



# Summer Language Camp General Information 2019

**Germanic-American Institute**

301 Summit Ave  
St. Paul, MN 55102

**GAI Language Services**

Phone: 651-222-2979  
language@gai-mn.org

**GAI Office**

Phone: 651-222-7027  
office@gai-mn

## PROGRAM INFORMATION

The GAI Summer Language Camp program for children will take place June 17 – Aug. 23, 2019 at the GAI. Each camp lasts one week\* (M-F) and is centered on a fun, highly interactive theme.

(\*Except week of July 4)

Refer to the current camp schedule for themes and age groups [Summer Camp 2019](#)

Beginners to bilingual campers are welcome, as different activities are offered according to the children's language skill level. Teachers and children will speak, hear, sing, and create in German while exploring subjects ranging from art and cooking, to science and nature/

Camp instructors & staff are professional German teachers & instructors with extensive training and experience in teaching German as a foreign language.

### Afternoon Care

Afternoon Care is an optional extended day of GAI Summer Language Camps, also taking place June 17 - August 23. Afternoon Care runs from 12:00pm - 5:30pm. (Separate charges apply).

Afternoon care is only available to children who are registered for Language Camp.

**Friday afternoon is 'Water Day' (weather permitting) and afternoon activities may include 'sprinklers & splashing' - NO POOL. Please pack a swimsuit and towel for your child.**

### Morning Schedule

8:30 - 9:00am	Students arrive for Summer Camp; activities with Teaching Assistant
9:00 - 10:15am	Summer Language Camp morning programming & activities
10:15 - 10:30am	<b>BREAK – Due to allergies and dietary restrictions we will no longer provide a snack during morning break</b>
10:30 - noon	Summer Language Camp morning programming & activities
12:00pm noon	Parents pick-up in Ratskeller

### Afternoon Care Schedule

12:00pm - 12:30pm	<b>Lunch in Ratskeller or outside (students bring their own bag lunch)</b>
12:30 - 1:15pm	Free time in ballroom or outside; play with Afternoon Care toys & games
1:15 – 3:30pm	Afternoon Activity
3:30 - 3:45pm	<b>BREAK – small healthy snack will be offered</b>
3:45 - 4:30pm	Activity or play time in ballroom or on GAI lawn
4:30 - 5:30pm	Afternoon pick-up

### Items from Home

**GAI is not responsible for loss or damage to personal items or toys brought from home.**

- The GAI promotes a violence-free learning and playing environment. Do not allow your child to bring toy weapons.
- Please remind your child that toys need to remain in their backpacks during Morning Language Camp. Toys are permitted during approved Free Choice times during the afternoon but must be put away if causing a disturbance.
- Electronic toys (such as Tablets, iPods, Nintendo DS, etc.) are discouraged

## Dropping off and picking up your child and sign-in/sign-out

Parents/guardians must check in with staff both at drop-off and pick-up times. Staff will provide parents a sign-in/sign-out sheet.

## Pick-up by someone else

The GAI requires written notification of a non-parent/guardian picking up your child. This should be sent to [language@gai-mn.org](mailto:language@gai-mn.org).

Summer staff will ask for identification, and it must match your written notification. Your child will not be released to anyone without written authorization, or to anyone who is not listed as a contact on your registration form.

## Late pick-up & Fees

For the safety of all children in our program, summer staff is required to stay until all children have been picked up. Families are expected to pick their child up and depart the grounds by the end of the session that has been paid for either 12:00pm or 5:30pm.

There is a 5-minute grace period for pick-up after the morning camp or afternoon care. **There is a charge of \$1.00 per minute if a child is picked up after 12:05pm or after 5:35pm.**

**All late fees will be charged to your Summer Camp Account.**

## Medications

The state of Minnesota requires written authorization from a parent and written instructions from a physician or dentist to administer any type of medications or supplements. Both prescription and over-the-counter medications require a completed Medication Administration Record. This can be obtained from the GAI office / Language Services.

## Sickness Policy:

1. Parents must bring special health problems to the attention of the Summer Language Camp staff and GAI Language Services.
2. When a child complains of being ill, the child's condition will be assessed to the best of our knowledge and / or a parent will be contacted.
3. To protect the GAI community from communicable diseases, parents are asked to report if a child has attended Summer Language Camp on a day when he/she had symptoms or was ill, including head lice, strep throat, high temperatures and any other illnesses or diseases.
4. Any child who shows signs of contagion should not attend Summer Language Camp or Afternoon Care.

## Severe Weather / Emergencies:

Summer Language Camp/Afternoon Care may be closed or cancelled due to weather or other emergencies. In case of severe weather, staff at the GAI follows standard procedures to ensure the safety of your child.

## **Grievance Procedures:**

Please express any grievance to us, as we want you to feel confident in your child's success and enjoyment at Summer Language Camp / Afternoon Care.

1. Communicate the concern to the summer language camp staff
2. If your concern has not been addressed, contact GAI Language Services.

## **Termination / Cancellation:**

**GAI Termination:** The GAI may terminate enrollment for the following reasons:

- The parent/guardian fails to follow Summer Language Camp / Afternoon Care policies
- Retention of the child is detrimental to the health and safety of the other children and staff in Summer Language Camp / Afternoon Care, or to the child him / herself due to exceptional needs for special treatment. GAI will first make reasonable attempts to alleviate the situation before recommending termination.
- Difference of opinion and/or philosophies of appropriate child development and / or guardian techniques.
- Abusive behaviors by parents toward other children, Summer Language Camp / Afternoon Care program staff or other parents.
- Children who engage in behavior that threatens the safety of other children and staff or others who may be present. Staff fills out written reports to track any incidents & accidents.

## **Cancellation:**

Contact GAI Language Services via phone or e-mail if you want to cancel any week of Summer Language Camp / Afternoon Care. For cancellations, GAI will retain a \$40 fee per child for any program cancellation. No cancellations or transfers within 14 days of program start date.

## **Absences:**

Absences cannot be rescheduled for alternate camps. Sick days and other absences will not be refunded.

## **Drop Ins**

Drop-ins are only available for Afternoon Care as space permits. Drop-in Fees are \$40.00 per child per afternoon and are payable at the time of service. The child must be registered for Summer Language Camp in order to attend Afternoon Care and qualify for Drop In.