



WALDEN WEST

CLASSROOM TEACHER INFORMATION

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

15555 Sanborn Road
Saratoga, CA 95070

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

13851 Stevens Canyon Road
Cupertino, CA 95014

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.

Our Saratoga campus is owned and operated by the Santa Clara County Office of Education (SCCOE). We lease our Cupertino campus and it is operated by Walden West staff throughout the week.

PHONE NUMBERS

Our main Walden West office telephone number is (408) 573-3050 M-F 8:30 am to 4:30 pm. In case of emergency after hours, please call the program office Saratoga (408) 573-3060 or Cupertino (408) 867-1120. Saratoga teacher's room (408) 573-3061.

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.

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 all meet at the Saratoga site for training and are then divided between our two campuses. Those volunteering at our Cupertino campus will be transported there by our staff. Your school is advised to find one (1) cabin leader for every twenty (20) students for your week at Walden West. Older siblings and past students are great candidates to volunteer for the week and will receive up to 100 hours of service learning credit for their time and efforts. Please contact our Volunteer Liaison Recruiter by emailing her at Leigh_Jones@sccoe.org or calling 408-573-3056 to discuss what criteria makes a great cabin leader for your students and week at Walden West and how to recruit them.

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. All participants (students and teachers) should schedule personal calendars with this trip in mind. For any commitments that cannot be rescheduled and require your students to sign out and leave our program, please make arrangements with your participant's school then have students sign out with our main office. All 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@sccoe.org to schedule a tour.

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.

SLIDESHOW, VIDEO, AND TEACHER PREP GUIDE

Here are links to our Walden West slideshows ([Saratoga – Cupertino](#)) that our staff will present at your pre-camp school visit. We also have a [“Day at Walden West” video](#) you may show your students prior to our visit. To assist with preparing for your first day at Walden West, here are the Teacher Prep Guides ([Saratoga – Cupertino](#)).

PREPARING FOR YOUR WEEK

These steps are taken from the [Coordinator’s Checklist](#) and pertain to each classroom teacher.

Steps in Preparing for Walden West	Timeframe
1. Send the parents (or print out for parents) Student/Parent Information Packet , Student Registration Packet (which includes packing list and Store Order form), Medication form , and any Additional Health Forms for any special needs.	8 weeks before trip
2. Walden West Program Leads will email your school’s contact with scheduling options for a pre-camp visit for students and parents. Completed Student Registration Packets collected by Walden West Staff at Pre-Camp Presentation. Saratoga: Tad nakamura@sccoe.org Cupertino: Ronald lauder@sccoe.org	6 weeks before trip
3. Begin collecting Student Registration Packets (pages 3-6 only) stapled together. Input relevant information from packets onto the School Information Google Sheet (you will receive link from your coordinator) for your class.	6 weeks before trip
4. Contact Health Aide about the students you listed on the School Information Google Sheet Emergency Health Concerns or Dietary Needs tabs, and check for additional forms/medication forms.	3 weeks before trip
5. Confirm cabin list groupings with your school’s coordinator.	2 weeks before trip
6. Notify your school’s coordinator of any visitors, guests or other adults planning to be on our campus for approval. Paperwork/clearances may be required prior to arrival. All visitors must check in at the main office upon arrival and wear a name tag. Contact: leigh_jones@sccoe.org	2 weeks before trip
2 Review the Students Rules for Safety & Behavior Form (page 17) with your students.	1 week before trip
3 Cabin lists are due to your school’s coordinator for submittal to Walden West.	1 week before trip
4 Complete Fever and Lice Checks at school. Students with fevers of 100.4 degrees and higher cannot attend until they are fever free and medication free for 24 hours. Let Walden West know of any last minute changes. Saratoga: Tad nakamura@sccoe.org Cupertino: Ronald lauder@sccoe.org	Friday before trip
5 Bring student medication bags with Medication Forms (signed and completed) inside, any Additional Health Forms , any late paperwork, and Merchandise Forms (with payment) to Walden West for the Welcome/Orientation Meeting on the first day at camp	Day of trip

TRANSPORTATION

Transportation should be arranged by your school and coordinating teacher to arrive between 9:30 a.m. and no later than 10:30 a.m. the first day of program. Buses should arrive to pick up students by 10:45-11 a.m. (earlier if they need to load luggage) for a departure by 11:30 a.m. from our campuses. Please notify the Walden West campus, you are attending, if there may be any delays. If your school is using a truck or parent vehicles to transport luggage, they can arrive on the last day as early as 8am for loading.

TEACHER FIRST DAY LUNCH

Lunch will be provided for teachers and volunteers on the first day of our program. This is a time for you to meet our staff and share about your school and students.

STUDENT LUNCH THE FIRST DAY

Please note that students need to provide their own lunch the first day. No peanuts- Walden West is a peanut free campus.

VISITORS

The Director of Environment Education at Walden West must pre-approve all visitors to the program two (2) weeks in-advance. Visitors must comply with fingerprinting/background clearances.

All visitors must sign in and out at the main office and wear a visitor badge. *Family members of the classroom teacher are not permitted to accompany the teacher or visit during the week. Visitors that are doing more than dropping off items for students or picking up or dropping off a student and will be outside of the main office will be subject to a Megan's Law check.*

Charges for district visitors are as follows. Payment for district visitors will be included on the invoice from SCCOE to the district.

- Meals: \$ 6.00/each
- Lodging: \$ 35.00/per day

PARKING

Please make sure that you have indicated and filled out the applicable information on the Classroom Teacher Information Tab on Google Sheet sent as a link.

NO PET POLICY

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

STRICTLY PROHIBITED

The following items are strictly prohibited at camp: alcohol, cigarettes, tobacco, fireworks, drugs or drug paraphernalia, knives or weapons of any kind. If a student is found to have a prohibited item, it will be confiscated and the participant along with the classroom teacher and a Walden West staff will call the participant's parent for immediate pick up.

HEALTH POLICIES

The health and safety of all students participating in Walden West programs is paramount. Outbreaks of common infectious diseases, like flu and colds require Walden West to strictly enforce standard prevention procedures. This policy also addresses head lice and medications. By following these policies, Walden West can significantly limit the spread of infection.

TEMPERATURE THRESHOLD (MORNING OF DEPARTURE FEVER CHECK)

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 their departure to Walden West. Walden West suggests temperature checks be done at school before students depart; however, the decision is up to schools to determine how temperature checks will be accomplished. 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.

HEAD LICE (FRIDAY BEFORE CHECK)

Walden West is a lice and nit free zone! Walden West requires all schools to do a head lice check the Friday before sending students to outdoor school.

The Friday before students come to Walden West, an initial lice/nit check must be done at school (not at home) by a qualified individual. If lice or nits are found, students must undergo a lice treatment and nits must be combed out. Students who were found to have lice or nits must be rechecked by school personnel the day they are scheduled to leave for Walden West and be deemed lice and nit free. For a small number of schools, that have a week off before attending Walden West, the check can be done the last Friday of school before the break.

Parents are strongly advised to recheck their children the day before attending Walden West. If lice/nits are found, the student must be treated and nits combed out. Any students found with lice/nits at Walden West will be sent home immediately. Schools are responsible for transportation. Warning: If one student has lice, it is almost guaranteed that more will have it. School representatives will be responsible for a complete check of all students if lice are found at Walden West.

HEALTH

Parents/guardians must note all medical concerns on the **HEALTH INFORMATION FORM**. Appropriate **ADDITIONAL FORMS** must be turned in to classroom teachers and Walden West staff two weeks prior to the week of attendance to help with any special accommodations necessary. A designated Walden West staff will collect, dispense and log all medications for participants. 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 is located on each campus.

If a participant becomes too ill to participate in activities or has a temperature of 100.4 degrees or over, parents will be called and child will need to be picked up. Medical care is just minutes down the hill from us. If any first aid, beyond actions agreed to on the Health Information Form consent, is needed, parents will be notified. In a life-threatening emergency, medical professionals will be called immediately even if parent/guardian cannot be reached.

Parents/guardians must complete HEALTH INFORMATION FORM 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](#)*

Contact the Walden West Health Technician to discuss diabetes care on campus

**requires a Healthcare Provider's signature*

Carefully read all forms to ensure they are complete and all signatures are included (parent/guardian signature and healthcare provider if required). Typing is best so we can read the information or ink pen. Questions about health and medication while on campus, please contact our Health Technician at (408) 573-3063 Saratoga (408) 867-1120 Cupertino OR email waldenwest_healthaide@sccoe.org.

PARTICIPANTS WITH DIABETIC NEEDS

Parents of diabetic participants must contact our Health Technician at (408) 573-3063 Saratoga or (408) 867-1120 Cupertino OR may email waldenwest_healthaide@sccoe.org to notify our staff. Diabetic care will be the responsibility of the visiting school and their district.

MEDICATIONS

All vitamins, supplements, over-the-counter or prescribed medicine are considered “medication” on campus and must be checked in with the Walden West staff upon arrival. No medications should be in the cabins other than self-carried, emergency medications that have the completed and correct paperwork turned in.

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

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

Medications must be listed on the [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.

PRE-TRIP INSTRUCTIONS FOR STUDENTS BRINGING MEDICATION TO CAMP

STEP 1: Give parents/guardians the Medication Form

STEP 2: Collect Medication Forms and medication in a gallon-sized Ziploc bag labeled with the participant’s name, school and teacher before they board the bus to camp (be sure to check that the form is complete and signed by parent/guardian and healthcare provider – **medication cannot be dispensed at Walden West without complete and signed forms**)

STEP 3: Turn in all medications (with the exception of any self-carry noted on the Medication Form) and completed forms to Walden West Staff upon arrival

STEP 4: Get medications back from Walden West Staff on the final day and return to parents/guardians

Walden West follows 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

TEACHER ACCOMMODATIONS

Cabins for teachers are heated and separate from the students. A small refrigerator is also provided. Saratoga teacher bathrooms and showers are across the hall from teacher accommodations. Cupertino teacher accommodations have facilities within the cabins.

STUDENT CABINS

Participants stay in heated accommodations with 15-20 students to a cabin. Girls and boys have separate cabins. Bathrooms are nearby as well.

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. For many, this is the first time away from home. The best way to alleviate homesickness is to discuss the trip before leaving for Walden West. 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, parents can set up a tour (by calling the director/main office) ahead of the visit which 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	

TEACHER DISCOUNT FOR MERCHANDISE

Walden West t-shirts, sweatshirts, and other merchandise are available for sale upon arrival.

Item	Student Price	Teacher Price
T-Shirt	\$18.00	\$12.00
Hoodie	\$34.00	\$27.00
Stainless Steel Water Bottle	\$16.00	\$16.00
Baseball Cap	\$16.00	\$16.00
Tote Bag	\$6.00	\$6.00
Four Postcards	\$6.00	\$6.00
Walden West CD of favorite songs	\$6.00	\$6.00

TEACHER RESPONSIBILITIES WHILE ON CAMPUS

It is your professional responsibility to participate in as many facets of the Walden West program as possible. We love to see you involved in field classes and all other activities (as do your students); however, we need you most when the students are back on campus for recess, showers and meals. **Teachers share supervisor duties with other teachers and are expected to sign up on the first day** during the teacher's meeting.

POLICIES REGARDING CLASSROOM TEACHERS

1. A classroom teacher shall accompany each class of students in attendance during Walden West Outdoor Science School. One (1) teacher for each class unit of thirty-six (36) students or fewer.
2. The classroom teacher shall be subject to the following regulations during the period of time that his/her class is in attendance at Walden West Outdoor Science School.
3. The classroom teacher shall be available on a 24-hour per day basis for consultations involving his/her class except in the following situations:

- a. Family Emergency:

Classroom teachers may be absent for short periods of time in case of unforeseen emergencies involving family members. In this event, the teacher shall notify the Director of Environment Education at Walden West of the nature of the emergency and where he/she may be reached if needed. The principal shall be notified of the teacher's absence.

- b. Professional Responsibilities:

If a teacher is to be absent for professional responsibilities at any time, the principal of his/her school shall notify the Director of Environment Education at Walden West of this in writing, indicating the nature of the absence and the person who will substitute in that teacher's absence.

4. The classroom teacher shall actively participate in the Walden West Outdoor Science School Education program to the best of his/her abilities.
5. Family members of the classroom teacher are not permitted to accompany nor visit him/her at Walden West Outdoor Science School.
6. The Director of Environment Education at Walden West shall inform the school district in writing regarding any deviations from these policies by classroom teachers.

TEACHER MEETINGS

Attend and participate in the on-site orientation meeting during the first morning of outdoor school. We will be collecting all paperwork, finalizing all arrangements between schools and discussing all student needs and concerns noted on the Google Sheet. This meeting is a chance to learn about each other and how to best work together to make the week the best possible.

Please have ready for the welcome/orientation meeting:

1. Any late registration packets.
2. Medication to be checked in with completed and signed Medication Forms
3. Student merchandise forms and money

First Day Agenda:

- Introductions
- Expectations for week
- Review cabin lists and field classes
- Discuss special needs for the week
- Collect any remaining forms
- Campus tour
- Cabin leader/Chaperone roles
- Meeting with the cabin leaders
- Meeting with the staff at lunchtime

Teachers will have designated time to meet with the cabin leaders.

SONGS

Before/after meals the field staff often sing educational songs in the amphitheater. This is a great time to join in and role-model having fun for your students. Also, a great chance for photos and to see all of the students and how they are getting along.

CABIN MOVE IN

Please be visible to your students during their final move in. They often have questions or need help. They are most comfortable seeing you there to support them that first day.

FIELD CLASS

Teachers are encouraged to attend field class, the experience is extremely beneficial to both you and your students. Your students love to see you participate and it gives you the opportunity to mingle with them on a more personal level.

CABIN INSPECTION

This entails checking and scoring each cabin on a scale of 1-10 based on neatness. This is usually done each morning after 9 a.m. but can be done any time before 3:30 p.m. each day. We ask that teachers inspect together the first day so that they can agree on standards and be consistent throughout the week. These scores mean a lot to the students and cabin leaders. If teachers feel that the cabin is not cleaned to an appropriate level, they can have that cabin go in at recess to re-clean. Teachers supervise that re-cleaning and then dismiss the group to recess.

RECESS DUTY AND/OR DISCIPLINE DUTY

During recess, the first priority is to meet with your students who are on the discipline list. Once you have discussed with your students ways to improve their behavior, send them to the Walden West staff. The Walden West staff will then help assign them a task for the time they owe.

You will monitor a section of our campus to make sure students are playing appropriately (no school against school, cabin against cabin, or boys against girls).

DISCIPLINE

Teachers please read the Student Rules for Safety and Behavior and be familiar with our expectations of your students during their week at Walden West. Walden West Staff members use a group management system for discipline. 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 4pm until 4pm the following day. Any participant, who owes time, must do a task during the 4 p.m. 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, may not be sent home. However, after calling home, a participant who does not show improvement may be asked to leave.

MEAL TIME

The Walden West staff includes chefs with years of experience preparing nutritious meals for schools each week that adhere to school meal nutrition standards. Teachers, cabin leaders, and students eat family style meals in our dining hall. Vegetarian options are always available. Both our Saratoga and Cupertino campuses do not serve peanuts/peanut products. For dietary concerns, such as food allergies or diet restrictions, complete a

[RESTRICTED DIETARY NEEDS FORM](#) and contact our Health Technicians

at waldenwest_healthaide@sccoe.org or

- **Saratoga** Phone: (408) 573-3063
- **Cupertino** Phone: (408) 867-1120

[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.

TEACHER/STUDENT MEETINGS

Teachers meet daily with their students to:

- Discuss the day
- Answer questions
- Complete daily questionnaire

Teachers compile information from the questionnaires and communicate with Walden West staff any issues or concerns that need to be addressed immediately.

TEACHER/CABIN LEADER MEETING

Teachers meet with a Walden West staff member and cabin leaders on the second day to:

- Provide feedback from the student questionnaire
- Answer questions
- Offer guidance and support
- Discuss concerns

SHOWER DUTY (4:45 to 5:30 pm)

Teachers should be present by the cabins and assist with monitoring students during shower time. Make sure showers start right away. Students put on swim suits in their cabins. At Saratoga, remind students to have on shoes, walk and line up at the shower area. Cabin leaders will turn the water on and off for their cabin groups and teachers will assist with time management. At Cupertino, cabin leaders will help keep time for the showers to be turned on and off by the students and teachers should assist in the cabins as needed. All students should be dressed and ready for dinner by 5:30 p.m.

DAILY CLASS MEETING/EVENING WATCH (6:30 to 6:45 pm)

The time immediately after dinner is set aside for you to meet with your students. It can be used for discussion, journal work, letter writing, etc. Although we have some materials, you may wish to bring your own. It is your time to be with your students. When not meeting with your students, please monitor the main quad area and visit cabins. This can be a very volatile time and the more visible you are, the better.

EVENING PROGRAMS (7 to 9 pm)

Each evening offers different programs. Teachers participate in Tuesday's Astronomy program (during 5-day programs) and Thursday's Jeopardy game. The Walden West staff will provide teachers with all they need to participate – costumes, props, activities....

MEDICATION SUPERVISION (7 am and 9 pm DAILY)

Each day teachers are needed in the program office to supervise the dispensing of participant medication.

NIGHT PATROL (9 to 10 pm)

After students are dismissed from the evening program, teachers patrol to help students settle in for the night. At 9:30 p.m. cabins should quiet with their lights off and a cabin leader reading a story (we provide) with a flashlight. The cabins first score, from 1-10, is dependent upon how quiet they are and if lights are out. We need your help until students are quiet and settled. Walden West staff can help with homesickness and concerns. Their teachers are often best suited to help their own students and may be called on to assist overnight staff.

NIGHT SUPERVISOR/SECURITY GUARD

Each campus has a Walden West staff member and a security guard that are assigned to stay awake throughout the night in case of any issue or emergency that may arise. You may be woken up to assist if necessary.

EXIT MEETING

All teachers are expected to complete an evaluation questionnaire online and participate in an exit meeting on Friday (10 a.m.) with the Walden West staff. This is a time to reflect on the week and discuss ideas for upcoming years.

FRIDAY CLOSING CEREMONY

Friday's closing ceremony is a time to recognize students and volunteers for their positive actions throughout the week and enjoy being together one final time before departing. The closing ceremony also includes a reflective slideshow of your students' week at Walden West. We ask that during the week you take digital photos of your students and work with other teachers to create a presentation for students. You will have access to a wireless connection and an LCD projector but it is helpful if teachers have their own laptop to work on the slideshow throughout the week.

CLASSROOM TEACHER SCHEDULE*

DAY 1	
Throughout Week	Take digital pictures to prepare for closing slide show
On Arrival (No later than 10:30 a.m.)	Settle-in to Teacher's Room
	Meet with Walden West staff for a welcome/orientation meeting, turn in any medication and late forms, merchandise forms, and review cabin and field group assignments
11:30 a.m.	Meet with Cabin Leaders
12:00 noon	Lunch with the Walden West staff
2:00 p.m.	Cabin Inspection (after students leave for field class)
3:50 to 5:00 p.m.	Discipline/ Recess
5:00 to 5:30 p.m.	Bathroom break/all camp assembly/awards
6:30 to 6:45 p.m.	Meet with your students/ Evening watch
7:00 to 9:00 p.m.	Assist with Evening Program
9:00 until quiet	Night Patrol Duty/Medication Supervision (program office)

DAY 2	
7:00 to 7:15 a.m.	Medication Supervision (program office)
9:00 a.m.	Cabin Inspection Duty
1:00 to 2:00 p.m.	Give Student's Questionnaires/patrol main quad
3:50 p.m.	Discipline Duty
4:00 to 4:45 p.m.	Meet with Cabin Leaders
4:45 to 5:30 p.m.	Shower Duty
6:30 to 6:45 p.m.	Meet with your students/ Evening watch
7:00 to 9:00 p.m.	Assist with Evening Program
9:00 until quiet	Night Patrol Duty/ Medication Supervision (program office)

DAY 3	
7:00 to 7:15 a.m.	Medication Supervision (program office)
9:00 a.m.	Cabin Inspection Duty
3:50 to 4:45 p.m.	Discipline/ Recess Duty
4:45 to 5:30 p.m.	Shower Duty
6:30 to 6:45 p.m.	Meet with your students/ Evening watch
9:00 until quiet	Night Patrol Duty/ Medication Supervision (program office)

DAY 4	
7:00 to 7:15 a.m.	Medication Supervision (program office)
9:00 a.m.	Cabin Inspection Duty
3:50 to 4:45 p.m.	Discipline/ Recess Duty
4:45 to 5:30 p.m.	Shower Duty
6:30 to 6:45 p.m.	Meet with your students/ Evening watch
7:00 to 9:00 p.m.	Assist with Evening Program
9:00 until quiet	Night Patrol Duty/ Medication Supervision (program office)

DAY 5	
7:00 to 7:15 a.m.	Medication Supervision (program office)
10:00 to 10:30 a.m.	Exit Meeting with Program Lead
10:30 to 11:00 a.m.	Closing Ceremony/Slideshow

*4-Day programs DAYS 2 and 3 vary slightly

WALDEN WEST TEACHER PACKING LIST

ANY OF THE FOLLOWING LATE OR DAY-OF PAPERWORK:

1. [Student Registration Packets](#) (registration form, health information form, waiver, safety and behavior agreement)
2. [Medication forms, additional forms](#)
 - [Restricted Dietary Needs Form](#)* (allergies/intolerances, or restricted diets)
 - [Medication Form](#)*
 - [Anaphylaxis Emergency Action Plan](#)*
 - [Asthma Action Plan](#)*
 - [Seizure Action Plan](#)*

**Must be signed by parent/guardian AND healthcare provider*
3. Student medication (see medication instructions)
4. [Merchandise Order Forms](#) and student's money

Bedding:

- Sleeping bag or twin size sheets & blankets
- pillow

Toiletries/Shower Items:

- Towel/washcloth
- Toothbrush and toothpaste
- Brush/comb
- Shampoo/conditioner/soap

Clothing:

- Poncho/raincoat
- Warm jacket/coat
- Heavy sweater/sweatshirt
- T-shirts/shirts
- Long pants for hiking
- Underwear
- Pajamas
- Socks
- Comfortable, closed toe shoes for hiking
- Sandals or flip-flops for the shower
- Robe for the shower

Water Bottle: You must carry water on hikes

OPTIONAL ITEMS:

- Flashlight
- Day pack
- Lip balm
- Sunblock
- Hat/sunglasses/gloves
- Money for the Walden West store
- School work/Grading
- Laptop
- Shorts for around camp
- Slippers

Do not bring anything valuable to Walden West. There is no locked area to store your items and we are not responsible for missing items.

PRICING

<u>Title 1 School Prices:</u> 4 day program \$ 290 per student 5-day program \$305 per student	<u>Discounted Prices:</u> 4-day program \$ 310 per student 5-day program \$320 per student	
<u>Regular Prices:</u> 4-day program \$320 per student 5-day program \$340 per student	<u>Teacher/Aide/Chaperone Prices:</u> 4-day program \$185 per teacher/aide/chaperone 5-day program \$200 per teacher/aide/chaperone	<u>District Visitors Prices:</u> Meals: \$6.00 per person Lodging: \$ 35.00/per day

CANCELLATIONS AND REFUNDS

Walden West requires a written or emailed request at least 60 days prior to your arrival sent to the Director of Walden West Outdoor Science School. If such proper written notification is not provided, SCCOE may charge the District up to Eighty Percent (80%) of the original to provide for irrecoverable costs.

In the event that 10% to 20% of the number of students will not participate in the Program, the District shall give the Director of Environment Education at Walden West at least thirty (30) days prior written notice. Otherwise, the District shall be liable and will be billed for those program costs for each non-attending student if not notified as indicated above. If more than 20% of the students are absent, the District shall be liable and be billed for the program costs.

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.

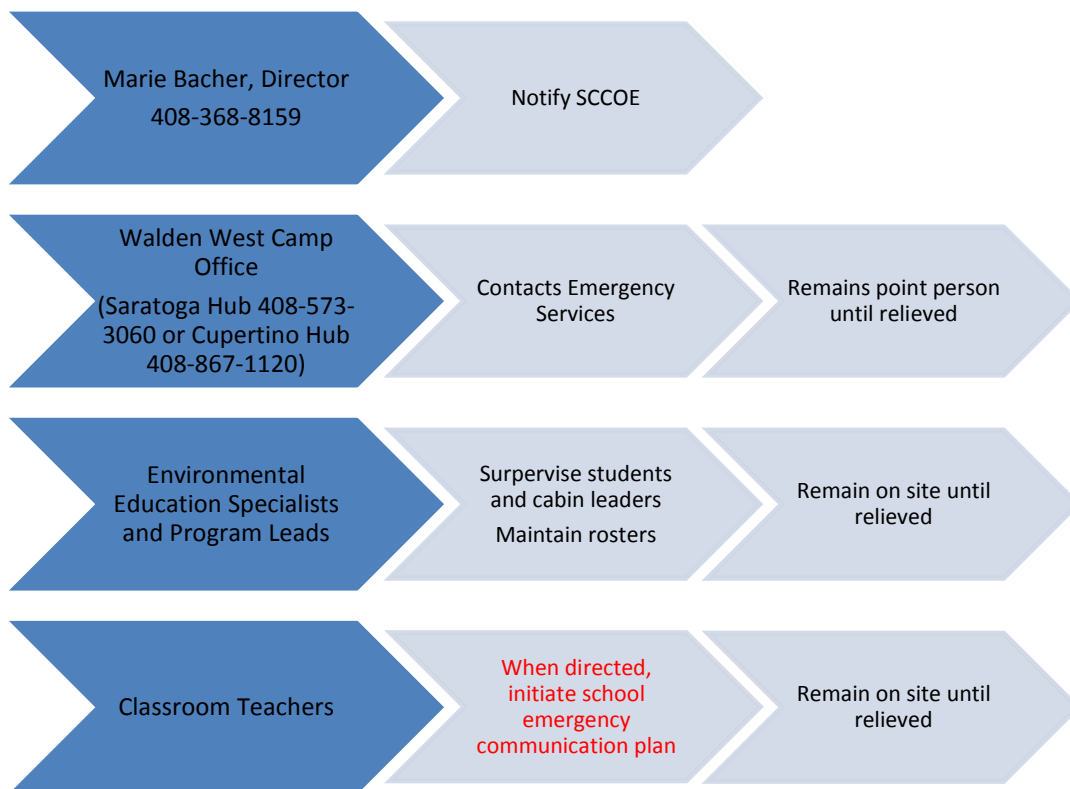
- Unpack all clothing, bedding and personal items outside on a driveway or other concrete surface if possible. If unpacking must occur inside, unpack in a bathtub or lay a white or light covered sheet on an uncarpeted surface so any insects can be readily spotted and killed.
- Immediately upon arriving 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>

Emergency Communication Responsibility Chart

The chart below reflects staff hierarchy and tasks should there be an emergency while your school is attending Walden West. Classroom Teachers, Environmental Education Specialists and Program Leads are to report to the Walden West Director.



Walden West Weekly Schedule

Time	Day 1	Day 2	Day 3	Day 4	Day 5
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
11:00am					
11:30am					
12:00pm	Move into cabins	Teacher Meeting & Cabin Cheer Practice	Group photo & Cabin Cheer Practice		We'll Miss You!
12:30pm	Field Class	Field Class	Field Class		
1:00pm					
1:30pm					
2:00pm					
2:30pm	Snack				
3:00pm					
3:30pm	Recreation	Recreation			
4:00pm	Dinner Talk	Showers			
4:30pm					
5:00pm					
5:30pm	Get Table Assignments	4C Awards & more!			
6:00pm	Dinner				
6:30pm	Teacher Meeting/Prepare for Evening Program				
7:00pm	Campfire	Astronomy	Night Hike	Cabin Jeopardy & Folk Dance	
7:30pm					
8:00pm					
8:30pm	Time to get ready for bed!				
9:00pm	Lights out! Good night and sweet dreams!				
9:30pm					

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

Walden West Outdoor Science School Student Rules for Safety and Behavior

While at Walden West, it is important that you have a safe and enjoyable experience. These safety and behavior rules are for all students to enjoy the outdoors equally. **Students agree to:**

In General:

1. follow all of your school's behavior standards as well as the following behavior and safety standards
2. stay with their assigned group at all times
3. use only appropriate language, avoid the use of profanity
4. avoid statements that could be thought of as bullying, put-downs to or about others
5. keep hands, arms, and legs to themselves (no touching, fighting, play fighting, or rough-housing)
6. cooperate with other students, volunteers, staff, and teachers and refrain from doing anything that could cause harm to self or others or damage/vandalism to Walden West buildings and grounds
7. be respectful of the privacy, property and feelings of others
8. treat all students, volunteers, staff, and teachers with respect
9. only bring what's on the packing list (no food/candy, hair dryers, curling irons, phones, or any electrical equipment - do not bring money or other valuables – for a complete list visit THINGS NOT TO BRING TO CAMP)

In Cabins:

1. only go in to your assigned cabin
2. be quiet and remain in your assigned cabin between the hours of 9:30pm -7:00am except for emergencies
3. not to engage in pillow fights, rough-housing or pranks of any kind
4. follow given instructions by the volunteers, staff, and teachers
5. not have any food of any kind in cabins – water bottles permitted

On the Trail and Around Camp:

1. stay on the trail and walk with your group
2. not run, throw objects, push others or use walking sticks walk (there are a lot of tripping hazards on the ground and quick movements frighten wildlife)
3. listen quietly when volunteers, staff, and teachers or another student is speaking
4. stay out of streams and ponds, it's safer for you and better for the environment
5. leave all rocks, sticks, and cones on the ground, throwing things can harm others and disturb the wildlife
6. wear long pants and close-toed shoes on the trail for safety
7. respect all plants and animals and do not harm them in any way
8. Follow the rule of 3 and the buddy system. Anytime a student needs to leave the group, they need to have a student buddy with them.
9. Students should never be alone with a staff member, teacher, volunteer, or chaperone with the exception of their own parent/guardian.

In the Dining Hall:

1. talk quietly at your table and listen for announcements
2. stay seated during meals
3. be respectful and use table manners