Dear Parents,

We are so pleased that your child will participate in Montalvo’s Summer Camp program. It is our hope that this time at Montalvo provides your child with experiences and memories that will last a lifetime.

The enclosed packet contains logistical information including Montalvo’s drop-off/pick-up times and suggestions on what to bring and wear to camp. Please make sure to read through this packet carefully, so your child is able to come prepared to camp each day.

If you have any additional questions or concerns not addressed in this packet, please feel free to contact the Education Department at 408-961-5854 or camps@montalvoarts.org. We look forward to meeting you and working with your children to make this week special for all of us. See you soon!

Best wishes,

Charlee Wagner, Director of Education
Rachel Evernden, Manager of Youth and Family Programs
Silvia Abisaab, Education Coordinator
DIRECTIONS TO MONTALVO

Montalvo is located at 15400 Montalvo Road in Saratoga, California.

From San Francisco: Hwy 280 South. Exit Hwy 85 South. Drive 4.1 miles and exit at Saratoga Avenue. Turn right onto Saratoga Avenue. Drive 1.8 miles to downtown Saratoga. Turn left at light onto Hwy 9/Saratoga-Los Gatos Road. Drive 1/3 mile and turn right onto Montalvo Road. Continue 1 mile to Montalvo Grounds.

From San Jose: Hwy 280 North to Hwy 17 South. Take the second Los Gatos exit (Los Gatos-Saratoga/Hwy 9). Continue 3.5 miles. Turn left onto Montalvo Road. Continue 1 mile to Montalvo grounds.

From Santa Cruz: Hwy 17 North. Take the Los Gatos-Saratoga/Hwy 9 exit. Drive back over the freeway and continue 3.5 miles. Turn left onto Montalvo Road. Continue 1 mile to Montalvo grounds.

PICK-UP & DROP-OFF

Please make sure to drop off and pick up your child at Montalvo during the appropriate time periods. Only those authorized adults whose names are on file will be allowed to retrieve your child from camp. There are no exceptions. Adults will be required to show proper ID to sign their child in and out each day.

DROP-OFF

Morning Session: 8:45am – 9:00am
Afternoon Session: 12:45pm – 1:00pm

PICK-UP

Morning Session: 12:00pm
Afternoon Session: 4:00pm

Please drop off and pick-up students at your camp location (see map on following page). You will need to walk your students to the check-in table to sign in and return there to sign out. Parking and stopping is permitted in designated spaces only. No stopping on the road. Handicap spaces are for the disabled only.

EXTENDED CARE

Extended care is not included in the camp price. It is an additional service and you must register separately.

- **Pre-Care** is available for $10 per session from 8-9am for morning half-day students (9am-12pm) and full-day students (9am-4pm).
- **After-Care** is available for $10 per session from 4-5pm for afternoon half-day students (1-4pm) and full-day students (9am-4pm).

Please drop off and pick up campers on the Box Office Pavilion at the times listed above.

If you have purchased a morning session and an afternoon session of camp, your child is considered a “full-day student.” Full-day students should be dropped off for the morning session and picked up after the afternoon session. All full-day students will have a supervised lunch hour on the Great Lawn, provided at no additional cost. Students should bring a simple sack lunch, with no extra preparation required. Please refrain from dropping off lunches during the day. The student’s first and last names should be legible and visible on the bag.

Please Note
REFUND POLICY

Requests for refunds to our day camps must be submitted in writing to Montalvo’s camp staff for consideration.

Camp refunds will be granted according to the following deadlines:

- Full refund, less a $20 non-refundable administrative fee, if request received in writing 60 days before the first day of camp.
- 75% refund, less a $20 non-refundable administrative fee, if received in writing 30 days before the first day of camp.
- 50% refund, less a $20 non-refundable administrative fee, if received in writing 15 days before the first day of camp.
- No refund if request received within 14 days of camp, or for early withdrawal.

No refunds will be granted for early camp withdrawal, absences, or behavioral dismissals.

In the event that Montalvo cancels a program, all fees will be refunded.

ANTI-BULLYING POLICY

At Montalvo we have zero tolerance for bullying. Bullying of any kind will result in the immediate removal from camp. The physical and emotional safety of our students and staff are central to Montalvo’s camps and vital to its overall mission. As such, we take the issues of bullying, harassment, and violence very seriously. Bullying is generally defined as when one or more people maliciously exclude, tease, taunt, gossip, hit, kick, or put down another. Montalvo’s leadership investigates any and all allegations of bullying, and trains camp supervisors to promote positive communication, so that students can feel comfortable voicing their concerns to staff. By working together as a team to identify and manage bullying, we can help ensure that everybody has a great experience here at Montalvo.

WHAT TO BRING TO CAMP

Each student can prepare for their day at camp by bringing the following items. Please clearly label all personal items with the owner’s name and age.

Snacks/Lunch: All students should bring a snack with them. Full-day students should bring two snacks and a simple sack lunch, which they will eat during their supervised lunch hour on the Great Lawn.

Water Bottle: Your student may be participating in workshops and/or aerobic activities throughout the week, including time outdoors. Please make sure your student brings a water bottle to camp. We will provide extra water throughout the day.

Weather Appropriate Clothing: Students will be walking outdoors, eating lunch and playing outside, and may even create artwork outdoors. Please make sure they are prepared and comfortable with regard to clothing and accessories. This may include hats, sunscreen, and rain jackets.

Comfortable Clothes & Shoes: Students should wear comfortable shoes to camp each day. Also, please wear comfortable “messy” clothes.

WHAT NOT TO BRING TO CAMP

Please leave all valuables at home (money, jewelry, electronic devices, etc.). Montalvo Arts Center is not responsible for any lost or damaged property.
1. Historic Villa
2. Reception Office
3. Box Office/Project Space Gallery
4. Carriage House Theatre
5. Garden Theatre
6. Oval Garden
7. Spanish Courtyard
8. Garden Terrace
9. Cottages
10. Belvedere Temple
11. Mermaid Pond
12. Great Lawn
13. Barn Art Studio
14. Italianate Garden
15. Love Temple
16. Creekside Studio

MAP KEY

- Restrooms
- Parking Lots
- Accessible Parking