



Swiss Camp 2018

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 30th June 2018, between 2pm and 6pm.**

We beg you to find flights that arrive at Geneva between 10am and 5pm, in order to organize the transport from the airport to Le Châtelard. Should your daughter arrive when there are no trains running, she will need to pay for the taxi herself which costs approximately CHF 350.00 (one way)

DEPARTURE

We invite you to the closing ceremony on **Wednesday 25th July 2018 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 **Thursday 26th July 2018. They will pay by their own means if they do not leave with the group**

COMMUNICATION WITH THE FAMILIES

The Swiss Camp staff considers 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:

Cellphones

Campers will be given their cellphones to receive phone calls from their parents on **Wednesdays from 7.45pm to 8.45pm (Swiss time) and on Sundays from 7.45pm to 8.45pm (depending on the outing schedule).**

They will also receive their cellphones to communicate with their families and friends during showertimes, freetime and outings.

You will be able to follow your daughters on Facebook, Instagram and our App.

Emails and internet

Campers will have access to their own email account while they are here. Wireless internet will be available within the Academy during the free time that campers have in the afternoons for those campers who have a laptop/iphone/ipad. But not during the day or night.

Campers will also be able to use the internet and check their email in the Academy's computer lab. The email room will be opened during their free time for the campers to



access. When campers are not busy in an activity, they may choose this time to check their emails. They will not be assigned a specific day and time for email communication. It will be the camper's responsibility to receive and respond to their own personal email during the allotted time provided.

COMMUNICATION WITH THE STAFF

Parents should not hesitate to contact the **Swiss Camp Directress, Miss Veronica Estebanez** or the Swiss Camp staff if they need anything. The most practical way of doing this is through this email address: vestebanez@lechatelard.com or her cellphone +41 78 659 1265

For any emergencies, the staff will be available when needed at the following number:
+41 21 989 8000.

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:

- | |
|--|
| <ol style="list-style-type: none">1. Enter www.ecolechatelard.ch2. Click on "Inside Le Châtelard"3. Username : Your email address4. Password : Your daughters date of birth : YYYY-MM-DD |
|--|

While their daughter is in Le Châtelard, parents will be able every week to watch in this section **picture gallery** and read some **news**. 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 from this section both a grade sheet and a comment on their daughter's progress and work.**

FOREIGN LANGUAGE PROGRAM

This program offers the campers the possibility to learn French.

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 and staff is English and french. The campers will be encouraged to speak it at all times.



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 will be washed in a laundry net which each girl needs to bring with her. Ironing service is not provided. 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 12o C and 25o C) that is why we recommend a Summer jacket.

LIST OF RECOMMENDED CLOTHES

Daily in campus:

- Outfits (coloured and blue jeans, skirts, dresses).



- Underwear and socks
- Pyjamas
- Slippers
- Sweaters

Off campus:

- Trousers, skirts, dresses, coloured and blue jeans. **(Ripped jeans/shorts are not allowed)**
- 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)
- Legging or shorts for aerobics or jogging

Special occasions:

- Gala dinner: casual summer dress.
- Closing Ceremony: casual summer clothes (No dresses)

DONT'S

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

RIPPED JEANS ARE NOT ALLOWED.

Piercings and tattoos are not allowed in the Academy. Nevertheless, one ear piercing is allowed in order to wear earrings in a classical way. It is not permitted to have any piercings done during the camp.

Others

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

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 Swiss Camp on a frequent basis to see any campers who are sick. All medical records are kept in a secure file.

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

ADMINISTRATION

Tuition

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



Personal Account

Campers are allowed to keep a credit card with them if they have one. It can be kept for her in the Academy's safety box.

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 150 Swiss francs** taken from this account. They will also be given more pocket money for trips 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 the personal account is 1200 Swiss francs.**

Milan: CHF 250.00

Paris: CHF 350.00

We recommend that the girls DON'T BRING A CREDIT CARD with them

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 **Mrs. Anne-Frances Gaiani**, at the following email address: rh_adm@lechatelard.com.

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

RULES AND REGULATIONS

Mission

The Swiss Camp cooperates with parents in the integral formation of their daughter. This is 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 Swiss Camp helps campers identify and develop their own talents and skills.

General Disciplinary Rules. Honor CODE

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 Swiss 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 Swiss 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. Campers may bring iPods, computers, cellular or other electronic devices to the Camp. They will be allowed to use them during set times when the staff decides.
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. Bad language, theft and destroying property is considered as a grave offence.
15. Lack of respect towards authority.
16. Missing classes is not allowed.

Going out of the Academy

Girls are always accompanied when going out of the Academy.

If parents wish some friends or siblings of their daughter to visit her, they should send a 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.