



SUMMER CAMP'S RULES AND REGULATIONS

LEARNING TOGETHER, GOING FURTHER.

These rules and regulations (hereafter referred to as the “Camp Rules”) aim at presenting to the campers of My French Camp (hereafter referred to as the “Campers”) and their families the general mode of operation of My French Camp (hereafter referred to as the “Camp”), as well as expectations and obligations that My French Camp requires all participating parties to accept.

At My French Camp (hereafter referred to as the “Camp”), we believe that everyone must contribute through responsible behavior and respect of individual liberties to the smooth functioning of our Camp.

These Camp Rules must be fully respected in order to allow all participants to work and study together in harmony and to promote a positive, healthy, respectful, fun and safe camp environment.

I - RESPONSIBILITIES

I.1) Camper Responsibility

Campers are responsible at all times for their own personal conduct and respect of the Camp Rules. Additionally, in the interest of others and the community of the Camp, Campers should inform My French Camp' staff, which includes teachers, assistants, and administrators (hereafter referred to as the “Staff”) if they witness one of the rules not being followed by another Camper.

I.2) Responsibility of the Staff

The Staff has the responsibility to regularly explain the Camp Rules to Campers, guiding them towards greater autonomy while using appropriate reminders as needed.

I.3) Parental Responsibility

Parents and guardians (hereafter referred to collectively as “Parents”) have the responsibility to carefully explain the Camp Rules to their child(ren) in order to facilitate age-appropriate understanding of them

and should work cooperatively with My French Camp' Staff, so that Campers receive consistent information from the group of adults (Parents and Staff) surrounding them.

II - CAMP HOURS

Parents should bring their child(ren) to Camp on time and pick them up on time within the designated time periods:

- Parents should drop-off their child(ren) within 15mn before the official start of camp.
- Parents must pick-up their child(ren) within 10 minutes after the end of camp.

Parents arriving after that deadline will be charged a 1-dollar fee per minute they are late.

Campers in grades 8, 9, 10, 11, and 12 are authorized to leave at the end of the Camp without an adult picking them up if their parents or guardians have signed a release of liability form and given a copy to the administration of the Camp.

III. TRAFFIC

Parents are asked to obey all Maryland traffic laws on the campus of My French Camp as well as all traffic patterns communicated by My French Camp.

Parents should also follow all directions given by the Staff regarding traffic management on the campus.

IV) - ATTENDANCE – ABSENCES – TARDINESS

IV.1) Absences

It is important for Campers to regularly attend the Camp they are enrolled in.

If a Camper is going to be absent or late on a particular day, it is also important to inform My French Camp in advance, so the Staff can plan accordingly.

IV.2) Tardiness

It is important that Campers arrive at Camp on time in order to fully benefit from the program. It is also important not to disturb the focus of other Campers who arrived at the proper time.

In order to minimize such disruptions and to facilitate correct recording of attendance, Campers who arrive late shall stop at the administration office and request a late pass before joining their group. In such

case, an adult must accompany the Camper to the administration office to get the late pass and then take the Camper to his/her group.

IV.3) Early Departure

If for any reason a Camper must leave the Camp early, the Camper's Parent must sign-in at the administration office, pick-up the Camper and sign the Camper out on the attendance sheet.

Under no circumstances, may a Camper be taken from the Camp without the Staff being given prior and formal notice.

IV.4) Communication

The appropriate way to contact the Camp regarding the matters referred to in this Article is by email. It is also possible to inform the Camp by phone by calling the designated phone number.

V - CAMPER DRESS AND CONDUCT

V.1) Camper Attire

Camper must wear clothes and shoes appropriate for the Camp.

If these rules are not observed, the administrators reserve the right to refuse entry to any Camper.

V.2) Conduct at Camp, on the Bus and at the Playground

A polite attitude and use of proper language are expected from Campers towards all Staff, other Campers and any person met in the Camp or its immediate area.

Additionally, Campers must abide by the Camp Code of Conduct found in Appendix A of these Camp Rules and if they take the bus of the Camp they must also abide by the Bus Camp of Conduct found in Appendix B of these Camp Rules.

When Campers are on the playground and more generally during break and recess times, they must follow additional rules so Campers can relax and enjoy the respectful company of each other's. (Playground and Recess Time Code of Conduct can be found in Appendix C of these Camp Rules).

VI - RESPECT FOR CAMP PROPERTY AND THE PROPERTY OF OTHERS

VI.1) Respect of Property

Campers should respect Camp furniture, property and supplies left at the disposal of Campers (including the furniture and other materials and supplies belonging to Ste Jane de Chantal School and its own students).

Damage done intentionally or due to the improper use of equipment or material will warrant disciplinary action, and parents will be held financially responsible for repairs or replacements.

Campers must keep track of their belongings (books, clothes, lunch boxes, etc.) and not let them lie around in the hallways or anywhere else on the Camp grounds.

VI.2) Lost and Found

Parents are strongly advised to put name tags on their children's belongings. Lost and found items must be claimed. The Camp cannot be held responsible for the exchange, loss or theft of objects or money belonging to Campers.

VI.3) Cleanliness of the Camp

Additionally, Campers must support the cleanliness of the Camp and help the Staff as needed (for example by picking up trash in the classrooms, corridors, etc.).

VI.4) Cell Phones and other Electronic Devices

Cell phones and other electronic devices can be brought to Camp but must be turned off at all times while the Camper is on the Camp premises.

VII – DISCIPLINARY ACTIONS

VII.1) General Disciplinary Actions

Disciplinary action will be taken when Camp Rules are not followed by Campers. Parents are notified of such actions.

These actions depend on the seriousness and the frequency of the fault(s) committed.

Possible disciplinary actions are described below:

- Level 1. Reminder of the rule and warning given to the Camper by the teacher or another member of the Staff.

- Level 2. Staff-Camper discussion with disciplinary action: for example, extra work to be carried out during free time at Camp or at home; or for the younger Campers, loss of playtime.
- Level 3. Staff can decide to inform parents or guardians.
- Level 4. Temporary expulsion from the group (15 minutes to 1.5 hour): the Camper is sent to the administration office with work to carry out. The parents or guardians are informed.
- Level 5. Staff/Camper/Administration conference: disciplinary action is formally taken, a note or letter of warning is sent to the parents or guardians.
- Level 6. Summons of the parents by a member of the Staff or the Administration: it is then decided to give either a suspension of one to several Saturdays.

If, after 2 disciplinary actions of the types described in points 5 or 6 above have been taken, the behavior of the Camper is deemed unacceptable by the administration of the Camp, his/her final expulsion is then pronounced by the administration of the Camp.

Certain serious violations of the Camp Rules such as vandalism, theft, violence, possession of dangerous objects or forbidden substances will lead DIRECTLY to disciplinary actions at Level 5 or 6 without the need for the Camp to follow first the process described in Level 1 to 4 above.

VII.2) Additional Disciplinary Actions

Additionally, the following disciplinary actions will be taken:

1. in case of destruction of Camp property or property of others, parents or guardians will be requested to replace or pay for the replacement or repair of such property;
2. in case of possession of dangerous objects (which put members of the Camp community in danger) the object will be immediately confiscated, relevant authorities will be contacted and informed as appropriate, and disciplinary action at the level 6 will be taken;
3. in case of possession of drugs, alcohol or other forbidden substances, the substance will be immediately confiscated, relevant authorities will be contacted and informed as appropriate, and disciplinary action at the level 6 will be taken;
4. in case of use of objects which disturb class such as cell phones, the object will be immediately confiscated by the Staff in charge of supervising the Camper and the Camper will be able to retrieve such object at the administration office at the end of the Class;
5. in case of inappropriate attire, the Camper will be asked to change clothes.

Appendix A – Camper General Code of Conduct

At My French Camp, we work hard to ensure an environment that enables learning in a friendly, fun and safe environment. In this context, Campers are asked to take responsibility for their behavior and actions in support of the goals shared by all participants by adhering to the following simple rules.

The following list of ground rules constitutes our Code of Conduct.

Please read the list together with your child and be sure that the purpose of each rule is clear and understood. Campers must sign below to acknowledge their intent to follow the rules.

A shared understanding of the rules and the reasons behind them are an important step towards a wonderful learning experience for each Camper at our Camp! Thank you!

1. I will listen to Staff and will follow their directions.
2. I will respect other people's belongings by not touching/using them without their permission.
3. I will keep my hands and feet to myself and will not fight with nor hit other Campers. I will not run in the Camp building.
4. I will speak exclusively in French or make my best effort to express myself in French while in the Camp building and during recess except for when not otherwise possible.
5. I will respect the Camp building where we are guests and all objects inside and will not engage in any pranks or otherwise offensive or destructive behavior.
6. I will use my inside voice when speaking and will use appropriate and polite language and behavior. I will not use swear words or negative language.
7. I will respect the feelings of others by displaying a positive attitude when talking to them or about them.
8. I will complete tasks assigned to me on time.
9. I am prepared to give my best to be successful at My French Camp.
10. Before leaving my group, I will ask a Staff member for permission.
11. I will turn off all electronic devices while I am at My French Camp.

Failure to abide by these rules can result in the suspension from the Camp as further described in the Camp Rules.

Appendix B – Bus Code of Conduct

- Campers are responsible for their behavior and self-control on the bus and at bus stops at all times. Disorderly Campers can threaten the safety of all riders by distracting the bus driver.
- Campers are expected to obey the instructions of the bus driver/ bus assistant while riding the bus just as they would follow the instructions of instructors and administrators during Camp and programs.
- On the bus, Campers are expected to:
 - Behave appropriately.
 - Keep the aisle and emergency door clear of obstructions.
 - Keep their arms, feet, and head inside the bus at all times.
 - Be seated at all times, face forward and make room for others to sit as well.
 - Discard trash in appropriate containers.
- At all times, Campers may not:
 - Bring animals, alcohol, drugs, tobacco, weapons, glass containers, or explosives on the bus.
 - Use vulgar language or gestures, fight, or engage in sexual harassment or other improper and/or illegal conduct.
 - Throw any papers or objects in the bus or out the windows.
 - Operate the emergency door without permission.
 - Damage or deface any part of the bus.
 - Ride a different bus than the one they have been assigned to.
- Bus drivers or bus assistants may assign specific seats to Campers.
- Campers who violate the behavior and safety rules may have bus- riding privileges denied temporarily or permanently by the administrators.

Appendix C - Playground and Recess Rules

The playground remains an area where campers can relax, therefore, a few additional rules are to be followed:

- no playing with wood chips (protection in case of a fall);
- no jumping from the top of the structures;
- no sitting on horizontal ladder;
- no climbing up the slide;
- no inappropriate behavior for oneself and others;
- no ball games (due to limited space) outside the soccer field;
- violent running games are not allowed;
- trash must be discarded in appropriate containers.

Additionally, during recess and other breaks, Campers must ask authorization from the Staff in charge to go to the restroom or go back inside the main building for any other reason and they must be accompanied by another Camper or Staff member.

Under no circumstances, Campers can leave the Camp premises without the prior and formal authorization of the Camp administration.