


Dear Apprenticeship Families,

Welcome to the Trackers Weekend Apprenticeship 2019-2020!

We are thrilled to return to our newly expanded program of study and growth with our incoming Rangers, Mariners, Artisans, Blacksmiths, Archers, Rovers and – returning for its second year – Outdoor Leadership Apprentices. Some of you are new to the program, and many of you are joining us for your fourth year. We welcome you all!

If you are a returning family, please look for the **New!**  symbol next to new information for this year.

In this packet you will find a wealth of information including transportation, curriculum, packing lists, policies, and more. For those of you who have attended Trackers before, this may look familiar. However, because we have adjusted many schedule options, we encourage you to review those updates thoroughly. Don't hesitate to contact us if you have any questions. Our office may be reached by calling 510-575-9444 or by emailing bay@trackersearth.com.

With kind regards,
Trackers Bay



Contents of this Welcome Packet:

Page 2: What, Where, When
Page 4: Tuition, Deposits, and How to Register
Page 6: Program Dates
Page 13: Cheat Sheet of Schedules
Page 14: Transportation
Page 15: Packing List and “Stuff”
Page 18: Meals and Food
Page 19: Behavior Expectations and Consequences
Page 21: Policies: Cancellations, Changes, Inclement Weather, Etc.

What, Where, and When

Trackers Apprenticeships are a long-term mentoring relationship that builds the foundation for a lifetime love of outdoor skills and learning.


Trackers Apprenticeships are a rustic experience, taking place outdoors regardless of weather or time of year. We believe in giving kids the confidence to truly thrive outside, which means building skills rain or shine. Because this program relies on building team rapport and building on skills session over session, we strongly discourage missing sessions unless absolutely necessary.

Schedule for Single-Day Program Students

- **New!** 📍 Check in is at our NEW HEADQUARTERS at 1336 Channing Way, Berkeley. We aim to leave by 9 AM, when we travel to local parks for instruction.
- **New!** 📍 Check out is at 1336 Channing at 4:00 PM.
- All students should bring a lunch, snacks, and a water bottle.
- See “Packing List” for more information about what to bring on program days.

Schedule for Overnight Rangers, Mariners, & Outdoor Leadership Apprenticeship (OLA) Program Students

- **New!** 📍 Your first program meeting *only* is a single-day session for orientation purposes. *On that day only*, check-in is at 8:45 AM and check-out is at 4:00 PM.
 - For Rangers and Mariners (Schedule B), this is Saturday September 14, 2019.
 - For OLA (Schedule C), this is Saturday September 21, 2019.

- **New!**  All subsequent program sessions are Friday - Sunday overnights. Check-in is on Friday at 6:00 PM (*NEW THIS YEAR!*), and check-out is on Sunday at 3:30 PM. Please feed your student dinner *before* dropping them off.

Program Calendar and Tuition

Our locations for the year are dynamic: We choose our destinations based on the weather patterns, tides, the interests students expressed during the previous session, and the projects that apprentices are working on. You will always receive an email detailing our destination the Monday prior to each weekend. All program Apprentices are invited to attend our Trackers Community Holiday Celebration on Saturday December 14, 2019, and our Community Celebration & Graduation Potluck on May 30, 2020.

Schedule Options

In order to provide a wide variety of theme options, Trackers Apprenticeships are split into A, B, and C weekend schedules. Some programs happen only on one schedule, while others have options.

Review the below dates for your specific program carefully. Because of our small group sizes, we are unable to provide credit or schedule make-up days for any days missed due to schedule conflicts, illness, or vacation plans.

Registering multiple children for different programs and want to coordinate weekends? See our handy chart of which programs happen which weekends on page 13.

New! How to Register for New Students

You may find all our program registration information on our website at <https://trackersbay.com/youth/weekend-mentoring.php> - just click on the Apprenticeship theme you're interested in, and add your chosen Apprenticeship to your cart. The \$75 deposit holds your place for the year. In the summer, you will be contacted to either pay in full or to set up a payment plan. This \$75 deposit will be retained until the end of the program in 2020, at which point you may either roll it into the following year or choose to have it refunded if you do not wish to continue the program.

New! How to Register for Returning Students

Returning students will also need to register on our website at <https://trackersbay.com/youth/weekend-mentoring.php> . Because we already have a deposit from all returning students, you should enter a "Pay Later" code at check-out. You will be emailed directly with a "Pay Later" code to use at the time of check-out. *Only returning families may use this option.*

Payment Plans and Discounts

We are offering a 5% discount for paying tuition in full by August 15, 2019. If you prefer to enroll in a payment plan, those will be set up in late August. Payment plans automatically divide the total tuition into 9 equal monthly payments from September - May, **regardless of how many program meetings happen that month.**

New!  *Certificates of Completion*

Trackers programs, like any serious course of study, provide the greatest benefit to students when they are able to attend sessions consistently. We know that this is hard work and sometimes means making tough schedule choices.

To recognize this commitment, students who attend **8 out of the 9 regularly scheduled program meetings** (not including the Graduation picnic and the holiday party) will receive a special Certificate of Completion. Older students may wish to use this in high school or college applications.

Apprenticeship staff mentors are available for recommendation letters or other admissions testimonial materials on request.

About Scholarships

We are proud to offer a scholarship program for families in financial need. Our scholarships support students who genuinely otherwise would not have access to immersive outdoor experiences. Typically the annual income of eligible families is around the free/reduced price lunch qualification level. Scholarship applications for Apprenticeship programs are due by July 31, 2019 and decisions will be sent before August 11, 2019.

If you would like to hold a space in a specific program before decisions are released, you will need to register with the \$75 deposit. *For scholarship applicants, we make an exception to our non-refundable deposit policy. If you are unable to attend after decisions are released, your \$75 deposit is refundable.*

Rangers Apprenticeship - Grade 1-8

Single Days Only

Tuition: \$1,495.00 - 5% Discount if paid in full by 8/15/19

**Schedule A Saturdays
Grade 1-8**

September 7, 2019: Field Day
September 28, 2019: Field Day
October 19, 2019: Field Day
November 9, 2019: Field Day
December 7, 2019: Field Day
December 14, 2019: Optional Holiday
Party
February 1, 2020: Field Day
February 29, 2020: Field Day
March 15, 2020 (Sunday): Make-Up Day IF
NEEDED
April 11, 2020: Field Day
May 2, 2020: Field Day
May 30, 2020: Community Graduation:
Potluck Picnic

**Schedule B Saturdays
Grade 2-5**

September 14, 2019: Field Day
October 5, 2019: Field Day
October 26, 2019: Field Day
November 16, 2019: Field Day
December 14, 2019: Optional Holiday
Party
January 18, 2020: Field Day
February 8, 2020: Field Day
March 7, 2020: Field Day
March 21, 2020: Make-Up Day IF NEEDED
April 18, 2020: Field Day
May 9, 2020: Field Day
May 30, 2020: Community Graduation:
Potluck Picnic

**Schedule C Saturdays
Grade 1-6**

September 21, 2019: Field Day
October 12, 2019: Field Day
November 2, 2019: Field Day
November 23, 2019: Field Day
December 15, 2019: Optional Holiday Party
January 25, 2020: Field Day
February 15, 2020: Field Day
March 1, 2020 (Sunday): Make-Up Day IF NEEDED
March 14, 2020: Field Day
April 25, 2020: Field Day
May 16, 2020: Field Day
May 30, 2020: Community Graduation: Potluck Picnic

**Rangers Apprenticeship - Grade 6-12
Overnights Option**

Tuition: \$2,475 - 5% Discount if paid in full by 8/15/19

Schedule B: Overnight Weekends

September 14, 2019: Field Orientation Day
October 5-6, 2019: Overnight
October 25-27, 2019: Overnight
November 15-17, 2019: Overnight
December 14, 2019: Optional Holiday Party
January 17-19, 2020: Overnight
February 7-9, 2020: Overnight
March 6-8, 2020: Overnight
March 20-22, 2020: Make-Up Weekend IF NEEDED
April 17-19, 2020: Overnight
May 8-10, 2020: Overnight
May 30, 2020: Community Graduation: Potluck Picnic

**Outdoor Leadership Apprenticeship - Grade 8-12
Overnights Option**

Tuition: \$2,475.00 - 5% Discount if paid in full by 8/15/19

Schedule C: Overnight Weekends

September 21, 2019: Field Orientation Day
October 11-13, 2019: Overnight
November 1-3, 2019: Overnight
November 22-24, 2019: Overnight
December 14, 2019: Optional Holiday Party
January 24-6, 2020: Overnight
February 14-16, 2020: Overnight
March 13-15, 2020: Overnight
March 21-23, 2020: Make-Up Weekend IF NEEDED
April 24-26, 2020: Overnight
May 15-17, 2020: Overnight
May 30, 2020: Community Graduation: Potluck Picnic

Realms Apprenticeship - Grade 3-8

Single Days Only

Tuition: \$1,495.00 - 5% Discount if paid in full by 8/15/19

Schedule A: Saturdays

September 7, 2019: Field Day

September 28, 2019: Field Day

October 19, 2019: Field Day

November 9, 2019: Field Day

December 7, 2019: Field Day

December 14, 2019: Optional Holiday Party

February 1, 2020: Field Day

February 29, 2020: Field Day

March 15, 2020 (Sunday): Make-Up Day IF NEEDED

April 11, 2020: Field Day

May 2, 2020: Field Day

May 30, 2020: Community Graduation: Potluck Picnic

Mariners Apprenticeship - Grade 1-8

Single Days

Tuition: \$1,495.00 - 5% Discount if paid in full by 8/15/19

Schedule A: Saturdays

September 7, 2019: Field Day
September 28, 2019: Field Day
October 19, 2019: Field Day
November 9, 2019: Field Day
December 7, 2019: Field Day
December 14, 2019: Optional Holiday Party
February 1, 2020: Field Day
February 29, 2020: Field Day
March 15, 2020 (Sunday): Make-Up Day IF NEEDED
April 11, 2020: Field Day
May 2, 2020: Field Day
May 30, 2020: Community Graduation: Potluck Picnic

Mariners Apprenticeship - Grade 6-12

Overnights Option

Tuition: \$2,475.00- 5% Discount if paid in full by 8/15/19

Schedule B: Overnight Weekends

September 14, 2019: Field Orientation Day
October 5-6, 2019: Overnight
October 25-27, 2019: Overnight
November 15-17, 2019: Overnight
December 14, 2019: Optional Holiday Party
January 17-19, 2020: Overnight
February 7-9, 2020: Overnight
March 6-8, 2020: Overnight
March 20-22, 2020: Make-Up Weekend IF NEEDED
April 17-19, 2020: Overnight
May 8-10, 2020: Overnight
May 30, 2020: Community Graduation: Potluck Picnic

Archery Apprenticeship - Grade 2-8

Single Days Only

Tuition: \$1,495.00 - 5% Discount if paid in full by 8/15/19

Schedule B Saturdays

September 14, 2019: Field Day

October 5, 2019: Field Day

October 26, 2019: Field Day

November 16, 2019: Field Day

December 14, 2019: Optional Holiday Party

January 18, 2020: Field Day

February 8, 2020: Field Day

March 7, 2020: Field Day

March 21, 2020: Make-Up Day IF NEEDED

April 18, 2020: Field Day

May 9, 2020: Field Day

May 30, 2020: Community Graduation: Potluck Picnic

Blacksmith Grade 5-10 and Bladesmith Grade 7-12 Apprenticeship, Single Days Only

Tuition: \$1,495.00 - 5% Discount if paid in full by 8/15/19

**Schedule A: Blacksmithing: General
Metalworking
Grade 5-10**

September 7, 2019: Field Day
September 28, 2019: Field Day
October 19, 2019: Field Day
November 9, 2019: Field Day
December 7, 2019: Field Day
December 14, 2019: Optional Holiday
Party
February 1, 2020: Field Day
February 29, 2020: Field Day
March 15, 2020 (Sunday): Make-Up Day IF
NEEDED
April 11, 2020: Field Day
May 2, 2020: Field Day
May 30, 2020: Community Graduation:
Potluck Picnic

**Or Schedule C: Blacksmith: General
Metalworking
Grade 5-10**

September 21, 2019: Field Day
October 12, 2019: Field Day
November 2, 2019: Field Day
November 23, 2019: Field Day
December 15, 2019: Optional Holiday
Party
January 25, 2020: Field Day
February 15, 2020: Field Day
March 1, 2020 (Sunday): Make-Up Day IF
NEEDED
March 14, 2020: Field Day
April 25, 2020: Field Day
May 16, 2020: Field Day
May 30, 2020: Community Graduation:
Potluck Picnic

**Schedule B: Bladesmithing: Knife Making
Grade 7-12**

September 14, 2019: Field Day
October 5, 2019: Field Day
October 26, 2019: Field Day
November 16, 2019: Field Day
December 14, 2019: Optional Holiday Party
January 18, 2020: Field Day
February 8, 2020: Field Day
March 7, 2020: Field Day
March 21, 2020: Make-Up Day IF NEEDED
April 18, 2020: Field Day
May 9, 2020: Field Day
May 30, 2020: Community Graduation: Potluck Picnic

Rovers Apprenticeship - Age 4-Grade K

Single Days Only

Tuition: \$1,495.00 - 5% Discount if paid in full by 8/15/19

Schedule A Saturdays

September 7, 2019: Field Day
September 28, 2019: Field Day
October 19, 2019: Field Day
November 9, 2019: Field Day
December 7, 2019: Field Day
December 14, 2019: Optional Holiday Party
February 1, 2020: Field Day
February 29, 2020: Field Day
March 15, 2020 (Sunday): Make-Up Day IF
NEEDED
April 11, 2020: Field Day
May 2, 2020: Field Day
May 30, 2020: Community Graduation: Potluck
Picnic

Schedule C Saturdays

September 21, 2019: Field Day
October 12, 2019: Field Day
November 2, 2019: Field Day
November 23, 2019: Field Day
December 15, 2019: Optional Holiday Party
January 25, 2020: Field Day
February 15, 2020: Field Day
March 1, 2020 (Sunday): Make-Up Day IF
NEEDED
March 14, 2020: Field Day
April 25, 2020: Field Day
May 16, 2020: Field Day
May 30, 2020: Community Graduation: Potluck
Picnic

Cheat-Sheet: Program Weekend Options

Registering multiple children for different programs and want to coordinate weekends? See our handy chart of which programs happen which weekends

Program	A Schedule Saturdays	B Schedule Saturdays	C Schedule Saturdays
Rangers Apprenticeship Single Days: Grade 1-8	✓	✓	✓
Rangers Apprenticeship Overnights: Grade 6-12		Yes - Friday - Sunday Overnights	
Mariners Apprenticeship Single Days: Grade 1-8	✓		
Mariners Apprenticeship Overnights: Grade 6-12		Yes - Friday - Sunday Overnights	
Realms Apprenticeship Single Days: Grade 3-8	✓		
Outdoor Leadership Apprenticeship Overnights: Grade 8-12			Yes - Friday - Sunday Overnights
Blacksmith Apprenticeship Single Days: Grade 5-10	✓		✓
Bladesmith Apprenticeship S Grade 7-12		✓	
Archery Apprenticeship Single Days: Grade 2-8		✓	
Rovers Apprenticeship Single Days Age 4-5 / Grade PK-K	✓		✓

Transportation

Shuttle Information:

Please note: Our Blacksmith Apprenticeship is not transported and takes place entirely at our NEW Berkeley HQ: 1336 Channing Way, Berkeley.

Transportation to all our sites from our 1336 Channing is included in Apprenticeship programs.

About pick-up and drop off....

- Arrive at the appointed time for your program for check-in and check-out. On the first day especially, the check-in process can take some time with a large group. We appreciate your patience!
- Feed your apprentice a hearty breakfast before single-day Saturday sessions, and pack a peanut-free lunch. Apprentices heading to an overnight program should eat dinner BEFORE being dropped off.
- At check in, be prepared to provide...
 - The names of anyone who may pick up your apprentice
 - Any emergency numbers
 - All medications, **with written instructions**, given to instructors
- At pick up, ALL persons picking up an apprentice must be on our approved list AND provide photo ID. If you need to add a new person to this list during a program, email us at bay@trackersearch.com.



Packing List: Single Days and Overnights

What to Pack: General Principles

We want Trackers programs to feel like we are stepping back in time. Whenever possible we are going to work hard to avoid plastic, unnecessary STUFF, modern electronic devices, and other "tech," as we refer to it. Does that mean we are Luddites? Absolutely not. We love our pop culture and iThings as much as the next modern human. We're simply saying that it's kind of cool to live for a week with the feel and look of wood and other natural materials and colors. **If you have a choice, always opt for recyclable, biodegradable, and naturally-colored gear.**



Individual instructors may give their group specific information which differs from that given here. For students in the Mariners Apprenticeship program, there may be additional items added (such as a waterproof lunch bag) on days when Kayaking is planned. These dates will depend on the weather and tides. Look for this information in your Monday pre-program reminder emails.

For overnight weekends especially, remember the following guidelines:

Light!

We Trackers pack as lightly as possible, including planning on wearing some articles of clothing multiple times during the trip. Individual space is VERY limited (about 2 square feet), and things can get mixed up or lost. But it's equally important to have enough to stay protected and safe.

Label!

Meet your new best friend, Sharpie. In order to avoid confusion and lost property, please write at least a **first name** on as many items as possible--particularly water bottles, knives, day packs, and flashlights/headlamps.

Compact!

We recommend using one very small rectangular gym bag for clothes and toiletries and then a bigger duffel to fit sleeping gear in if needed. It's a great idea to bring along a small day pack to carry water bottles, knives, sunscreen, lunch, and a layer during the day. Framed backpacks take up a lot of excess space.

Intentional!

Every item on this list should be placed in their bag by your apprentice. When a person packs their own bag, it is much easier for them to keep track of their possessions for the weekend. Apprentices should even practice packing and unpacking their personal gear bag, as they will need to know how and where to access all their supplies quickly.

Packing List: Single Day Saturdays

- Hearty lunch and snacks (no peanut products)
- Water bottle
- Sturdy, closed toe shoes (broken in already, please)
- **Leather shoes and long, non-synthetic pants are mandatory for Blacksmith Apprenticeship**
- Layers! Foggy mornings may become hot, and a sunny morning may become foggy and cool. Think microclimates.
- Woodcarving or stainless steel knife (included in your registration if you don't already own one) - **Not needed for Blacksmith Apprenticeship**
- Notebook and pencil

Packing List: Overnight Weekends ONLY. *This section is only applicable to our overnight Rangers, Mariners, and Outdoor Leadership Overnight Apprenticeship programs*

Packing Gear	Small gym bag for clothes, toiletries, and shoes Small day pack or cinch sack Duffle for sleeping bag, mat, and pillow
Clothing	2 t-shirts Warm long-sleeve layers (no cotton; please choose wool or synthetic) OPTIONAL during cooler weeks - thermal underwear 1 pair of rugged pants (Even in Bay Area October “summer”, it can be cool in the mornings and pants are good for keeping away anything prickly; we also do a lot of activities that require kneeling on rough ground) 1 pair rugged shorts IF weather will be warm Warm hat Sun hat if desired (Mandatory for Mariners Apprenticeship) 2 Pairs warm socks Warm coat 2 Pairs of shoes (well broken in please)
Sleeping Gear	Sleeping Pad that can go directly on the ground--important for both heat insulation and comfort. Sleeping Bag (a warm one) Small pillow (optional - coats work, too!)
Toiletries	Toothpaste

	<p>Toothbrush 15+ SPF sunscreen</p>
<p>Tools and Wares</p>	<p>Large water bottle A mess kit including a fork/spoon or spork and a plate that can also be used as a bowl (metal and wood are preferred) Flashlight or headlamp Knife (included in program) Belt: recommended to hold knife. Note book and pen or pencil.</p>
<p>Please DO NOT pack...</p>	<p>Body spray, cologne, or perfume Hatchets or axes Soft drinks or sports drinks Watches (remember, old school!), dangly jewelry Expensive/sentimental items--although we stress awareness and responsibility, property loss can happen. We do not advise bringing any super-special, irreplaceable items. ALL electronics, especially no cell phones</p>



New apprentices receive a complementary Mora knife, if your child does not already have a knife they use.

Overnight Program: Meals and Food

This section is only applicable to our overnight Rangers, Mariners, and Outdoor Leadership Overnight Apprenticeship programs.

In our overnight programs, our provided meals are all cooked in our communal, partially wood-fired camp kitchen and are typically omnivorous. Meals will include a healthy range of vegetables, meats, grains, and dairy, organic when possible, much of which will come from local farms. Let us know if your child has special dietary restrictions (including vegetarian diets) and we can help determine if our meal plan is a good fit. Severe medical allergies can be accommodated with advance notice, and Trackers programs always strive to be peanut-free.

If your child needs to bring supplemental due to dietary restrictions food please let us know. Because of wildlife concerns we keep all food in our secured storage area so we will need to collect it at drop off.



Another delicious dinner, prepared by participants, simmering over the campfire

Behavior Expectations and Consequences

Rules and The Code

All participants in programs at Trackers - including students and staff - are held to three basic rules : **One** - No one dies; **Two** - All wounds must heal within 4 days; and **Three** - Follow the Trackers Code of Common Sense. These tenets, which are inspired by the important character traits of our guild members, guide our interactions with ourselves, each other, and the incredible world around us. Spend some time with your apprentice to talk about what these ideas mean.

Trackers Code of Common Sense

- **Pay Attention** (affiliated with the Rangers Guild)
Rather than instruct our participants to “be careful,” we prefer the reminder to “pay attention.” “Being careful” entails progressively attempting to avoid any and all risk (both a boring and impossible task). “Paying attention” means tackling and meeting every new challenge in a thoughtful way. Thoughtfulness is, in the long run, the safest path.
- **Be Truly Helpful** (affiliated with the Wilders Guild)
The most successful people at Trackers are those focused on helping everyone else in the team and village find their awesomeness. This is a social contract where more than one person helps you succeed. Instead of working solo, you have many people watching your back and your efforts become exponentially powerful.
- **Live With Respect** (affiliated with the Mariners Guild)
We consider the ocean and what it teaches us about respect. To enjoy the waves, winds and currents you have to ebb and flow with their power. The forces of nature deserve our respect. If you don't respect nature, you go cold, or hungry, or even feel empty and overstressed. The same applies to valuing and uplifting our connections with our elders, teachers, children, peers, family and fellows. With respect comes the benefit of the doubt, and faith in one another. The empathy that everyone is doing “the best they can with the information they have.”
- **Let's Do It Better!** (affiliated with the Artisans Guild)
No one is perfect, and everyone at Trackers - even our instructors - is always striving to improve. We encourage participants to practice difficult things until they get it right, and are always there to guide students along the path to excellence. Likewise, if something isn't working for someone in our programs, we want to know! Intelligent and nuanced critique is healthy and necessary in any community, and we are no exception.

Choices and Consequences

NO OTHER outdoor education organization is as immediate as we are in response to disruptive behavior. Parents of every child can feel confident that we do this to create a positive environment for those students who choose to respect and regard the entire group. When a person's behavior does not support the community, it is appropriate to ask them to sit out temporarily. Trackers programs in general and Apprenticeships in particular are NOT a day-care institution. We teach outdoor skills and provide compelling experiences that modern youth do not generally have access

to. This means we err on the side of safety and students only get to participate when they choose to listen to directions and boundaries of their instructors.

If participants choose to not act in accordance with our Code of Common Sense, our discipline steps generally follow this path:

Step 1: Warning/redirection.

Step 2: Problem solve with the instructor.

Step 3: Call home with the site supervisor.

Step 4: Get picked up by parent.

While it is very rare, we reserve the right to remove a child from activities if we feel they are taking too much focus from the whole of the community. This could happen any day of the week including the first day. If behavioral issues persist, we will need to ask them to leave for the duration of the program. Participants may be sent home for the following choices:

- Physical violence or verbal threats against participants or staff
- Intentionally leaving the group without adult permission or knowledge
- Consistent or extreme defiance or non-compliance
- Demonstration of an inability to respect basic safety rules as explained by staff
- Extreme disrespect or misuse of our sites or property

This DOES NOT necessarily mean no future participation in our program. This DOES mean that we have an opportunity to sit down with parents and children and develop better strategies and agreements for working together. In the case of severe safety issues, we DO NOT necessarily need to give a warning. Especially when our priority is safety of other participants. We may see disruptive behavior one day and ask for the break to happen the very next.

The Not-Very-Small Print

Program Benchmarks

Program Benchmarks and deliverables are set as goals only. These are subject to change based on our team collaboration with participants, including youth. They are also subject to change for other circumstantial issues, including but not limited to weather, cancellation of contractors and other options arise that instructors believe are more thematically appropriate.

New! 📖 Inclement Weather / Air Quality Policy

The Trackers mission includes teaching kids to be resilient and safe in the outdoors in all types of weather. As a Transported program, we also often have options for destinations that allow us to avoid unsafe weather or hazardous air quality (in the case of wildfire smoke impact). **Very rarely**, Trackers may choose to cancel programming if we decide we are unable to offer a safe outdoor program. We will strive to give parents as much notice as possible when this occurs, which will generally be no later than 5 PM the previous day.

We have noted our scheduled just-in-case make-up days in all program calendars. If Trackers cancels a regularly scheduled program day, the make-up day will be substituted. We are unable to offer program credits or refunds for families unable to attend the scheduled make-up day. Please review these dates carefully and note them on your family calendar. These make-up days will *only* be offered and staffed if Trackers cancels a program day.

Changes and Make-Up Days

Please check your schedule carefully when registering. Due to our small program size, we do not offer credit or schedule swaps for missed days (for example, due to family vacations, school trips, illness, etc). Program mentors make every effort to develop strong group cohesion and build a community. Drop-ins attending for a single day from a different schedule can be challenging to integrate into the group. Additionally, for our younger students, attending a different weekend with a different instructor and students can be a difficult transition.

We do allow rolling admission for new, permanent students if space is available. If you would like to permanently swap schedules mid-year, we can accommodate this on a space-available basis. There is a \$35 administrative change fee for this.

Cancellation and Withdrawal Policy

Trackers Apprenticeships are designed to cover a full year. One of our core missions is to provide robust, sustainable, full time employment for professional outdoor educators. Mid-year cancellations greatly, greatly impact our ability to pay our staff fair wages all year long. We ask that families carefully consider if the program is a good fit prior to registration. Nevertheless, we understand that the needs of families may change during the school year. Our cancellation policy is as follows:

- We request a two-week courtesy notice prior to withdrawal.

- For all withdrawals, we will prorate tuition based on how many sessions have been held thus far in the year. After adjusting for the prorated amount due, an additional fee equal to one monthly payment will apply. *Your \$75 payment will be applied to this.*
- If the withdrawal falls within a monthly billing cycle and a refund is due after the cancellation fee is applied, this will be returned to your card.

Tax Information

Trackers Earth Bay Area, LLC

Tax ID # 47-2590347

In Closing...

And finally, we are all incredibly excited to meet everyone and to start fishing, tracking, forging, planting, exploring the forest, and spending time just enjoying the land around us! See you all soon!