

**2021**

**VIRTUAL  
SUMMER CAMPS  
POLICIES**

**Alliance Française de Seattle**

March 15, 2021

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## 1. CONTACT AND INFORMATION

### Alliance Française de Seattle

The Alliance Française de Seattle is operating 100% remotely. Visit our website [www.afseattle.org](http://www.afseattle.org) for the latest updates.

Email: [school@afseattle.org](mailto:school@afseattle.org)

Virtual office hours: Monday to Thursday: 9am – 5pm

## 2. REGISTRATION

Registration is complete upon payment. Payment must be completed at least 7 days before the start of each summer-camp week (*due Monday at 9am for a camp starting the following Monday at 9am*).

A placement test for new students, or students returning after 3 terms or more, is mandatory to confirm your enrollment.

Registration on the first day of a virtual camp or after the camp has started is not recommended. To respect class planning, to avoid class disturbance, and to ensure that the class reaches the minimum of four (4) enrollments required, please register your child at least two weeks prior to the start of the camp.

There must be one enrollment per student, even if siblings choose to attend from the same device.

**Our placement test is mandatory for all new students (or students returning after 3 terms or more), including those interested in our A0 Discovery camps. No enrollment can be confirmed without a placement test.**

## 3. CURRICULUM CHANGES BY AFSEATTLE

AFSeattle reserves the right to cancel camps, adjust curriculum, or change teachers at any time during the session. Camps are typically canceled due to insufficient enrollment—a minimum of four (4) enrollments is required to open a virtual camp—or unplanned unavailability of a teacher.

If your child is registered in a camp that is canceled by AFSeattle, you will be notified by email with **at least a week's notice** and given the option to transfer your child to another course or to be fully refunded (in this case, no transfer or cancellation fee).

#### 4. ENROLLMENT DISCOUNTS

AF members will receive a 10% discount on any additional summer camp taken in the same term. The discount is valid per student (not between siblings), after the first camp has been purchased at full rate. Camps must be purchased separately for the discount to activate on the second/third camp.

Early Bird discounts are not applicable to summer camps. Summer camps benefit from their own early registration pricing between April 6 at 8am and June 1 at 8am.

New students can become members at any time. The \$40 registration fee is also waived for members. If you are registering two (2) or three (3) students in the same family, please purchase the family membership.

Discounts are not cumulative.

#### 5. UNENROLLMENTS, REFUNDS AND CREDITS

Cancellations are possible in the following cases.

For unenrollments more than 7 days before the start of a camp: the camp will be refunded at no extra charge.

For unenrollments 7 days or less before the start of a camp: the camp will be refunded, minus a \$40 cancellation fee.

For unenrollments after the start of a camp:

- After 1 session: the remaining 4 sessions will be refunded minus a \$40 cancellation fee.
- After 2 or more sessions: no refunds.

Transfers from one camp to another (within Summer 2021) are possible in the following cases. Any placement test resulting in a level transfer (requested by a student/parent or by AFSeattle) will follow the same guidelines.

For transfers requested more than 7 days before the start of camp:

- If there are seats available, the transfer will be made at no charge.
- If there are no seats available, we will add you to a waitlist. In case no seat opens up, the camp will be refunded at no charge.

For transfers requested less than 7 days before the start of camp:

- If seats are still available, we will proceed to the transfer with a \$20 transfer fee.
- If the camp is full, we will refund the camp minus a \$40 cancellation fee. If you wish to be added to a waitlist, the transfer fee will apply in case a seat opens up; the cancellation fee will apply in case no seat opens up.

Any refund can be requested as credit. Credits are valid one year and are applied automatically on any purchase on our website.

## 6. TUITION PAYMENT

AFSeattle accepts payments by credit card (online), check, or bank transfer. The easiest way to pay for the Summer Camps is online on the course catalogue.

Registration can be confirmed only for payments made in full at the time of enrollment.

## 7. VIRTUAL ATTENDANCE

Virtual check-in: the instructor will open the virtual class 5- 10 minutes before the start of the camp. Please let us know at [info@afseattle.org](mailto:info@afseattle.org) if your child cannot attend, or message the instructor via Apolearn.

Please arrive on time to avoid disturbances for the group, and make sure to turn on your camera and microphone to participate fully in the interactive camp.

Detailed instructions on how to join the virtual camp will be provided a few days before the camp.

Students will receive an invitation to the e-learning platform Apolearn, where they will access the protected videoconference meeting (Zoom), as well as learning resources, homework, and where they can get in touch with their instructor and classmates.

For security reasons, Zoom links are not sent via email.

Please ensure that you are familiar with the e-learning platform Apolearn and remember your login details before any camp starts, so that your child can easily access the camp. We will not offer technical support during weekends or before 9am on Mondays.

## 8. WHAT TO “BRING”

Students are expected to attend their virtual class with a computer or tablet, including:

- A stable Internet connection for the duration of the virtual camp;
- A microphone, speakers/headphones, and a camera.

Please make sure that your child is able to attend camp from a quiet space at home so that they may concentrate as much as possible.

**Most importantly, bring a positive attitude to French camp! Our campers are here to discover or practice French, to have fun, and to meet other campers in a friendly, safe, and engaging atmosphere!**

## 9. INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all AFSeattle activities. AFSeattle does not provide any accident or health coverage for its virtual participants.

## **10. SPECIAL NEEDS**

AFSeattle instructors are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at summer camps. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting.

Please contact the AFSeattle office if you have any additional question.

## **11. NON-DISCRIMINATION POLICY**

AFSeattle does not discriminate on the basis of race, color, religion, disability, gender, sexuality, and national or ethnic origin in the administration of its admissions, educational, or employment policies and programs.

## **12. ZERO-TOLERANCE POLICY**

We want to make sure all children at AFSeattle's virtual summer camps have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place, where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below.

The following will NOT be tolerated in our camps:

- Abusive, harassing and/or obscene language or gestures;
- Threats of harm, physical aggression, violent acts, or bullying;
- Weapons of any kind;
- Damaging or defacing property;
- Offensive conduct;
- Purposely leaving the area of supervision without permission;
- Improper exposure.

## **13. DISRUPTIVE STUDENT POLICY**

AFSeattle reserves the right to dismiss any student whose behavior is inappropriate or disruptive to the learning environment and to other students. If AFSeattle receives such a complaint from a teacher and/or fellow classmates about a student, a meeting will be called with that student and their parents to notify them of the complaint and to request a change if and when warranted. If after that warning, the student continues to be disruptive, the student will be dismissed, and, when appropriate, AFSeattle will issue a prorated refund for any classes not yet taken.



Alliance Française

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