



2018 SUMMER VOLUNTEER INFORMATION POLICIES AND PROCEDURES

We look forward to seeing you as a Walden West counselor this summer! Please carefully read through the following information, it will help assist us in explaining the rules and guidelines of our summer programming. Feel free to call (408) 573-3060 should you have any questions.

MONDAY CHECK-IN PROCEDURE AND TIMES

On Monday morning of the week that you are scheduled, please arrive **no later** than **7 a.m.** You will meet and sign-in with the Volunteer Coordinator in the lodge for further instructions.

DROP OFF PROCEDURES AND TIMES (Tuesday – Friday)

Please arrive **no later** than 8 a.m. Tuesday-Friday (with the exception of WOW counselors Thursday overnight). Please meet with the Volunteer Coordinators in the lodge for a 30 minute morning check-in and after morning check-in counselors will be released to the program for that week.

PROGRAM HOURS

Tuesday-Friday	Counselors	WOW Camp	Wild Things	Trail Blazers
	8 a.m.	8:30 a.m. to 4:30 p.m.	8:30 a.m. to 4:30 p.m.	8:30 a.m. to 4:30 p.m.

SIGN OUT PROCEDURES

Each day counselors are required to sign out with their assigned staff member. Signing out is each counselor’s responsibility and not the responsibility of the counselor’s staff member.

Counselors are not permitted to leave campus for any reason without written permission from parent/guardian and without checking out with their staff member, the volunteer coordinator, and the summer camp director.

PICK UP TIMES non-overnight days (Monday-Friday)

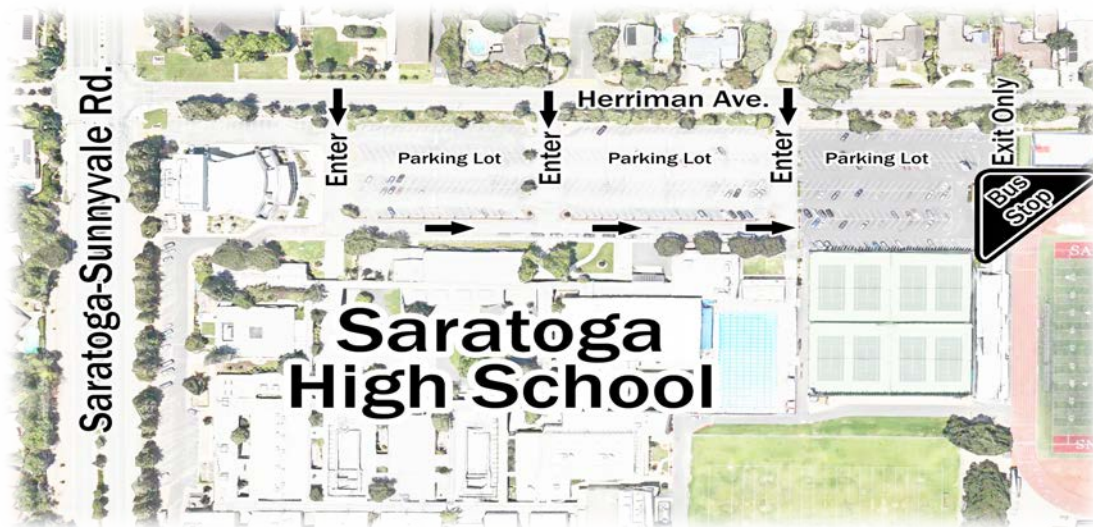
Counselors may be picked up at Walden West or counselors registered in our bus service will be transported to Saratoga High School unless you have specified that you will be coming to pick them up at Walden West.

Tuesday - Friday	Counselors	WOW Camp	Wild Things	Trail Blazers*
PM Pick Up AT CAMP	Varies by program	4 to 4:30 p.m. (Front Lawn)	3:45 to 4:30 p.m.	4 to 4:30 p.m. (Science Center)
PM Pick Up @ Saratoga High School	Potentially	4 to 4:45 p.m.	4 to 4:45 p.m.	4 to 4:45 p.m.

BUSES

We are excited to welcome back our busing service at [Saratoga High School](#). *Busing services are available to counselors **FOR THE AFTERNOON ONLY!** All counselors must be at camp by 8 a.m. every day with the exception of Monday at 7 a.m. and WOW Counselors on Friday. Register for the bus service on the Monday of the week you are attending for only \$7 a week per counselor. We have tried our hardest to keep this cost as low as possible to you. Please make sure you adhere to the bus times when you register.

**(Bus location exception: the week of 8/6 - we will be at [Sacred Heart Saratoga](#))* school. Counselors must follow all bus rules and safety directions as given by the bus driver and Walden West Staff or riding privileges will be provoked.



LATE DROP OFF/EARLY PICK UP

If at any time, you are aware of days ahead of time you will need to come in late, please let the volunteer coordinator, your assigned field staff, AND the summer camp director know. When you arrive that day, please check in with the summer camp office so that they can direct you on where to go. We understand that things come up without warning, if any morning you are aware that you need to come in late, please let us know by calling the Summer Camp Office at (408)-573-3060 so that your field staff can be notified of your absence and plan accordingly.

A.M. CAMP

A.M. Camp is directed to youth ages 7-12+. This interactive program takes early drop off to a whole new level of summer fun! Though AM Camp is intended for the majority of students, we welcome Wild Things campers that can handle a larger population of campers. If counselors need to be at camp any earlier than 8am, they are required to participate in AM Camp. Counselor training will begin at 8am.

PARKING

Parking for counselor is located on the lower field in between the garden and the pool. Please **do not** park around the dining hall or behind the boy's cabins near the designated counselor area.

CAMP SWAG

During Monday training, a Walden West Summer Camp t-shirt will be given to you. Any other camp swag including but not limited to sweatshirts, additional t-shirts, water bottles, hats, etc. must be purchased through Jean in the front office. See the Walden West website for additional pricing.

MONEY FOR ICE CREAM

Ice cream will be available to counselors for half of the price that campers pay. One scoop for \$0.50, two scoops for \$1, and extra special ice creams will be available for \$1.50.

MEALS AT WALDEN WEST

Counselors can now enjoy breakfast and lunch prepared by the Walden West Chefs. There is a weekly flat rate of \$20 for *either* breakfast or lunch and \$40 for both. [Sign-up here, now \(menus/order form\)!](#)

After [registration for meal service](#) - CASH or credit card (American Express, Discover, MasterCard, Visa) payment on the Monday of your child attending camp.

- Breakfast will be available for counselors to enjoy during our AM Camp from 7:45-8:30am.
- Lunch will consist of a build your own sandwich station with fruit, vegetables and chips.

*Counselors will have this option based on the amount of meals that are left after WOW campers sign up

DRESS CODE

- Tops: Walden West t-shirt required for Monday and Thursday bbq. Every other day, t-shirt, sweatshirts, any clothing made for hiking and camping, fat strapped, t-shirt style tank tops
- Pants: jeans without holes, or other full length pants recommended while on trail
- Shorts: shorts with at least a 3 inch inseam
- Shoes: close toed shoes required on trail and down at core. Flip-flops okay around the pool area
- What not to wear: clothing that displays one's midriff, inappropriate or offensive messages, tank tops with a razorback or spaghetti straps, short-shorts, skirts or visible underwear are not appropriate for camp.

Swimwear

- Two piece or one piece appropriate swimsuit
- A t-shirt or tank top must be worn at all times while in the pool regardless of gender identity

LOST & FOUND

Walden West staff 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, especially towels and clothing. Check with program staff for lost items. Items not claimed throughout the week will be kept until the end of summer, when unclaimed items will be donated to charitable organizations.

ESSENTIAL COUNSELOR ITEMS

- A lunch free of peanuts and peanut products – *we strive to be a peanut free environment* (except days following an overnight, when both breakfast (for WOW counselors only) and lunch are provided by Walden West at no additional charge) *If you are interested in our weekly meal plan please register in advance as supplies will be limited.*
- Appropriate closed toe shoes (no flip flops are permitted except during pool time)
- Reusable water bottle

RECOMMENDED ITEMS

- Backpack
- Sunscreen
- Extra layer for cool mornings
- Long pants or sweatpants (for challenge course and hikes)
- Hat/sunglasses
- Change of clothes

Walden West provides all necessary safety equipment for the Challenge Course.

CELLPHONE/MEDIA DEVICE POLICY AT WALDEN WEST

Volunteers are not allowed to possess any device that can take pictures, record or view media while they are with students at Walden West. This policy is to maintain a safe and secure campus for all students, staff and volunteers. We want volunteers to unplug and enjoy a week without the distraction of technology at their fingertips. Any devices brought to Walden West may only be used in the designated volunteer area on scheduled breaks. Cell phone service is limited at our sites and volunteers will not have wireless access. Walden West is not responsible for any lost, damaged or misplaced devices. Please plan accordingly. If volunteers need to be reached while they are on campus, please phone our offices directly:

Summer Camp Office: (408) 573-3060

ILLNESS

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 camp. If the camper has vomited twice within 12 hours, or is vomiting and has a fever, they must be free of these symptoms for 48 hours 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 are experiencing fatigue are highly encouraged to stay home.

Walden West reserves the right to release a child if they appear too ill to participate in summer camp or is 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. Campers not healthy for arrival on the first day may join later in the week – once symptom free.

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 camper is sent home from injury campers will be given instructions by our Health Tech depending on the ^{type} of injury and severity of the injury.

LICE AND DISEASE

Parents must inform Walden West within 24 hours or the next business day after 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 be checked for head lice before attending camp. If lice or nits are found, participants must undergo a lice treatment and nits must be combed out. Any participant found with lice/nits at Walden West will be sent home immediately. Parents/guardians are responsible for transportation of participant home. If one child has lice, it is almost guaranteed that more will have it.

BED BUGS (residential programs)

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>

COMMUNICATING 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.

SAFETY POLICY

During any unforeseen crisis, such as a natural disaster, Walden West staff will cease regular day activities and follow the appropriate steps outlined in our emergency preparedness plan. Staff will evacuate the premises, if necessary, in which case children will be transported to XXX for pick-up. 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.

VISITORS

We strive to foster a child's independence and growth while at summer camp. Walden West is committed to the safety of the children in our programs; therefore we require all visitors to check in at the Main Office in the Walden West Lodge during camp hours. If you'd like to visit camp for a tour, please contact Marie Bacher, Walden West's Camp Director at marie_bacher@sccoe.org to schedule a tour.

MEDICATIONS

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

By law, 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. Medication will NOT be dispensed without a properly completed and signed form.

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

- Name of medication
- Strength and dosage listed
- Expiration date (must not be expired)
- Prescriptions must include name of participant

It is recommended that parents who elect their minor to self-carry their asthma inhalers, epinephrine, or other emergency medications provide a backup (second one) to be kept in the camp program office where staff can find it in an emergency. Any expired medications will not be dispensed. This includes Epi-pens and inhalers. Medication must be turned in to the Health Tech after you sign-in your camper in on Monday.

Place medication in a gallon sized zip lock bag with completed [WALDEN WEST MEDICATION FORM](#). Watch this [video to learn more about how to prepare medication for camp](#).

HEALTH CONCERNS

Our Health Technician and designated trained staff are available to dispense medication and care for other health needs while at summer camp. For more information, questions or concerns about health or medication while at Walden West, contact our Health Technician at waldenwest_healthaide@sccoe.org, (408) 573-3063, fax: (408) 867-9667.

THINGS NOT TO BRING TO CAMP

- Anything electronic: video games, laptops, iPads, tablets, etc.
- Sports equipment, trading cards, games, gum
- Pets or any other living animal
- Matches and lighters
- Anything else not mentioned in *Essential or Recommended Items*, above

STRICTLY PROHIBITED

Alcohol, cigarettes, tobacco and other drugs, drug paraphernalia, fireworks, knives or weapons of any kind are strictly prohibited at camp. In the event a prohibited item is found, it will be confiscated and the participant's parents will be called and required to pick up the participant immediately.

BEHAVIOR MANAGEMENT POLICY

Walden West staff take a positive approach to setting and keeping clear boundaries with campers and treating all behavior issues with fairness. Behavior guidance conducted by our staff and volunteers shall be constructive in nature and intended to redirect children to appropriate behavior through conflict resolution. Walden West staff and volunteers 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 volunteers 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, or possession/use of alcohol, cigarettes, tobacco, fireworks, drugs, drug paraphernalia, knives or weapons of any type.

Counselors are under our 4 level system

- **Level 1** – any minor offense will be written up and the volunteer will meet with the volunteer coordinator. This will not appear in the counselor's official file
- **Level 2** – another minor offense will be written up with a meeting with the volunteer coordinator. This will be placed in the counselor's official file along with the write-up from offense #1
- **Level 3** – offense will be written up with a meeting with the volunteer coordinator as well as a phone call to a parent or guardian. This write-up will be placed in the counselor's official file along with those from offense #1 and #2
- **Level 4** – offense will be written up with a meeting with the volunteer coordinator and the Walden West Director, write-ups will be placed in the counselor's official file. The counselor will be dismissed from the volunteer program and will subsequently not be invited back for following years.

Each situation will be handled case by case and will be evaluated to the appropriate strike level.

TRAIL TIME

Campers/volunteers will spend time on the trails of both Walden West and neighboring Sanborn Park. An experienced staff member; trained in CPR and First Aid, leads each trail 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 should an emergency arise.

DINNER/CAMPFIRE – WEDNESDAY/THURSDAY

On Wednesday (Trail Blazers/LIT's) and Thursday (WOW, Camp/ Jr. Counselor) evening, families and friends are invited to join us for dinner beginning at 6 p.m. and a show from 7 to 8 p.m. Attendance is optional but strongly encouraged. Dinner is included for Counselors and is \$12 for all guest. Dinner is followed by a lively campfire presentation featuring songs and skits. Campers can stay for our optional overnight camp-out with songs, stories, night hike, and marshmallow roast, followed by sleeping under the stars! Counselor's physical and emotional safety is our top priority. Our experienced staff is carefully chosen to be positive role models who strive to empower your child to gain self-confidence, awareness and independence in a well-supervised environment. Breakfast and lunch are provided the next day.

CAMPFIRE MENUS

➤ Trail Blazers / L.I.T (Wednesday)

- Pasta w/ meat or vegetarian sauce
- Dinner rolls
- Garden salad
- Fresh fruit and dessert

➤ WOW Camp / Jr. Counselor (Thursday)

- BBQ chicken or veggie burgers
- Pasta/potato salad
- Dinner rolls
- Salad bar
- Fresh fruit and dessert

OVERNIGHT PACKING LIST

- | | | | |
|---------------------------------------|----------------------------------|--|--|
| <input type="checkbox"/> Sleeping bag | <input type="checkbox"/> Pillow | <input type="checkbox"/> Toothbrush/toothpaste | <input type="checkbox"/> Small tarp (optional) |
| <input type="checkbox"/> Brush/comb | <input type="checkbox"/> Pajamas | <input type="checkbox"/> Change of clothes | <input type="checkbox"/> Sleeping pad (optional) |

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VOLUNTEER HOURS

We appreciate all the time that you give to our program and hope it is as rewarding for you and it is for the youth campers.

Each program awards community service volunteer hours for the week. If you have something that needs to be signed validating your volunteer hours, please contact the volunteer coordinator. Note, we do not validate alternative sentencing community service hours.

Volunteer hours to be awarded:

WILD THINGS	WOW	RESIDENTAIL TRAIL BLAZERS	TRAIL BLAZERS	CORE
40	55	100	55	40

CANCELLATIONS

As soon as you become aware of any weeks or days that you are unable to attend, please let the volunteer coordinator know by email at Tony_Lien@sccoe.org

WALDEN WEST SUMMER CAMP MAP

