

# Important Information

## Berlitz Language Camps 2024

Your Berlitz Kids team

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**Berlitz**<sup>®</sup>



## Dear parents,

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

<b>Contact during camp</b>	<b>1–3 weeks before camps start</b> , you'll receive the <b>contact information for the camp director</b> via email; he or she will be your contact person from arrival day on.
<b>Teachers</b>	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.
<b>Forms</b>	<p>Please fill out the forms and return them together in an envelope directly to the camp team at your arrival at camp/at meeting point (don't forget to sign):</p> <ul style="list-style-type: none"><li>• <b>Health insurance card</b> or <b>further details for private health insurance</b></li><li>• <b>Pocket Money in cash</b> (if desired)</li><li>• <b>Medication</b> (if applicable)</li></ul> <p>Please do not seal the envelope so we can check through the documents and other contents quickly on arrival day.</p>
<b>Medical Information</b>	<p>In case of illness or accident, you will be informed immediately. Please note that any related costs will be charged back to you directly.</p> <p><b>If your child needs to take medication</b>, please <b>personally</b> hand over the medication, labeled accordingly, to the camp leader for safekeeping <b>on the day of arrival</b>. After prior consultation with the facility, the medication can be refrigerated if necessary. Please note that <b>your child must take the medication independently</b>.</p> <p><b>Medication must be indicated by you immediately in the questionnaire.</b></p>
<b>Meals</b>	<p>All meals are prepared by the house. Please explain to your child that other countries may have other eating habits. The first meal on arrival day will normally be dinner. Include any allergies or special diet needs on the medical information form immediately. Please also refer to the travel documents for your booked camp location.</p> <p><b>Drinks (juice, tea, water)</b> are provided by the house at all meals and water between the meals by our counsellors. Please bring your <b>own bottles</b> to refill them between the meals.</p>

<p><b>To pack</b></p> <p>Please check in the detailed Travel Information for your location if additional equipment needed</p>	<ul style="list-style-type: none"> <li>• Casual clothing and shoes (according to weather)</li> <li>• Bathing suit and shoes</li> <li>• Pyjama, slippers</li> <li>• Bath towel, pool towel</li> <li>• Rain jacket, cap/hat</li> <li>• Sports outfit, sports shoes (indoor/outdoor)</li> <li>• Alarm clock, if desired (mobile phones won't be available during the night)</li> <li>• Hair dryer, if desired (security-proven)</li> <li>• Small padlock to use your suitcase or bag as a locker</li> <li>• Toiletries (soap, tooth care etc., please no sprays)</li> <li>• Bag for dirty laundry</li> <li>• Pencil case with pencil, scissors, and glue pen</li> <li>• Refillable drink bottle</li> <li>• Fenistil/Bepanthen/Insect repellent/sun protection</li> <li>• Torch</li> <li>• Medication against travel sickness</li> </ul> <p>When packing the luggage for your child please be aware that storage space in youth hostels is very limited. Clothes and other personal belongings might need to stay in the suitcase during camp. Please do not bring large quantities of sweets.</p>
<p><b>Valuables</b></p>	<p>Please leave expensive clothing, jewellery and valuables such as laptops, tablets and electronic toys at home. We accept no liability for these items and will not take them into safekeeping.</p> <p>Rooms and cupboards cannot be locked. Berlitz is not responsible for any loss, theft of or damage to devices brought to camp. <b>Please protect mobile phones from damage by using covers, protective foil (armor foil), and, if necessary, protective socks or the like.</b></p>
<p><b>Pocket money</b></p>	<p>All costs for the Berlitz program (e.g. entrance fees, transfers to the city etc.) are included in your travel price. Softdrinks and snacks bought on the way as well as souvenirs/presents are not included.</p> <p>We recommend a pocket money of <b>about 20 euros per week</b> (preferably in coins). The camp director can keep the pocket money for your child in an envelope. In this case, your child may withdraw partial amounts every day at the camp bank.</p>
<p><b>Program</b></p>	<p>The participants will have <b>four units during the morning session in groups of 8 to 12 children</b> with similar language knowledge. All children will take a <b>spoken and a written test</b> to be placed into suitable groups.</p> <p>The afternoons are reserved for sports and creative activities, every evening there will be another program designed by the counsellors.</p> <p>During the whole stay, the Berlitz counsellors encourage the kids to only speak in the camp language. The counsellors themselves do not only speak in the foreign language all day long, they will bring a little bit of their</p>

	<p>own culture to camp. This should arouse curiosity and interest in the language.</p> <p>During Berlitz language camps, children and adolescents practice the intuitive use of the language. Participants without knowledge learn how to communicate in all day situations typical for their age. Participants with knowledge focus on taking passive knowledge to active use, that means to use the right time, vocabulary, grammar etc. in the corresponding situation.</p>
<p><b>Camp program</b></p>	<p>Exemplary schedule of a normal day:</p> <p>08.15 am      Breakfast</p> <p>09.00 am      <b>Language lessons and projects incl. breaks</b></p> <p>12.30 pm      Lunch break</p> <p>02.00 pm      <b>Sightseeing/Sport/Workshops acc. to booked program</b></p> <p>03.30 pm      Break</p> <p>04.00 pm      <b>Sightseeing/Sport/Workshops acc. to booked program</b></p> <p>05.30 pm      Break</p> <p>06.00 pm      Dinner</p> <p>08.00 pm      <b>Evening activities</b></p> <p>09.30 pm      End of program</p> <p>10.30 pm      Bedtime</p> <p>These times may vary on several locations.</p>
<p><b>Rules</b></p>	<p>Berlitz language camps are group holidays. <b>Please discuss these rules with your child before camp as it is important that all participants respect these rules in large groups. Failure to comply with the rules may result in the trip being canceled immediately.</b></p> <ul style="list-style-type: none"> <li>• We treat others with respect.</li> <li>• 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).</li> <li>• Alcohol, energy drinks, cigarettes, drugs and weapons are strictly prohibited.</li> <li>• We meet on time and take part in all camp activities.</li> <li>• <b>Children may use mobile phones only during breaks and appropriate times and not after bedtime.</b> Breaking this rule leads to the confiscation of those devices. To prevent any disturbances during the night, the equipment is taken by the children to a locked room at bedtime, where it is stored overnight. The counselors do not touch the devices, but only open and close the room. An appropriate protective cover for devices (if necessary also protective foil and labeled</li> </ul>

	<p>protective sock) is required! We do not assume any liability for damages.</p> <ul style="list-style-type: none"> <li>• The gender-specific separation of the bedrooms must be respected. <b>Mutual access is not permitted.</b></li> <li>• Sweets and sugary drinks are restricted.</li> <li>• All <b>house rules</b> are our rules.</li> <li>• Children must respect the property of the house, Berlitz and other children.</li> </ul> <p><b>Important:</b></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 <a href="mailto:sprachcamps@berlitz.de">sprachcamps@berlitz.de</a>). 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>
<p><b>Arrival and departure</b></p>	<p>Some of our camps have group transfers. For further information, please read the detailed camp information.</p> <p>Should you arrive earlier when bringing your child directly to camp, please stay with your child until the earliest arrival time.</p> <p>We ask you to pick up your child <b>on time</b>, as normally all Berlitz counsellors will leave the camp then, too.</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>
<p><b>„Check-in“ and parents meeting on arrival day</b></p>	<p>Please come to our <b>„Check-in desk“</b> 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 <b>Meet and Greet</b> with our camp team. All counsellors will introduce themselves to you and are happy to answer your questions. If you have any special questions don't hesitate to contact our camp director directly. The program starts after all parents have left the camp.</p>
<p><b>„Check-out“ on departure day</b></p>	<p>We would like to say good-bye to you and your child on the last camp day. You'll receive the camp documents and you will have the chance to have a talk with your child's teacher in order to discuss his/her progress during camp. Please note that the last meal in camp will be breakfast.</p>
<p><b>Contact with the parents</b></p>	<p><b>Important note:</b> A stay away from home may initially be a little stressful for some children and can lead to homesickness. Our counsellors are</p>

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well-trained in handling such situations. The well-being of all children is our first priority and we will take care of them very well.

In almost all cases, after one or two days of meeting new friends and participating in exciting activities, the homesickness goes away.

We kindly ask you not to call your child excessively. In our experience, children settle much better and faster if they do not talk on the phone with their parents on a daily basis.

Of course, we will let you know if a persistent problem arises. We can also gladly pass on messages to your children. The camp director can always be contacted by phone.

Please understand that we cannot return any part of the camp fee should you decide to pick up your child before the camp ends. This is also the case if your child is required to leave camp early.

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We hope that your child has a pleasant stay at our Berlitz Language 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