ALL INFORMATION IS SUBJECT TO CHANGE.

waldenwest
Teaching science today... Changing the world tomorrow.

Walden West Outdoor School
2026-2027

High School Cabin Leader Information Packet

Update 8/13/26 - We are no longer taking applications for the week of Sep. 29-Oct. 2, 2026

Walden West Outdoor School - Camp Via West in Cupertino
13851 Stevens Canyon Road
Cupertino, CA 95014

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

The Hub - Program Office (Open only during program hours) - (408) 573-3060

Volunteer Liaison & Cabin Leader Information - (408) 573-3056

www.waldenwest.org

Santa Clara County
Office of Education

WALDEN WEST OUTDOOR SCHOOL
CABIN LEADER INFORMATION PACKET

GENERAL INFORMATION

Volunteer Cabin Leaders support 5th/6th grade students throughout a week of our Outdoor School program. Campers (and our staff) look to the Cabin Leaders for support, assistance, problem-solving, and fun. Cabin Leaders spend the week working as a team alongside Walden West staff staff and visiting elementary/middle school teachers to provide a safe and successful experience for our campers. Applicants should enjoy working in ever-changing and dynamic work environments. High energy, patience, a can-do attitude, and a passion for working with youth are a must when volunteering at Walden West.

RESPONSIBILITIES AND DUTIES

- Responsible for the safety and well-being of campers in your assigned group/cabin
- Participate in Volunteer Training and demonstrate an understanding of policies and procedures
- Implement enjoyable and engaging programs using the resources of the camp and the outdoor environment
- Lead campers through activities including (but not limited to) team-building games, arts & crafts, talent shows, and outdoor recreation
- Assist in instruction of outdoor science curriculum (Ecology & Environmental Education)
- Assist staff in enforcing cabin rules in conjunction with camp policies, procedures, and protocols
- Encourage the development of each camper and stimulate their development as members of a group
- Introduce and encourage an awareness of forest ecosystems and sound environmental practices through the use of outdoor facilities and environmental surroundings
- Grow as a leader and deepen your knowledge of the environment, ecology, and education by mentoring other learners
- Cabin Leaders must be available from Sunday afternoon (or the afternoon before campers arrive) until Friday afternoon (or the last day of the camp week) of their assigned week of camp

SAFETY

- Comply with all policies and procedures listed in the volunteer, Walden West, and Emergency Procedures manuals
- Report safety deficiencies and concerns immediately to program staff and/or classroom teachers
- Actively participate in on-site Emergency Drills

CERTIFICATIONS & EXPERIENCE

- Cabin Leaders earn 80 service learning hours for a 4-day program (accepted credit may vary by school)
- Volunteers receive an evaluation from the staff that can be used for college or job portfolios and as verification of hours
- Additional hour verification documentation may be provided upon request

BEFORE YOU APPLY

Being a cabin leader is an amazing opportunity that does require a great amount of planning. Communication between you, your parents/guardians, your school, and Walden West is key in making this experience possible. Here are the steps you need to take in preparation for volunteering for Walden West.

1. **Check your schedule** - Make sure that your schedule is clear the week you are wanting to come to camp. Double check all your sports schedules, afterschool activity calendars, vacation plans, etc. You will be at camp beginning on Sunday (or the day before the campers arrive) to Friday (or the last day of camp). You need to be available to stay for the entire week.

2. **Ask Your School, Check Your School Calendar** - Check if your school administration and teachers will support you being away from school for a week. Then, see which weeks you will be available to volunteer. Avoid volunteering during weeks of testing, school events, etc. Some schools only allow their students to volunteer during school breaks to avoid missing an entire week during the school year. ***At the end of this packet, you will find the Walden West Attendance Form. This needs to be completed and signed by your parent/guardian, your classroom teachers, and the school's administration/attendance office. If you are on break during the week you are trying to come up to camp, you do not need your teachers' signatures. You will upload this, along with your reference form(s), to your Campsite account before you are confirmed for your week.***

3. **Check the Walden West Calendar** - A lot of high school volunteers like to be cabin leaders when their elementary school attends camp. You can check the Walden West Attending School calendar to see if your elementary school is attending this year. Please be advised that this calendar may change based on the school's and camp's availability.
    a. You do not need to only volunteer for your elementary school. We have cabin leaders from all over the county who volunteer when they are available!
    b. Elementary schools are required to recruit cabin leaders for their week at Walden West. You can contact your elementary school directly to see if and when they are attending Walden West, and maybe you can volunteer for them!

4. **Check Your Personal Calendar** - Walden West has schools attending from September to May so there are plenty of opportunities to volunteer. Volunteers stay at camp for the week. Check your personal calendar to avoid having to cancel because of vacations, practices, recitals, appointments, etc.

5. **Get a reference** - We want to hear what others have to say about you! Please have someone be a reference for you who can provide more details on why you would benefit from a week at Walden West. The person acting as your reference must not be a family member, relative, close friend, or significant other. ***At the end of this packet, you will find the Walden West Reference Form. This needs to be completed and signed by someone who is not a family member. You will upload this, along with your attendance form, to your Campsite account. Volunteers who are 18 years of age and older and/or college students must submit 2 reference forms.***

6. **APPLY!** - Once you are ready and have the support of your school and family, you can apply to be a volunteer cabin leader!

    CLICK HERE TO APPLY

If you are 18 years of age or will be 18 years of age at the time of volunteering, you are required to get fingerprinted at the Santa Clara County Office of Education. You DO NOT need to wait until you're 18 to get printed so schedule your appointment for as early as possible.

- Schedule your appointment here - there are limited dates and times!!!
    - If you're under 18 but will be 18 when you volunteer - have a parent/guardian sign this form and take it with you to your appointment.
    - If you're under 18 now, take this form with you to your appointment.
    - Do not have your fingerprints done more than six (6) months prior to your arrival at camp.
- Clearance may take up to 3 weeks. ***Please get fingerprinted as soon as possible! If you are not cleared, you will not be able to volunteer.***
- Fingerprint clearance is only valid for 6 months. Please do not get fingerprinted more than 6 months before you are planning to come to camp.

REGISTRATION

Walden West uses an online registration software called Campsite. After you apply and closer to approximately six weeks before your selected volunteer week, you will receive an email with a link to register for your specific scheduled week. Here is what you will need to complete registration:

Reference Form - completed by an adult (not related to you). This can be a teacher, coach, counselor, employer, etc. You will upload this form through Campsite during registration.

Attendance Form - completed and signed by your school teachers and administrator, plus a parent signature. You can upload this form through Campsite during registration.

- The dates in the top portion of your attendance form must reflect the dates that you are coming to camp.
- If your school is on a break during the week you are coming up to camp you do not need to get your teacher's signatures. Your parent/guardian must sign it and someone in the attendance/administration office at your school must sign it in order to verify and confirm that school is not in session during this week.

High school students who are 18 or will be 18 at the time of volunteering, you are required to get fingerprinted as soon as possible at the Santa Clara County Office of Education. You do not need to wait until you're 18 to get printed so schedule your appointment for as early as possible.

- Click here to schedule your appointment
    - Select Employment/Volunteer
- Under 18 now but will be 18 at camp - Print and have a parent/guardian sign this form. Take it with you to your appointment.
- You're 18+ now - Print and complete this form to take to your appointment.
- Clearances may take up to 3 weeks. Please get printed as soon as possible! ***If you are not cleared, you will not be able to volunteer.***
    - Fingerprint clearances are only valid for 6 months. Do not get fingerprinted more than 6 months prior to your arrival at camp.
- **You must have a state issued Driver's License/ID (or other form of identification) with you in order to have your fingerprints done. See the list at the bottom of each form for acceptable alternate forms of identification if you do not have a state issued form of identification.**

TRAINING INFORMATION - TRANSPORTATION & CHECK-IN/-OUT (updated 7/28/26)

ONLINE TRAINING (tentative details)

On the Monday of your scheduled week of camp, there will be an online training with the Walden West staff. Your link to the online training will be sent to you following approval of your application and submitted forms. **This online training is MANDATORY.** Topics covered will be: child safety, reviewing the Walden West accountability system, expectations for being a role model and leader, and more.

TRAINING AT WALDEN WEST - 1ST DAY OF CAMP (Walden West at Camp Via West - Google Map)

Check-in time on arrival day: 8:30am (If this time changes, you will receive an e-mail before you come to camp)

- ***Whoever drops you off MUST stay until you are checked in!***
- Carpooling is allowed, however, please keep in mind that you and your friends may be in different cabins during the week.
- **Bring all your belongings for the week with you.** Check the packing list in this packet.
- **Medications** - Your medications need to be accompanied by our Medication Form which needs to be signed and completed by your doctor and parent/guardian prior to your arrival at camp. All medications need to be in their original packaging and match the information on the Medication Form. This includes prescribed medication as well as over-the-counter medications, vitamins, dietary supplements, medicated anti-itch cream, cough drops, etc. Please contact our Health Office at (408) 573-3063 or email ww_healthaide@sccoe.org for assistance. More information is also below in the Medical section.

Here is a basic outline of training:

- Meeting Walden West staff
- Tour of Walden West
- Assigned to cabins and field classes
- Appropriate games and group management activities
- Tips and tricks to having a successful week!

LAST DAY OF CAMP

Sign-out on the last day of camp: 12:15pm sharp!

- ***Please be prompt for pickup. All staff go to lunch and have meetings starting at 12:30pm.***

WALDEN WEST OVERVIEW

MISSION STATEMENT

Our mission is to nurture and give equitable access to the wonder of Science and nature in the emerging leaders of tomorrow. Utilizing opportunities of collaboration amongst peers to develop essential leadership, relationships, and environmental stewardship skills.

GOALS - CONNECT FOUR - "CONNECTION TO…"

1. *Building Community*: On trail and amongst peers, we prioritize the importance of communication, cooperation, and respect for all we interact with and encounter. This mindset enables real-life human connection that supports and tightly unifies Walden West as family.

2. *Magic of Nature*: Walden West is located amongst one of the world's most amazing types of natural forests, the redwood forest. This unique habitat stands as a backdrop to our campers' experiences and discoveries. All campers will leave Walden West with a stronger connection to our natural world.

3. *Participant Leadership*: Walden West strives for the continual cultivation of leadership, which expands from the youngest of campers to the programming team. All staff nurture tomorrow's leaders by creating impactful programming that intentionally utilizes and supports peer leadership.

4. *Having Fun*: Our goal is to develop life-lasting memories in a culture and climate of 'electric positivity'. This collective enthusiasm fuels an excitement that connects all of camp in unity.

ACCREDITATION

We are certified by California Outdoor School Association (COSA). Our program and staff undergo thorough accreditation processes where we meet or exceed nationally recognized criteria. We value our participants' experiences and hold ourselves to the highest standards.

CURRICULUM

Walden West Outdoor School is operated by the Santa Clara County Office of Education (SCCOE) and is a California public school. Our primary focus is environmental science education serving participants from schools and districts throughout Santa Clara County.

We teach Next Generation Science Standards for California Public Schools (CA NGSS) through hands-on learning while exposing participants to new social settings, exploring different environments, and enrichment experiences. Participants leave our program with a new sense of personal responsibility, independence, and understanding of the natural world around them.

STAFF

Our campus is managed by a skilled and knowledgeable staff with years of experience, degrees in higher education, and a passion for the outdoors. Individuals hold certificates in first aid (many also have wilderness first aid training) and cardiopulmonary resuscitation (CPR). All staff are also trained in EpiPen administration and responding to anaphylactic reactions.

VISITORS/CLOSED CAMPUS

Walden West is committed to the safety of the participants in our programs. Therefore, no visitors are allowed. In an effort not to disrupt the program, allow participants to be independent, to help reduce missing home, and for the safety

of all, ***Walden West Outdoor School is a closed campus***. Please schedule your personal calendars with this trip in mind. For any commitments that cannot be rescheduled and require your participant to sign out and leave our program, please make arrangements with the Volunteer Coordinator.

PROGRAM INFORMATION

PROGRAM DESCRIPTION

- 4 oday overnight outdoor school/science camp
- Exploration hikes in our surrounding ecosystems
- Engaging outdoor science lessons following Next Generation Science Standards
- Socially distanced games and physical activities
- Meals and lodging provided

CABINS AND FIELD CLASSES

Cabins include students from all attending schools. For the safety and privacy of all students and cabin leaders, cabin groups are only allowed into their own cabins. Participants stay in heated accommodations with up to 26 (~16 average) participants to a cabin. Girls and boys have separate cabins. Female cabin leaders are allowed to supervise and stay in girl's or boy's cabins. Male cabin leaders will be allowed to supervise and stay only in boy's cabins. If the student number in a cabin exceeds 20, they are placed in one of our larger buildings that can house half the group in one room and the other half in a separate room with a cabin leader in each, though they represent one cabin group. Student numbers in cabins depend largely on ratios of students who identify as male and female in a classroom. Classroom teachers stay in separate, but nearby, cabins. Restrooms are nearby as well and in some cases located within the cabin.

Participants will move around our campus in groups of 2 or more - the "buddy system".

Field classes will be a mix of students from various cabin groups. The students will spend the majority of their time outdoors.

Each field class will have their own designated meeting spot.

PACKING LIST

ESSENTIAL ITEMS

- ❑ Bedding
  - ❑ Sleeping Bag and Pillow OR
  - ❑ Twin Sheets, Blankets, and Pillow
- ❑ Toiletries & Shower Items
  - ❑ Swimsuit (there are no private/individual showers)
  - ❑ Towel and washcloth
  - ❑ Toothbrush
  - ❑ Toothpaste
  - ❑ Brush and/or comb
  - ❑ Shampoo
  - ❑ Soap
  - ❑ Deodorant
- ❑ Clothing
  - ❑ Rain jacket/poncho (1)
  - ❑ Warm jacket/coat (1)
  - ❑ Heavy sweater/sweatshirt (2)
  - ❑ T-shirts/shirts (4-5)
  - ❑ Comfortable, closed-toe shoes for hiking
  - ❑ Slippers/flip flops for showers
  - ❑ Underwear (4-5)
  - ❑ Pajamas (1 pair)
  - ❑ Socks (4-6 pairs)
  - ❑ Long pants for hiking (3)
- ❑ Day pack/backpack for hiking
- ❑ Refillable water bottle

OPTIONAL ITEMS

- Second pair of shoes
- Rain pants
- Lip balm
- Sunscreen/sunblock
- Kleenex
- Hat
- Sunglasses
- Gloves
- Shower shoes
- Letter writing supplies and stamps
- Watch (A simple watch such as this one could prove to be very useful while you're at camp. It is very likely that we cannot provide a watch for you)
- Snacks to share with the other volunteers (**NO NUT PRODUCTS!!! - This includes Nutella, peanut butter, etc.**)

CELL PHONES

Cell phones will be collected at training. We want all our volunteers to "unplug" for the week. Non-emergency phone calls can be made by the Walden West staff. Office phones will be made available to volunteers if needed, and phone calls will be supervised. If anyone outside of camp needs to reach you, they can call our main office number.

CAMERAS

Per our child safety policy, volunteers are not allowed to have any type of camera or recording device at Walden West. Photos and videos of students are prohibited. *If a volunteer requires photos of their experience for schoolwork, a Walden West camera will be issued for part of a day. Photos will be reviewed by Walden West staff before sending them to the volunteer's email.*

LAPTOPS

We encourage our volunteers to keep their valuables at home, this includes laptops. If a volunteer needs to do schoolwork while at camp, Walden West can provide them with a SCCOE issued Chromebook to use. If you will specifically need your laptop while you are at camp, we will collect it at check-in and you will only have access to it on your breaktime. Laptops are to be used only for school work while you are at camp.

THINGS THAT ARE NOT PERMITTED OR NOT TO BRING TO CAMP:

- Any electronic devices (cellphones, video games, laptops, tables, cameras, etc.)
    - Walden West has available laptops for homework purposes.
- Sports equipment, trading cards, games, gum, money, jewelry, items of value, peanuts/tree nuts and peanut/tree nut products
- Pets or any other living animal
- Fire starters of any kind
- Anything else not mentioned in the Essential or Optional Items above
- STRICTLY PROHIBITED: Alcohol, cigarettes, tobacco, fireworks, drugs, drug paraphernalia, knives, and weapons of any kind are strictly prohibited at camp. In the event a prohibited item is found, it will be confiscated and the participant along with the Program Lead will call the participant's parents for immediate pick up from camp.

MEALS

Our kitchen staff are very experienced in preparing appetizing and nutritional meals for hungry participants. Our campus does not serve peanuts or peanut products. Vegetarian options are always available. Our new system for packing and delivering meals helps maintain compliance with COVID mandates for our kitchen and program site. Please note: if your participant has a food allergy, or food restriction, alternative items will be provided if you indicate this in your Campsite registration.

- Current Menus, carb counts, alternate food options (all subject to change)

SHOWERS

Cabin leaders will have their own time away from the students to shower each day, if they choose. They may shower during recess or during a break from field class. Just like the students, cabin leaders are required to bring a swimsuit for showers. Cabin leaders will be allowed to change in the shower rooms only.

DRESS GUIDELINES

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

Please review the Walden West Dress Code before coming to camp.



BEHAVIOR MANAGEMENT POLICY

Walden West staff take a positive approach to setting and keeping clear boundaries with participants and treating all behavior issues with fairness. Behavior guidance conducted by our staff and volunteers shall be constructive in nature and intended to redirect participants to appropriate behavior through conflict resolution. Walden West staff interact with participants and one another by providing the needed comfort, support, and a sense of well-being for all.

It is expected that participants will respect others and their space, harmoniously participate in games, cooperate with staff, and be enthusiastic. Unacceptable behaviors include profanity, disrespecting others (harassment/bullying) and their space, failure to comply with a staff members' directions, excessive horseplay, inappropriate or violent physical contact, and possession/use of alcohol, cigarettes, tobacco, drugs, drug paraphernalia, fire starting devices, fireworks, knives, and weapons of any type. Walden West staff may report incidents of unacceptable behavior to the parent/guardian and/or school of all involved and we reserve the right to release any participant for unacceptable behavior. It is the parent's responsibility to pick up their child. No refunds are issued for released participants.

CAMP CONDUCT

At Walden West, the physical and emotional safety of all our program participants is our top priority, and we strive to provide a comfortable and enriching experience for all. We recognize that the development of responsible participant behavior and conduct is fostered by proper role modeling, guidance, and adherence to a set of policies and behavioral expectations - an expectation that we impress upon and hold our staff accountable to.

Walden West is committed to creating an environment where the rights and dignity of all individuals are respected. Our goal is to promote a culture that fosters cooperation through open, honest, and civil discourse. We ask all camp participants to be mindful of each other's physical, emotional, and mental well-being, with the understanding that Walden West is responsible for establishing such an environment.

Incidents that may violate the rights and dignity of any individual, including participants, staff, or parents/guardians, is regarded as a serious matter. Walden West will respond promptly and sensitively to determine the appropriate action.

VOLUNTEER CELL PHONE/MEDIA DEVICE POLICY

Volunteers are not allowed to possess any device that can take pictures, record or view media while they are with the 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 the week without the distraction of technology at their fingertips. Cell phone service is limited at our sites and volunteers will not have wireless access. Any devices brought to Walden West by student volunteers will be collected upon arrival and returned just prior to departure. Adult/Parent Cabin Leader volunteers will have their phones secured in their vehicles while they are working with the students but may use their phones on a scheduled break when not in the presence of children.

Walden West is not responsible for any lost, damaged or misplaced devices.

VOLUNTEER CODE OF CONDUCT (TO BE REVIEWED AT TRAINING)

Walden West aims to develop and maintain a safe and secure learning environment for all participants, staff, volunteers and its community. Walden West expects all persons to act in the best personal and educational interests of every participant and to treat all participants equally. The safety, welfare, and well-being of all participants are of primary concern to all. To promote the basic principles of awareness and protection for our youth this Volunteer Code of Conduct has been developed to help achieve this goal. Please read this code thoroughly and observe all Walden West Volunteer directives. Any violation of the protocols listed below may result in the volunteer's removal from camp and loss of service hours.

Volunteers Must:

1. Portray a positive role model for participants by maintaining an attitude of respect, patience, courtesy, and maturity
2. Never be alone with a participant(s) where Walden West staff cannot observe
3. Not pray with participants, encourage them to pray, or discuss their faith
4. Not have visitors or leave the Walden West campus without parent/guardian approval (if leaving during school hours, parent/guardian must notify the volunteer's school). Parents/guardians must sign out volunteers with Walden West staff.
5. Not use, possess, or be under the influence of alcohol or illegal drugs while at Walden West; alcohol, cigarettes, tobacco, fireworks, drugs or drug paraphernalia, knives or weapons of any kind are strictly prohibited on campus.
6. Fully cooperate with the Walden West policies and procedures in the best interest of participants and staff
7. Not release participants to anyone. Volunteers will contact the Walden West staff if someone asks for a participant
8. Appear clean, neat, and appropriately attired (in compliance with the Walden West Dress Code) and use only appropriate language
9. Not abuse participants. This includes physical abuse (strike, spank, shake, slap, etc.), verbal or mental abuse (humiliate, degrade, threaten), sexual abuse (inappropriate sexual touching or exposure), neglect (withhold food, water, basic care, etc.)
10. Not give any medication or first aid to a participant but will notify a staff member if a participant is ill or injured
11. Not transport a participant nor meet with a participant outside of Walden West
12. Not drive Walden West vehicles or be in procession of Walden West site keys, computer passwords, or utilize office equipment
13. Not share food with participants (some may have special meal requirements or might be allergic to certain foods)
14. Not take photographs or videos of participants or staff
15. Report suspected or known child abuse or neglect to Walden West staff immediately
16. Stay on the Walden West site unless I have written parental permission to leave. I will be signed out when I leave.
17. Not exchange money or contact information with any participants (home address, email, phone number, social media, etc.) or have future relationships with participants in any way.
18. Follow all of the rules of their home school and Walden West. I understand that any infraction of the above statements can result in my immediate dismissal (at my own/parents/guardians expense), removal of service hours, and possible disciplinary actions by my school.

VOLUNTEER RULES FOR SAFETY & BEHAVIOR (also in your online registration)

While at Walden West, it is important that everyone has a safe and enjoyable experience. These safety/behavior rules are for all participants to enjoy the outdoors equally. If you have questions, please ask the Walden West staff for clarification. Any violation of the rules listed below may result in removal from Walden West and loss of service hours.

1. Follow all of my school's behavior standards and rules while at Walden West and treat students with respect, using the Walden West discipline and reward system.
2. I understand that alcohol, cigarettes, tobacco, fireworks, drugs or drug related items, knives or weapons of any kind are strictly prohibited on campus.
3. Remain with the students unless it is my specified time off - sit with them in the amphitheater, join them in the dining hall, assist them in the cabins, be an active participant in field classes and evening programs.
4. Be a positive and mature role model - dress appropriately, use appropriate language and avoid statements that could be thought of as bullying/put-downs or remarks about race, gender, religion, sex or sexual orientation and not share inappropriate or frightening stories.
5. Remind students to keep hands, arms and legs to themselves (no touching, fighting, play-fighting or rough housing) and never abuse a child (Remember Child Safety Training and report any concerns to Walden West Staff)
6. Be respectful and cooperate with other volunteers, all students, staff and teachers. Refrain from doing anything that could cause harm to self/other or damage Walden West buildings, grounds or property.
7. Go only into your assigned cabin and only allow assigned students into your cabin. Remember: no food or candy is allowed in cabins, water bottles are permitted.
8. Remain in your assigned cabin between 9:30p.m. and 7:00a.m. unless there is an emergency.
9. Enforce and adhere to trail safety rules – stay on trail, no running, throwing objects, walking sticks, etc.
10. Follow the "Rule of 3"; never be alone with a child and stay in areas that can be seen by others.
11. Refrain from using any electronic devices (phones, computers, etc.) where students are present. (Walden West is not responsible for any lost or misplaced devices.)
12. Report all injuries, illnesses, facility maintenance problems/issues and potentially dangerous situations to Walden West staff immediately.
13. I will stay on the Walden West site until the end of the program or unless I have parental permission to leave. I will be signed out when I leave.
14. Understand that the staff of Walden West and classroom teachers are available to help me and it is my responsibility to ask for help when it is needed.
15. I will not exchange contact information with any students (Address, social media, email, phone number, etc.) or have future relationships with students in any way.
16. I understand that I must follow all of the rules of Walden West. I understand that any infraction of the above statements can result in my immediate dismissal (at my own/parents/guardians expense), removal of service hours, and possible disciplinary actions by my school.

EMERGENCY INFORMATION

EVACUATION

In case of a natural disaster/site evacuation:

- If we need to evacuate Walden West, participants will be transported to the Saratoga High School parking lot for pick-up (closest to the football field concession area) by using the Walden West SCCOE vans. Parents/guardians will be contacted for early release from the program. Walden West staff will notify the proper authorities in the event of any emergency.

POOR AIR QUALITY

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

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

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

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

- AirNow
- Bay Area Air Quality Management District
- Santa Clara County Emergency Management

General information can also be found on the Santa Clara County Office of Education emergency advisory webpage.

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

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

COMMUNICATION 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.

MEDICAL

OVERVIEW

All staff are trained to help maintain established health and safety standards. A Health Technician and designated, trained staff are available to administer medication and assist in emergencies.

Appropriate medication and medical forms (with parent/guardian and healthcare provider signatures) must be turned in to the Health Technician on the first day of camp. The Health Technician will collect, administer, and log all medications.

All staff carry two-way radios so they can be in constant contact when on trail. Emergency response is a radio/phone call and a fifteen (15) minute paramedic drive away. An AED and emergency EpiPens are located on campus. If a participant becomes too ill to participate in activities or has a fever of 100 degrees or over, the parent will be called and the participant will be isolated and need to be picked up as soon as possible. Parents will be notified if any first aid, beyond actions agreed to on the Health Information Form consent, is needed. In a life-threatening emergency, medical professionals will be called immediately.

In an attempt to decrease the impact of a COVID-19, influenza and other communicable disease outbreak at Walden West, participants must be symptom free and fever free with a temperature of less than 100 degrees without the use of medications for 24 hours leading up to their first day of camp. Though Walden West will be conducting a verbal/visual health check in at arrival, temperatures should be checked at home to prevent possible exposure. Everyone with a sore throat, runny or stuffy nose, body aches, chills, nausea, or experiencing fatigue are asked to stay home. Anyone with an elevated temperature or symptoms of an illness at arrival and while attending the program will be sent home.

MEDICATION

Please keep unneeded or unnecessary medication at home and take it before or after camp.

By law, all vitamins, supplements, over-the-counter, and prescribed medicine are considered *"medication"* on campus 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 administered without a properly completed and signed form.

Medication must come in its 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 for their minor to self-carry their rescue inhalers or epinephrine, to also provide a backup (second one) to be kept in the camp program office where staff can find it in an emergency. **Only albuterol inhalers/rescue inhalers, EpiPens, and insulin may be carried by minors. All self-carry medications still require a guardian's and health care provider's signature and must be checked-in by the Health Technician before continued carry on campus.**

****NOTE: Any expired medications will not be administered. This includes emergency medications.** Any and all medication must be turned in upon arrival at camp. Medication will be kept in our health office and administered accordingly. Medication will be returned prior to dismissal from camp.

ILLNESS

Per standard practice and guidance from the American Camp Association and Santa Clara County Public Health Department: In an attempt to decrease the impact of a contagious outbreak at Walden West, participants must be fever free, with a temperature lower than 100 degrees without the use of medications and without illness symptoms for 14 days leading up to their first day of camp. Temperatures should be checked at home. Everyone with a sore throat, runny or stuffy nose, body aches, chills, nausea, vomiting, diarrhea, or experiencing fatigue is asked to stay home.

Walden West reserves the right to release a participant if they appear too ill to participate in our programs or are considered contagious. Our Health Technician will notify the child's parent/guardian or emergency contact and request that the child be picked up within two hours of notifying a parent or guardian. If the child has not been picked up within the allotted time frame, Walden West reserves the right to take any action necessary to ensure the health and safety of the child. Participants not healthy for arrival on the first day may contact the main office for further information.

INJURY

Walden West reserves the right to release a child if they appear injured at a level that is deemed hazardous to their future health. At the time that a participant is sent home from injury, parents/guardians will be given instructions by our Health Technician 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.

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 participants 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 this packing advice:

- 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 them 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/light colored sheet on an uncarpeted surface so any insects can be readily spotted and killed.
- Immediately upon arriving home, you should similarly undress as described above, shower and re-dress in clean clothing that did not go to Walden West.
- With sleeves rolled up and holding clothing and bedding away from your body, transfer washable items in a plastic bag and empty into a clothes dryer and tumble for 30-45 minutes on the high heat setting. Do not over pack the dryer.
- After heat-treating in a clothes dryer, transfer items to the washing machine and wash in hot water with detergent. Dry in a clothes' dryer on the highest heat setting.
- Place and seal items that can't be washed (suitcases, backpacks, books) in clear plastic bags and, if you are concerned about possible bed bug exposure, ask a certified pest control operator how these items should be treated. Do not attempt to self-treat using Raid or other insecticides purchased from retail stores.
- For a non-toxic approach, place and seal items in large plastic bags and store for one year. If items are kept warm, storage time may be reduced.
- Additional reliable information on bed bugs can be found at the following websites: https://www.epa.gov/bedbugs and https://www.cdph.ca.gov/Programs/CID/DCDC/pages/bedbugs.aspx

SUNSCREEN

Participants must apply their own sunscreen and may do so at any time. Please keep skin products in their original container and labeled with the child's name. All activities take place outdoors, and each group meeting location will have shade or open-air shade structures. We do ask that participants bring a bottle of sunscreen for use during the day. Sunscreen brought to camp should be water-resistant, with SPF 30 or higher, and placed in a sealed plastic bag that is labeled with your first and last name. Please review the proper steps to apply sunscreen prior to the start of camp.