PARENT/GUARDIAN HANDBOOK

Camp Arroyo
5535 Arroyo Road, Livermore, CA 94550

Web of Life Field (WOLF) School Contact Information
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“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 education program at Camp Arroyo in Livermore, 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 Arroyo 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 Arroyo 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.

Note: The Discipline Policy (p.5), Medical History Form (p. 6), and the Ropes Waiver (p.7) of this Handbook must be completed by you and turned into the participant's homeroom teacher.

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

Camp Arroyo is located south of the city of Livermore in the rolling hills around the Lake Del Valle reservoir. The site sits on 138 acres of open meadow and oak woodland, with stunning views. This beautiful and serene setting features trails, an abundance of wildlife, and seclusion from the busy world, making it ideal for exploration and outdoor education. The camp is approximately 1 hour from the San Francisco Bay Area; travel time to/from camp depends on traffic conditions and exact points of departure.

Campus facilities are professionally managed by United Camps, Conferences & Retreats, and include a spacious green-built straw bale dining hall that seats 150 people, comfortable cabins with clean restrooms and showers, and porches overlooking the valley. Facility amenities include an organic garden, large recreational fields, an outdoor amphitheater, a challenge course that includes a 35-foot climbing wall, and easy access to multiple public hiking trails that will be explored during your kids' stay.
GENERAL INFORMATION
CAMP ARROYO

STAFF

Your child’s well-being and safety are our primary concerns during their stay at WOLF School. Our staff are specially trained to provide a successful learning experience for your child and are CPR/First Aid certified. 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 ratio 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. Apart from the bagged lunch your child will eat on their arrival to camp, all food and snacks will be provided by WOLF School. As such, no candy, snacks, or soft drinks of any kind should be brought to camp. 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 Arroyo
5535 Arroyo Rd.
Livermore, CA 94550

PHONE

Students won’t use a 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 Camp Arroyo site director at (925) 455-7978.

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!
BEHAVIOR EXPECTATIONS & RESPONSIBILITIES

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.**

**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, rough-housing, or pranks of any kind are 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 or drinks of any kind besides water.
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. Recorded in Warning Log.

2. **Second Infraction**: Teacher will be involved and will remind student of previous discussion, reason for rules. Student will miss 1 Rec Time. Recorded in Warning Log.

3. **Third Infraction**: Parents will be contacted to speak with the student and counsel their teacher and the program director. Student Behavior Contract will be filled out and signed by the student. Student will miss Rec 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. 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____________________________
WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT
Camp Arroyo Climbing Wall/Ropes Course

Assumption of Risk I understand that participation in the Climbing Wall/Ropes Course ("Recreational Activity") and the use of United Camps Conference and Retreats ("UCCR"), Web of Life Field School (WOLF), The Taylor Family Foundation ("TTFF"), Pacific Leadership Institute ("PLI") and/or East Bay Regional Park District ("District") facilities and equipment carries inherent risks and dangers that cannot be eliminated regardless of the care taken to avoid injury. The risks include but are not limited to falling off the climbing wall or ropes course, rope abrasion, rope entanglement, injuries resulting from fallen climbers or dropped items, equipment failure of ropes, slings, bolts, chains, climbing hardware, anchor points, or failure of any part of the climbing wall or ropes course structure. These risks may result in injuries that include, but are not limited to cuts, eye injuries, blindness, broken bones, concussions, joint or back injuries, paralysis, and death, as well as damage or loss of personal property. I also understand that these risks and dangers might arise for a variety of reasons, including, but not limited to, actions, inaction or negligence of other parties, the UCCR, WOLF, TTFF, PLI or District. I further understand that there may be other risks and dangers that are not known to me or reasonably foreseeable at this time. By my signature below, I acknowledge that participation in the Recreational Activity is voluntary and that I knowingly assume any and all risks, known and unknown.

Waiver and Release of Liability In consideration of being permitted to participate in the Recreational Activity, I, for myself, my spouse, my child(ren), my heirs, personal representative, next of kin, and assigns, voluntarily agree to release, waive, discharge, and covenant not to sue the UCCR, WOLF, TTFF, PLI and District (collectively "Released Parties") and each of their officers, directors, agents, volunteers, and employees from any and all liabilities for any accident, illness, injury, death, wrongful death, or property damage/loss arising out of my participation in the Recreational Activity and/or use of the facilities and equipment (along with the use of transportation provided, arranged, or paid for by the Released Parties, including such transportation for medical treatment), whether occurring on or off the Released Parties’ property, and whether such accident, illness, injury, death, wrongful death, or property damage/loss is caused by the negligence of the Released Parties (excepting gross negligence) or otherwise.

Indemnity Agreement In consideration of being permitted to participate in the Recreational Activity, I voluntarily agree to indemnify and hold harmless the Released Parties from any and all claims, demands, liabilities, causes of action, costs and expenses (including attorneys’ fees) brought as a result of my participation in the Recreational Activity and/or use of the Released Parties’ facilities and equipment (along with the use of transportation provided, arranged, or paid for by the Released Parties, including such transportation for medical treatment), whether caused by the negligence of the Released Parties (excepting gross negligence) or otherwise.

Severability I understand and acknowledge that this Agreement is intended to be as broad and inclusive as permitted by law. If any portion of this Agreement is deemed invalid, it is agreed that the remaining portion of the Agreement shall continue in full legal force and effect.

There is no specified minimum/maximum age for participants. Determination as to who can and cannot use the climbing wall and zipline will be made based on weight requirements of the harnesses and at the discretion of the staff and based on the requirement that the harness must fit participant securely.

Minor Participants If the Participant is under 18 years of age, the Participant’s custodial parent or legal guardian must sign below, warranting that he or she is the Participant’s custodial parent or legal guardian and agreeing to the terms and conditions of this Agreement on both his or her and the Participant’s behalf. Parent or legal guardian acknowledges by their signature that they are giving up the same rights for the minor as they would be giving up if they signed this Agreement on their own behalf.

I have read this Agreement and understand that I am giving up substantial rights by signing this Agreement and do so voluntarily and intend my signature to be a complete release of any and all liability of the Released Parties to the greatest extent allowed by law. I also understand that this Agreement legally binding on me and my child, spouse, heirs, personal representatives, assigns, and next of kin.

Participant's Name ___________________________ Date of Birth ______________

Participant's Signature ___________________________ Date ______________

Parent/Guardian Signature (if participant is a Minor) ___________________________ Date ______________

Parent/Guardian Name (if participant is a Minor) ___________________________ Date ______________
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 3 Day/2 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
- ___ Rain Coat/Poncho* (Rain or Shine)
*Large trash bag works.

**BEDDING:**
- ___ Sleeping Bag OR Sheets & Blankets
- ___ Pillow

**CLOTHING***:
- ___ Shoes Suitable for Walking (will get dirty!!!), 2 Pairs
- ___ Underwear, 4-5 Changes
- ___ Socks, 6 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
  Number of items based on 3 day program, pack more for longer stays.

**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

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