



Moo Camp 2019

GENERAL INFORMATION

Table of contents

ARRIVAL	2
DEPARTURE	2
COMMUNICATION WITH THE FAMILIES	2
<i>Phone calls</i>	
<i>Emails</i>	
COMMUNICATION WITH THE STAFF	3
WEBSITE – INSIDE LE CHÂTELARD	3
MEDICAL SERVICE	3
FOREIGN LANGUAGE PROGRAM	3
LAUNDRY AND CLOTHING	4
LIST OF CLOTHES	4
ADMINISTRATION	6
<i>Tuition</i>	6
<i>Personal Account</i>	6
RULES AND REGULATIONS	7
<i>Mission</i>	7
<i>General Disciplinary Rules</i>	7
<i>Going out of the Academy</i>	8



ARRIVAL

For those parents who will personally accompany their daughter to Le Châtelard, the staff will be happy to receive them on **Sunday 30th June 2019, between 2pm and 6pm.**

We beg you to find flights that arrive at Geneva between 10am and 5pm, in order to organize the transportation 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 **Thursday 25th July 2019 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 **Friday 26th July 2019. They will pay by their own means if they do not leave with the group.**

COMMUNICATION WITH THE FAMILIES

The Moo 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 during the outings to do photos.

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

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



COMMUNICATION WITH THE STAFF

Parents should not hesitate to contact the Moo Camp Directress, Miss Maite Azcoytia. The most practical way of doing this is through this email address: mazcoytia@lechatelard.com or Whatsapp +41 79 293 53 91

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. Username : Your email address
4. Password : Your daughters date of birth : 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.

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 is English/French. The campers will be encouraged to speak it at all times.



MEDICAL SERVICE

When campers are not feeling well, they are welcomed 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.

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 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 12°C and 25°C) this is why we recommend a summer jacket.



LIST OF RECOMMENDED CLOTHES

Daily in campus:

- Outfits (blue and coloured jeans, skirts, dresses)
- Underwear and socks.
- Pyjamas
- Slippers
- Sweaters

Off campus:

- Trousers, skirts, dresses, colored and blue jeans (ripped jeans/shorts are not allowed)
- Walking shoes for excursions to cities
- 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:

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

DONT'S

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

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 70 Swiss francs** taken from this account. They will also be given more pocket money for the trip to *Paris* (250€).

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 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 to give the best of herself 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 focus on the Camp's program and take full advantage of it, we recommend them not to bring any electronic devices to the Camp **except** their mobile phones (which they will not have with them all the time).
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 and they would pay any damage.
15. Lack of respect towards authority is not allowed.
16. Missing classes is not allowed.
17. 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).