



## WALDEN WEST OUTDOOR SCIENCE SCHOOL PARENT/PARTICIPANT INFORMATION

### [Walden West \(at Saratoga\)](#)

15555 Sanborn Road  
Saratoga, CA 95070

### [Walden West \(at Cupertino\)](#)

13851 Stevens Canyon Road  
Cupertino, CA 95014

### QUESTIONS/CONTACT INFORMATION

Our main office telephone number is (408) 573-3050 M-F 8:30 am to 4:30 pm. In case of emergency, please call program office (408) 573-3060 from 4:30 pm to 8:30 am. Visiting teacher's room Saratoga (408) 573-3061. Cupertino campus (408) 867-1120. Visit our [website](#) for more information.

### OPEN HOUSE (Sunday, September 9, 2018)

We open our Saratoga campus to families with students attending either Walden West campus to meet the staff and learn about our Outdoor Science School. We host tours of our campus, guided hikes, a BBQ lunch can be purchased and much more. Click [HERE](#) to RSVP.

### STUDENT REGISTRATION PACKET

Please complete your [Student Registration Packet \(Spanish\)](#) and turn it into your classroom teacher before your school's scheduled pre-camp visit if possible. For more information, ask your classroom teacher. Keep the cover sheet and packing list (pages 1 and 2) and the Merchandise order form (page 7) turn it and the money for items purchased in to your teacher prior to your student's week at camp.

### ACCREDITATION

We are a member of the [American Camp Association](#) and [California Outdoor School Association](#) certified. 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 in a residential setting for fifth and sixth grade 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.

An average of 165 students from three different schools attend our program each week. These fifth or sixth graders are divided into small groups and are taught by an experienced instructor who teaches natural science subjects. Monday through Wednesday students have two field classes, one in the morning and one in the afternoon. On Thursday, students enjoy an all day hike and eat lunch while on the trail. Fridays are short and focus on class and closing ceremonies (4-Day programs vary slightly). In field class, concepts such as photosynthesis, adaptations, interdependence, erosion, succession, and astronomy are learned through active games, exploration, discovery, observation techniques and the use of scientific equipment. Students have so much fun, they often don't realize they are learning.

## STAFF

Our campuses are 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). Appropriate Challenge Course Safety and Lifeguard training certificates are held as activities require.

## VISITORS/ CLOSED CAMPUS

In an effort not to disrupt the program, allow participants to be independent, to help reduce homesickness, 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 student to sign out and leave our program, please make arrangements with your participant's school.

Visitors must sign in and out at the main office. Should you wish to visit Walden West, please contact the Director, Marie Bacher at (408) 573-3050 or [Marie\\_Bacher@scoo.org](mailto:Marie_Bacher@scoo.org) to schedule a tour.

## HEALTH

All staff are trained to help maintain established health and safety standards. Each campus has a Health Technician and designated-trained staff available to dispense medication and assist in emergencies.

So we may properly care for your participant, please carefully and completely fill out the required HEALTH INFORMATION FORM in the [Student Registration \(Spanish\)](#) packet and any ADDITIONAL FORMS\* (*if needed*)

1. [Restricted Dietary Needs Form\\*](#)  
(allergies/intolerances, or restricted diets)
2. [Medication Form\\*](#)
3. [Anaphylaxis Emergency Action Plan\\*](#)
4. [Asthma Action Plan\\*](#)
5. [Seizure Action Plan\\*](#)

\*requires a Healthcare Provider's signature

Appropriate medication and medical forms (**with parent/guardian and healthcare provider signatures**) must be turned into classroom teachers and Walden West staff two (2) weeks prior to attendance to Walden West. This helps us to make any special accommodations necessary for your participant's trip. A designated Walden West staff 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 an emergency Epi-pen are located on each campus. If a participant becomes too ill to participate in activities or has a fever of 100.4 degrees or over, parents will be called and the participant will need to be picked up. 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 outbreak at Walden West, students must be fever free, less than 100.4 degrees without the use of medications for 24 hours leading up to their first day of outdoor school. Temperatures should be checked at home and at school before participants depart for Walden West. Everyone with a sore throat, runny or stuffy nose, body aches, chills, nausea or are experiencing fatigue are highly

encouraged to stay home. Anyone with an elevated temperature or symptoms of an illness will be sent home. Participants not healthy for arrival on the first day may join later in the week – once symptom free.

Walden West is a lice and nit free zone! Walden West requires all participants are checked for head lice the Friday before attending outdoor school.

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 and/or schools are responsible for transportation of participant home. Warning: If one child has lice, it is almost guaranteed that more will have it.

Parents of participants with health concerns must contact our site Health Technician at (408) 573-3063 Saratoga, (408) 867-1120 Cupertino or email [waldenwest\\_healthaide@sccoe.org](mailto:waldenwest_healthaide@sccoe.org). Health concerns will be the responsibility of the visiting school and their district. Fingerprinting/background and TB clearances will be required for any non-district employees on campus.

## **MEDICATION**

All vitamins, supplements, over-the-counter or prescribed medicine are considered “medication” on campus and must have a completed [WALDEN WEST MEDICATION FORM](#) signed by a parent/guardian and healthcare provider. This includes the potential need of stocked over-the-counter medications or their generic equivalents available during attendance at Walden West Outdoor Science School. All medication must be given directly to the classroom teacher before boarding the bus. Do not send medication in luggage. Unused medications will be returned to the classroom teacher.\*

All medication must come in original packaging with manufacture/pharmacy label:

- Name of medication
- Expiration date (Must not be expired)
- Strength and dosage

\*Volunteers check in medication with Walden West staff upon arrival and medication is returned to volunteer at the end of the week.

If medication is required to be self-carried for emergency reasons (i.e. diabetes, asthma, bee sting allergies, etc.), please let the participant keep with them, note it on the [WALDEN WEST MEDICATION FORM](#), and notify the classroom teacher and Walden West Staff upon arrival.

Parents/guardians should send an additional emergency inhaler/Epi-pen with the classroom teacher to ensure that an inhaler/epi-pen will always be available in the program office in case the student loses or misplaces the one they are carrying. All program staff carry basic first aid equipment and student provided inhalers/Epi-pens when on trail.

Walden West follows medication procedures in accordance with California Education Code 49414 Anaphylaxis treatment, 49408 Emergency Information, 49423 Administration of Prescribed Medication for Pupil, 49480 Notice to School by Parent or Guardian; Consultation with Physician and Santa Clara County Office of Education Board Policy 5141.21 Administering Medication and Monitoring Health Conditions and 5141.27 Food Allergies

## **MEALS/FOOD**

Our kitchen staff are very experienced in preparing appetizing and nutritional meals for hungry participants. Meals are served family-style in our spacious dining halls. Everyone is encouraged to eat as much as they would like and to serve themselves. Both our Saratoga and Cupertino campuses do not serve peanuts/peanut products. 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 Saratoga (408) 867-1120 Cupertino OR email [waldenwest\\_healthaide@sccoe.org](mailto:waldenwest_healthaide@sccoe.org) with questions. [More information on Walden West menus](#). We want to respect each participant's food concerns while ensuring the safety of all participants throughout the week.

## **FIRST DAY LUNCH**

Please bring a lunch for the first day (except cabin leader volunteers, we will provide). Do NOT bring peanuts/peanut products to campus. Lunch should be environmentally packaged (everything recyclable or reusable) and nothing that has to be heated or refrigerated. Any uneaten food will be composted or thrown away at the end of lunch. A reusable lunch/ sandwich container is recommended. Check with your child's school for additional requirements or information.

## **BEHAVIOR MANAGEMENT POLICY**

Walden West staff takes a positive approach to setting and keeping clear boundaries with participants and treating all behavior issues with fairness. If there are any discipline issues regarding your participant's behavior, you will be contacted by the classroom teacher (Walden West staff for volunteers). If Walden West feels it is necessary to suspend a child for inappropriate behavior, it is the parent's responsibility to pick up their child. See "RULES FOR SAFETY AND BEHAVIOR" or "CABIN LEADER CODE OF CONDUCT."

## **DISCIPLINE**

Staff members use a group management system. Participant names will be taken for any negative behavior. Most actions warrant one name taken. Others might require more. Some are an automatic call home or go home. Bullying, fighting, hurting animals, pulling fire alarm, and disrespecting cabin leaders are all instances that warrant more than one name taken and possibly a need to be picked up.

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 three or more names taken.

1. Record 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 made and a call home that is supervised by the classroom teacher. \*During the call home, parents must be told that if their child's behavior does not improve, he/she will be sent home. No refunds will be issued for children sent home.
5. If behavior contract is broken and the child needs to get picked up, the call is supervised by the classroom teacher.

If a participant receives three names in a day and then three the next, they will be put on a contract and will call home. A participant with four names taken may be sent home after any infraction at the classroom teacher's discretion though it is our goal that all participants complete their week here. After being placed on contract, a participant that receives a name taken for talking, and not be sent home. However, after calling home, a participant who does not show improvement may be asked to leave.

## CABIN LEADERS

Cabin leaders are high school and college students from across Santa Clara County that volunteer alongside our staff for the week. After completing our comprehensive training at our Saratoga site, they assist staff in daily activities, help with participant safety and stay overnight in the cabins at either our Saratoga or Cupertino campus. Volunteers are divided between our two campuses. Cupertino campus volunteers are transported by our staff (a short 15 minute drive) on the first day students arrive to that campus (Monday or Tuesday). Elementary schools are advised 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 have a sibling that would like to join for the week.

## CABINS

Participants stay in heated accommodations with 15-20 students to a cabin. Girls and boys have separate cabins. Classroom teachers stay in separate, but nearby, cabins. Bathrooms are nearby as well. Students will move around our campus in groups of three or more.

Classroom teachers and our staff help assign the participants to cabin groups. They group participants so that they will have the most successful week possible. We often have more than one school on campus each week so participants should expect to be with students they know from school as well as new friends from the other school(s). Our goal is for them to feel comfortable, learn cooperation, to solve problems and to work together as a team.

## HOMESICKNESS

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 homesickness 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 homesickness. 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 homesickness persists, classroom teachers will call parents about the appropriate next steps. Plan ahead with teachers if you think homesickness may be a serious problem. If you anticipate severe homesickness, setting up a tour (by calling the director/ main office) ahead of the visit is a great way to alleviate anxiety.

## 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. Please write the name of your participant's school in the lower left side of the envelope.

Address mail as follows:

Return Address	Child's name Walden West Outdoor School 15555 Sanborn Road Saratoga, CA 95070
School Name	

Or:

Return Address	Child's name Walden West Outdoor School 13851 Stevens Canyon Road Cupertino, CA 95014
School Name	

## TRANSPORTATION

Each school is responsible for arranging transportation to and from our campus. Please contact your participant's school for more details regarding transportation to and from our sites. Volunteers make arrangements on their own or can discuss with our Volunteer Liaison Recruiter by emailing her at [Leigh\\_Jones@scooe.org](mailto:Leigh_Jones@scooe.org).

## MERCHANDISE

Walden West merchandise is available for sale. Please place your order with your participant's classroom teacher\* prior to the trip using the Merchandise order form (page 7 in the [Student Registration Packet, Spanish](#)). Items will be distributed while at Walden West. All checks for merchandise should be made payable to "Walden West."

Item	Participant Price
T-Shirt	\$18.00
Hoodie	\$34.00
Stainless Steel Water Bottle	\$16.00
Baseball Cap	\$16.00
Tote Bag	\$6.00
Four Postcards	\$6.00
Walden West CD of favorite <a href="#">songs</a>	\$6.00

\*Volunteers are provided a complimentary Walden West t-shirt and may purchase other items while at camp

## MONEY

We ask that 5<sup>th</sup>/6<sup>th</sup> grade participants not bring any money on campus. Money for Walden West merchandise should be turned in to the classroom teachers prior to the trip. If money is found, it will be given to their classroom teacher for safe keeping.

## THINGS NOT TO BRING

- Anything valuable: including cell phones, video games, jewelry, etc.
- Sports equipment, trading cards or games
- Food (food is not allowed in the cabins due to allergy sensitivities and to keep pests/animals out)
- Pets or any other living things
- Matches and lighters
- Flashlights/ shoes with lights on them
- Anything else not mentioned in "WALDEN WEST PACKING LIST"
- Money, except for volunteers who may purchase Walden West merchandise once on campus

## STRICTLY PROHIBITED

The following items are strictly prohibited on campus: alcohol, cigarettes, tobacco, fireworks, drugs or drug paraphernalia, knives or weapons of any kind. In the event a prohibited item is found, it will be confiscated and the participant along with the designated Walden West staff/classroom teacher will call the participant's parents for immediate pick up.

## LOST AND FOUND

Walden West is not responsible for lost or stolen items, but we do our best to keep track of things. Campus lost and found is located near the program office.

## **TRAIL TIME**

Participants will spend time on the trails of both Walden West and neighboring parks. Each trail group is led by an experienced staff member with emergency CPR, and first aid training. Trail time may include exploring the creek, pond, forest, garden, and more. The staff will lead games and organized activities and supervise hands-on exploration time. All staff members are in contact with the Walden West program office via long range, two-way radios should an emergency arise.

## **SHOWERS**

Participants should take a shower/bath before arriving. Starting the second day, all participants will be required to shower each day.

During shower time, around 5:00 p.m., participants change into swimsuits in their cabins. Quick drying shorts (and a tank top for girls) will work if you do not have a swim suit. We strongly recommend practice changing their clothes quickly and discreetly before they arrive! Participants can choose to change under the covers or in their sleeping bags – whatever makes them comfortable! Cabin groups walk to the shower area (at Cupertino, the showers are in the cabins). There is a separate boy shower area and girl shower area. There are cubbies, benches for towels and shower-heads in each large tiled area. Participants will be showering with their cabin group **WITH THEIR SWIMSUIT ON!** They will get a total of 2 minutes of running water with 2 short breaks. At the end of the 3 minutes, participants go back to their cabins to change for dinner.

## **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 high 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>

## **PAYMENT, CANCELLATIONS AND REFUNDS**

All checks, except for Walden West merchandise, are to be written payable to your student's school and given to the classroom teacher.

Please contact your classroom teacher for questions regarding payment, cancellations and refunds.

## *Walden West Weekly Schedule*

<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>		
8:00am	Cabin Leaders wake up!	Good Morning! Flag Ceremony & Breakfast Cabin clean-up and prepare for Field Class			Flag Ceremony		
8:30am	Brunch				Move out!		
9:00am	Games				Brunch		
9:30am	Welcome students! General Meeting Intro Field Class	Field Class	Field Class	All Day Field Class	Final Field Class		
10:00am					Closing Ceremony & Good bye		
10:30am					Lunch	Teacher Meeting & Cabin Cheer Practice	Group photo & Cabin Cheer Practice
11:00am							
11:30am	Field Class	Field Class	Field Class				
12:00pm					Field Class	Field Class	Field Class
12:30pm	Field Class	Field Class	Field Class				
1:00pm					Field Class	Field Class	Field Class
1:30pm	Field Class	Field Class	Field Class				
2:00pm					Field Class	Field Class	Field Class
2:30pm	Field Class	Field Class	Field Class				
3:00pm				Field Class	Field Class	Field Class	
3:30pm	Snack						
4:00pm	Recreation	Recreation			We'll Miss You!		
4:30pm	Dinner Talk	Showers					
5:00pm		4C Awards & more!					
5:30pm	Get Table Assignments	Dinner					
6:00pm	Teacher Meeting/Prepare for Evening Program						
6:30pm	Campfire	Astronomy	Night Hike	Cabin Jeopardy & Folk Dance			
7:00pm							
7:30pm							
8:00pm	Time to get ready for bed!						
8:30pm	Lights out! Good night and sweet dreams!						
9:00pm							
9:30pm							

\*\*\* For a 4-day program, Day 2 will not be observed.