



2016

Day Camp Parent Pack

Welcome to the Mountain Camp Woodside Family!

We are so excited your camper will be joining us this summer. Since 1976, Mountain Camp Woodside has welcomed children to summers filled with adventure, discovery, friendship and fun. Like no other youth activity, we believe camp has the ability to positively shape life-long attitudes and behaviors.

Mountain Camp Woodside's atmosphere allows campers to learn in a fun and safe environment that encourages independence while nurturing lasting friendships and memories. Now more than ever, children need the life skills, experience and "unplugged" learning that camp provides. The camp experience can have a profound impact on a child's development.

The majority of our new campers learn about Mountain Camp Woodside as a result of word of mouth referrals from happy campers or parents. If you want to refer a friend, just email us and we will send out information ASAP.

The following information will help you and your camper prepare for camp. Please read through carefully and let us know if you have any questions. **See you at Camp!**

DAY CAMP CHECK- IN / CHECK- OUT

Check-In and Out is at the soccer field parking lot. From the main entrance, take your first right. All campers must check-in and out with the Day Camp Director.

- Check-In time starts at 8:45am. On Monday, there is a camp orientation, swimming test and group assignments.
- Check-Out time for Cub Campers (5- 6 year olds) is at 3:20pm - 3:40pm.
- Check-Out time for all other day campers starts at 4:45pm.
- If your child will be absent from camp, please call the Camp Office at (650) 576.2267.
- Campers who will be picked up early must be signed out by the Camp Office.
- An Alternate Adult Pick-Up Form (available on our website) must be turned into the Day Camp Director if someone other than his or her regular driver will pick up your camper.
- Everyone picking up a camper must have a "pick-up placard" with the camper's name and group.





EXTENDED CUB CARE

If your Cub Camper (up to and including incoming 1st graders) need to stay at camp later than 3:30pm, Extended Cub Care is available. It is an additional charge and if selected, your Cub will remain with their fellow Cubs and Cub Counselors and will be waiting for you at the regular Camper Pick-Up starting at 4:45pm.

If your Camper is a Cub and it signed up for Swimming Lessons, there is no need to sign up for Extended Cub Care. Your Cub will remain with their Cub group until it is time for their swimming lesson at the end of the camp day.

EXTENDED CARE DROP- OFF & PICK- UP

Extended Care is available for an additional charge and must be reserved through the Camp Office. Both Drop-Off and Pick-Up take place at the Dining Hall.

- AM Extended Care Drop-Off is at 8:00 am (Breakfast included)
- PM Extended Care Pick-Up is at 6:30 pm (Dinner included)

Extended days for Cubs can be scheduled through our office.

FIRST DAY OF DAY CAMP CHECK-IN

On the first day of Camp, please give yourself about 10-15 minutes to get your camper checked in. We start our new camper check-in at 8:45am and we will make sure that all forms are submitted, get a name-tag and have your camper join his / her camp group.

While we continue to check-in our campers, your child is free to play on the field, meet new friends and get acquainted with our counselors. Around 9:15am or when all of the campers are checked-in, the counselors will start to organize their camp groups and go over our camp orientation.

REGULAR DAY CAMP PICK-UP

In the afternoon, we will set up the main parking lot for our camper pick-up. Just pull up and tell one of our camp staff members the name of your camper. (We will also hand out our "Day Camper Pick-Up Placard" with your camper's name and group.) We will then escort them to your waiting car. There is no need to park and you can quickly get on own your way.



CAMPER FORMS

Forms can be accessed from our website, mountain-campwoodside.com. Go to the "My Account" link and log in with your email address and password.

Please complete and return the following required forms which can be found under:



Forms & Documents

Complete forms online and print important documents for the summer.

- Health History (🖨 = online form)
 - All Immunization information must be inputted into the Health History form. Paper printouts will no longer be accepted.
- Parent Consent and Insurance (🖨 = print and fax or ⬇ = upload a pdf)
 - Include a copy of front and back of health insurance cards
 - If faxing, no cover letter is required as the bar code on the lower right hand corner will automatically place this type of form into your camper's account.
 - You can also upload a scanned copy of your completed document.

**Mountain Camp Woodside's accreditation requires that each camper receive a physical examination within 12 months of attending camp and complete a new Doctor's Form every year.*

CAMPERS CANNOT ATTEND CAMP WITHOUT COMPLETED FORMS.



MEDICINE

If your camper needs medicine, it must be turned in to the Camp Director. All medication must be in the original containers. Due to licensing, Camp Directors are not allowed to dispense any medicine not in original containers.

CAMP STORE

Mountain Camp Woodside's Camp Store will be open to Day Campers at the end of the week during Parents Night. Items such as camp T-shirts and sweatshirts are available for cash purchases only.

FOOD

Mountain Camp Woodside provides lunch and an afternoon snack every day for Day Campers. Additional meals, breakfast and dinner, are available at an extra cost through our Extended Care program. If your camper has special dietary needs, lunch can be brought from home. (Please just hand it to a Director so we can make sure your camper gets it.)

PARENT'S DAY

Every Friday, we offer a Parent's Night at 4:00pm. This gives our parents a chance to see some of camp life. During the Parent Program, we talk about our week, sing a few songs and show our Session Slide Show produced by our campers. There is also the opportunity to meet your child's counselor, go through our Lost & Found and even get some new Mountain Camp Woodside gear.

MOUNTAIN BIKES

Mountain Camp Woodside has a limited number of mountain bikes. Campers are encouraged to bring their own bike and helmet. Personal bikes can be kept on site while campers are enrolled.

Campers who wish to participate in our mountain bike activity must first pass a bike-skill assessment. This test is designed to evaluate each camper's proficiency with bike handling, braking, changing gears and downhill navigation skills and the evaluations are nonnegotiable. This test is to ensure the safety of all of the mountain bike riders as they venture off-camp.

SWIM TEST

On the first day of camp, each camper will participate in our swim test. This mandated American Camp Association (ACA) accreditation requirement offers our lifeguards and camp staff the opportunity to assess each camper's swimming ability and identify who will require special attention (and possibly a life vest) during their swimming activity periods while at camp. Their evaluation of each camper's ability is focused on keeping your child safe during their time at Mountain Camp Woodside. Camper safety is our number one priority.

IN CASE of EMERGENCIES

It is Mountain Camp Woodside's policy to notify parents any time a camper is seen by a physician or EMT. For all other non-life threatening illnesses or injuries, notification is at the discretion of the Camp Director.





LOST and FOUND

Lost and found items will be kept in a designated spot in the Camp Office throughout the summer. Please check with the Camp Directors if you believe an item of yours was left behind at camp. We are unable to store lost and found items once camp is over and we will donate any unclaimed items after the final day of camp.

LOCKERS

Campers will be given a locker each day where they can store personal belongings and equipment, such as a towel and bathing suit.

LIKE MOUNTAIN CAMP WOODSIDE on FACEBOOK

We will utilize Facebook as an avenue of communication with our parents during the summer. "Like" us at <http://www.facebook.com/MountainCampWoodside> and stay informed with our weekly and daily events and activities.

WHAT TO BRING TO CAMP

Please label everything so we can more easily return it to you if it is left behind:

- A bag or backpack
- Towel, swimsuit, pool shoes
- Hat
- Book, comic book, coloring book or other item for down time after lunch (please no iPods, cell phones or electronic games – we don't want them to be lost or taken!)
- SUNBLOCK!! Please apply sunblock in morning before drop off and we will remind campers to reapply throughout the day.

PLEASE LEAVE at HOME

We are creating an environment where our campers have the power to unplug and put down their electronic devices. We believe camp is a great opportunity for children to remember the benefits of old fashion play and learn how to be independent from their parents in a safe and supportive environment for a short period



of time. No cell phones are permitted at camp and may be confiscated until the end of the camp. If the matter is urgent, please contact the Camp Office.

We ask that you help to enable your camper to unplug and please leave all electronic devices such as iPods, phones, personal gaming devices and laptops at home. Finally, we do not allow pets, weapons, drugs, alcohol, tobacco or other banned substances at camp.

ADDITIONAL ACTIVITIES

Swimming Lessons

Sign your camper up for swimming lessons with one of our certified swim instructors/lifeguards. Lessons are individually tailored to meet the needs of each child.

- Swim lessons are semi-private (can be a group lesson) and are 30 minutes.
- The lessons are more geared for the fearful non-swimmers to new or beginning swimmers.
- Swimming lessons are offered for an additional fee. Please refer to the website or camper application for pricing.



- Please click on the "[My Account](#)" link to access the "Additional Options" form in the "Forms & Documents" section to enroll. Reservations are required.
- Please fill out the "Private Swimming Lessons" form to help us prepare our swimming lesson plan for your camper.
- If your camper is a Cub, they will have their lesson and remain with their Cub group until the regular Camper Pick-Up starting at 4:45pm. There is no need to sign up for Extended Cub Care.

Horseback Riding Lessons

Campers who enroll in Horseback Riding will spend an hour each day at either Spring Down Equestrian Center or Glenoaks Equestrian Center, both less than a mile away. They split time between a horsemanship lesson and riding lesson. Both facilities have highly qualified instructors and over 50 show-quality horses.

- Horseback Riding lessons are offered for an additional fee. Please refer to the website or camper application for pricing. Space is limited and available on a first come, first served basis. Reservations are required.
- Please visit the "[My Account](#)" link to access the "Additional Options" form in the "Forms & Documents" section to enroll.
- An additional permission form from Spring Down Equestrian Center and Glenoaks Equestrian Center is required to participate. They will be found under the "Form & Documents" section if your camper is enrolled in horseback riding.



- Riders must have long pants (no sweatpants). Helmets and riding boots will be provided.
- If your camper is a Cub, they will go to their horseback riding lesson at 2pm to 3pm.

A copy of the camp's transportation rules and procedures can be found under the "Forms & Documents" section through your "[My Account](#)" link.

TGIF

Every weekend, we give our Day Campers the chance to see what it is like to be a Resident Camper. Campers staying for TGIF have dinner in the cafeteria, participate in a special evening activity, join us at our campfire with songs and s'mores and then sleep over in one of our dorms. TGIF campers eat breakfast at camp the following morning and pick-up starts at 9:15 am. Please refer to the website or camper application for TGIF pricing.





TERMS & CONDITIONS

1. No cell phones are allowed. Phone calls between parents/guardians and campers are possible only in emergencies. Any phone calls to or from home must go through the Camp Director.
2. The Camp reserves the right to dismiss a camper whose conduct is dangerous, illegal, or unsatisfactory at the discretion of the Camp Director, or is detrimental to the camp and/or to other campers. This includes alcohol or drug use, smoking or possession of weapons. No refunds are given to dismissed campers.
3. If the parents or guardians of the campers are unavailable at any time during the camp session, the Camp must be given the name(s) of someone who could pick up the child in case of emergency and care for the child until the parents or guardians return.
4. The camper agrees to abide by the rules Camp has set for the health, safety and welfare of all campers.
5. Parents or guardians agree to the use of any pictures or video of the camper to be used in advertising or promotion by Mountain Camp Woodside, the American Camp Association (ACA) or the Western Association of Independent Camps (WAIC).
6. The camp is not responsible for articles of clothing or personal belongings lost, damaged by fire, theft etc. Please DO NOT bring items of great monetary or sentimental value.
7. In case of medical or surgical emergency, the Camp Director has permission to hospitalize and secure proper treatment for the camper. Mountain Camp Woodside staff to provide basic first aid as needed. All such expenses will be the responsibility of, and shall be paid for by, the parents or guardians.
8. Food items are not to be sent to camp, except for medical purposes.
9. Mountain Camp strongly encourages and recommends that all campers be immunized per the [2015 CDC Recommended Immunization Schedule](#)

as prevention for all communicable diseases such as Influenza, Measles, Whooping Cough, Chicken Pox, etc. If your child develops symptoms of any communicable diseases, they will be masked, quarantined and sent home immediately without a refund. Mountain Camp reserves the right to send unvaccinated campers home in the event of a communicable disease outbreak.

CANCELLATION POLICY

(All cancellations must be submitted in writing.)

- You are welcome to change sessions as needed at no cost, provided there is space available in your desired session, and the session length is greater or equal to the currently enrolled session. If you switch to a session that is shorter in length, the below policy applies.
- All cancellations made prior to March 1st: Tuition returned, less \$50 cancellation fee.
- Cancellations made between March 1st & May 1st: Tuition returned less \$250 non-refundable deposit for Day Camp or \$500 non-refundable deposit for Resident Camp.
- Any cancellations made after May 1st: No refund.
- **We highly recommend purchasing Camp Tuition Insurance to cover your expense in the event you should need to cancel. Camp Tuition Insurance is available through Travmark (<https://www.aplus-plans.com/index.php/consumer/index/mocw11>)**
- Campers sent home for disciplinary reason or because of homesickness: No refund.
- Campers sent home due to illness or injury: No refund.
- For swimming lessons: All cancellations must be received two (2) weeks prior to your camper's swimming lesson in order to receive a refund. No refunds for swimming lesson cancellations with less than two weeks' notice.
- For horseback riding lessons: All cancellations must be received two (2) weeks prior to your camper's horseback riding lesson in order to receive a refund. No refunds for riding lesson cancellations with less than two weeks' notice.



VISION STATEMENT

Purpose

To inspire a community where friendships, creativity, experiential learning, healthy life choices, values, creativity and character are nurtured through recreational challenges.

Mission

To be the leading minimal technology summer camp program by focusing on positive character development and creating a year round camp community.

Core Values and Beliefs

Integrity, Empowerment, Courage, Teamwork, Happiness, Enthusiasm, Service and Sustainability.

MAP & DIRECTIONS to MOUNTAIN CAMP WOODSIDE

The Woodside Priory School is located at 302 Portola Road, Portola Valley.

- To reach the school, exit Highway 280 at Alpine Road going west.
- Turn right at Portola Road (T-intersection with a stop sign) about 5 miles from exit.
- The Priory campus soccer fields and the main Priory driveway are several hundred yards from the intersection, on the right.
- Make a right turn into the Priory driveway.

