



## SUMMER PROGRAMS INFORMATION 2020 POLICIES AND PROCEDURES



Please carefully read through the following information. It will help explain the rules and guidelines of our summer programming. Feel free to call (408) 573-3087 should you have any questions.

### REGISTRATION

Walden West Summer Program registration is now Ultra Camp Online Registration for all sessions and paperwork! **Online Registration begins on March 4, 2020.** You may create your Ultra Camp account starting on **February 12, 2020.** There will be a link posted on [www.waldenwest.org/summer](http://www.waldenwest.org/summer). [Here](#) is a “how-to” guide on creating your Walden West Ultra Camp account to help you get acquainted with the new registration system. Once registration opens, follow the registration prompts for each participant and the available sessions will be displayed to register and pay for your child.

There will no longer be paper registration packets. All registration is online through Ultra Camp.

If your participant requires or may require medication, please visit [http://www.waldenwest.org/school\\_programs/first-aid.asp](http://www.waldenwest.org/school_programs/first-aid.asp) or contact our Health Team at (408) 573-3063.

### MONDAY CHECK-IN PROCEDURE AND TIMES

On the Monday of your session, please go directly to Walden West for check-in. There is no bus service Monday morning from Saratoga HS to Walden West. All participants must be checked in at Walden West on Monday morning by 9:30am. Check-in times are staggered by program to encourage a smooth flow of traffic (volunteer counselors arrive before participants). Please arrive during your scheduled time. If you have multiple participants in different programs, you may check them in during either time slot. Upon your arrival, Walden West staff will direct you to park on our lower field accessed by a dirt road (see camp map).

### MONDAY CHECK-IN HOURS

	Counselors	WOW Camp	Leaders in Training	Counselors in Training	Trail Blazers	Wild Things
<b>Time</b>	7:00-7:30am	8:00-9:00am	8:30-9:00am	8:00-9:00am	8:30-9:00am	8:00-9:00am
<b>Location</b>	Counselor Area	Basketball Court	Basketball Court	Basketball Court	Basketball Court	Wild Things Room

### CAMPER ID CODE CARDS & SIGN OUT PROCEDURES

At Walden West your child’s safety is our priority. This summer, we are continuing the Walden West Camper ID Code system. All registered participants have a registration account number that will be used as their Camper ID Code. If your participant is registered for more than one week of summer programs, their code will remain the same week-to-week.

During Monday morning check in, the Walden West staff will distribute a Camper ID Code Card to an authorized person on the participant’s registration form. If you are planning on having your participant carpool to camp on Monday, **the person checking in your participant should be a name listed on your registration form.** Walden West will have a copy of each camper’s code on file, but it is the parent/guardian’s responsibility to share the Camper ID Code Card with authorized persons who will be picking up their campers. Campers will not be allowed to leave camp with unauthorized persons. This system is for the protection and safety of your child.

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

Sample ID Code Card:



**PROGRAM HOURS - Tuesday through Friday**

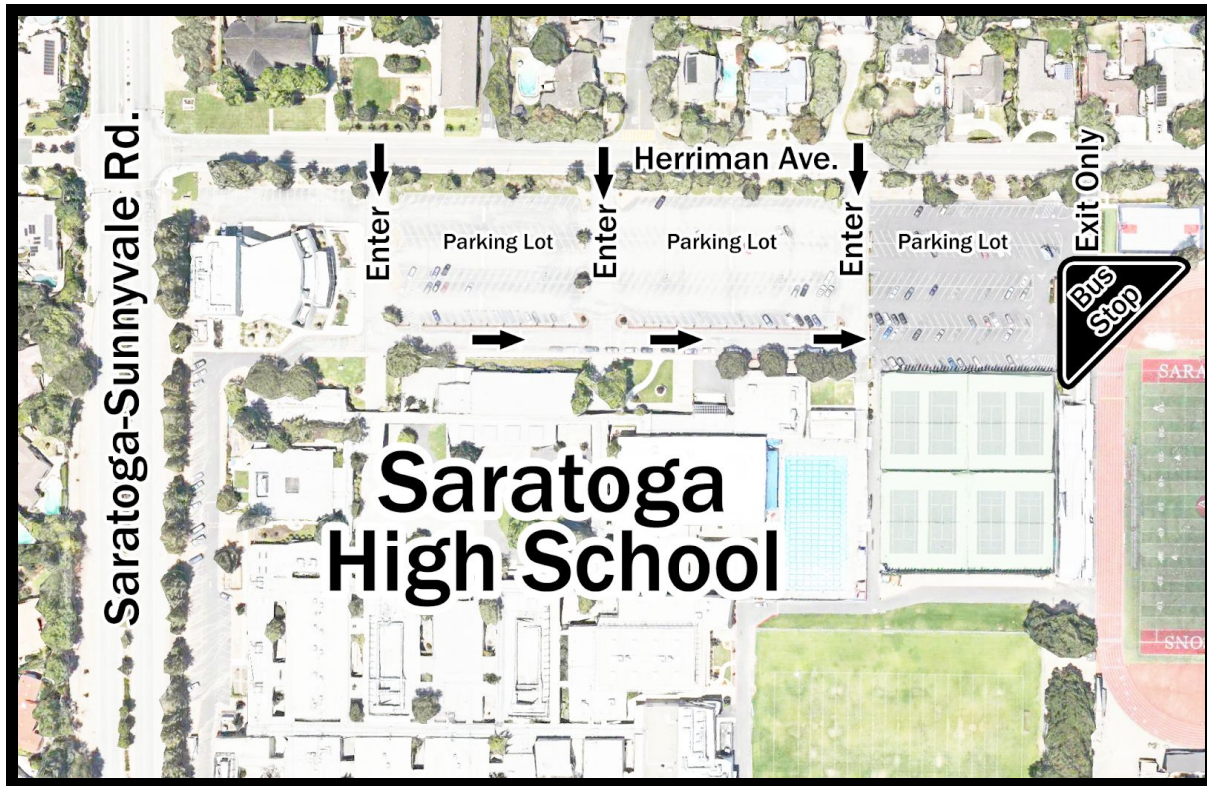
Program Daily Schedules can be found on the website.

- WOW Camp, LITs, and CITs will have an overnight on Thursday. *There will be limited bus service Thursday afternoon and Friday morning due to the overnight.*
- TB will have an overnight on Wednesday. Bus service will follow the regular schedule.
- Participants not enrolled in Aftercare who are getting picked up at Walden West need to be signed out and picked up before 4:45pm; any participant not picked up at that time will automatically be enrolled in Aftercare and will be charged the \$35 fee.
- All participants getting picked up at Walden West can be signed out and picked up at the Hub.

	<b>Volunteer Counselors</b>	<b>World of Wonder (WOW), Trail Blazers (TB), Leaders in Training (LITs), Counselors in Training (CITs)</b>	<b>Wild Things</b>
Program Hours	8:00am to 4:00pm	9:00am to 4:00pm	9:00am to 3:30pm
AM drop-off at Walden West	Beginning at 7:30am	Beginning at 8:00am	Beginning at 8:30am
AM drop-off at Saratoga HS	Not Available	8:15 to 8:45am	8:15 to 8:45am
AM Camp	Not Available	8:00 to 9:00am	Not available
PM pick-up at Walden West	Anytime before 4:45pm	Anytime before 4:45pm	Anytime before 4:45pm
PM pick-up at Saratoga HS	Not Available	4:15 to 5:00pm	4:15 to 5:00pm
Aftercare (\$35 per participant per week)	Not Available	4:45 to 6:00pm	4:45 to 6:00pm

## BUSES

This summer we will continue using our busing service to and from Saratoga High School. Participants must follow all bus rules and safety directions as given by the bus driver or riding privileges will be revoked. **\*\* (Bus location exception: the weeks of 7/27 AND 8/3 - we will be at Saratoga Elementary school on Oak Street.)** During Monday check-in you will be asked if your participant will be using the bus service each day or will be picked up from Walden West.



### LATE DROP OFF

To check in at Walden West go directly to the Summer Camp Office (The Hub) and sign in your participants.

### EARLY PICK UP

During Monday check-in, you will have the opportunity to let us know if your participant will be using our bus service or will be picked up from Walden West each day. We understand that plans may change. If possible, call the Summer Camp Office (The Hub) at (408) 573- 3060 when you need to pick up your child early. When you arrive at camp, please check in at the The Hub, and a Walden West Staff Member will page your participants to meet you there. Please make sure to have your Camper ID Code Card with for authorized pickup.

### AM CAMP: 8:00am to 8:45 am (free for all program participants\*)

AM Camp will be held each morning for participants who are dropped off early. Activities will be organized and supervised by the Walden West Staff and counselors. Although the activities will vary each morning, they will all be age-appropriate for all of our participants. At 9:00am when all participants have arrived, each program will take roll call. \*Except Wild Things and Volunteer Counselors.

### AFTERCARE: 4 pm to 6 pm (\$35 per participant per week)

We understand that some parents need a little more time to pick up their participants after the end of the program. If you are interested in utilizing our daily Aftercare Program, you will be able to register your child for Aftercare during Monday check-in. The Aftercare program is tailored to keep participants enthused and engaged after their

day camp program ends. Our Walden West Aftercare Staff will facilitate camp activities and provide a daily snack of assorted fruit and snacks. There is a fee of \$35 for the week that will provide fun and engaging supervision until 6:00pm daily.

Please note:

- Any participants not picked up by 4:45pm will automatically be enrolled in Aftercare at the rate of \$35 for the week.
- All participants must be picked up by 6:00pm from Aftercare. There will be a fee of \$1 for every minute that your child is here past 6:00pm. This additional charge will be collected before your child is allowed back at camp the following day.

**PARKING**

Parking for Monday morning check in and the Wednesday and Thursday evening Family BBQ and dinner show will be on the lower field. As you arrive, you will be directed around the side of camp on a dirt path and a steep hill. Cars with low clearance are not recommended. Please plan accordingly. Handicap spaces are available at the front of camp. Let the parking attendant at the front gate know that you will require one of those spaces. If you are dropping off or picking up participants during the week, you may park in the regular parking lot by the main office at the front of camp.

**MERCHANDISE & CAMP PHOTO**

All participants will receive a Walden West summer program shirt with registration. Additional Walden West merchandise will be available for purchase during Monday check-in and Thursday evenings during dinner and campfire. Camp photos must be ordered at Monday check-in and will be available for pick-up at the Thursday dinner.

**ICE CREAM**

Each day after lunch, we will offer a variety of frozen treats like popsicles, ice cream bars and ice cream sandwiches. Our selection will rotate throughout the week and participants will have their choice of one (1) frozen treat each day. Scoops of ice cream may be purchased for \$1.00 (up to 2 scoops) and Frozen Treats may be purchased for \$2.00.

**WILD THINGS SNACKS**

Wild Thing participants are provided with two snacks daily (see below). *Due to food allergies, please do not pack additional snacks.* Please contact our Health Tech (408) 573-3063 should your participants need a substitute snack item.

Monday	Tuesday	Wednesday	Thursday	Friday
Goldfish Crackers & Strawberries	Ritz Crackers, Cheddar cheese, Oranges	Chex Mix, Watermelon	Graham Crackers, Homemade Fruit Popsicle	Pretzels, String Cheese, Ice Cream

**DRESS GUIDELINES**

Clothing must be moderate and appropriate for camp, not too loose or too tight for normal participation in camp activities. All clothing must cover cleavage, midriff and buttocks. All images on clothing must be school appropriate.

**LOST & 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, especially towels and clothing. 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 until the end of summer, when unclaimed items will be donated to charitable organizations.

## **ESSENTIAL CAMPER ITEMS**

### Essential Camper Items:

- Campers are required to bring a lunch each day; non-refrigerated, peanut-free items. No glass containers!
  - EXCEPTION: Friday breakfast and lunch are provided by Walden West at no additional charge
- Appropriate closed toe shoes for activities; flip flops are allowed at the pool
- Appropriate swimsuit (no bikinis), towel, and sunscreen for pool time
- Reusable water bottle (no glass!)

### Recommended/Optional Items:

- Backpack
- Extra layer for cool mornings
- Long pants or long shorts for hiking and the climbing wall / challenge course
- Hat / sunglasses
- Change of clothes
- Insect repellent bracelets or citronella cream (no aerosol sprays!)

NOTE: Walden West provides all necessary safety equipment required for the climbing wall and challenge course.

## **THINGS NOT TO BRING TO CAMP**

### Do Not Bring:

- Any electronics: cell phones, video games, etc.
- Sports equipment, trading cards, games, gum, money, jewelry, items of value, peanuts and peanut products
- Pets or any other living animal
- Matches and lighters
- Anything else not mentioned in the Essential or Recommended Items above

### STRICTLY PROHIBITED:

- Alcohol, cigarettes, tobacco, fireworks, drugs, drug paraphernalia, 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 along with the Program Lead will call the participant's parents for immediate pick up from camp.

## **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 and volunteers 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, volunteers, or parents, is regarded as a serious matter. Walden West will respond promptly and sensitively to determine the appropriate action.

## **CAMP RULES**

1. Be respectful to each other, the staff, counselors, nature, yourself and the site
2. Keep camp clean
3. Stay within the boundaries
4. No running while on campus
5. Have fun!

## **DISCIPLINE POLICY**

Walden West will not tolerate bullying. If a participant's behavior becomes disruptive or if there is a potential risk to the other participants, our staff will do everything possible to help the participant and communicate with the parents/guardians of the misbehavior.

If the issue continues or escalates, parents/guardians will be notified and the participant may face potential suspension or dismissal from the program. If a participant is dismissed from the program as a result of his or her behavior, a refund will not be issued for days missed as a result of a suspension or dismissal.

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

## **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 participants will be transported to Saratoga High School (bus stop) 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.

## **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.

## **VISITORS**

Walden West is committed to the safety of the participants in our programs. We strive to foster a child's independence and growth while at summer camp. 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, Director Environmental Education, at [marie\\_bacher@sccoe.org](mailto: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, and prescribed medicine are considered "medication" on campus and must have a completed [WALDEN WEST MEDICATION FORM](#) signed by a parent/guardian and healthcare provider. Watch [this video](#) to learn more about how to prepare medication for camp. Medication will NOT be dispensed without a properly completed and signed form.

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

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

It is recommended that parents who elect their minor to self-carry their rescue inhalers, epinephrine, or other emergency medications provide a backup (second one) to be kept in the camp program office where staff can find it



in an emergency. Only albuterol inhalers/rescue inhalers, epipens, and insulin may be carried by minors. **All self-carry medications still require a guardian's and health care provider's signature.**

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

### **HEALTH CONCERNS**

Our nurse and health tech and 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 team at [waldenwest\\_healthaide@sccoe.org](mailto:waldenwest_healthaide@sccoe.org), (408) 573-3063, fax: (408) 573-3066.

### **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 participants have vomited twice within 12 hours, or are vomiting and have 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. participants 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 participant is sent home from injury, parents/guardians will be given instructions by our Health Tech depending on the type of injury and severity of the injury.

### **LICE AND DISEASE**

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

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

### **SUNSCREEN**

Please apply sunscreen before arrival. Participants are allowed and encouraged to apply their own sunscreen and may do so at any time. However, if your child needs help applying, Walden West Staff may assist in the application unless otherwise specified by the parent/guardian. Please keep skin products in their original container and labeled with the child's name.

A significant portion of our day camp activities take place outdoors. As a result, we do ask that participants bring a bottle of sunscreen for use during the day, and preferably report to camp having already applied one layer. 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. If a child forgets to bring sunscreen, or it is not readily available during activities, then our staff will have water-resistant sunscreen with SPF 30 available.

Please review the proper steps to reapply sunscreen with your child, prior to the start of camp. Depending on the nature of the activity, participants may be asked to reapply sunscreen as frequently as every 2 hours. During the reapplication process our staff will take all reasonable and appropriate steps to monitor participants in the reapplication of sunscreen to exposed skin.

### **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. Behavior guidance conducted by our staff and volunteers shall be constructive in nature and intended to redirect participants 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.

Walden West staff may report incidents of unacceptable behavior to 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. ACCREDITATION Walden West is a member of the American Camp Association (ACA) and California Outdoor School Association (COSA) 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.

### **STAFF**

Your child's physical and emotional safety is our top priority. Our experienced staff and volunteers are 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.

Our campus is managed by 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.

In addition to our staff, Walden West Summer Camp is host to hundreds of dedicated volunteers all summer long. Volunteers are typically teenagers and young adults ranging in age from 15 to 23 years old, most of whom have had prior experience as Walden West participants.

Volunteers are trained on how to be a positive role model, group management, child safety, and more and given the opportunity to gain leadership experience while working directly with participants during structured group time and fun free play. Summer camp volunteers gain valuable life skills such as becoming responsible for themselves and others, while learning effective communication and being open to new and exciting ideas.



**RATIOS**

According to ACA requirements, Walden West meets, and exceeds, current requirements for Staff Supervision Ratios. Current ACA requirements are as follows:

Participant Age	Number of Staff	Number of Participants
5 years old & younger	1	6
6 to 8 years old	1	8
9 to 14 years old	1	10
15 to 18 years old	1	12

**TRAIL TIME**

Participants and 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 for any communications needs or should an emergency arise.

**SWIMMING**

Each participant, with parent/guardian permission to swim, will participate in our swim test. This mandated ACA accreditation requirement lets our lifeguards and camp staff assess each participant's swimming ability and identify who will require special attention (and possibly a life vest) during their swimming activity periods while at camp. Evaluation of each participant's ability is focused on keeping your child safe during their time at Walden West. Camper safety is our number one concern. Appropriate swimsuits are required (no bikinis), swim shirts are allowed. Participants who choose not to swim may participate in another activity.

**CHALLENGE COURSE**

The Walden West Challenge Course (The CORE) consists of numerous low and high ropes experiences including a climbing wall, zip line, low ropes challenges, and belayed high ropes climbing elements. The CORE was constructed in 1998 by Challenge Works and meets/exceeds the current Association for Challenge Course Technology (ACCT) standards and guidelines.

Every summer, a team of staff and volunteers known as The CORE Crew, facilitate the programs in the CORE. Our CORE Crew Staff is highly trained and possess a thorough knowledge of all high and low ropes course elements. Volunteers range from 8th grade to high school students that have all typically been a part of a Walden West Summer Program. Safety is the number one priority in the CORE and all staff are well versed in safety procedures and all volunteers go through a basic, inhouse safety training at the beginning of each week.

**Note:** All climbing and safety gear, including harnesses and helmets, is provided by Walden West for participants.

**Who uses the CORE?**

- WOW Camp groups 1-4 (entering grades 2 thru 4)
  - participate in the low ropes course and climbing wall
- WOW Camp groups 4-8 (entering grades 5 thru 7)
  - participate in the low ropes course, climbing wall, and high ropes course
- Leaders in Training

- learn belay skills and climb on our high ropes course
- Counselors in Training
- participate in their assigned group's activities

### **ARCHERY**

Walden West has adopted and follows policies and procedures set by the NASP (National Archery in the Schools Program). Staff and volunteers go through a basic, in-house archery and safety training at the beginning of the summer. All archery time is facilitated by trained staff who possess the knowledge of the procedures. Archery is offered to all campers ages 7 and up. **Safety is the number one priority at our range, all staff, volunteers, and campers will be well advised on safety.** All equipment is provided by Walden West.

### **DINNER/CAMPFIRE – Wednesday (Overnight)**

On Wednesday (Trail Blazers) evening, families and friends are invited to join us for dinner beginning at 6:00pm and a campfire program from 7:00 to 8:00pm. Attendance is optional but strongly encouraged. Participants' dinners are included in the price of camp. Family members and other guests may purchase an all-you-can-eat buffet dinner for \$12 per person. After dinner and campfire, participants are invited to stay for our optional overnight campout with a special Trail Blazers game and night hike followed by sleeping under the stars! Breakfast and lunch are provided to all participants and programs at 8:00am the next day.

### **DINNER MENU**

#### Wednesday Dinner

- Pasta w/ veggie sauce
- Dinner rolls
- Garden salad
- Fresh fruit and dessert

#### Thursday Breakfast

- Cheesy eggs (scrambled)
- Coffee cake
- Pork sausage
- Tater tots
- Orange juice/water
- Milk & cereal

#### Thursday Lunch

- Deli ham & turkey
- Sunbutter & jelly
- Tuna salad
- White & wheat bread
- Watermelon
- Potato chips
- Mayo, mustard, and pickles

### **DINNER/CAMPFIRE – THURSDAY (Overnight)**

On Thursday (WOW camp/CITs) evening, families and friends are invited to join us for dinner beginning at 6:00pm and a campfire program from 7:00 to 8:00pm. Attendance is optional but strongly encouraged. Participants' dinners are included in the price of camp. Family members and other guests may purchase an all-you-can-eat buffet dinner for \$12 per person. After dinner and campfire, participants are invited to stay for our optional overnight campout with songs, stories, night hike, and marshmallow roast, followed by sleeping under the stars! Breakfast and lunch are provided to all participants and programs at 8:00am the next day.

### **DINNER MENU**

#### Thursday Dinner

- BBQ Chicken
- Dinner rolls
- Garden salad
- Pasta/Potato salad
- Fresh fruit and dessert

#### Friday Breakfast

- Cheesy eggs (scrambled)
- Coffee cake
- Pork sausage
- Tater tots
- Orange juice/water
- Milk & cereal

#### Friday Lunch

- Deli ham & turkey
- Sunbutter & jelly
- Tuna salad
- White & wheat bread
- Watermelon
- Potato chips
- Mayo, mustard, and pickles

### ***SIGN IN & OUT (DINNER/CAMPFIRE)***

After you have parked your car on the Lower Field, please proceed to the Front Lawn to sign out your participants. All participants will be waiting to sign out until 6:00pm. At that time, our staff will take anyone remaining to get dinner and have a seat near the registration table at the pool. After dinner, but before the overnight we will need you to sign your participants back in near the tarp area on the Lower Field after the campfire if they will be joining us for the overnight.

### ***OVERNIGHT PACKING LIST***

- Sleeping bag & pillow
- Toothbrush & toothpaste
- Small tarp (optional but strongly suggested)
- Brush / comb (optional)
- Pajamas / warm clothes to sleep in
- Change of clothes for Friday
- Sleeping pad (optional but strongly suggested)

### ***PARTICIPANTS NOT STAYING OVERNIGHT***

Any participants not staying overnight may be dropped off at Walden West anytime between 7:30 – 8:45am the following morning after campfire. If you would like your participants to join us for breakfast on Friday morning, the meal begins at 8:00am and roll call/activities begin at 9:00am. Please remember to sign in your participants at the Hub. ***There is no bus service Thursday afternoon from Walden West to Saratoga HS, and there is no bus service on Friday morning from Saratoga HS to Walden West.***

### ***CANCELLATIONS/REFUNDS***

Walden West requires a written request emailed to [waldenwest\\_summercamp@sccoe.org](mailto:waldenwest_summercamp@sccoe.org) for refunds at least twenty-one (21) days prior to the session you wish to cancel. There is a \$150 non-refundable fee for each cancelled week and a \$250 charge for switching or transferring a week. Requests for a transfer of a prepaid session is dependent upon availability (open spots).