

## 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 it carefully and let us know if you have any questions.

See you at Camp!

### OPENING AND CLOSING DAY

- Opening Day Drop-Off: All Sessions - Sunday Afternoon at 3:00 pm – 4:00 pm
- Closing Day Pick-Up: All Sessions - Saturday Morning at 9:15 am - 10:30 am

Please contact the camp if your arrival or departure is different from the above schedule.

### AIRPORT SHUTTLE INFORMATION

For campers flying in to attend camp, Mountain Camp Woodside organizes a complimentary shuttle to and from both the San Francisco International Airport (SFO) and the Mineta San Jose International Airport (SJC).

- To arrange for an airport shuttle, please complete the **Out of Town Travel Form** found in the "Forms & Documents" section under your "[My Account](#)" link.
- Flights to camp should be arranged so the Arrival times are between 12:00 pm and 3:00 pm.
- Flights from camp should be arranged so the Departures times are between 11:00 am and 1:00 pm.
- Please let the office know if these times do not accommodate camper's flights.
- For young campers traveling alone, Mountain Camp Woodside suggests letting the airline and the camp know he/ she will be an unaccompanied minor.
- A copy of the camp's transportation rules and procedures can be found under the "Forms & Documents" section through your "[My Account](#)" link.

## CAMPER FORMS









Forms can be accessed from our website, [www.mountaincampwoodside.com](http://www.mountaincampwoodside.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)
- **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.
- **Camper Personal History** (  = online form)
- **Doctors Form** (  = print and fax or  = upload a pdf)
- **Immunization Form** (  = print and fax or  = upload a pdf)

*\*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 medicine 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 campers on a regular basis. Items such as camp T-shirts and sweatshirts are available for purchase. Suggested amount is \$40 for a one (1) week session.

- Store money is placed into an account upon arrival at camp that works as a debit system. Store money can be deposited in cash or in the form of a check made out to “Mountain Camp Woodside.” Credit cards are not accepted at the camp store.
- Any amount remaining in the camp store is donated to the Mountain Camp Scholarship Fund. This fund was established to send deserving children to camp that could otherwise not afford to go. If you would like your remaining store money

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returned to you instead of donated to the scholarship fund, please notify the staff member upon depositing your store money at camp.

- Mountain Camp matches dollar for dollar all donations received through our Camp Store.

## **CAMPER MAIL**

PLEASE DO NOT SEND PACKAGES CONTAINING CANDY, FOOD OR GUM. Any packages containing food items will be collected by a staff member and NOT returned to camper.

To send your camper mail, use the camp address below:

Camper's Name  
Mountain Camp Woodside  
302 Portola Road  
Portola Valley, CA 94028

## **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.

## **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.

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## 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 one ½ hour. They are scheduled from 5:00 to 6:00 pm every day.
- The lessons are more geared for the fearful non-swimmers to new or beginning swimmers.
- Swimming lessons are offered for an additional \$200/week.
- 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.

### 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 \$295/week. 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.

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

## COMMUNICATION

We have a "no cell phones" policy at our camp. Camp, for most kids, is the one time when they handle issues directly with their peers and counselors without relying on their parents. The boost of confidence campers gain from these experiences is one of the most valuable things they will take away from camp.

Communication with your child and knowing how your child is doing are both very important. We encourage you to write letters and send emails to your child at camp. We will also encourage your camper to write you letters while they are here. We agree to call you if your child is experiencing a problem at camp and you are welcome to call our Camp

Office with any questions or concerns you have about your camper. Thank you for your support in keeping Mountain Camp cell phone free.

## 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.

## PACKING LIST

The following list is recommended for a one-week session so adapt accordingly for a longer stay. Please note that laundry is available with washers and dryers located in the dorms. Please label all items with camper's name.

### CLOTHING

- 7 pairs of underwear
- 1 set of pajamas
- 3 pairs of shorts
- 6 T-shirts
- 2 pairs of jeans/ sweatpants
- 1 jacket

### SWIMWEAR

- 1 beach towel
- 2 swimsuits

### FOOTWEAR

- 6 pairs of socks
- 2 pairs of athletic shoes
- 1 pair of flip flops/ sandals/ water shoes

### BATH

- 1 bath towel
- Toiletries (toothbrush/paste, soap, shampoo, conditioner, sun block, lotion, lip protection, & carrying case)

### BEDDING

- Sleeping bag/ comforter
- Fitted sheets (twin bed)
- Pillow

### OPTIONAL

- Book
- Reading materials
- Journal
- Musical instrument

## 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. While we understand that cell phones are often necessary for contact or emergency purposes, we strongly discourage their use during camp and they 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.

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**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.

**ONE MORE THING**

Going to camp is an excellent time for children to grow, gain independence, confidence and make lasting friendships. Sometimes the separation from family, friends and familiar surroundings can be a difficult transition. Mountain Camp Woodside takes pride in our counselors and their ability to help your child gain independence and learn how to adjust by keeping them involved in the camp. It is very important to us that all children attending camp have made the decision to come themselves. Because of the strong emphasis on the child’s desire to come to Mountain Camp Woodside, home-sickness is rare.

Please keep the Camp Office informed on any recent changes in your family. Divorce, death, serious illness or a recent move may be unsettling for a child. Also, let us know if your camper has a lot of anxiety about going away to camp for the first time. Any information that will help make the camp experience the best it can be is welcomed and strictly confidential.

We suggest writing letters that are newsy and dwell on the things your camper is doing at camp. Lonesome letters about how much the dog misses your child or how the house just is not the same usually contribute to feeling homesick. Include in your letters wishes of fun, good time, and support. It is helpful if bad news can be withheld until your child returns from camp. If this is not possible, please call us and we will assist you. When packing for camp, be excited and encouraging. You may want to send along familiar items that are special to your child.

**PLEASE!!!** Do not make deals with your camper concerning his or her length of stay. A deal that implies to try it for few days is detrimental. The commitment to cabin-mates, counselors and themselves is an experience camping can offer that is unequalled. We understand that parents also get homesick for their child. Just remember how valuable the experience is for them and how much they will share with you when camp is over.

**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.aplusplans.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.
- No refund on unused Flex-Plan days.
- 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**

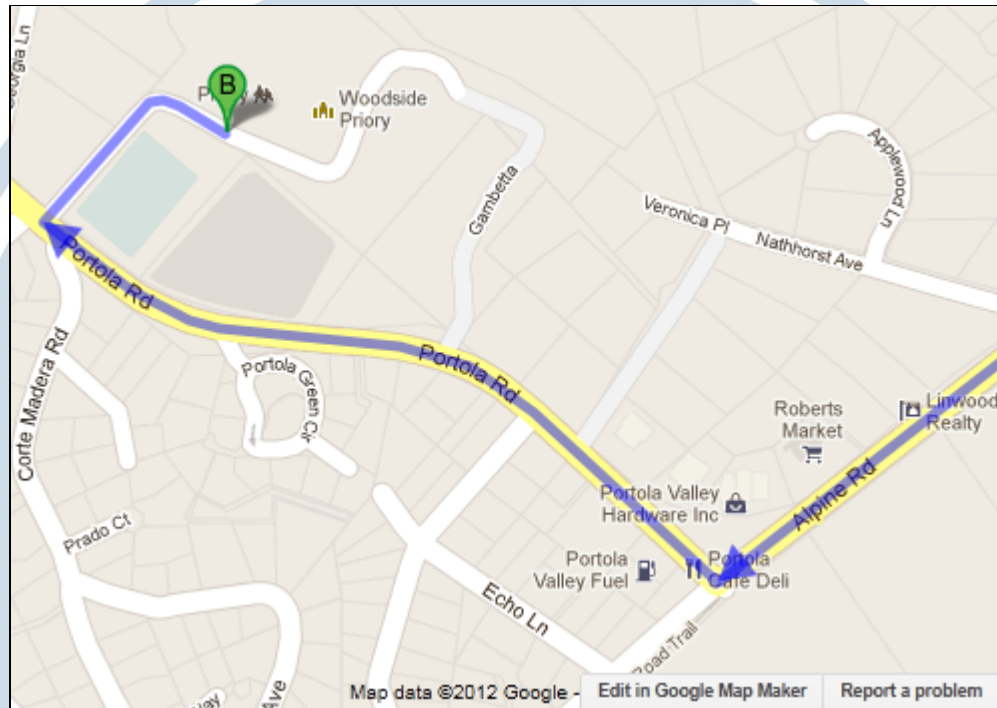
Integrity, Empowerment, Courage, Teamwork, Happiness, Enthusiasm, Service and Sustainability.



## 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.



Woodside