

Important Information

Berlitz Day Camps 2024

Your Berlitz Kids team

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Dear parents,

we are very happy that your child will be with us in one of our **Berlitz Day Camps**.

To ensure a successful learning experience, we would like you to carefully read the following important general information about our camps. **Please take some time to explain this information to your child.**

Duration of the camp	Day camps last 5 days and do not include overnight stays .												
Contact during camp	1–3 weeks before camps start , you'll receive the contact information for the camp director via email; he or she will be your contact person from arrival day on.												
Teachers	All teachers have experience in coaching children and speak the language on a native level. They were especially selected and trained by Berlitz Kids. Additionally, they have a first aid certificate.												
Documents	<p>Please give the following in an envelope directly to the camp team:</p> <ul style="list-style-type: none"> • Pocket Money in cash (if desired) • Medication (if applicable) <p>Please do not seal the envelope so we can check through the documents and other contents quickly on arrival day.</p>												
Meals	<p>Please ensure that your child has had enough for breakfast each morning. Give your child additional meals and drinks for the day, if desired.</p> <p>According to the program, the children will have a common lunch with drinks (juice, tea, water). Include any allergies or special diet needs on the medical information form.</p>												
To pack	<ul style="list-style-type: none"> • Pencil case with pencil, scissors, and glue pen • Further information, if necessary, on collection 												
Camp program	<p>Exemplary schedule of a normal day:</p> <table> <tr> <td>09.00 am</td><td>Morning program (part 1)</td></tr> <tr> <td>12.30 pm</td><td>Lunch break</td></tr> <tr> <td>01.30 pm</td><td>Afternoon program (part 2)</td></tr> <tr> <td>03.00 pm</td><td>Break</td></tr> <tr> <td>03.30 pm</td><td>Afternoon program (part 3)</td></tr> <tr> <td>05.00 pm</td><td>End of program</td></tr> </table>	09.00 am	Morning program (part 1)	12.30 pm	Lunch break	01.30 pm	Afternoon program (part 2)	03.00 pm	Break	03.30 pm	Afternoon program (part 3)	05.00 pm	End of program
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Rules	<p>Berlitz language camps are group holidays. Please discuss these rules with your child before camp as it is important that all participants respect these rules in large groups.</p> <ul style="list-style-type: none"> • We treat others with respect. • Children may only leave camp with a counsellor. With their parents' written consent, they may leave the camp in groups of at least 3 participants (Notification desired). • Alcohol, energy drinks, cigarettes, drugs and weapons are strictly prohibited. • We meet on time and take part in all camp activities. • Children may use mobile phones, computers and electronical devices only during breaks and appropriate times. Breaking this rule leads to the confiscation of those devices. • All house rules are our rules. • Children must respect the property of the house, Berlitz and other children. <p>Important:</p> <p>Our Berlitz team is very dedicated and always has an open ear for the participants. Please talk to your child about contacting our on-site team immediately with any questions or problems. This is the only way we can address your child's concerns and, where necessary, take remedial action. If, for example, your child informs you of any problems by phone, please also contact our on-site camp team without delay (you will receive the camp director's phone number in an information letter prior to the start of camp or at sprachcamps@berlitz.de). It is not always clear to the camp counselors if and when action is needed if a child does not report to the team.</p>
Arrival and departure	<p>There is no group transfer for our Day Camps. The children have to be brought and picked up each day. Should you arrive earlier, please stay with your child until the earliest possible arrival time. You'll find further information in the detailed travel information.</p> <p>Should you be late, please contact the camp director as soon as possible.</p> <p>Please note that you are responsible for any accrued costs, e.g. travel costs, supervision costs, resulting from not picking up your child at the official end of camp.</p>
„Check-in“ and parents meeting on first day	<p>Please come to our „Check-in desk“ and give all necessary documents to our camp team.</p> <p>After the Check-in of all participants the interested parents are kindly invited to a Meet and Greet with our camp team. All counsellors will introduce themselves to you and are happy to answer your questions. If</p>



	you have any special questions don't hesitate to contact our camp director directly. The program starts after all parents have left the camp.
„Check-out“ on last day	We would like to say good-bye to you and your child on the last camp day. You'll receive the certificate and registration envelope with your child's personal documents and you will have the chance to have a talk with your child's teacher to discuss his/her progress during camp.

We hope that your child has a pleasant stay at our Berlitz Day Camps.

If you have **any further questions**, please do not hesitate to contact our Berlitz Kids team (see first page).

Yours sincerely

Your Berlitz Team