



## Internal Policy for the Linguistic Sojourns or Camps

### PREAMBLE

The internal policy states the rules and regulations for the members of the teaching team and for those who participate in the linguistic sojourns, camping or linguistic holidays organized by the DOC' LANGUES

The objectives are:

- 1) To establish the rules and regulations for the well-functioning of the centre and camping-site.
- 2) To establish and to remind the participants' rights and duties.
- 3) To establish the rules and regulations for the linguistic sojourns/holidays.

#### Article 1: Internal Policy

- The following policy's objective is to detail the rules and regulations for the linguistic holidays/sojourns or camping organised by DOC'LANGUES (registration number 521 378 141 00019). Address: 6 Rue Torte 34660 Courmonterral, France.

#### Article 2: Objective

- To promote language immersion and cultural, hands-on and sport activities as support of the language training.

#### Article 3: The members

The registration to one of DOC'LANGUES linguistic holidays, sojourns or camping implies the acceptance of this internal policy.

#### Article 4: Exclusion

The exclusion or ban will be the consequence of the non respect of the internal policy, the exhibition of a behaviour that contradicts the educational objectives, or a misbehaviour that endangers the physical or moral integrity of the participants, coordinators, teachers and/or self, etc.

- The sojourns maintain a good atmosphere, and care for the well-being of all the participants, any behaviour that goes against these objectives will not be allowed and the child will be sent back home; in such case, no refund will be allocated.

#### Article 5: Functioning of the sojourns

- DOC'LANGUES is responsible for hiring a director to manage the centre and to organize the activities. The director will inform the company his/her educational project, which will be approved by DOC' LANGUES.
- The director is responsible for choosing the camping site where the educational project will take place. He/she must make sure that the centre follows the rules and regulations in force.
- The director does the promotion of the educational activities proposed by the company.
- The director is in charged of all the registrations for the registrations.
- DOC'LANGUES hires according to the director's suggestions the teachers and activities coordinators for the sojourn.

- The projected budget is decided by DOC' LANGUES. The director's acceptance to manage the sojourn implies his/her acceptance to the proposed budget.
- In case of litigation on the managing of a sojourn, the B.A has authority to take all the necessary disposals for his good functioning.
- The director must accept articles 2, 4, 5 and 7 from the internal policy. He/she must not have a criminal record or be banned from coordinating educational activities for children.
- The director must make sure that the site's infrastructure for the sojourn is in compliance with the law and regulation in force. He/she must inform DOC' LANGUES of any deficiency in the sites' infrastructure.
- The director is responsible for:
  1. The personnel (teachers and coordinators, etc) who work with him/her in the sojourn and for their acts.
  2. The participants of the sojourn.
  3. The direction and managing of the camping site.
  4. The activities that take place to accomplish the teaching project.
- The director is capable of taking any decision to ensure the well functioning of the camping site and the sojourn.
- The director is responsible for managing his/her projected budget and the teaching project, for which he/she must justify at the end of his/her duties (with invoices).
- The activities are led by professional personnel (Language teachers or activities coordinators with BAFA). The director will ask other service contractors for specialized activities such as canoe, climbing, speleology, etc.

### **Article 6: Cancellation and refund**

A refund of 100% will be allocated if the cancellation is made 2 months before the beginning of the sojourn/holiday.

A refund of 70% will be allocated if the cancellation is made 1 month before the beginning of the sojourn/holiday.

Less than a month before the beginning of the sojourn there will not be any refund, except for exceptional cases.

- A child whose all documents have not been submitted for his/her registration will not be allowed to participate in the sojourn, without any refund, fault to the guardians/custodians/parents.
- If the sojourn has started non refund will be allocated, unless justified by medical reasons with a prescriptions and justifications.
- The children are responsible for their personal belongings (luggage, bags, clothes, cell phone...) and non refund will be allocated for lost, damage or stolen of property.

### **Article 7: Daily rules and regulations for the sojourn**

*The respect of the law and society's rules:*

- It is forbidden to use physical violence or force against any person, or property.
- It is forbidden to steal.
- It is forbidden to smoke, consume drugs, and/or alcohol of any kind.

*The respect of the personal space:*

- Self-respect
- Respect of the site
- Respect of people's personal space
- Respect of people's beliefs, choices, and property.

*The respect of others:*

- Respect of other's :
  - identity
  - background
  - history
  - right to speak
  - origin
  - right to make mistakes
  - property

*The respect of common areas:*

- Respect of everybody's daily routines and duties
- Respect of the daily rules
- The observation of the personal hygiene
- It is forbidden to swear, to insult others or self
- Respect of the furniture, materials and equipments
- Respect of the time to sleep, to rest and the meals' schedule

The registration to a linguistic holiday/sojourn or camps organised by DOC' LANGUES implies acceptance of this internal policy, which will be provided to the participant's legal representative with the registration documents, and which will be available at the camping-site and on DOC'LANGUES' official website.