



Parent Handbook

Updated: June 11, 2009

Mission

The purpose of the Orlando Language Camp for Kids (OLCK) is to give children the opportunity to experience and appreciate foreign languages and culture to prepare them to be accepting, responsible global citizens.

Camp Location & Facilities

The Orlando Language Camp for Kids is being offered at Valencia's Sand Lake Center located at 2411 Sand Lake Road, Orlando, FL 32809. Parents are welcome to come observe during the day for 30-minute periods. Please contact our staff to make an appointment.

Days/Hours of Operation

- Monday through Thursday, from 8:30 a.m. - 1:00 p.m.
- After-Care, 1:00 p.m. - 5:00 p.m.

Weekly Payment

If your child will be attending camp for the upcoming week and it has not yet been paid, payment is due by Wednesday of the previous week. Cash, checks, and credit cards are accepted. To pay by credit card, please call 407-582-6688.

Camper Drop-Off & Pick-Up

Campers are expected to be at the camp by 8:30 a.m. It is recommended that you park and walk your child to camp on the first day. There will be a sign in the lobby with the camp's room number and there are directional signs throughout the building to guide you. After the first day, you can drop your child off at the lobby of the Center and have your child walk to the classroom.

Camp ends promptly at 1:00 p.m. and any campers left will proceed to the after-care. For dismissal, parents must come in and sign their child(ren) out. A form of photo identification is required. All adults picking up campers must be listed on the **Emergency Pick-Up Form** in the registration packet, and the list must be verified for every camper.

In the event that you are late, please call the following phone number to let the staff know: **407-582-6750**. If a student is not picked up by 5:10 p.m., the Coordinator will start calling the numbers on the emergency contact list. If after 30 minutes they cannot reach anyone and they do not get any response, then they will contact the State of Florida Department of Children and Family Services or the local law enforcement authorities to notify them of the situation.

There is a late fee of \$5 for picking up campers up late within the first 10 minutes and then \$1 per minute thereafter. This fee is due upon picking up your child. Cash, checks, and credit cards will be accepted.

Children will not be allowed to attend camp the following day if they have an unpaid balance.

How to Prepare for Camp

A day at camp can be very tiring for young children, so be sure that they get a good night's sleep and eat a good breakfast before dropping them off. You should prepare the following for your child:

- dress in comfortable clothing designed for outside activities (shorts and T-shirt)
- wear sneakers and socks
- a lunch in a vinyl lunch bag or cooler (lunch will not be provided; please note that there are no facilities to heat up lunch)
- two healthy snacks (one for the morning and one for the afternoon)
- waterbottle (filled)
- pack a complete change of clothing each day
- all clothing, lunches, and backpacks **MUST** be labeled with your child's complete name

What NOT To Bring: Electronic games, cell phones, music devices, toys, action figures, shoes with wheels, gum, candy, skateboards, and money are not allowed. No tank tops, dresses, skirts, flip flops, or sandals. No glass bottles or containers for lunches. No glass bottles or containers.

Daily Schedule At-A-Glance

Please note that the schedule is subject to change:

8:30-10:00	MONDAY/WEDNESDAY: LANGUAGE INSTRUCTION TUESDAY-THURSDAY: LANGUAGE INSTRUCTION and/or COMPUTER LAB
10:00-10:10	SNACK: Students can continue working, but no snacks in the computer lab. You must return to the classroom.
10:10-11:30	SPECIALS: This module will be different each day and is designed to support the overall weekly theme. Activities will include arts and crafts, music and dance, drama and story-telling, guest presenters, or some other creative activity.
11:30-11:40	SNACK: Students can continue working, but no snacks in the computer lab. You must return to the classroom.
11:40-1:00	UNITED STATES HISTORY/GEOGRAPHY/CIVICS: This component will vary based on the program week and group. Every Thursday, students who are ending the program will receive their certificates of completion.
1:00 – 5:00	After-Care

Discipline

Discipline is necessary for an effective program. The philosophy of our program is respect being shown to all. Praise and positive reinforcement are used to establish an environment of goodwill. Our staff members are tolerant and understanding, but they will deal with disruptive behavior.

Discipline will be given first in the target language and then in the native language for every infraction. This way, campers are learning the phrases, but we are also ensuring that they understand what is being said. If the attempt to correct the behavior is not successful, time-out will be used. Time-out is not a punishment, but a discipline technique that is a calming device and a method to help children gain self-control.

If the behavior does not improve, then counseling with the instructor will follow. If a child continues to exhibit unacceptable behavior, then we will schedule a parent meeting to discuss the situation and decide on the best course of action for all.

Healthcare

Every effort will be made to reach you or other contacts on the camp's registration form in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the Client Service Center in writing so we may update your child's file.

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets will be treated by staff members who have received First Aid training, taking note of specifications on the child's health form. Parents will be informed of all first aid given to their child. If the child's symptoms persist, parents will be asked to pick up the child.

Parents will be contacted immediately if their child(ren) show signs of illness. It is better to be over-cautious than to risk exposing the rest of the children and staff. Children must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever over 98.6 degrees. Children may return when they have been fever free for at least 24 hours
- Strep throat (if they have not been on medication at least 24 hours)
- Stomachache
- Anything contagious; ie., chicken pox, hand, foot and mouth disease
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits. Staff will check head upon return.
- Pink Eye (conjunctivitis) if they have not been on medication at least 24 hours
- Significant runny nose (discolored mucous)

In case of a major emergency such as broken bones, puncture wounds, etc., OLCK staff will contact 911 and the parent immediately. Please note that OLCK Staff are not able to administer medication to your child. If your child requires medication, please be sure to make proper arrangements. If your child is sick, he/she will not be permitted to attend camp.

Reporting Child Abuse

In order to ensure the well being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. Staff members are not allowed to comment to parents, other staff, or any other

persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations.

Easy Ways to Encourage Kids to Learn a Foreign Language

Children who learn a foreign language before their teen years are much more likely to retain and use the information for the long-term. Learning another language can boost creativity, intelligence, and general reading and comprehension skills dramatically. Some experts believe a foreign language immersion program is the only way to build strong language skills, but there are some simple ways to teach kids with an integrated approach at home and at school. Here are some easy ways to encourage your kids to learn a foreign language:

1. Label Items Around the House

Use mini sticky-notes or note cards to label things around the house and encourage your kids to use alternative words when referring to these items. Building a solid vocabulary requires practice, and it's much easier to get started with things that they are familiar with. Any basic foreign language textbook or translation guide can help you find the right words for describing things around your home.

2. Celebrate International Holidays

Keeping kids culturally aware is one step towards foreign language appreciation; just pick a few international holidays each year that you'll all celebrate or learn about as a family. Their natural curiosity just might kick in, increasing their chances of approaching a foreign language in a positive way.

3. Watch Movies and Cartoons in the Foreign Language

This works especially well if they've memorized the English version of a classic because they'll start making associations very quickly. Watching a movie in a foreign language (without subtitles) is a great activity for the whole family, and kids will quickly pick up the right way to use words and sentences in different contexts.

4. Create and Listen to Vocabulary Words and Phrases

Don't just settle for pre-recorded (and often dull) CDs and tapes from the library. Let your kids create their own 'program' by recording a set of words and translations from a book or website resource. They can practice the words using phonetic spellings and get used to their 'own' voice as they repeat them; learning will be much faster!

5. Make Opportunities for Conversation Practice

Learning to speak a foreign language is very different from learning to read and write in one. Speaking helps to understand context and the general rhythm of different dialects, and this is very difficult to teach from a book. Encourage kids to join foreign language conversation groups with peers their age, or even with a mentor who can walk them through basic conversational skills. The experience is priceless!

Encouraging kids to learn a foreign language is a valuable step towards a well-rounded education, and can help them in many other subjects and areas of study. Use any or all of these strategies to encourage your kids to develop some fundamental skills in learning a new language.

Article by: Sabah Karimi, www.associatedcontent.com, 01/07/2008