



Swiss Camp 2023

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 2023, 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 **Monday 24th July 2023 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 **Tuesday 25th July 2023. 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

Wireless internet will be available within the Academy during the free time that campers have in the afternoons for those campers who have a smartphone or tablet. 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

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:

- | |
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| <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 |
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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.

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 and shorts.

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 welcomed 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. through 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, 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

Accompaniment of Campers on Trips and Excursions

The parents of a camper authorize that, during the free time granted during trips and excursions, and at the times indicated by the academy staff, their daughter be with at least two classmates, without direct adult supervision. They also understand and support their daughter's commitment that the Academy takes 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. In the event of non-compliance, they will



assume responsibility for the consequences of our daughter's actions and will respect any decision or sanction, including expulsion, that the Academy may impose, respecting the camper's person, and in accordance with applicable law.

The camper, on the occasions indicated by the authorities of the academy, agree to:

- Remain in the places indicated by the accompanying adults.
- Respect the general rules of the academy wherever I am.
- Always be in groups of at least 3 academy campers.
- Return punctually to the meeting place indicated by the accompanying adults.
- Make sure I have the contacts of the accompanying adults and know where to find them in case of need.

This agreement is already signed and sent by parents and camper on the application.