



Summer Camp Handbook

Welcome to 'Camp USA' (American English Academy's Summer Program). We are very excited about it and are looking forward to having a fabulous 4 weeks with the children! This Handbook contains policies and procedures which are important to both parents/guardians and campers. By enrolling your child, you agree that you and your child has read the Handbook and will follow the policies and procedures described in it.

Daily Organization

School Start and Dismissal Times

The American English Academy's Summer Program takes place from July 1-28, 2019. The school day starts at 9:00 a.m. and finishes at 5:00 p.m. for all participants.

Early Dismissal from School

Early dismissal from school requires a note/an email to office@aeasofia.com from parents/guardians giving a reason for dismissal, time of dismissal, and the time (if) the camper will return. The Information desk assistant will notify the teachers affected by the child's early departure. The teacher will not release the children unless notified by the Information Desk.

After School Dismissal

AEA supervising staff will be responsible for campers until the final school bell at 5 p.m. At this time children will load the bus for dismissal or parent pickup. If a camper is not picked up by 5:15 pm, they will be waiting for their parents/guardians at the lobby under the supervision of AEA guards.

Absence Policy

If a camper is absent for the day, the parent/guardian should inform the AEA Information Desk and the transportation company at the beginning of the school day.

School Recess Rules

At no time is a camper allowed outside without the direct supervision of a teacher. All participants are to be considerate when playing on or with school equipment. Any disruptive behavior

contrary to AEA values will be addressed. Any flagrant disregard for AEA school rules or a teacher will result in discipline from the supervisors and the Camp Directors.

Daily Activities

'Camp USA' uses an English immersion language platform. Campers receive daily instructions orally from the Tribe Leader (teacher) per division. Campers begin each day with a morning meeting to determine the agenda for the day. Activities include a broad variety of projects to stimulate the usage of the English language.

Electronic Devices

No electronic devices as phones, MP3 players, tablets, laser pointers, etc. are allowed in school any time before, during or after school hours. Campers should leave all electronic devices with their Tribe Leader upon arrival to school.

If electronic devices are used by the campers during the school day these will be confiscated, taken to the Information desk, and may be retrieved at the end of the school day.

In cases of emergency, children can contact or be contacted by their parents/guardians through the AEA Information desk.

The school computer and Chromebook labs will be available to campers for research, projects and as deemed appropriate by the Tribe Leader.

Camper Behavior

The Directors and Tribe Leaders will enforce these guidelines at all times and have the authority to discipline for the offenses listed below. Consistent misconduct or not following the guidelines established in the Handbook can result in immediate expulsion from 'Camp USA'.

The Camper Code of Conduct is as follows:

- Campers respect the adults in charge. Appropriate behavior towards Tribe Leaders, administrators and staff are expected at all times.
- Campers respect their peers and their personal belongings.
- AEA will not tolerate lying, stealing, cheating, fighting, swearing, direct defiance to staff, disruptive behavior, vandalism, smoking or drug abuse of any kind, comments of sexual nature or lewd behavior.
- Campers will be responsible for any charges caused by vandalism or for any items destroyed through inappropriate behavior. An email will be sent home with assessed damage fees. Parents/Guardians will be requested to pay the assigned charge immediately.
- All personal belongings will be kept in campers' bag and/or individual locker. Campers are responsible for their items. AEA is not responsible for lost or stolen personal items.
- Campers are not permitted to chew gum at any time or eat outside breaks.
- Campers must stay on the school grounds during camp hours. They will be accompanied by an adult when/if leaving the building for directed activities. AEA is not responsible for any camper leaving the school premises without permission.
- Campers are not allowed to leave their homeroom without permission.
- Campers are not allowed to run down the hallways or the stairs.

- Campers are not permitted to wander the hallways during lunch.
- Campers are not permitted to operate or tamper with the Promethean Interactive Boards and school's devices. Any damages to interactive technology will be paid for by the camper(s) involved.
- No lighters or matches are allowed on the school grounds. AEA is a smoke-free campus.
- Public displays of affection on or near school grounds will not be tolerated.
- Campers are not allowed to use the computer lab before or after school, during the lunch break or at any time during the day without a supervisor.
- Campers must abide by all safety and fire codes of the Republic of Bulgaria as applied to all schools throughout the country.
- Profane language is not acceptable on campus.
- Any discriminatory behavior or attitude inciting others to fight and bully are not tolerated.

Anti-Bullying Policy

Bullying consists of persistent, willful, conscious harming or threatening of another person. This could include verbal remarks such as threatening or intimidating behavior, spreading rumors, exclusion, calling names, teasing, making racial slurs or remarks; making fun of one's physical appearance, religious, or ethnic origin; physical contact such as kicking, punching, biting, tripping; emotional such as talking behind one's back, writing derogatory notes or excluding from the group.

No forms of bullying among campers are allowed during the 'Camp USA'.

In order to prevent the above, AEA takes the following steps as precautionary measures:

The morning circles aim to create a positive Tribe culture and inspiring an inclusive spirit among the campers. Tribe Leaders will discuss and explain why the action is unacceptable:

- Documentation of the actions will be noted in the camper's file
- Parents will be notified and contacted for a meeting, as required.

Following step may result in a one-day suspension from 'Camp USA'.

Following step may result in expulsion from 'Camp USA' in cases of severe and/or continuous bullying.

Dress Code

Camper clothing should be comfortable and suitable for outdoor activities and learning experimentation; neither self-promoting, nor distracting, and promoting decency and self-respect. At any time a Tribe Leader/Camp Directors can make a remark about inappropriate clothing, according to the following requirements:

- See through clothing and clothing showing under garments are not allowed
- All rip and tear clothing, even with under pads, are not allowed.
- Slogan and promotion are not allowed.
- Leggings are allowed under skirts, dresses or above knee tunics only.
- All skirts and shorts should be knee high.
- Comfortable shoes
- Sunglasses, hats, caps, and coats may only be worn outside.

Campers who purposefully disrespect AEA dress Code will be disciplined accordingly with the possibility of suspension. If a camper wears inappropriate clothing, he/she will be asked to change, be provided with clothes from home or be sent home.

Computer Use Policy

The American English Academy provides computers and Internet access to campers as required. The rules listed in the Handbook are intended to provide campers with general guidelines when using the computers. Failure to comply with these guidelines may result in loss of computer and Internet privileges and/or disciplinary action. Parents should understand that while reasonable precautions will be taken to supervise the campers use of the Internet, AEA cannot prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of school.

No food or drinks are to be taken to the Computer Lab or when using the Chromebook lab.

Computer Use is a Privilege, Not a Right

Camper use of a school's computer, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in cancellation of privileges as well as additional disciplinary action. The computers may not be used at any time during the day unless in an organized class. Children are not allowed to be in the computer lab without teacher supervision.

Acceptable Use

Campers access to the school's computers, networks, and Internet services is provided for educational purposes and research consistent with the camp directed activities.

Prohibited Use

Campers are not allowed to use the computers before or after camp hours, during the lunch break or at any time during the day without adult supervision. A supervisor must be present in the computer lab at all times.

Campers are held responsible for their own actions involving school computers, networks, and internet services and for his/her online files, passwords and accounts.

Examples of unacceptable uses include, but are not limited to, the following:

- **Inappropriate Materials:** Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal.
- **Illegal Activities:** Using the school's computers, networks and Internet services for any illegal activity or activity that violates school policies.
- **Violating Copyrights:** Copying or downloading copyrighted materials without the express authorization of the Tribe Leader or Camp Director.
- **Copying Software:** Copying, downloading or installing software without the express authorization of the Tribe Leader or Camp Director.
- **Non-school-Related Uses:** Using the school's computers, networks, and Internet services for non-school-related purposes.
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks, and Internet services.
- **Unauthorized Access:** Accessing unauthorized communication methods and the faculty wireless network or AEA server including chat rooms, social networks, instant messaging or e-mail.

General Information

Parental Involvement and Communication

AEA will send home relevant communication related to the 'Camp USA' activities and events. If parents/guardians have any questions or concerns, they will contact the Information Desk or visit the summer camp section on the AEA website www.aeasofia.com. If parents wish to meet with a Tribe Leader, they should make an appointment through the Information Desk. In cases of emergency, the Information Desk staff can take a phone message and transfer it to the respective parties.

Admission to the Building

Due to security reasons parents/guardians will be required to leave their child in the front lobby. Parents/guardians may only enter the classroom area after identification with an ID card issued by the AEA guards.

Elevators

The use of the elevators by the campers is prohibited for safety reasons.

Personal Property

Any personal items should have the camper's name on it. Harmful and dangerous items are prohibited. AEA reserves the right to evaluate and confiscate any such items as deemed necessary for the safety of the campers. Large sums of money are not permitted on the school property. All personal property is allowed at your own risk; AEA is not responsible for items lost or stolen.

Lost and Found

If a particular item is lost, parents should check first in their child's belongings or with the Tribe Leader. Some lost property is held in the Lost and Found Corner behind the Information Desk.

Medication

AEA's certified Nurse is available to administer medication to campers, provided it is accompanied with a copy of their prescription and written parental consent. If a child has been absent with a contagious disease, a written doctor's note is required upon return confirming he/she is no longer contagious.

Picture Permission

Photographs of campers taken during camp events may be reproduced for school literature, school brochures, AEA website, newsletters, AEA yearbook, and any other school advertising. Parents/guardians who do not wish to have their child/children photographed or videotaped and/or published should submit a written request to the AEA Admissions Director.

Lunch

During 'Camp USA' campers will use the services of our AEA Food & Beverage Company which will provide lunch and a healthy afternoon snack for them. If campers do not wish to use the services of the AEA Food & Beverage Company, they are expected to bring lunch from home. Food is only to be eaten in the lunchroom. All campers are expected to be considerate towards others during the lunch break. Any reports of inappropriate behavior will be reported to the Tribe Leaders/Camp Directors.