes”. The “Shines” section is for what group leaders noticed your student did well that day. The “Supports” section is for any challenges or behavior issues the group leaders encountered that we would like you to check in with your student about. The “Distance Learning Notes” section is for any online class related notes we feel you should know, for example if your student seemed to need extra help with a certain subject.

## Safety Policy

In case of a natural disaster/site evacuation:

- If we need to evacuate Walden West, participants will be transported to the [Saratoga High School parking lot for pick-up](#) (closest to the football field concession area) by using the Walden West SCCOE vans. Parents/guardians will be contacted for early release from the program. Walden West staff will notify the proper authorities in the event of any emergency.

In case of unhealthy Air Quality Index (AQI):

- **0-150: STAY OUTSIDE FOR DISTANCE LEARNING - REGULAR HIKES**
- **151-201: POSSIBLE INDOOR SPOTS FOR DISTANCE LEARNING - LESS STRENUOUS HIKES, MORE BREAKS**
- **201- 274: INDOOR DISTANCE LEARNING - LIMITED OUTDOOR ACTIVITY**
- **>275: MAY CANCEL CAMP FOR THE DAY** - The program will notify the county superintendent, their staff and families.
- Depending on the AQI Index number for your area, ensure that the recommended actions are being followed on this table: [EPA Air Quality and Outdoor Activity Guidance for Schools](#)
- Walden West will be using [Purple Air](#) and [Airnow](#) to monitor the AQI in Sanborn Park.

## Communicating During an Emergency

In an emergency, Walden West will attempt to contact the participant's parent/guardian. If the parent/guardian is unavailable, we will attempt to notify the emergency contacts listed on your child's registration. Walden West will take the necessary actions in the child's best interest until the parent/guardian or emergency contact has been reached.

## Medical

### Overview

All staff are trained to help maintain established health and safety standards. A Health Technician and designated, trained staff are available to dispense medication and assist in emergencies.

Appropriate medication and medical forms (with parent/guardian and healthcare provider signatures) must be turned in to the Health Technician on the first day of camp. The Health Technician will collect, dispense, and log all medications.

All staff carry two-way radios so they can be in constant contact when on trail. Emergency response is a radio call and a fifteen (15) minute paramedic drive away. An AED and emergency EpiPens are located on campus. If a participant becomes too ill to participate in activities or has a fever of 100 degrees or over, the parent will be called and the participant will be isolated and need to be picked up as soon as possible. Medical care is just minutes down the hill from us. Parents will be notified if any first aid, beyond actions agreed to on the Health Information Form consent, is needed. In a life-threatening emergency, medical professionals will be called immediately.

In an attempt to decrease the impact of an influenza and other communicable disease outbreak at Walden West, participants must be fever free with a temperature of less than 100 degrees without the use of medications for 24 hours leading up to their first day of camp. Though Walden West will be conducting a verbal/ visual health check in at check in, temperatures should be checked at home to prevent possible exposure. Everyone with a sore throat, runny or stuffy nose, body aches, chills, nausea, or experiencing fatigue are highly encouraged to stay home. Anyone with an elevated temperature or symptoms of an illness will be sent home.

## Medication

If possible, please keep daily medication at home and take it before or after camp.

By law, all vitamins, supplements, over-the-counter, and prescribed medicine are considered “medication” on campus and must have a completed [WALDEN WEST MEDICATION FORM](#) signed by a parent/guardian and healthcare provider. [Watch this video](#) to learn more about how to prepare medication for camp. Medication will NOT be dispensed without a properly completed and signed form.

Medication must come in original packaging with manufacture/pharmacy label including:

1. Name of medication - Amount/dosage
2. Expiration date (must not be expired)
3. Placed in a gallon-sized ziplock bag with completed [WALDEN WEST MEDICATION FORM](#) and name of participant.

It is recommended that parents who elect for their minor to self-carry their rescue inhalers, epinephrine, or other emergency medications provide a backup (second one) to be kept in the camp program office where staff can find it in an emergency. Only albuterol inhalers/rescue inhalers, EpiPens, and insulin may be carried by minors. All self-carry medications still require a guardian’s and health care provider’s signature.

\*\*Any expired medications will not be dispensed. This includes emergency medications. Any and all medication must be turned in to the Health Tech during Monday check-in.

## Illness

Per standard practice and guidance from the American Camp Association and Santa Clara County Public Health Department: In an attempt to decrease the impact of a contagious outbreak at Walden West, participants must be fever free, with a temperature lower than 100 degrees without the use of medications and without illness symptoms for 14 days leading up to their first day of camp. Temperatures should be checked at home. Everyone with a sore throat, runny or stuffy nose, body aches, chills, nausea, vomiting, diarrhea, or experiencing fatigue is highly encouraged to stay home.

Walden West reserves the right to release a child if they appear too ill to participate in our programs or are considered contagious. Our Health Technician will notify the child’s parent/guardian or emergency contact and request that the child be picked up within two hours of notifying a parent or guardian. If the child has not been picked up within the allotted time frame, Walden West reserves the right to take any action necessary to ensure the health and safety of the child. Participants not healthy for arrival on the first day may contact the main office for further information.

## Injury

Walden West reserves the right to release a child if they appear injured at a level that is deemed hazardous to their future health. At the time that a participant is sent home from injury, parents/guardians will be given instructions by our Health Tech depending on the type of injury and severity of the injury.

## Lice and Disease

Parents must inform Walden West within 24 hours or the next business day after a child or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.

Walden West is a lice and nit free zone. Walden West requires all participants to be checked at home by parents/guardians for head lice before attending camp. If lice or nits are found, participants must undergo a lice treatment and nits must be combed out. Any participant found with lice/nits at Walden West will be sent home immediately. Parents/guardians are responsible for transportation of participants home. If one child has lice, it is almost guaranteed that more will have it.

### Sunscreen

Please apply sunscreen before arrival. Participants must apply their own sunscreen and may do so at any time. Please keep skin products in their original container and labeled with the child's name.

All activities take place outdoors, and each group meeting location will have shade or open-air shade structures. We do ask that participants bring a bottle of sunscreen for use during the day. Sunscreen sent to camp should be water-resistant, with SPF 30 or higher, and placed in a sealed plastic bag that is labeled with the child's first and last name. Please review the proper steps to apply sunscreen with your child prior to the start of camp.

## Operational

### Ratios

According to ACA requirements, Walden West meets, and exceeds, current requirements for staff supervision ratios. Current ACA requirements are as follows:

Participant Age	Number of Staff	Number of Participants
6 to 8 years old	1	8
9 to 14 years old	1	10

### Trail Time

Participants will spend time on the trails of both Walden West and neighboring Sanborn Park. Experienced staff members, trained in CPR and first aid, will lead each group. Trail time may include exploring the creek, pond, forest, garden, and more. The staff will organize socially-distanced activities, games, and hands-on exploration. All staff members are in contact with Walden West headquarters via long-range walkie-talkie for any communications needs and should an emergency arise.

### Campfire

Every Thursday afternoon, each Connecting with Nature participant will be given a s'mores kit to take home! The Walden West staff will have recorded a campfire program and we will email the link to all parents/guardians. You and your campers can view the campfire anytime while enjoying your s'mores!

### Cancellations/Refunds/Late Fee

Please call (408) 573-3050 if you need to request a refund. **There is a \$150 cancellation fee** that will be charged if cancelling less than 48 hours before the start of your program. There will be a **\$50 late fee automatically charged to your account** if participants are not signed out by the designated time for their program. No refunds will be issued for participants sent home for disciplinary reasons.