



Moo Camp 2017

GENERAL INFORMATION

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ARRIVAL

For those parents who will personally accompany their daughter to Le Châtelard, the staff will be happy to receive them on **Saturday 1st July 2017, between 5:00 pm and 8:00 pm.**

DEPARTURE

We invite you to the closing ceremony on **Tuesday 25th July 2017 at 5:30 pm** and at the end you can take your daughter with you back home.

Campers will be leaving from the camp and travelling together on **Wednesday 26th July 2017.**

COMMUNICATION WITH THE FAMILIES

The Moo Camp staff consider it essential that all the campers keep in regular contact with their families. Therefore, the following system has been designed to keep the students in touch with their families:

Phone calls/Internet

Campers will be able to receive phone calls from their parents on:

Mondays, Tuesdays, Thursdays and Fridays from 7:10pm to 7:45pm, Swiss time.

Saturdays and Sundays from 8:30pm to 9:15pm, Swiss time (depending on trips and excursions).

At these moments of the week, campers will be given a mobile phone, so that their family can call them. We will be sending the campers numbers during the week before their arrival.

Parents will also be able to call their daughter through the main number of the Academy:
+ 41 21 989 80 00.

COMMUNICATION WITH THE STAFF

Parents should not hesitate to contact the Moo Camp Directress. The most practical way of doing this is through this email address: info@lechatelard.com

If parents would rather speak with the Moo Camp staff, they can also be contacted through the main number of the Academy, + 41 21 989 80 00, from Monday to Sunday between 5pm and 9pm, Swiss time. For any emergencies, the staff will be available when needed. The emergency phone number is + 41 21 989 80 01.

For any specific questions that the staff may be able to help parents with, they will be available from Monday to Friday between 10:00 am and 4:00 pm Swiss time through the following email addresses:

Direction, Secretary and Admissions: info@lechatelard.com



WEBSITE – INSIDE LE CHÂTELARD

The “Inside Le Châtelard” section of the Academy’s website will allow parents to keep informed about their daughter’s stay. To log in to this private section, please use the following procedure:

1. Enter www.ecolechatelard.ch
2. Click on “Inside Le Châtelard”
3. Enter the student’s birthdate (login) : YYYY-MM-DD
4. Enter the birthdate of the student’s father (password): YYYY-MM-DD

While their daughter is at Le Châtelard, parents will be able to look at the sections of **picture galleries** and **news** each week. They will also be able to check their daughter’s personal account balance. At the end of the students’ stay, parents will be able **to download both a grade sheet and a comment on their daughter’s progress and work from this section.**

FOREIGN LANGUAGE PROGRAM

This program offers the campers the possibility to learn French or English.

The main goal for this program is to give the campers the opportunity to interact with all the campers.

The language that will be used among the campers is English/French. The campers will be encouraged to speak it at all times.

MEDICAL SERVICE

When campers are not feeling well, they are welcome to visit the Academy’s Health Care Department and they will be looked after.

The Academy’s doctor visits the Moo Camp on a frequent basis to see any campers who are sick. All medical records are kept in a secure file. All visits to the doctor will be charged to the camper’s personal account.

If the camper gets sick while the doctor is not in the Camp, she will be brought to a treatment centre, if necessary. If an accident occurs, the Health Care Department will be notified and will determine whether a doctor should be contacted.



LAUNDRY AND CLOTHING

A specific laundry number is assigned to each student in order to have a more efficient laundry service. All personal belongings must be marked with this number.

All clothes must be able to be both washed and dried by machine.

Le Châtelard washes the campers' clothes that are machine washable. Intimate garments are not washed by Le Châtelard. Ironing service is not provided; however, campers learn to press their own clothes. Dry cleaning service is not included. Campers who wish for this service will pay it from their personal account, Le Châtelard will only deliver and collect the clothing. Since dry cleaning service is very expensive, it is recommended that campers bring very few clothes which will require this service.

Please consider **temperature variations** during the day in the mountains (between 12°C and 25°C) this is why we recommend a Summer jacket.

LIST OF RECOMMENDED CLOTHES

Daily in campus:

- Outfits (coloured jeans, skirts, dresses. Blue jeans are only permitted out of the academy).
- Underwear and socks
- Pyjamas
- Slippers
- Sweaters

Off campus:

- Trousers, skirts, dresses, colored and blue jeans.
- Walking shoes for excursions to cities
- One piece swimsuit
- Shorts (medium length) for water excursions and Disney only.
- Summer jacket

For sports:

- One piece swimsuit
- T-shirts, sweat pants and sweatshirts

- Sport shoes (gymnastics, tennis, and hikes)
- Leggings or shorts for aerobics or jogging

Special occasions:

- Last gala dinner and closing ceremony: casual summer dress
- Costumes for different parties: African, Hawaiian, Disney, talent show...

DONT'S

Mini-skirts, shorts, deep v-necked shirts, short shirts, tight or transparent clothes, blouses with thin straps or bare shoulders.

Piercings and tattoos are not allowed in the Academy.

Others

Le Châtelard provides the necessary towels and bedding and the Le Cordon Bleu Jacket.



ADMINISTRATION

Tuition

Tuition should be paid **directly to Oak Management**, Inc. though the local Oak Office

Personal Account

Each girl has a personal account at Le Châtelard, for her personal expenses and her pocket money.

As pocket money, the girls will be given a **weekly allowance of around 100 Swiss francs** taken from this account. They will also be given more pocket money for the trip to *EuroDisney* (250€) and other special excursions.

Payments may also have to be made from this account for transportation to a doctor's appointment or other minor expenses that may arise.

The recommended amount of money for your daughter's personal account is 800 to 1000 Swiss francs. This money should be transferred to the following bank account:

Receiving Bank Name	UBS SA, TP operations Center
Address of the bank	1820 Montreux / Switzerland
Beneficiary Name	Institut Le Châtelard
Account Number	249-G55034231
IBAN	CH26 0024 9249 G550 3423 1
Swift Address	UBSWCHZH80A
References	ID Number and Name of the Student

Parents can check **their daughter's personal account balance** at any time in the "Inside Le Châtelard" section of the Academy's website: "Student Info" → "Personal Acc. Balance"

For any questions about their daughter's personal account, parents can contact **Mrs. Jacqueline Tachet**, Personal Accounts Coordinator, at the following email address: assist_adm@lechatelard.com.

For any financial questions, parents may contact at any time **Mrs. Anne-Frances Gaiani**, at the following email address: rh_adm@lechatelard.com.

At the end of the summer camp you will receive the money left in your daughter's personal account.

We seriously recommend that the girls DON'T BRING CREDIT CARDS.



MISSION, RULES AND REGULATIONS

Mission

The Moo, Swiss and Alumni Summer Camps cooperate with parents in the integral formation of their daughters. These are accomplished through a uniquely personalized program.

The Camp offers each camper the means by which she can forge her character in Christian values in accordance with her potential.

Through positive motivation, personal attention and constant supervision, the Camp helps campers identify and develop their own talents and skills.

General Disciplinary Rules.

1. Rules and procedures help campers forge virtues, habits and ensure that each person receives her due respect. Campers should know and understand the rules as means for their formation. The Camp forms its campers with respect and sensitivity in a family environment conscious of the needs of each person. Adherence to the Camp rules will assure growth in maturity, independence, courtesy, respect and personal organization within each camper.
2. Each camper is encouraged to become an Outstanding Camper.
3. Each camper should seek maturity and be willing to make full use of the opportunities offered by the Camp so as to become a person of integral formation.
4. The Camp encourages parents to help their daughters see the connection between external discipline and the formation of virtues and habits. The Camp depends on parents to motivate and encourage their daughter to see the value achieved through discipline. For this reason, the staff asks parents to whole-heartedly support Camp's rules and procedures.
5. Campers are expected to be well behaved and well groomed both on and off campus
6. Campers are expected to be punctual, follow the Camp's schedule and practice good time management.



7. Campers are organized according to age and maturity. Campers should be with their group at all times.
8. Respect is to be given to the teachers and to fellow campers at all times. Campers are encouraged to actively participate in classes, offering input in a polite and courteous manner.
9. Personal belongings must be neat and orderly.
10. No food or drinks will be permitted in the classrooms or bedrooms.
11. In order to help the campers to be able to focus on the Camp's program and take full advantage of it, we recommend them not to bring iPods, DVD Players, computers, cellular or cordless phones, walkie-talkies, pagers and radios, Palms Pilots or other electronic devices to the Camp.
12. Campers should refrain from bringing valuables to the Camp. The Camp will not be held responsible for articles that are lost or broken.
13. Chewing gum is not permitted at any time in the Camp.
14. Theft and destroying property is considered as a grave offence and they would pay what the damage.
15. The following behaviors will lead to expulsion:
 - Immorality (in the way a student dresses, speaks, her actions or reading/video material
 - Stealing
 - Leaving the school premises without permission
 - Alcohol consumption or possession at any time
 - Drug consumption or possession in any circumstance

Going out of the Academy

Girls are always accompanied when going out of the Academy.

If you wish some friends or siblings of your daughter to visit her, please send written permission by email (info@lechatelard.com).



PARENT'S AUTHORIZATION

School Photographs/Video

I/We hereby consent to the use of school photographs and/or videos, which may include my /our child or his/her image and likeness in school publications, newsletters, web pages on the Internet, calendars, occasional news releases, or other promotional uses of _____ School/Academy. I/We understand and agree that _____ School/Academy does not need to notify me/us or solicit my/our approval or compensate me/us in any way prior to using any such photographs or videos. I further understand that this consent shall have no limitation in time and shall survive termination of this agreement or my child's attendance at _____ School/Academy.

Declaration

I, who subscribe, declare to possess parental authority—in accordance with the national legislation that norms our relationship— over the minor (“the student”):

Full name of applicant: _____
(First) (Middle) (Last)

Address: _____
(Street) (Number) (District)

(City) (State) (Zip Code) (Country)

Home telephone numbers: (_____) _____
(_____) _____
Home fax number: (_____) _____

I hereby declare that:

1. The student is expressly authorized to reside and be lodged at *Le Châtelard* (“the Academy”) for the period ranging from: ___ / ___ / _____ to: ___ / ___ / _____, in order to take part in the (d / m / y) (d / m / y) activities that integrate the Academy's program, in which I desire and authorize that she participate.

2. I have knowledge of the Academy's internal regulations and norms (of which I have received a copy). In this regard, and for the student's educational, moral, and social interest, I accept that the Academy take any and all actions that may, in the sole opinion of the Academy, be necessary to maintain good order and discipline, consistent with the pursuit of the Academy's educational mission. I hereby authorize the Academy to take any and all appropriate actions to reward or sanction the student's behaviour (disciplinary sanctions included), always respecting the student's person, and in accordance with applicable law.

3. Acting on my own behalf, and on behalf of the student, and in accordance with applicable law, I hereby release the Academy, and its directors, officers, employees, assistants, contractors, volunteers, and in general all who intervene in its activities, from any and all responsibility associated



with material or corporal damages that could eventually be suffered by the student, except in the case of grave fault.

This clause applies to activities that take place within the Academy's limits, as well as to the related transportation/travel to or from the Academy (arrivals, departures, outings during or related in any way to the activities), and without any limitation, to other related activities such as sports, hikes, rides, outings, etc.

4. I testify that the student holds proper insurance covering any and all personal injuries or damages that could affect her or her goods, or any third person because of the student's action (specifically civil responsibility).

I declare to assume personally, whatsoever the circumstances may be, any and all obligations that could derive from a non-existing, insufficient, or inappropriate insurance coverage.

If, due to illness or accident, the student's health requires medical intervention and/or treatment, the Academy is hereby authorized and empowered to take any or all of the following actions:

- administer first aid
- Request medical assistance (doctor, transportation)
- have the student transported to a medical practitioner or a hospital
- have her examined and/or treated
- Any other action which may be deemed appropriate to the circumstances

As far as possible, the Academy will do all it can to contact the person designated below before any medical or other action —other than those required in emergency cases— is taken. If consent cannot be received, the Academy will act according to its judgment seeking the student's best interest.