Parent Handbook

UW-Madison French Camp
633 Frances Street
Madison, WI 53703
Phone: 608-831-6777
Thank you for registering your child for UW-Madison French Camp! We look forward to meeting you and to helping your camper explore the Francophone world through language and culture.

This experience is lots of fun and is, for many, a grand adventure that whets appetites for further exploration. Because we want your child’s French Camp experience to be enjoyable and rewarding, it is our desire to provide you with the information you need to prepare your camper(s) and yourself for this unique experience. Please read this handbook thoroughly and contact us at french@dcs.wisc.edu or contact our camp secretary Katie Albrecht at 608-831-6777 should you have questions or want to discuss something with us. Our desire is to partner effectively with you.

What can I expect from my child’s participation in French Camp?
What’s the outcome? It’s unreasonable for us to claim that your child will be fluent in the target language or culturally competent after a week or two of French Camp, but we call tell you that ...

- Your child will begin developing their understanding of French through fun and engaging activities
- Your child will become more aware of Francophone cultures and their practices
- Your child will begin to develop confidence in learning and using a second or third—or even more!—language(s)

Daily schedule
French Campers are divided into age groups. Each group will have its own schedule; the following is provided only as an overview.

- 8:45-9:00 French Campers are dropped off at the French House, 633 Frances Street, Madison, WI 53703, downstairs outside of the dining room (please see parking information at the end of the handbook)
- 9:00-9:15 French Camp begins! French Campers stow their daypacks and gather for Morning Circle, a time for announcements and songs. The “Theme of the Day” is introduced along with a description of the day’s activities. The first day, the whole camp is together. The following days, the groups meet separately
- 9:15-10:45 Activity Bloques 1 and 2 - Activities vary from day to day and include things like arts and crafts, folk dancing, games, cooking, and singing
- 10:45-11:00 a.m. Morning break - a pause to regroup and have a “goûter” (snack) with foods of the target culture
- 11:00-12:30 Activity Bloques 3 and 4 - Activities vary from day to day and includes things like arts & crafts, folk dancing, games of the target culture, cooking, and singing
- 12:30-1:00 Lunchtime - each French Camper is required to a bring sack lunch daily, preferably one that does not need refrigeration
- 1:00 Pickup time for morning-only French Campers
- 1:00-4:00 Afternoon programs including songs, larger projects, movies, field trips and more

Daily language instruction
During the entire week, words and phrases in French will be taught and modeled for the French Campers. All are encouraged to use them as soon as possible and often. When they do this, they will receive a ticket from a counselor. At the end of the week, the French Camper will use the tickets to buy prizes from the “store.” While developing their speaking capacities, the French Camper is encouraged to use his or her constantly expanding French. With some more experienced French Campers and/or after some phrases are acquired and generalized, such as “merci beaucoup” and “au revoir,” tickets will not be given out, but simple French usage will be affirmed.
**French Camp staff**
French Camp always seeks to employ highly-qualified staff from across the nation and from around the world. The staff includes certified French teachers, authentic Francophones, and assistants who are young, energetic people whose enthusiasm for language and culture is motivating to young learners.

**Meals and snacks**
Some foods may not be immediately familiar to your child. That’s where our staff steps in. Their experience with “kid-friendly snacks” and getting kids to try unfamiliar things is excellent! We ask that you prepare your French Camper to explore the flavors of their target culture. If your child has a special dietary need or a food allergy, please let us know on your registration forms or at registration time at the very latest. In some cases, the child may need to bring an alternative snack.

**Daily supplies**
Any valuable items should stay at home. Here’s a list of items to get you started with packing your child’s day pack:

- Sunscreen and mosquito repellent - Our staff will supervise the use of these products but we would also request that these products be applied completely before arriving at French Camp
- Shoes appropriate for running and walking (closed toe, please!)
- Water bottle
- Sun protective hat

All personal items should be labeled.

**Health matters**
Our expectation is that French Campers arrive ready to participate in their program. Here are our specifics with regard to a French Camper's readiness:

- A French Camper should be capable of meeting his/her personal needs (e.g., dresses self, uses the toilet without assistance)
- French Camper should be capable of moving independently from place to place in and around the French House
- A French Camper should be capable of effective interaction in our group-based program
- This program does not dispense personal medications. The student and/or parent will need to administer the medications to the student. If the parent needs to do so, they will need to make arrangements with the director
- French Campers who have an IEP from their school districts may want to share this information with the camp director to help their management in the group
- French Campers with permanent disabilities, physical and mental, are welcome at Camp but due to our limited funding, those needing assistance to participate in French Camp will need to provide their own appropriate support (for some diagnoses, this may be imperative, especially, for example, if your child operates with an IEP during the school year)
- Please do not send your child if they are too ill or injured to participate in the program; contact Continuing Studies at 608-262-4873 if you have other health-related questions

We value safety. Our policies and practices are based on preventing injury and illness. However, we also recognize that the active nature of a French Camper's day means that, upon occasion, someone may
inadvertently get hurt. Skinned knees seem to be part of this age group's experience. We have a first aid kit on site and our lead instructor is also trained in CPR.

In case of a medical emergency, we will call 911, initiate contact with you, and transport your child to University Hospital in Madison.

**Other items**
To create and maintain a harmonious French Camp experience for everyone, we apply our behavior expectations fairly and across all our programs. Consequently, read the policies below and, in an age appropriate way, discuss them with your French Camper. Keep in mind that this is not, nor can it ever be, an exhaustive list, but it does serve to frame our agreement with you and our expectations of one another.

**Attendance**
It is expected that the camper will attend the session in which s/he is enrolled. Staff and program plans are based on expected enrollment. There is no refund for cancellation once a session has begun.

**Behavior**
French Camp seeks to maintain an environment free of discrimination, violence, intimidation and harassment based on gender, race, creed, color, national origin, sexual orientation or disability. Language, behaviors and/or attitudes that intimidate, offend or debilitate campers or staff members are not tolerated. Encourage your child to talk with you and/or our staff if s/he has concerns about these matters. Bullying behaviors, in particular, will not be tolerated. Consequences of such behavior could include:

- Talking to French Camper about misbehavior
- Redirecting participant's behavior
- Loss of privileges
- Time out
- Other natural consequences
- Contacting parents
- In extreme cases, suspension or expulsion from French Camp

Behaviors for which the last consequence could occur would include:

- Violent behavior and/or aggression
- Permanent damage and/or theft of others' property
- Defiance
- Unsafe behaviors
- Inappropriate behavior or sustained inappropriate language

**Discharge policy**
If the child is dismissed under the latter circumstances, the parent(s)/guardians agree that there will be no refund. Other reasons for which a child would be discharged from the program are:

- Failure to pay fees by the beginning date of French Camp
- Repeated failure to pick up a child on time (on at least 3 occasions)
- Incomplete registration and health forms
- Lack of cooperation by parents/guardians
- Parent who does not choose to abide by the policies and guidelines of French Camp or in any way abuses or threatens a staff member
- If the child attempts to run away from the program
Runaway child policy
The following procedure is in place to deal with a child who leaves or threatens to leave the premises or who endangers other children.

- Every effort, short of physically restraining the child shall be made to keep the child from leaving the premises
- French Camp staff are not to leave the rest of the group inadequately supervised to pursue a running child
- Parents will be notified that the child has left the premises and shall be asked to come and search for their child
- If parents or emergency contacts are unable to come, a staff member shall inform them of the disappearance of the child and that the police are being notified

Electronic equipment
Unplugged! While other aspects of life may be filled with electronic noise and distraction, a French Camp experience immerses participants in something entirely different - language and culture. For this reason, we ask our French Campers and staff to be present in their French Camp moment. This is why all electronic devices are forbidden (“contrabande”). Cell phones are allowed but MUST be kept in backpacks and left on “vibrate.” French Campers may not use them during breaks, lunch or the rest of the day. They are allowed ONLY for emergency contact with parents. With any other use, the phone will be confiscated and returned to the parent at pick-up time.

Confidentiality
Information about French Campers and staff is handled in a confidential manner. We communicate with the French Camper's custodial parent/guardian and, unless you direct us via written record, will only release your child to the custodial parent/guardian or designee. French Campers’ personal health information is kept confidential is shared with staff only on a need-to-know basis.

Illegal substances, alcohol and tobacco
French Camp is an alcohol and drug-free environment. Participants are not allowed to use tobacco products. If your child is in possession of or using an illegal substance or alcohol, you will be contacted and s/he sent home at your expense without refund.

Chewing gum
Gum is distracting and an obstacle when trying to speak a new language. Chewing gum during the morning session is strictly prohibited and discouraged during the afternoon session.

Tipping
Staff may not accept gifts or other forms of gratuity for any services during your child’s enrollment at French Camp.

Visiting the camp
On Fridays at 11:30, we like to present a culmination of our week’s activities. We usually do a presentation or demonstration and follow up with a yummy potluck! We encourage parents and guardians to plan this time into their calendars, to bring a dish to pass, and to join us. The French Campers are so proud of what they've learned and done—they want to share it with you! Please give yourself plenty of time for parking and join us for a fun early afternoon.

Parking
Long-term metered parking is available in the city parking ramp located between Lake and Frances Streets off of University Ave. Some short term metered parking may be available along Langdon St., although being so close to campus it can be very hard to find open parking. Morning drop-off may be done in front of the French House if parking is not required.