



Walden West Outdoor School 2023-2024

Parent & Participant Information Packet

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

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

The Hub - Program Office: Open 24hrs during program - (408) 573-3060

Health Office: Open 24hrs for attending students, 7am-4pm for calls - (408) 573-3063

Classroom Teacher Cabin: Open only during program hours - (408) 573-3061

Cabin Leader Information - (408) 573-3056

www.waldenwest.org



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Pre-Camp COVID-19 Testing - UPDATED 4/11/23

To keep our science camp community safe, Walden West requires COVID-19 testing of all attending students and school staff regardless of vaccination status prior to camp. Your school may provide this testing using an existing system, or families may use at-home over the counter tests that they bring to your school for verification. Documentation of negative Antigen test results will be brought to camp with your teachers and given to our Health Technician.

1 pre-camp test is required:

- All students must take a rapid antigen test conducted the morning of the first day of camp prior to departure. If an at-home test is used, results must be brought to your school to be logged and verified by a school staff member. Show your school the actual test or a photo of the test.
- Students who do not take a test or have a positive or inconclusive test result may not attend camp.
- If a student or school staff member tests positive within 10 days of their camp date, they may attend camp after completing the 10 day quarantine, having mild and improving symptoms, are fever-free for 24 hours without fever reducing medication, and providing a negative rapid antigen test result.

Face mask policy

- Face masks are optional indoors and outdoors, but are strongly encouraged indoors. It is up to individuals to make the choice that works best for their health, safety and well being.

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. *Participant 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 participants 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 participants 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.

Walden West Foundation

Walden West works collaboratively with the Walden West Foundation to ensure Walden West Summer Camp and Outdoor School have high quality facilities, utilize robust curricula and activities, and are accessible to all children across Santa Clara County through scholarships. Support from the Walden West family is critical to ensuring these recreational and educational programs endure for generations to come. To make a donation and to learn more, please visit www.waldenwestfoundation.org.

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. In an effort not to disrupt the program, allow participants to be independent, to help reduce missing home, and for the safety of all, we are a closed campus. Please schedule your personal calendars with this trip in mind. For any commitments that cannot be rescheduled and require your participant to sign out and leave our program, please make arrangements with your participant's school.

Camp Registration: Ultra Camp

Our online registration system is called Ultra Camp. Once your school has been confirmed to attend Walden West, you can follow these steps to register. Registration should be completed Monday 2 weeks prior to your camp week with a hard deadline of Monday prior to your week at 11pm, unless Monday is a holiday, then it's the Tuesday prior to camp. Here is a [helpful video on account creation and registration \(Spanish\)](#).

Step 1 - Create an Ultra Camp account and student profile

- The parent/guardian clicks this [Ultra Camp Link](#)
- Click on 'NEW USER' and input parent/guardian primary contact information
- Click on '+ ADD PERSON', select 'a child' and input information for your student
- Input your student's information and ***be sure that their GRADE LEVEL is the grade they will be in for FALL 2024*** – Ultra Camp will otherwise say there are no eligible family members for the session in which you're trying to register.
- Click the 'Child' box at the bottom as your student's role, then click 'SAVE'

Step 2 - Register for your camp session

- On your account home page, click the 'REGISTER' button to the far right of your child's name
- Check that the current grade level is correct then click 'SAVE GRADE'
- Scroll down the list of camp sessions to find your school name and camp dates and check the box
- Click the 'REGISTER' button at the top of the page
- When it states 'Additional Selections', click 'NO, CONTINUE REGISTRATION'
- Confirm your child's information and click 'NEXT'
- Fill out all the forms with e-signatures as required and click 'NEXT' until your order is complete
- A confirmation email will be sent to the email address of the primary account holder
- You are not charged for camp during Ultra Camp registration - camp fees are collected by your school

Step 3 - Participants with Health Concerns and/or Medications

- Print and complete any of the following optional medical related forms in the Ultra Camp [Document Center](#), or contact our Health Tech at (408) 573-3063 for more information if your participant has any of the following needs:
- [Medication \(Spanish\)](#), [Asthma](#), [Anaphylaxis](#), [Seizure](#)

- Get a doctor's signature on the form and turn it in to your classroom teacher
- If your student will bring medication to camp, watch this [VIDEO \(Spanish\)](#) for detailed instructions

Step 4 - Purchase Merchandise (optional)

- Fill out this [Merchandise Form \(Spanish, Vietnamese\)](#)
- Return the form and payment to your classroom teacher by their deadline
- Store orders will either be picked up by your teacher before your camp week and given out at school or your student will receive their item(s) when they arrive at camp.

Program Information

Program Description

- 4 and 5 day residential outdoor school
- Exploration hikes in our surrounding ecosystems
- Engaging outdoor science lessons following Next Generation Science Standards
- Games and physical activities
- Meals and lodging provided
- View this [Program Slideshow \(Spanish, Vietnamese\)](#) which will be presented in class by your teacher prior to camp

Group Management

- Cabins, Field Classes and Dining Hall Table Groups:
 - Cabins will include students from all attending schools. Classroom teachers create the groupings.
 - For the safety and privacy of all students and cabin leaders, cabin groups are only allowed into their own cabins. Female cabin leaders are allowed to supervise and stay in girl's or boy's cabins. Male cabin leaders will be allowed to supervise and stay in boy's cabins.
 - Participants stay in heated accommodations with up to 26 (~16 average) participants to a cabin. Girls and boys have separate cabins. If the student number in a cabin exceeds 20, they are placed in one of our larger buildings that can house half the group in one room and the other half in a separate room with a cabin leader in each, though they represent one cabin group. Student numbers in cabins depend largely on ratios of students who identify as male and female in a classroom. Classroom teachers stay in separate, but nearby, cabins. Restrooms are nearby as well and in some cases located within the cabin.
 - Students will not be allowed to enter their cabin unless their volunteer cabin leader is present.
 - Field classes will be a mix of students from various cabin groups.
 - Each field class will have their own designated meeting spot.
 - Table groups in the dining hall will also be a mix of various students from different cabins.
 - Participants will move around our campus in groups of 2 or more - the "Buddy System".
 - Adults and volunteer cabin leaders are not allowed to be alone with one student - the "Rule of 3".

Cancellations/No Shows/Refunds

If your school cancels, please follow the direction of your classroom teacher. No refunds will be given for participants who leave camp due to missing home, disciplinary reasons or voluntary withdrawal. Participants who leave camp for medical reasons for 2 days or more will receive a prorated refund from your school after your week has concluded.

Students Sent Home / Day-Only Students

If a student must be sent home for medical reasons, generally they may not return to camp with few exceptions and are dealt with on a case by case basis. To return to camp, students must be symptom free for 24 hours without medication. Students who need to leave the site temporarily for personal reasons must be approved by the Walden West director in advance: Marie Bobias, mbobias@sccoe.org. Students who are sent home for disciplinary reasons may not return to camp. A parent, legal guardian, or other emergency contact must be available no more than an hour drive away to potentially pick up their student should the need arise.

We generally discourage students from being dropped off and picked up daily from camp (“day students” or “day campers”) for health and safety reasons). The exceptions would be for students with an IEP or 504 plan from public school, special accommodation from private school, or documented medical reasons. An email request must be submitted by your classroom teacher to the Director of Walden West, Marie Bobias, for day camper approval. Each day, those students need to sign in and out of the program office (HUB) and will receive a visual/verbal health screening. Drop off time should be between 7:30-9am and pick up no later than 8:45pm. Last day pick up time is 11:30am. If students arrive before 8:30, they can join us in the dining hall for breakfast which starts at 8:00. If the drop off will be after 8:30, students should have breakfast at home. Day campers are charged the same rate as regular campers.

Merchandise

- Print out the Merchandise Form ([English](#), [Spanish](#), [Vietnamese](#))
- Complete the form and paperclip your payment to it
- Turn in the form and payment to your classroom teacher by their deadline
- Your teacher will pick up your student’s merchandise prior to your camp week and hand it out at school
- Merchandise will not be available for purchase while your student is at camp

Cabin Leaders

Cabin leaders are age 15 and older high school and college participants from across Santa Clara County that volunteer alongside our staff for the week. After completing our comprehensive training, they assist staff in daily activities, help with participant safety and stay overnight in the cabin. Elementary schools are required to recruit cabin leaders for their week at Walden West. Older siblings are great candidates to volunteer and will receive up to 100 hours of service learning credit for their time and efforts. Please contact your participant’s teacher if you know someone you could recommend for the program. In the event we will be short on high school/college age cabin leaders, schools will call on parents or other adult school staff to volunteer for the week.

Per the Santa Clara County Office of Education, all volunteers must submit proof of vaccination for COVID-19. Any volunteers who are 18 years of age or older will need to complete Livescan fingerprint clearance. Volunteers who are no longer in high school must submit a recent (within the last 4 years) negative TB test result or TB Assessment form completed and signed by a licensed healthcare professional. Fingerprint clearance can take up to three weeks to complete. Even if you are volunteering as a backup, please complete this step as soon as possible so your clearance is already on record. Fingerprint clearance must be completed through the Santa Clara County Office of Education. Fingerprints will not be accepted from any other agency or organization.

For all volunteer cabin leader information, visit: <https://www.waldenwest.org/volunteers/cabin-leaders>

[CLICK FOR UPDATED INFORMATION FOR DIOCESE OF SAN JOSE ADULT CABIN LEADER REQUIREMENT](#)

Ratios

According to [ACA requirements](#), Walden West meets, and exceeds, current requirements for teacher/staff/cabin leader supervision ratios. Current ACA requirements are as follows:

Participant Age	Teacher/Staff/Cabin Leaders	Participants
9 to 14 years old	1	8

School staff must attend at a 1:36 teacher to student ratio for the duration of the program.

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 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.

Emergency Information

Evacuation

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.

Poor Air Quality

To assist our Walden West community as we navigate poor air quality we would like to offer the following tips and resources.

Walden West refers to, and follows, the guidelines in the [School Air Quality Activity Recommendations](#), which were created by the California Department of Education in partnership with the California Air Resources Board, California Air Pollution Control Officers Association, California County Superintendents Educational Services Association, Association of California School Administrators, and California School Boards Association.

When the air quality is unhealthy for sensitive groups (orange), unhealthy (red), or higher (purple and maroon), camp staff will consult with visiting districts and the Santa Clara County Office of Education. At the orange tier and above, decisions will be made to minimize the risk for students and staff. More information on the Air Quality Index can be [found here](#).

To determine local air quality, camp staff monitor several websites, including:

- [AirNow](#)
- [Bay Area Air Quality Management District](#)

- [Santa Clara County Emergency Management](#)

General information can also be found on the Santa Clara County Office of Education [emergency advisory](#) webpage.

When AQI is in the orange tier or higher these tips are useful to protect against smoke and COVID-19:

- Stay indoors as much as possible with windows and doors closed until smoke levels subside
- Limit trips outside while air quality remains unhealthy
- Continue to wear a face covering to protect yourself and others from COVID
- Minimize the amount of time you are active outdoors
- Set car vent systems to re-circulate to prevent outside air from moving inside

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.

Transportation

Each school is responsible for arranging transportation to and from Walden West. Please contact your participant's school for more details regarding transportation. School districts, private schools and charter schools will determine how students are loaded and unloaded on buses or if parents/guardians will transport students in personal vehicles.

Volunteer Cabin Leaders make arrangements on their own or can discuss with our Volunteer Liaison Recruiter by emailing waldenwestvolunteers@sccoe.org.

No Pet Policy

Pets of any kind are not permitted on campus. Questions about service animals call (408) 573-3050.

Schedule

TIME	DAY 1	DAY 2 (omit on 4-day program)	DAY 3	DAY 4	DAY 5
7:00 AM	Cabin Leaders - wake up - get ready - have breakfast - meet the staff	Wake up 6:45 Meet with teachers 7:15-7:45 Breakfast 8:00 Prep for field class			Wake up / pack 6:45 Move luggage out Final cabin inspection 8:15
7:30 AM					
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM	Students Arrive Health Screening Check-in General Information Move into Cabins	Morning Field Class 4C Awards		Epic Journey All-day Field Class	Breakfast 8:30
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM	Lunch			Bag lunches from Dining Hall	
12:30 PM					
1:00 PM	Afternoon Field Class				
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM					
3:30 PM					
4:00 PM				Fire/Safety Drill Recess 4:00-5:00	
4:30 PM					
5:00 PM	Dinner Student Questionnaires				
5:30 PM					
6:00 PM	Cabin Time	Showers			
6:30 PM					
7:00 PM	Campfire & Cabin Cheer Practice (No cheer practice on a 4-day program)	Astronomy (Omit on 4-day program)	Nighthike	Cabin Cheers / Quiz Night (Just Quiz Night on 4-day program)	
7:30 PM					
8:00 PM					
8:30 PM	Night Talk Get ready for bed				
9:00 PM					
9:30 PM	LIGHTS OUT!				
Times are approximate. Schedule subject to change.					

[Click Here for Important Safety Information Regarding Common Communicable Illnesses and COVID-19](#)

[Accommodating Health Concerns](#) (updated 1/26/23)

Medical

Overview

All staff are trained to help maintain established health and safety standards. A Health Technician and designated, trained staff are available to administer 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, has a fever of 100.4°F or over or vomits 2 or more times, 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 a COVID-19, influenza and other communicable disease outbreak at Walden West, participants must be symptom free and fever free with a temperature of less than 100.4°F 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 arrival and every morning, 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 asked to stay home. Anyone with an elevated temperature or symptoms of an illness at arrival and while attending the program will be sent home.

Medication

If possible, please keep unneeded or unnecessary 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; at Walden West, this also includes any oral immunization therapies (OIT^{1*}) and must have a completed [WALDEN WEST MEDICATION FORM](#) ([Spanish](#), Vietnamese) signed by a parent/guardian and healthcare provider. [Watch this video \(Spanish\)](#) to learn more about how to prepare medication for camp. Medication will NOT be administered without a properly completed and signed form. For more information, please visit our [Health Resources](#) page on our website or contact our health technicians at ww_healthaide@sccoe.org.

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](#) ([Spanish](#)) and name of participant.

It is recommended that parents who elect for their minor to self-carry their rescue inhalers or epinephrine, to also 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 and must be checked in by the Health Technician before continued carry on campus.**

¹*OITs must also include a physician-authorized health plan for treatment. This plan must include allergen dosing instructions, including medications taken prior, during, or post-allergen dose, and must include an emergency action plan.

****NOTE: Any expired medications will not be administered. This includes emergency medications.** Any and all medication must be turned in to your participants' classroom teacher before arrival at camp. Teachers will turn in medications to the Health Technician on the first day of 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 100.4 degrees F 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 asked 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. If a student is considering attendance with a prior injury that may impact their ability to participate independently at camp, please refer to this Accommodating Health Concerns link (same as the link above), and also check in with a coordinating classroom teacher at your school.

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. A lice check will also be performed by a qualified individual at your school the Friday prior to camp attendance. 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.

Bed Bugs

Bed bugs are often found in hotels, cruise ships, multi-unit dwellings, and other structures that house people for short periods of time. Prior to checking into lodging on any vacation/school trip/business conference, it is recommended that you gain a clear understanding of the bed bug protocols at that location. This step alone can go a long way toward limiting your exposure to these unwelcome pests. While bed bugs may be a nuisance, they do not transmit disease to people. The good news is Walden West monitors monthly for bed bug activity. In addition, there are simple steps that can be taken whenever you travel to help ensure that bed bugs are not part of the experience. Given that we serve upwards of 10,000 guests per year, we want to suggest some steps you can take to help us ensure that bed bugs are not part of the experience. We're doing our part to prevent this pest here; please help us by following the packing advice given below:

Packing for your visit

- Visually inspect items for bugs. Take sleeping bags, blankets, and luggage out of storage, place them outdoors, and inspect them carefully for any signs of bugs or eggs.
- Tumble bedding and luggage in clothes dryer. Place bedding or luggage in the clothes dryer and tumble them on a high heat setting for 30 minutes. The heat from the dryer kills bed bugs and eggs. For items that cannot be placed in a dryer, vacuuming or cleaning with soap and water or alcohol based cleaning products will kill bed bugs.
- Use a heavy gauge garbage bag as a liner in luggage. Place all clothing inside the liner and tightly twist and knot to seal. This will help keep bed bugs out of clothing. In addition, place bedding in a separate garbage bag. Duffle bags are recommended as they can be placed in a dryer, unlike suitcases.
- Pack extra garbage bags. Be sure to pack two extra garbage bags. One bag will be used for all dirty clothing and the other will be used for dirty bedding. Label these clearly with your name.

Coming home from your visit

- Bed bugs do not fly or jump; they either crawl or are carried from place to place. The following are instructions for decontaminating clothing, bedding and other personal items and are meant to greatly reduce the risk of carrying any bed bugs into your home.
- Unpack all clothing, bedding and personal items outside on a driveway or other concrete surface if possible. If unpacking must occur inside, unpack in a bathtub or lay a white or light covered sheet on an uncarpeted surface so any insects can be readily spotted and killed.
- Immediately upon arriving home, you should similarly undress as described above, shower and re-dress in clean clothing that did not go to Walden West.
- With sleeves rolled up and holding clothing and bedding away from your body, transfer washable items in a plastic bag and empty into a clothes dryer and tumble for 30-45 minutes on the high heat setting. Do not over pack the dryer.
- After heat-treating in a clothes dryer, transfer items to the washing machine and wash in hot water with detergent. Dry in a clothes' dryer on the highest heat setting.
- Place and seal items that can't be washed (suitcases, backpacks, books) in clear plastic bags and, if you are concerned about possible bed bug exposure, ask a certified pest control operator how these items should be treated. Do not attempt to self-treat using Raid or other insecticides purchased from retail stores.
- For a non-toxic approach, place and seal items in large plastic bags and store for one year. If items are kept warm, storage time may be reduced.

- Additional reliable information on bed bugs can be found at the following websites:
<https://www.epa.gov/bedbugs> and <https://archive.cdph.ca.gov/HealthInfo/discond/Pages/BedBugs.aspx>

Sunscreen

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. Most 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.

Packing List ([English](#), [Spanish](#), [Vietnamese](#))

ESSENTIAL ITEMS

- ☐ First Day Cold Lunch (in a recyclable or reusable container, no glass containers, no peanuts or tree nuts)
- ☐ Day pack for hiking
- ☐ Refillable water bottle
- ☐ Sleeping bag OR twin sheets and blanket
- ☐ Pillow
- ☐ Toiletries & Shower Items
 - ☐ Swimsuit for showers
 - ☐ Towel and washcloth
 - ☐ Toothbrush
 - ☐ Deodorant (non-spray)
 - ☐ Shampoo
 - ☐ Soap
 - ☐ Brush and/or comb
 - ☐ Toothpaste
- ☐ Clothing
 - ☐ Rain jacket/poncho (1)
 - ☐ Warm jacket/coat (1)
 - ☐ Heavy sweater/sweatshirt (2)
 - ☐ T-shirts/shirts (4-5)
 - ☐ Comfortable, closed-toe shoes for hiking
 - ☐ Underwear (4-5 pairs)
 - ☐ Pajamas (1 pair)
 - ☐ Socks (4-6 pairs)
 - ☐ Long pants for hiking (3)
 - ☐ Slippers/flip flops for showers

OPTIONAL ITEMS

- Second pair of shoes
- Rain pants
- Lip balm
- Sunscreen/sunblock
- One-time use camera
- Letter writing supplies
- Kleenex
- Hat
- Sunglasses
- Gloves
- Shower shoes
- Facemasks

THINGS NOT TO BRING TO CAMP

- Cell phones, smartwatches, hand-held video games, or any electronic devices
 - Non-emergency phone calls will be made by Walden West staff.
 - We will have a phone available to participants if needed.
- Money - There is nothing to buy at Walden West during the week. If you wish to purchase merchandise, download the Order Form and turn it into your classroom teacher with payment by their deadline.

- Sports equipment, trading cards, games, gum, money, jewelry, items of value, peanuts/tree nuts and peanut/tree nut products in your first day lunch.
- Any extra food without special permission from camp - no food is allowed in the cabins.
- Colognes or other strong smelling items for chemically sensitive individuals.
- Pets or any other living animal
- Fire starters of any kind
- Flashlights
- 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.

Arrival and Departure

- Arrival on the first day (9:30am):
 - Students and their classroom teachers will be directed by camp staff to locations where their luggage will be placed until they move into cabins, unless luggage arrived separately prior to the students
 - Students will take a short camp tour with one of our field instructor staff members
 - Teachers will turn in all [medications](#) and COVID-19 test results to the Health Office and begin a welcome meeting with a Program Lead
 - Students will gather for a welcome meeting with camp staff followed by moving into cabins
- Departure on the last day (11:30am):
 - Teachers and Walden West staff will assist in escorting participants to their designated pick up locations.
 - If parents are transporting participants, teachers will sign out their participants at their designated pick up locations.

Dress Guidelines

Clothing must be moderate and appropriate for camp, not too loose or too tight for normal participation in camp activities. Clothing and images on clothing must be school appropriate (follow your school's dress code). Long pants and closed-toe shoes are required for hiking. Shorts and sandals are allowed around camp, weather permitting.

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 yourself, our community, nature, and the Walden West facilities
2. Only go in your own cabin
3. Stay with your field class while on trail at all times
4. Wear closed-toed shoes when outside your cabin
5. Bring extra food you have to the HUB
6. Please walk while on campus and trails
7. Climb trees AT HOME
8. Leave rocks and sticks on the ground
9. Make good choices
10. Have fun!

Behavior Accountability System

Our programs use positive accountability methods to promote communication, positive decision making, problem solving and respect for all using a name taking system. In general, the system works on a 24 hour period from 4 PM to 4 PM. Any participant, who owes time, must do a task during the 4:00 recreation time. Once the time is served, the participant has a clean record, unless the participant has four or more names taken.

1. First name: warning (no task)
2. Second name: 10 minute task during recess
3. Third name: 15 minute task during recess
4. Fourth name: 15 minute task during recess, [behavior contract](#), and a call home that is supervised by the classroom teacher. During the call home, parents/guardians will be told that if their child's behavior does not improve, they may be sent home. No refunds will be issued for children sent home for disciplinary reasons.

If a participant receives three names 2 days in a row will be put on a contract and will call home. Severity of the consequence for breaking a behavior contract will depend on the infraction and be decided by the attending classroom teachers and Walden West staff.

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 participants home immediately

- Dangerous possessions (e.g., weapons)
- Stealing, fighting, and other physical violence
- Inappropriate language or behavior
- Disrespecting cabin leaders
- Pulling a fire alarm
- Intentionally hurting or killing wildlife

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. Walden West staff and classroom teachers will consult on what actions are most appropriate for each individual.

Reward Systems

We want to recognize those participants for positive behavior at camp.

- Hand Stamps - Given to participants when they make good choices in cabins.
- The 4-C Award - Awarded to participants in field class who constantly model the Walden West values of Cooperation, Contribution, Consideration, and Conservation
- Cabin Banner Bling - Whole cabins can earn magnetic Banner Bling to place on a board posted in the dining hall. Awards for cabin cleanliness, quiet night patrol, being on time, conservation skills, showing cabin spirit and more.

Meals

Our kitchen staff are very experienced in preparing appetizing and nutritional meals for hungry participants. Our campus does not serve peanuts or peanut/tree nut products. Meals will be served family-style in our dining hall. Please note: if your participant has a food allergy or food restriction, be sure to note that on the Dietary Restrictions and Concerns page during Ultra Camp registration. Alternatives will be available for vegetarian, vegan, dairy-free, egg-free and gluten-free individuals. If the dietary restriction is severe enough to warrant sending separate meals to camp, please contact our camp health technician at www_healthaide@sccoe.org or visit our [Health Resources](#) page on our website for more information.

- [Weekly Menu with Allergy Information \(4-day program menu\)](#)
- [Weekly Menu with Carb Counts](#)

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.

Showers

Participants should take a shower the morning of their departure to Walden West as they will not take a shower at camp on day 1. On a 5-day program, they will shower on T, W, Th and on a 4 day program will shower on the middle 2 days of camp. During shower time, which is at around 6:00 pm, participants change into swimsuits in their cabins. Quick drying shorts and a tank top will work if you do not have a swim suit or want to wear one. We strongly recommend practice changing their clothes quickly and discreetly before they arrive! Unfortunately we do not have private changing rooms for each student. Participants can choose to change under their covers, in their sleeping bags or under a towel – whatever works best for them. Cabin leaders will step outside the cabin door and give a changing time limit.

Cabin groups walk to a common shower area. There are separate facilities for students who identify as male and students who identify as female. There are cubbies, benches for towels and multiple shower-heads in each large tiled area. Participants will be showering with their cabin group WITH THEIR SWIMSUIT OR OTHER COVERING ON! They will get a total of 2 minutes of running water with 2 short breaks. They will get more running water time to finish showering if needed. Participants then go back to their cabins to change for dinner. If special accommodations need to be made for student privacy, we do have separate shower facilities if needed. Contact your classroom teacher if those arrangements need to be made.

Missing Home

Walden West wants everyone to have a positive experience. Please let us know about your participant's needs and concerns so we can support them during their stay.

For many, this is the first time away from home. The best way to alleviate missing home is to discuss this with your child before they leave for Walden West. Let them know that you are excited about their trip and that you look forward to hearing about it on the last day. Encourage your child to sleep at a friend/relative's house to practice sleeping away. Parents who are nervous or anxious about their children leaving, and tell their child, often promote missing home. We keep the participants active and busy all week, minimizing time for participants to worry about being away from home. We encourage positive, upbeat mail from family and friends. If missing home persists, classroom teachers will call parents about the appropriate next steps. Plan ahead with teachers if you think missing home may be a serious problem.

Letters from Home

Cheerful letters from home are always appreciated by the participants. Please mail your letters early in order to ensure their arrival by Wednesday or Thursday. You can also give mail directly to your attending classroom teacher to hand out to your student later in the week. Please write your participant's school in the lower left corner of the envelope.

Return Address

Child's Name
Walden West Outdoor School
15555 Sanborn Rd.
Saratoga, CA 95070



Child's School Name