



## KCA AWAY CAMPS

# Parent Handbook

## Key Information

### Times & Dates

Arrival Sunday between 2pm and 3pm – Departure Saturday between 9am and 10am

Campers who sign up for more than one week can either partake in our holdover program or they can go home for the day. Please contact the office if you choose to participate in the holdover program.

**Please note that no pets are allowed in the Youth Hostel. Please do not bring pets when picking up or dropping off your camper!**

### Accommodation

KidsCampAmerica is a proud member of the DJH – the German Youth Hostel Association. These youth hostels are comfortable, clean, and safe.

Sleeping accommodation in youth hostels are in shared bedrooms, usually 4 campers per room, and separated by gender. All meals and snacks are included and provided by the Youth Hostel. Bed covers and towels are also provided by the hostel.

### Contact

Camp Director: Stuart Taines

Main Office: Sarah Taines, [sarah.taines@kidsmapamerica.com](mailto:sarah.taines@kidsmapamerica.com), 0171 3667090

## Before Arrival

### What to pack

Please refer to page 5 of this document for a packing list.

### What to consider

#### Youth Hostel House Rules

The DJH depends on a helping hand from their visitors. They need your assistance with jobs such as cleaning and tidying up the equipment, rooms and objects you have used during your stay, or setting and clearing tables.

The youth hostels are committed to environmental protection and nature conservation. Visitors are requested to collect waste separately or avoid waste and to be economical in their use of electricity, heating and water.

Food may not be prepared or eaten in bedrooms. Because of fire protection, insurance and health reasons the use of electrical devices for the preparation of food and hot drinks is not allowed.

Smoking is not allowed in the youth hostel.

Visitors are not allowed to bring in or consume alcoholic drinks in the hostel or the hostel ground.

Animals may not be brought into youth hostels. An exception can be made for guide and service dogs by arrangement with the hostel management.

The quiet time for sleeping is from 10 pm to 7 am. All campers must remain in their rooms during that time period.

#### Homesickness

Occasionally, children do feel homesick particularly if it is their first time away from home. You can be helpful in preventing homesickness in the following ways:

Talk about the forthcoming stay at camp with enthusiasm. Do not encourage problems by talking about how he/she will be missed! Let your child know your confidence in him/her. Camp is a happy experience – a part of growing up – for which he/she is ready.

Do not promise to come for him/her if they experience homesickness. If your child is experiencing problems with homesickness, we will call you. Please trust our judgement in this matter.

## Arrival Day

### Check-In

Check in is between 2pm and 3pm on Sunday and takes place in the entrance hall of the hostel. The check-in table will be clearly marked by a sign and our KCA staff will be available to assist you.

1. Free parking is available at the hostel
2. Check-in with the camp counsellor at the table in the entrance hall
3. Talk to the camp counsellor to tell them anything you think they need to know. Ask any questions you may have.
4. Proceed to your room to set down your luggage
5. Return to check in point
6. Head home knowing that your child is about to have the most amazing experience of their life!

## What to Bring to Camp

Bedcovers and towels will be provided by the hostel. Please mark all belongings clearly with the child name! Name tags and more can be ordered through <https://www.sterlingnametape.com> (international) or <https://www.gutmarkiert.de> (Germany).

### Packing List

Toothbrush, Toothpaste  
Soap, Shower gel, Shampoo  
Sunblock  
2 Pairs of shoes (one that can get wet)  
Sandals/ Flip Flops  
7-8 pairs of socks  
7-8 underwear  
3 Pants  
3 Shorts/ Skirts  
7-8 shirts (2 long sleeved)  
2 Sweatshirt  
Light jacket  
Raincoat  
Pajamas  
Warm hat/ Sun hat  
Swimsuit  
Swim towel  
Water bottle  
Small bag for field trips  
Medications  
Paper and pen  
Book to read  
Flashlight  
Laundry bag for dirty clothes  
Board games/ Cards

**Board games to play during the quiet hour before bed will be provided by KCA. Campers will also have the opportunity to check-out board games to be played on their room.**

**KCA will hold a “laundry day” once a week for campers staying two or more weeks. Campers can drop off laundry that needs washing with the counsellors on Friday evening after dinner and collect the clean clothes on Saturday morning after breakfast.**

## What not to bring to camp

**KCA Camps are generally cell phone free! We have an allocated time slot in the evenings where campers will be allowed to use their phones. Cell phones must be stowed away during the camp day or they will be confiscated!**

When considering whether to send your child to camp with a cell phone, please consider the following:

Aside from the fact that cell phones are expensive and can get lost or broken since the physical camp environment is not kind to such items, there is a fundamental problem with campers having cell phones at camp, and that is trust. When children come to camp they – and you – are making a leap of faith, transferring their primary care from you as their parents to us as their counsellors. This is one of the growth producing yet challenging aspects of camp. As children learn to trust other caring adults, they grow and learn, little by little, to solve some of their own challenges. We believe this emerging independence is one of the greatest benefits of camp. It is one important way your child learns to become resilient. Contacting you by phone essentially means they have not made this transition.

We will of course tell you if your child is experiencing a challenge in their adjustment to camp. You can help by talking to your child before they leave for camp and telling them that there is always someone they can reach out to, whether it is their counsellor, a trusted activity leader or even the camp director.

Please note the camp insurance policy does not cover personal items. Many things can happen to iPods, Cameras, etc while at camp. We strongly urge you to leave these valuables at home. If you decide to send your child with these things, please consider the risk.

### Other items not to bring

- TVs, Radios, Handhelds
- Video Games
- DVD Players
- Food (this includes gum)
- Pocket knives
- Drugs or alcohol
- Fireworks
- Any tobacco products

**If you have any questions about whether you can or cannot bring an item to camp, please contact us prior to your arrival.**

## Departure day

### Check out time is between 9am and 10am

### Talk to your children's counselors

This is the best way to get first-hand feedback regarding your child's experience from the counselors' perspective.

### Lost & Found

Each summer, we end up with a significant amount of lost items. Putting your camper's name on their belongings and letting them know what has been packed for them is the best way of minimizing loss of items. Prior to your campers departure from camp, please check lost and found out by the office.

### Post camp communication

Please note that all communication with campers and their families will occur through our office. It is our policy that staff do not communicate with campers directly or visit them outside of camp. Thank you for respecting and understanding this policy

## Communicating with your Camper

### Phone Calls

Campers cannot receive or make phone calls during the camp day, unless authorized by the director of the camp. We will have an allocated time slot in the evening where campers are allowed to use their cell phones and make calls. Please refrain from calling your child at camp. If you wish to learn how your child is doing, you can always contact the office or the camp director.

### Social Media

KCA maintains a Facebook page and Instagram account, which are used to share impressions of camp. We will also be posting pictures daily on a closed facebook group for each individual camp. Further information about how to join the group will be sent via email.

Through this source, parents can get a glimpse of what is happening at camp.

### Birthdays at Camp

If your child's birthday takes place while at camp, we celebrate with singing and some treats for all campers to share.

## Behavior and Discipline at Camp

At KidsCampAmerica, we encourage all members of our community to develop and adhere to the following attributes: principled, open-minded, caring, appreciative, cooperative, empathetic, enthusiastic, respectful, and tolerant.

### CAMPERS AT KIDSCAMPAMERICA ARE EXPECTED TO

- Respect all members of our camp community: other campers, teachers, parents, and facility staff
- Respect our facilities and property
- Walk while indoors (school rules apply)
- Follow the essential agreements for the classroom and around camp
- Be ready to learn and work while in English lessons
- Take responsibility for his\her actions
- Listen to adults and follow their directions
- Be respectful and helpful (e.g. hold the door for the next person, assist those who need help).

### ESSENTIAL AGREEMENTS

Each KCA group will draw up essential agreements under the guidance of the class teacher on the first day of each session. These will be signed by the students and the teacher and displayed prominently in the classroom. When drawing up the agreements, the expectations and unacceptable behaviours in this policy will be considered and discussed with the children.

### ROUTINES

The following routines have been established in order to promote a calm and orderly atmosphere:

- Campers will line up and walk with their teacher to class, playground, cafeteria, and on field trips
- Campers are expected to remain in their allocated area (classroom, playground, sports hall etc)
- Campers will not leave without permission from the adult supervising

### REWARDS

Campers displaying good behavior will receive stickers attached to their nametag as a reward. Teachers will reward prizes for the students exemplifying the best behavior at their discretion by the end of each camp session. Campers will receive KCA bucks for attempting to or speaking English as much as possible throughout the week. The group with the most KCA bucks will receive a prize by the end of each camp session.

## UNACCEPTABLE BEHAVIOR

### low level

- disobedience
- lying
- making unkind remarks

### high level

- defiance
- foul language
- inappropriate sign language and swearing
- damaging property
- stealing
- racial or sexist comments
- individual or group bullying
- making unwanted physical contact with any member of the camp community

## Consequences of unacceptable behavior

Low-level behavior should be handled by the teacher as appropriate (e.g. writing reflections, loss of breaks/ time-outs/ removal from activities etc.) High-level behavior (or extreme/repeated cases of low-level behavior) may result in the child being sent home, or suspension from camp in extreme or repeated cases. Physical violence towards others in camp results in a phone call to the parents and the student being sent home immediately and with no exceptions. Extreme high-level behavior occurrences may be met with expulsion from camp. In this case there will be no refund of camp fees as laid out in our AGBs (§9).

## Documentation

A verbal warning is given when any of the essential agreements are broken. Persistent inappropriate behavior and/or serious, dangerous incidents will be documented by a KCA teacher, events will be discussed with parents at the end of each day or in a phone call home, parents will receive written descriptions of high level behavior by the head office with an explanation of the appropriate consequences, e.g. sent to the camp director, informing parents, exclusion from playtime/ activities/ or expulsion from camp.