PARENT/GUARDIAN HANDBOOK

Camp Monte Toyon
220 Cloister Lane, Aptos, CA 95003

Web of Life Field (WOLF) School Contact Information
PO Box 2517, Aptos, CA 95001
Phone: (831) 684-0148 | Fax: (831) 685-3889
Email: admin@wolfschool.org

“Building respect, appreciation and stewardship within the web of life.”
Dear Parents & Guardians,

Your school is offering your child the unique opportunity to attend Web of Life Field (WOLF) School’s remarkable residential outdoor science school program at Camp Monte Toyon in Aptos, CA. Outdoor education is an integral part of school curriculum and provides educational experiences that will be remembered for a lifetime.

The learning that will take place at Camp Monte Toyon is part of your child’s school work, and they are encouraged to attend if possible. Please check in with your child’s classroom teacher for specific dates, as well as arrival and departure times.

While attending WOLF School, your child will experience firsthand the wonders of the natural environment and their own importance to these surroundings. Camp Monte Toyon is a different kind of classroom, and the program will be a new educational opportunity for your child. Through direct, hands-on experiences, students will learn an array of topics designed to enrich and reinforce classroom curriculum, including the concepts of conservation, ecology, environmental relationships, human relationships, and natural resources.

In addition to the program’s academic learning, the 24-hour residential experience has proven to be a valuable educational experience for students who attend WOLF School. Students will be responsible for making their own beds, caring for their clothing, keeping clean, setting tables, and many other activities required in community living. It is an unparalleled opportunity for your child’s personal and social growth.

Please read the enclosed material regarding the field school program. After you have reviewed the information, complete the information requested and return it to your child’s teacher.

We are excited to be able to arrange this special adventure in living and learning for your student! For questions or additional information, please check in with your child’s teacher.

Yours in Discovery,
Heather Butler
Director
Web of Life Field (WOLF) School

Contact Information
PO Box 2517
Aptos, CA 95001
Phone: (831) 684-0148
Fax: (831) 685-3889
admin@WOLFSchool.org
www.WOLFSchool.org
Welcome to an exciting outdoor school program! We want to reassure you that your child is about to embark on a safe, fun, and memorable educational experience. Below is some general information about your child’s stay at Camp Monte Toyon with WOLF School. If you have any questions, please don’t hesitate to call our office at (831) 684-0148 or email us at admin@wolfschool.org.

Thank you for giving us this opportunity!

FACILITY

Secluded amongst stunning redwoods on central California’s coast, Camp Monte Toyon is located just inland from the shores of Monterey Bay and south of Santa Cruz, in Aptos, CA. Situated adjacent to Nisene Marks State Park, Camp Monte Toyon offers miles of beautiful hiking trails that include vistas of Monterey Bay from Eagle’s Peak and rare albino redwoods, nearby Aptos Creek, and an abundance of wildlife. The camp is approximately 1.5 hours from the San Francisco Bay Area; travel time to/from camp depends on traffic conditions.

Campus facilities are professionally managed by United Camps, Conferences & Retreats, and include a spacious dining hall and kitchen, comfortable heated cabins with clean restrooms and showers, an infirmary, an assembly hall with stage, an outdoor amphitheater with campfire circle, an organic garden, and a large recreational field.
STAFF

Your child's well-being and safety are our primary concerns during their stay at WOLF School. Our staff is specially trained to provide a successful learning experience for your child, are CPR/First Aid certified, and have their serve safe food handler's card. A qualified program director and staff will be on duty full-time and will be responsible, along with the classroom teachers and chaperones, for your child's health and safety. This allows for 24-hour supervision and a student-to-staff ration of 7-to-1.

MEALS

WOLF School takes great care in providing your child with healthy, homemade, well-balanced meals during camp, each planned with kids’ tastes in mind. There will be no candy, cookies, or soft drinks available at WOLF School, and your child is asked to not pack these items, as they will not be allowed in the cabins. Space is provided in the Medical Authorization Form to make note of any special dietary needs. Reminder: please provide your child with a bag lunch on the day of arrival.

MAIL

Some children feel lonely when they first arrive at camp. A card or letter from home that arrives the day after your child’s arrival at WOLF School can mean a great deal! Send it out at least 3 business days before you want it to arrive—if it arrives early, we will hold it for them. We recommend you focus your letter on the fun experience they will gain at WOLF School. Mail your letter to:

[Your Child’s Name]
[Your School’s Name]
Web of Life Field School
Camp Monte Toyon
220 Cloister Lane
Aptos, CA 95003

PHONE

Students are asked not to use the telephone without permission from the program director or a classroom teacher. Also, we discourage parents from calling to speak with their child as this often causes homesickness. Please be assured that you will be notified if a problem of any nature arises. If you have any concerns, or in case of an emergency, you may call the WOLF School office at (831) 684-0148 or the Camp Monte Toyon site director at (831) 688-5420. Note: There is no cell phone service at WOLF School sites.

AND FINALLY… RELAX!

We promise to take excellent care of your child. They will be enveloped in nature, surrounded by friends, kept safe by teachers and staff, and will come home full of exciting stories to share with you!
At Web of Life Field (WOLF) School, we believe in positive reinforcement when it comes to behavior expectations. We feel that once students know and understand the behavior guidelines they will realize that they are fair and equitable to everyone. Teachers and parents/guardians are responsible for discussing these rules with their students in order to best support their students' camp experience. Please be sure the expectations and consequences are understood prior to your camp start date.

The following guidelines are not meant to restrict students from having a pleasurable experience, but rather to ensure that everyone enjoys a healthy and safe field school experience.

**BASIC RULES:**

1. **Show respect for other people, places and all living things.**
   This includes no fighting or put-downs, and keeping the site clean and free of vandalism.

2. **Always walk.**
   Except during games supervised by an adult.

3. **Always be with an adult.**
   Students may go from one location to another, but otherwise should be under the supervision, and within sight of, a teacher, naturalist, or chaperone.

**In the Cabin:**

1. Students are not to enter cabins other than their own.
2. Students are expected to be in bed and quiet by lights-out time.
3. Students will stay with their group at all times.
4. Pillow fights or rough-housing of any kind is not permitted.
5. Directions given by the chaperone/teacher/naturalist need to be followed.

**Trail and Grounds:**

1. Stay on the trail and walk with your naturalist/chaperone/teacher.
2. No running, throwing objects, pushing or using walking sticks.
3. Students will not remove or harm any living plant or animal.
4. Listen quietly when a teacher, naturalist, chaperone or other student is speaking.

**Dining Hall:**

1. Talk quietly at your table.
2. Only the "hopper" is allowed to leave the table during the meal.
3. No throwing or playing with food.
4. Listen right away when it is time for announcements.

**Personal Belongings:**

1. If it's not on the list, please don't bring it.
2. Students may not bring hair dryers, phones, or any electrical equipment.
3. Students may not have soda, candy, gum or food of any kind.
4. Students should not bring money or valuables.
DISCIPLINE POLICY

Responsibility for disciplining students at the Web of Life Field (WOLF) School is shared by the entire staff including the program director, classroom teachers, naturalists and chaperones. Communication between all members of the staff is essential in order to ensure consistency and follow-through. Clearly explain the rules, reasons for them and expectations of the students.

Note: Students are responsible for understanding the rules before coming to WOLF School.

Discipline Procedure:

1. **First Infraction**: Adult involved in giving the warning counsels student, explains warning and ensures understanding of the rule.

2. **Second Infraction**: Teacher will be involved and will remind student of previous discussion, reason for rules and consequences of repeated warnings.

3. **Third Infraction**: Student will be counseled by the program director and their teacher. The teacher will be consulted to determine course of action. Student Behavior Contract will be filled out and signed by the student. Student is given a “send home warning” if the inappropriate behavior continues. Parents are notified at this time.

4. **Further Discipline**: The student may be sent home at this time. The decision to send a student home is made by the program director in cooperation with the classroom teacher. The principal of the student’s school will be informed and the student will be expected to attend their home school. **The transportation of the student is the responsibility of his/her parent guardian.**

SCHOOL NAME__________________________TEACHER NAME__________________________

STUDENT NAME_________________________PROGRAM DATES__________________________

I verify that I have read and discussed Web of Life Field (WOLF) School’s Behavior Expectations & Responsibilities and Discipline Policy with my child, and s/he understands the expectations for students attending WOLF School.

________________________________________ ______________________________
Parent/Guardian Signature Date

-5: PGH-
MEDICAL HISTORY
FORM

Child’s Name (Last, First) ________________________________ (M F) Birthdate ______/_____/______ Age ______
Address ____________________________________________ City_________ ZIP_________
School ____________________________________________ Teacher

The following information is required to ensure that your child’s needs are met while attending the Web of Life Field (WOLF) School. Information is confidential and will be made available only to those who are directly responsible for your child’s well-being. In the event of an emergency, every effort will be made to contact the parent/guardian. For their safety and well-being, NO student will be allowed to attend without a completed and signed Medical History Form. If your student needs to take medication, you and your doctor must fill out the Medication Authorization Form also. X =Signature required.

Name of Parent/Guardian____________________________________ Relationship____________________
Home Ph.____________________ Work Ph.____________________ Alt. Ph.____________________
If Parent/Guardian cannot be reached in an emergency, please contact:
Name of Alternate Contact_____________________________ Relationship____________________
Home Ph.____________________ Work Ph.____________________ Alt. Ph.____________________

Family Physician __________________________________________ Phone____________________
Student Health Insurance Co.__________________________ Policy #____________________
Address ____________________________________________ City____________________ ZIP______

Health Information Necessary for Child’s Care
Please list any physical or behavioral conditions that the school staff should be aware of, i.e., sleepwalking, epilepsy, fainting, asthma, hyperactivity, nose bleeds, bedwetting, etc. Attach an extra sheet if necessary. Please be specific.

____________________________________________________________
Is your child allergic to any foods, medications or insect bites? ( Y  N ) If ‘yes’ then please specify nature of allergies:

____________________________________________________________
Is your child allergic to bees? ( Y  N  ) Allergic to nuts? ( Y  N ) Carrying an epipen? ( Y  N ) Possible Reactions____________________
Date of last tetanus shot______ Recent surgery or illness____________________

Attach an extra sheet for additional information regarding allergies, possible reactions, etc.

My child/ward, ________________________________________, has my permission to attend Web of Life Field (WOLF) School in conjunction with their regular school program. My child/ward is in good health and I accept all financial responsibility for my child’s attendance. IN CASE OF MEDICAL OR SURGICAL EMERGENCY, I hereby authorize the physician selected by the program director in coordination with my child’s classroom teacher to secure all proper and required treatment for my child/ward.

X Parent/Guardian Signature_________________________________________Date____________________

OPT OUT PROMO RELEASE: I do not authorize that any photographs of my child/ward taken by any WOLF School staff or others authorized by them, or any photographs, video, writing, artwork and/or testimonials submitted by my child/ward to WOLF School, shall be the property of WOLF School to be used by WOLF School and others authorized by them at its discretion for any publicity, marketing and/or advertising purposes, and I hereby do not consent to or authorize such use without restriction.

Parent/Guardian Signature___________________________________________Date____________________

-6: PGH-
MEDICATION AUTHORIZATION FORM

CHILD'S NAME (last, first)_____________________________________(M F) BIRTHDATE ____/____/____

SCHOOL NAME____________________________________ PROGRAM DATES_______________________

In accordance with California Education Code 49423, in order for your child to receive over the counter or prescription medication while attending the Web of Life Field School, your child’s physician must fill out the following. The medication along with the completed form must be turned in to your child’s classroom teacher.

Medication must be in its original container with the pharmacy label attached and must be prescribed to the student to whom it will be administered. No medications, including over the counter medications, will be administered without a current physician’s authorization AND signature. Example: no loose pills or vitamins. All need to be in original containers.

SECTION TO BE COMPLETED BY PHYSICIAN
(Do not abbreviate instructions – thank you!)

<table>
<thead>
<tr>
<th>MEDICATION</th>
<th>DOSAGE &amp; TIMES TAKEN</th>
<th>CONDITION BEING TREATED</th>
<th>POSSIBLE SIDE EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks________________________________________________________________________________________
_______________________________________________________________________________

Physician’s Name__________________________________________ Date ________________

License No.______________________________ Physician’s Phone_______________________________

***PHYSICIAN’S SIGNATURE_______________________________________________________________***

SECTION TO BE COMPLETED BY PARENT

I request that my child, ____________________________________________, be administered medication as directed by my child’s Health Care Provider. My signature below also authorizes the designated staff person or classroom teacher to consult the above named Health Care Provider regarding my child’s medical/medication needs. I understand that the medication to be taken during the Web of Life Field School Program must be sent in a pharmacy labeled bottle and I must notify the school if the medicine is changed or stopped.

X Parent/Guardian Signature__________________________________________ Date____________________

Parent/Guardian Name (please print)_________________________________ Phone No.____________________
WHAT TO BRING:
STUDENT PACKING LIST

Note: It is not necessary to purchase new clothing or equipment. The tennis shoes your child wears to school are fine and warm blankets and sheets will serve the same purpose as a sleeping bag. Please label all clothing and personal items to prevent loss. Remember there will be no cell phone and internet service while at camp. Please do not send cell phones as cameras as they are collected by teachers upon arrival. This packing list is for a 4 Day/3 Night program; please adjust accordingly to your school's length of stay. Remember to pack your child a sack lunch for the arrival day.

ESSENTIAL ITEMS:
___ Bag Lunch for First Day
___ Day Back Pack
___ Water Bottle/Canteen
___ Flashlight
___ Rain Coat/Poncho* (Rain or Shine)
*Large trash bag works.

BEDDING:
___ Sleeping Bag OR Sheets & Blankets
___ Pillow

CLOTHING*:
___ Shoes Suitable for Walking, 2 Pairs
___ Underwear, 4-5 Changes
___ Socks, 8 Pairs
___ Pajamas
___ Jeans or Long Pants, 2-4 Pairs
___ Shirts, Long & Short Sleeve, 4 Total
___ Heavy Sweater/Sweatshirt
___ Hat & Gloves
___ Handkerchief
___ Warm Jacket
___ Warm Weather Clothing (Shorts, etc.)
___ Laundry Bag
*Weather is variable, please pack cold weather and warm weather gear. Make sure that all clothing is comfortable and can get dirty.

TOILETRIES:
___ Bath Towel & Wash Cloth
___ Toothbrush & Toothpaste
___ Comb/Brush
___ Soap/Soap Box
___ Chapstick
___ Sunblock

OPTIONAL ITEMS:
___ Hand Lotion
___ Pencil
___ Stationary
___ Envelopes & Stamps
___ Reading Book
___ Disposable Camera*
___ Shower Flip-Flops
___ Bathing Suit for Shower**
*Digital Cameras can get lost, broken or stolen and are not recommended at camp.
**There is no swimming at camp.

DO NOT BRING THE FOLLOWING ITEMS:
Hair Dryers, Curling Irons
Knives
Fishing Gear
Money
Cell Phones
Food, Gum, Candy, Cookies, Soda
Electronic Games, iPads