



## PARENT/GUARDIAN HANDBOOK

### **Camp Arroyo**

5535 Arroyo Road, Livermore, CA 94550

#### **Web of Life Field (WOLF) School Office Contact Information**

PO Box 2517, Aptos, CA 95001

Phone: (831) 854-3295

Email: [admin@wolfschool.org](mailto:admin@wolfschool.org)

***“Building respect, appreciation and stewardship within the web of life.”***



# WELCOME TO WOLF SCHOOL

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 Health and Liability Waiver 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



# GENERAL INFORMATION

## CAMP ARROYO

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) 854-3295 or email us at [admin@wolfchool.org](mailto:admin@wolfchool.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 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. 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.**

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, 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



# Web of Life Field (WOLF) School HEALTH AND LIABILITY FORM

Please fill out all pages clearly and completely.

SCHOOL NAME: \_\_\_\_\_

## SECTION 1: PARTICIPANT INFORMATION

Participant's Name (please print)	Age	Birth date _ / _ / _	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Trans or non-conforming
Names of custodial parent/guardian(s)		Email	
Address (include city and zip)		Primary Phone: (circle one) home, cell, work ( ) Secondary Phone: home, cell, work ( )	

Yes  No Add my name/email to WOLF School's e-newsletter list for notification regarding programs and events.

## SECTION 2: EMERGENCY & MEDICAL CONTACT INFORMATION

Emergency contact name (1)	Relation	Primary: home, cell, work ( )	Secondary: home, cell, work ( )
Emergency contact name (2)	Relation	Primary: home, cell, work ( )	Secondary: home, cell, work ( )
Name of physician	Name of clinic or office:	Phone ( )	

## SECTION 3: DIETARY / ALLERGY INFORMATION Please fill out each part. Use DNA if "does not apply".

### A. Dietary Restrictions: (List food allergies in part B below.)

Vegetarian  Vegan  Lactose intolerant  Gluten intolerant  Other \_\_\_\_\_

### B. Allergy Information:

Please list the specific **food, medication, and/or environmental factor** (insect/plant/latex) that causes an **allergic reaction**.  
(If more than 2 items, please provide additional information on a separate sheet.)

Name of item	Item #1:	Item #2:
Cause (check all that apply)	<input type="checkbox"/> ingestion <input type="checkbox"/> touch <input type="checkbox"/> airborne	<input type="checkbox"/> ingestion <input type="checkbox"/> touch <input type="checkbox"/> airborne
Can Participant eat food that is made in a facility with the allergy item?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unsure	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unsure
Reaction (check one)	<input type="checkbox"/> severe/fatal <input type="checkbox"/> moderate <input type="checkbox"/> mild	<input type="checkbox"/> severe/fatal <input type="checkbox"/> moderate <input type="checkbox"/> mild
Describe most recent reaction		
Treatment (check all that apply)	<input type="checkbox"/> Epi-pen <input type="checkbox"/> antihistamine <input type="checkbox"/> other _____	<input type="checkbox"/> Epi-pen <input type="checkbox"/> antihistamine <input type="checkbox"/> other _____

Participant Name: \_\_\_\_\_

Treatment description	
Does the Participant carry: An Inhaler? <input type="checkbox"/> Yes <input type="checkbox"/> No An Epi-pen? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**SECTION 4: HEALTH HISTORY** Please fill out each section. Use DNA if “does not apply”.

Please describe any medical needs or chronic health concerns.

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Date of last tetanus shot or booster (TdaP, DTaP, DTP): \_\_\_\_/\_\_\_\_/\_\_\_\_  I don't know.

Please note any health problems the Participant may have experienced or been exposed to in the month prior to program:

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Explain any activity restrictions or emotional or behavioral needs of the Participant that would be helpful for us to know about:

**SECTION 5: AUTHORIZED CONSENT**

*Note: Statements in this section cannot be altered, edited, or crossed out in any way.*

**A. WAIVER OF LIABILITY, INDEMNIFICATION and HOLD HARMLESS AGREEMENT**

My child/ward has my permission to attend WOLF School. My child/ward is in good health, and I accept all financial responsibility for my child's attendance.

In consideration of participation in this program, I hereby indemnify and hold harmless UCCR, WOLF School, its agents, employees, and volunteers from any and all liability for any injury suffered by me and/or my child, arising from or connected with this program and I assume all risk for injury.

I understand that my child/ward will be participating in a camp program involving outdoor physical activity and understand there are risks inherent in said program and accept full responsibility for their participation. I give permission to the WOLF School staff to (1) provide appropriate first aid for minor injuries; and (2) seek further treatment from local physicians or hospitals if the medical condition warrants. IN CASE OF MEDICAL OR SURGICAL EMERGENCY, I hereby authorize the physician selected by the WOLF School Coordinator to secure all proper and required treatment for my child/ward.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability Indemnification and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made. I understand the legal consequences of signing this document, including (a) releasing the RELEASEES from all liability on the Participant's behalf, (b) promising not to sue on the Participant's behalf, (c) and assuming all risks of the Participant's involvement in WOLF School, including travel to, from and during WOLF School. WOLF School uses independent contractors for some services, and such independent contractors and not WOLF School, are solely responsible for any losses or injuries caused by their acts or omissions. I understand that I am responsible for the obligations and acts of Participant as described in this document. No other representations concerning the legal effect of this document have been made to me. I have read this agreement in its entirety, I am signing it freely, and I agree to be bound by the complete terms of this document.

**X**

\_\_\_\_\_  
Signature of Parent / Guardian of Participant (under 18) or Participant (over 18) Date

Name of Parent / Guardian (please print) \_\_\_\_\_

**B. PHOTOGRAPH/INTERVIEW CONSENT:**

I grant permission to WOLF School, its agents, and its employees the irrevocable and unrestricted right to produce photographs and video taken of my child, myself, and members of my family while at WOLF School for any lawful purpose including publication, promotion, illustration, advertising, trade, or historical archive in any manner or in any medium. I hereby release WOLF School and its legal representatives from liability for any violation or claim relating to said images or video. Furthermore, I grant permission to use the statements of my child, myself, or my family members given during an interview or evaluation with or without my name for the purpose of advertising and publicity without restriction to time limit or geographic area. I waive my right, my child's rights, and my family's rights to any and all compensation stemming from the use of these materials.

agree  disagree





## 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 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**
- Extra Masks
- 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.*

**\*\*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
- Stationery
- 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



# SAMPLE DAILY SCHEDULE

## ARRIVAL DAY

<b>11:00 am</b> WOLF School Program begins, welcome! Students arrive and tour with naturalists. Unload buses.
<b>11:30 am</b> Introductions
<b>12:00 pm</b> Opening Circle
<b>12:20 pm</b> Lunch
<b>1:00 pm</b> All-Camp Meeting
<b>1:15 pm</b> Students, teachers and chaperones move into cabins
<b>2:00 pm</b> Theme Meeting—Everyone meets at campfire circle
<b>2:30 pm</b> Field Study
<b>4:30 pm</b> Recreation Time—Students released to teacher’s care
<b>5:00 pm</b> Cabin Time—Chaperones meet students in front of dining hall and return to cabins
<b>5:45 pm</b> General Assembly in front of dining hall, includes emergency drill.
<b>6:00 pm</b> Dinner
<b>7:00 pm</b> Cabin Time—Prepare for evening activity
<b>7:30 pm</b> Evening Activity
<b>9:00 pm</b> Return to Cabins—Prepare for bed
<b>9:30 pm</b> Lights Out—Staff/Teacher’s night check each cabin

Arrival Day Notes:

## MID-DAY(S)

<b>7:00 am</b> Good Morning! (AM showers)
<b>8:00 am</b> Breakfast
<b>9:15 am</b> Theme Meeting
<b>9:45 am</b> Field Study (p/u bag lunches)
<b>3:30 pm</b> Entire group assembles for Recreation—students released to teacher’s care
<b>4:15 pm</b> Class Get-Together Time
<b>5:00 pm</b> Cabin Time—Teachers deliver students to the cabin area to meet chaperones (PM showers)
<b>5:55 pm</b> General Assembly in front of dining hall
<b>6:00 pm</b> Dinner
<b>7:00 pm</b> Cabin Time—Prepare for evening activity
<b>7:45 pm</b> Meet at Campfire Circle—Evening Activity
<b>9:00 pm</b> Return to Cabins—Prepare for bed
<b>9:30 pm</b> Lights Out—Staff/Teacher’s night check each cabin

Mid-Day(s) Notes:

## DEPARTURE DAY

<b>6:45 am</b> Good Morning! Pack and clean cabins, load buses
<b>8:00 am</b> Breakfast
<b>8:45 am</b> Theme Meeting & Field Study
<b>11:00 am</b> Closing Circle
<b>11:30 am*</b> WOLF School Program Ends
 *Bag lunches will be provided at this time. Schools may choose to have lunch before departing, however, WOLF School staff will depart at 11:30 am. The teachers will be in charge.

Departure Day Notes:

Note: This is a sample schedule. Each school has its own schedule adapted to suit the needs of the students. At some locations, WOLF School offers field trips. Please make any necessary changes on this schedule.