

2019 Summer Camp Parent Information Packet



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Welcome to 2019 Aloha Summer Camp!

Dear Parents,

We want to take this opportunity to thank you for your interest in our summer camp which is new this year. We hope this pack contains the right information to join us and trust us with your child this summer! We will make every effort to make this a positive and fun experience for you and your child.

We are very excited to be launching are Camp! We have many activities and trips planned to keep our campers engaged and having fun.

We want our campers and counselors to be part of a safe, happy, and fun environment that shares a common core set of values. We work towards demonstrating these values in our daily activities and relationships among campers and counselors. We hope these values will influence our campers to respond with positive actions and reactions throughout their lives.

This information packet contains all of the information you will need to complete your registration for your child to attend the Aloha Summer Camp. Please read it carefully, as it will answer many of your questions about our summer camp and help you to understand our program.

Please make certain that you fill out and return all of the required paperwork as soon as possible in order to hold the dates that you have selected. All forms must be turned in to our office before your child can attend our camp. Completed forms can be mailed, emailed or dropped off at our facility.

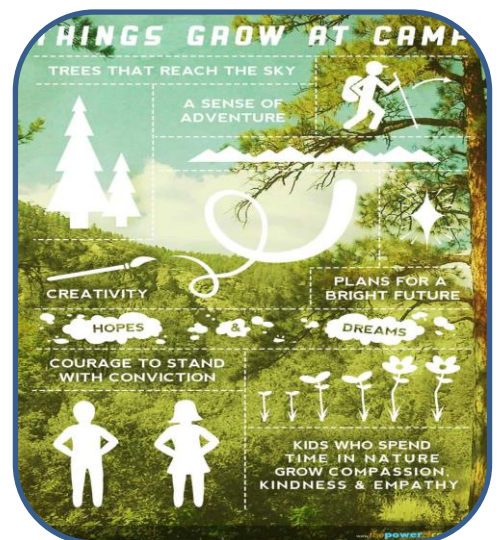
We encourage you to review the information included in this packet with your child to ensure that your child's camp experience is a positive one.

Please do not hesitate to contact us with any questions and/or concerns.

Sincerely,

Helen Dixon
Camp Manager

Aloha Summer Camp -2019



The Camp

This year's summer camp has been chosen due to the prime location of the place, not too far from Ferrol, but far enough to be whisked away into a complete new adventure for children.

The camp is situated in Cee, A Coruña, in the middle of nature at its best whilst still being accessible to all facilities in the area.

The camp is located on a private plot of land which comprises of forests and fields to explore and be involved in. The site itself has a new pond, to bring water wildlife to the front door and enable more hands on experience through English nature studies as part of the programme. The town of Cee is about 10mins from the camp location.

The area is host to some remarkable beaches and apparently a surfer's paradise. It also has a sailing marina and local market. The town nearby has the normal facilities, including, souvenirs, supermarket and hospital.

The camp is hosted to a maximum of 16 Children, the reason for this is to enable more individuality and attention to the learning, enabling children to have the attention they require to develop themselves whilst of course having FUN!

The camp runs from Sunday, in which we will pick up your children from Ferrol by coach and take them to the camp. The site comprises of two cabins. One cabin split into four bedrooms with en suite facilities. There is also another bedroom for the monitors, or teacher on duty. This cabin also comprises of a Kitchen, Bathroom, Living room and dining room and a study for camp manager.

The other cabin is situated next to the cabin and is for the manager and other staff on call that week. In the grounds, there are picnic tables, fire pit for good old fashion camp songs, a pond, field and an abundance of forest to explore, which is just off the camp. The campsite is secured so children stay within the boundaries, but as part of the program can explore with their team leaders, depending on the day's activities.

Are other activities we have planned include:-

- Forest School (UK) this is where we use the woodland and nature to provide a means of learning, building independence and self-esteem using cross curriculum (different subjects) whilst obtaining a hands experience.
- Surfing Classes and experience with local Surf School
- Sailing Classes and Experience with local Sailing School
- Dance and Drama as part of the themed week
- Music – Experiencing multi-cultural music as part of the themed week
- Crafting and Science – Experiencing different experiments and how to craft on a different level
- Sports/Games
- Free Time
- Relaxation and more.....

Our camp is about providing children a fun loving summer, in a safe environment, attentive to their needs and developing them through a fun adventure of learning, in English of Course!



Important Dates

April 1st	Day Camp Registration Opens
June 1st	Enrollment/Trip Contract Deadline** All Camp Paperwork Due in
June 7th	Payment due for the camp
June 30th	Summer Camps Begins!!!

***After June 1st, we will continue to accept Enrollment/Trip Contracts; however all days and trips will be based on availability.*

Program Information

Questions/Concerns

During the summer, if you have any questions or concerns regarding your child's camp experience, you can contact the special camp phone number provided to you on registration. You can also speak to one of the staff members when dropping off or picking up your child. Please note: Are phones our open 24 hours in camp time, sending us a message is the quickest way, if you wish to speak directly send us a message and we will phone you to discuss your concerns.

Camp Staff

We are very excited about the Camp Staff that we have this year. They are enthusiastic, energetic, and looking forward to a memorable Summer Camp.

All of our counselors and other camp staff go through an extensive orientation, background check, as well as being CPR and First Aid certified. Each counselor wants their campers to have the best time possible at summer camp. They engage the campers with their special interests and encourage them to form new friendships with fellow campers.

Camp Hours

Aloha Summer Camp hours are from pick up on Sundays at 10am to Saturday afternoon 12noon when parents can come for a special treat, have lunch and be part of the finale of the camp with their child, We are sure the children will be very excited to show you the camp and what they have been doing all week.

Camp Groups/Counselor to Camper Ratios

- Campers will be placed in similar age groups, according to the grade level they have completed in the last school year. When you fill out your camp paperwork, please make certain you fill in the correct grade.
- Ratios: Our counselor/camper ratio is 8:1.



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Daily Operations

Camp Roll Call

In the morning, the entire camp will wake up to breakfast and chore time from 8.30-9.30am. We use this time to get all the campers and counselors excited about their day, go over the schedule of activities and events for the day, we talk about current events, campers' birthdays.

During this time our staff is conducting a camp wide roll call and taking lunch orders. We take head counts every time we leave and arrive at a new activity, and before and after lunch. We will also conduct a camp wide roll call every afternoon.

Daily Schedule

After the roll call, all campers will go with their group to follow their activity schedule for the day. Each day has a variety of games and activities, and the schedule changes daily.

Lunch/Snack

- Your child will make their lunch choice during the morning roll call at 8:30am.
- Please make sure that your child has eaten breakfast before arriving at pick up on the Sunday, as we do not provide breakfast.
- If your child has ANY food allergy, please be sure to note this on your Health and Wellness form.
- Our staff will contact you with any questions about allergies.

Pocket Money

Throughout the camp, we have different activities taking place. All the schedule activities are part of the camp package; however, some children might like to purchase a souvenir from their experience. Not only that we also offer a small tuck shop of snacks for children to have in free time and midnight wonders. Therefore, your child may wish to bring in money for this. We suggest you put a daily limit on how much they can spend. If no limit is set by the parent, we cannot enforce one. Money should be sent in an envelope with the camper's name on it.

Envelopes will be secured in the front office. During free time, and day trip activities, each camper will be given their envelope. Campers should return any money they have not spent to the front office at the end of the session. Unused spending money will be available to them on their next camp day.

Envelopes will be returned to parents at the end of the week.

The Aloha Summer Camp staff will not be responsible for any money not kept at the front office, or money that is lost or stolen from campers' bags.

Camp Special Days

Throughout the camp we will have Special Days and activities. Please encourage your campers to participate in these events! These activities are fun for both the campers and counselors and help enrich our program.

Field Trips

- Weekly Field Trips will be available and part of the camp package
- There are no refunds/credits or substitutions on field trips.
- Field Trips are tentative and may be changed or cancelled due to attendance or weather. In the case of cancellation, last minute alternatives will be made to ensure campers maintain their experience.

Camp Policies and Procedures

Payments

- Our camp rate is 650euros per week
- Field Trips are included in the price.

Payment is due by 7th June 2019. Payment can be made by credit card or cash or bank transfer.

- We will accept payment in full for the summer or you can make partial payments as long as all weeks are paid for in advance
- A 25euros fee will be charged for all returned checks.
- Late payments will have a 25euros late fee.
- All payments are processed by our Aloha office in Ferrol.
- The parent who signs the enrollment contract is responsible for all payments. We will accept checks or credit card payments from another parent/party; however, it is the responsibility of the parent that signs the enrollment contract to obtain this information.
- All inquiries regarding your payment should be directed to Aloha.

Absence Policy

- Please notify us if your child will be absent from camp.
- Please be aware that if your child is absent from camp for any reason there are no opportunities to make that time up.
- There are no refunds or credits for missed days due to illness, injury or family circumstances.

Check-In/Check-Out Procedures

The check-in process is extremely important, as it is our way of keeping track of all the campers that are attending camp that day. **Please allow extra time in the morning to allow us to carefully check in each camper and please be patient with our staff.** Although we do try to get campers checked in quickly, it does take a few minutes to check in each child.

Policy on Illness & the Management of Communicable Diseases

We are concerned with the health and welfare of each child at our camp. To prevent illness from being spread to other campers, please do not send your child to camp when they are ill or possibly contagious. No credits or changes will be made if your child is sent home sick.

If your child becomes sick while at camp, he/she will be taken to the Camp Director. We do not have a nurse on duty; however, our camp staff completes a course in CPR and the Director has experience in first aid. Any time a child complains of an injury or illness, they are taken to the Triage. If any of the following symptoms occur at camp, you will be contacted immediately and your child will be sent to the local hospital.

- Temperature over 100 degrees
- Severe cold with cough



- Difficult, rapid breathing
- Severe pain or discomfort, including ear or throat
- Vomiting
- Diarrhea
- Rashes that cannot be identified or have not been diagnosed by a physician
- Contagious diseases such as measles, chicken pox, mumps, rosella, pink eye, or impetigo. We would appreciate a call notifying us so we can pass information concerning potential exposure on to the other campers. Your child's name will not be mentioned, just information about the condition for other families to be informed.
- Unusual behavior (i.e. extreme lethargy, refusing food or drink)
- Any infected skin area (ring worm)

Upon notification, Children sent home from camp because of illness may not return to camp until they are:

- Free of symptoms for 24 hours
- On the appropriate medication for 24 hours, and/or
- Have a physician's note stating that they are free of symptoms and not contagious.

Medication

All medication must be turned in to the camp office with a Medication form. These forms are provided to you on inscription. Parents must provide any cautionary information specific to the medication. **All medication MUST be labeled and stored in the original prescription container and have good expiration dates.** Medications will be stored in a secure area that is inaccessible to campers. In the event your child requires medication to be carried on them, this must be specified on the form and a Doctor's note to confirm this. All medicine must be reported and will be checked on first day of registration with campers.

Injury

If your child receives a minor injury (i.e. scrape, cut, bruise, bump, etc.) while at camp, they will be taken to the Camp Triage. The Director will assess the situation and take care of any minor incidents.

If your child becomes seriously ill or injured at camp, a Director will contact you immediately. If we feel it is necessary, we will contact 911 immediately. A Director will accompany your child to the hospital and will stay until you arrive. Once at the hospital, our staff will NOT authorize any medical treatment. All injured campers will be taken to Cee Hospital.

Incident reports will be filled out for all minor injuries/incidents by the Director and you will be given the report when you pick up your child.



Camp Discipline Policy

It is the Aloha Camp's goal to provide a healthy, safe and secure environment for all campers. Campers are expected to follow the camp rules and to interact appropriately in a group setting.

Camp Rules:

- To treat myself, others and our camp with Care, Honesty, and Respect
- To follow directions and instructions from staff
- To stay with my group and counselor at all times unless given permission to do otherwise
- To keep hands, feet and all other body parts to myself
- To be responsible for my personal belongings
- To respect the camp facilities, equipment and property
- To use appropriate language and actions at all times.
- To Have Fun!!

If your child chooses to disobey the camp rules, we will take the following steps:

1. Staff will redirect the camper to a more appropriate behavior and remind him/her of the camp rules.
2. If the behavior persists, the camper will be placed on time-out and will lose minutes of current activity. The staff will document the situation by filling out a Discipline Report
3. If a child's behavior at any time threatens the immediate safety of them, other children, or staff, the parent will be notified and expected to pick up the child immediately.
4. Continuing disruptive behavior may result in a suspension or expulsion from the summer camp program.

If your child is being sent home because they are not following the camp rules, or they are being disruptive to the rest of the campers, he/she will be placed in the Camp Office until they are picked up. Campers must be picked up the same day. Please note that if you are contacted to pick up your child from camp due to behavior issues, you will not receive a credit/refund for that day.

If we decide to terminate your child's camp enrollment due to behavior issues, you will not receive a credit/refund for the week that the camper was terminated. We will terminate his/her enrollment at the end of that camp week and you will not be charged for any weeks after.

If your child is expelled from camp, siblings of that child may continue to attend camp. However, if you decide to remove your other children from camp, you are still responsible for paying for all the weeks the siblings were originally enrolled for.



Additional Information

Photo Release

Any photos or video footage taken while your child is at camp may be used for promotional purposes in print media and/or internet promotion. No financial remuneration is available should such a picture/video be used. If you do not wish to have your child appear in photos or video used to promote Aloha Camps, please complete the following forms.

Lost and Found

Our staff makes every effort to ensure that your child will return with everything he/she brought to camp. Please put your child's name on **everything** they wear or bring to camp. It is your child's responsibility to take care of their belongings while at the camp. A camp Lost and Found area will be located in the camp office. At the end of each camp, our staff will place any items that have been found in our premises in the Lost and Found.

Camp T-Shirts

- All campers will be given a camp T-shirt on their first day.
- If your child is attending a field trip on their first day of camp, we will issue the t-shirt at check-in.
- Campers are not required to wear their camp T-shirts every day, but **MUST** wear them on all field trips. This is for your child's safety.
- Please note that each camper only receives one camp T-shirt, but additional ones may be purchased.

Fire Drills

Our staff conducts a fire drill every week of camp on a different day and time. This is for the safety of the campers to ensure that if there were an emergency, we are able to get the campers out of the building and accounted for very quickly.

NEXT STEPS – COME AND JOIN OUR FUN!

Many thanks for taking the time to read about our camp, I hope this booklet has been informative. The next step is now of course we would love for you to come and join us at our summer camp, so if you wish to register your child please send us an email or contact us and we will be happy to send you our full application pack to register for camp.

If you have any further questions about the camp please do not hesitate to contact us

Thanks again and we hope to see you at Aloha Camp!

alohaingles@hotmail.co.uk

Web: www.alohaenglish.uk | Social Media: [Facebook](#) | [Instagram](#)

Spread your wings, with English!



Aloha



Summer Camp

2019