

2022

**VIRTUAL & IN-PERSON
SUMMER CAMPS
POLICIES**

Alliance Française de Seattle

March 9, 2022

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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 for the latest updates.

Email: school@afseattle.org

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

In-person camps: please note that there will be no in-person administrative office hours during the in-person summer camps. All paperwork and administrative procedures must be submitted via email before your child's camp starts.

Virtual camps: please make sure to test your access to your virtual class the Thursday before your camp starts, to avoid login issues on the first day.

2. REGISTRATION

Registration is complete upon payment. Payment must be completed at least seven (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 three (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 five (5) 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 five (5) 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 \$15 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 March 15 at noon and May 31 at noon.

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 & TRANSFERS

For unenrollments more than fourteen (14) days before the start of a camp: the camp will be refunded in full, minus a \$40 cancellation fee.

For unenrollments less than fourteen (14) days before the start of a camp: no refunds.

Transfers (within Summer 2022) are possible upon seat availability. Refer to cancellation policy in case of unenrollment due to an enrollment in the wrong level. Please make sure to take the placement test upon enrolling!

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 through the course catalogue.

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

7. ATTENDANCE

7a. Virtual Attendance

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.

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

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.

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 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.

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

7b. In-Person Attendance

Our office will **not** be open to welcome parents/children before or after the camp:

- Drop off: The instructor will open the classroom fifteen (15) minutes before the start of the camp each day to welcome students. Please arrive on time each day to avoid disturbances in the classroom.
- Pick up: Please pick up your child at the scheduled time. The instructor will be closing up the classroom within fifteen (15) minutes of the end of the camp. Late pickups will be charged \$15 per fifteen (15) minutes as they require our instructors to stay overtime. If an emergency arises and you are unable to pick-up your child on time, please call our office to assure the instructor that you are on the way.

Please let us know at info@afseattle.org if your child cannot attend.

8. WHAT TO BRING

8a. Virtual Camps

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!

8b. In-Person Camps

- SNACKS AND MEALS

AFSeattle will not provide food or drinks. Children must bring their own water container that can be filled at the Good Shepherd Center's water fountain.

Children can bring their own snacks or meals, to eat before or after class, or during breaks.

AFSeattle is not a certified nut free place.

In order to create a safe environment for students with life-threatening allergies, we kindly ask you to refrain from sending your child with food containing peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts.

- CLOTHING

Depending on the daily schedule and weather, summer camps activities can be held inside or outside the Good Shepherd Building, depending on the day's activities. Here are some items that we recommend the children to wear or bring:

- Weather-appropriate clothing (the building has no air conditioning, but the classroom will have a fan);
- Provide your child with a long sleeve cotton shirt to wear in the sun;
- Encourage your child to wear a hat to protect the face for outdoor activities;
- Use and appropriately apply sunscreen before the class. Our instructors cannot apply sunscreen on your child.

- WHAT NOT TO BRING

We ask that you keep these things at home:

- Weapons of any kind
- Ipods, cell phones, smartwatches, or any electronic devices
- Money
- Drugs
- Gum and candy
- Any valuables, including personal sports equipment

Many of these items can be lost, broken, or stolen while at camp. AFSeattle is not responsible for broken or stolen items.

- LOST AND FOUND

Please label all clothing and items brought to camp with your child's full name. The lost and found center will be located in AFSeattle's office (#205). The lost and found items are stored for a month, then donated to a local charity.

9. SICK CHILD PROCEDURES (on-site)

AFSeattle cannot accept children for camp when they are ill. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care.

- Vomiting on 2 or more occasions within the past 24 hours
- Too tired or sick to participate in daily activities

- Fever of 101°F or higher
- Draining rashes
- Eye discharge or pink eye
- Diarrhea
- Lice or Nits*

*Children must be nit and lice free prior to returning to camp. Lice are highly contagious and can take a while to eliminate from camp once introduced. Reintroducing children with nits prolongs contamination and prevents kids from returning to camp.

If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick-up their child.

In addition, all policies regarding COVID by King County apply.

10. MEDICATION MANAGEMENT (on-site)

If it is necessary for your child to take medications while they are in our care, please give the medication directly to a staff member when you sign-in your child. Written parental consent is required for us to administer any medication.

11. MEDICAL EMERGENCIES (on-site)

Please sign the summer camp medical release, giving us permission to seek medical attention for your child in case of an emergency.

In the case of life-threatening emergencies, a member of our staff will immediately call 911 and notify you as quickly as possible. If transportation to the hospital is needed, a staff member will accompany your child in the ambulance and will stay with them until you arrive.

12. 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 or in-person participants.

13. 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 AFSeattle's office if you have any additional questions.

14. 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.

15. 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.

16. 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.