



Day Camp 2018

We recommend parents and children read this together.

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Whilst the information put into this document is correct at the time of the last edit, we do ask parents to understand that due to the moving nature of summer camp, there will always exist the possibility of small modifications in camp timetables etc. due to logistical necessities that come up. If you have any doubts, don't hesitate to contact us at Spark before camp and our partners at TECS during camp. See key contact info page for contact details.

If your child is attending: a Residential Summer Camp (i.e. sleeping on the camp venue) or as Homestay Camp, please refer to the Residential Camp circular. This one is for DAY camp, Full or Half, or the Family programme.



Key Contact Info:

The summer camp is run by TECS the summer camp part of our educational group. This means Spark would continue to do all coordination with you up until camp starts but once camp starts TECS will be the direct point of contact for any issue to do with SUMMER CAMP (not for issues on our adult programmes which would continue to be via Spark). **As TECS cares for the children directly, they will be able to provide the quickest and best answers.** Of course at Spark we would also be here in case of need.

So the contact numbers below are those of TECS. All times below are in **Spanish time (CET)**.

Who can I contact during camp in case of need?

- Contact no. for all general SUMMER CAMP issues (not adult courses) > 0034 902 350 356 (10:00 to 14:45 and 15:35 to 17:30 during July and 10:00 a 13:30 y 14:30 a 16:00 during August WEEK Days - Spanish time)
- VERY very important issues (OUT OF OFFICE HOURS) or Emergency Contact no. > **FAMILY, GO, DAY AND INTERNATIONAL CAMP:** 0034 637 70 44 20
 - We ask parents to please be responsible with what they judge as “very important” bearing in mind this number goes directly to the director or head welfare who could be responsible for organizing or coordinating important activities in that moment. Please note at times, it is possible for the director to be in an area which doesn’t have coverage 100% of the time or to be doing something critical that doesn’t allow them to answer phone in that moment.
- Reserve Contact no. for emergencies > 607 705 832 (**ONLY** in case of an **emergency** and if the out of office hours number above is not answering).

Is it possible to comment things with someone when I drop off and pick up my child?

Yes this is possible. However please bear in mind that often time will be limited in these moments as the primary objective of the staff receiving the children is to look after them and not to attend parents. Although of course some quick things can be checked, we do suggest, if it is an important point to bring up, that you do so via the office number above.

Can my child bring a mobile phone with them to Day Camp?

It is not possible for Day Campers to bring phones to camp. Please note this is because none of the campers, residential or day, are allowed to use their phones at any moment except during the set calling times for residential campers. As Day Campers return to their parents at lunchtime or evening, calling their parents isn’t necessary. We don’t let campers keep their own phones during camp due to disruption it can cause to the programme, i.e. imagine the disruption a child receiving a call in class creates! If a Day Camper were to bring a phone to camp, it would be taken off them and returned to them on departure as it wouldn’t be fair for a Day Camper to have a phone whilst a residential camper couldn’t. In the case of an emergency, and needing to make contact with your child, you can do so via the numbers above.

Communication by Email

Any general issue during camp should be sent to tecs@tecs.es (state child is attending camp in El Puerto de Santa Maria), we recommend calling when the issue is important. Please note you should use Spark emails for any pre-camp information and TECS ones for time during camp when it is a camp issue you wish to pass on. Also please note IF you are doing a family programme, spark is always the contact point for all adult programme queries and TECS for summer camp ones.

Timetables for Half and Full Day Campers

Full Day		Half Day	
TIME	ACTIVITY	TIME	ACTIVITY
09.10-09.15	Arrival to Camp	09.10-09.15	Arrival to Camp
09.15	Games and Activities	09.15-09.30	Games and Activities
09.30	Class Starts	09.30	Class Starts
13.30	Lunch	13.30-13.45	Games and Activities
14.10	ARTS and CRAFTS or PROJECTS (film, magazine, drama, creative arts)	13.45 **If doing family programme you have till 14.00 in case of need but please try to be as close to 13.45 as possible**	Pick up
16.00	SPORTS & COMPETITIONS + SUPER COOL (if selected)		
18.00apx	SNACK		
18.30	SPORTS		
AT 20.00	Pick up		

SPECIAL EVENTS

- All day campers can attend the class shows on Saturday Departures 11-13.00 (optional)
- FULL Day campers can attend the Awards Ceremony on last Friday of camp. If doing so, children would be picked up at 23.30 instead.

****Participation in either event, must be confirmed on 1st Wednesday of camp****

Arrival Day Sunday

HALF DAY: (18.30-19.00 and departure at 20.30)

- Entrance at the large side gate off the Carretera direccion Fuentebravia. In front of a pizzeria (Horno de leña) and bar (Musha arte).

- From 19.00-19.30 parents can do a tour of the facility. Please note between 19.30apx and 20.30 parents cannot wait in the facilities and instead should return at 20.30.

FULL DAY: (16.00 a 17.30 and departure 20.30)

- Entrance is by the GREEN CAR GATE (orange arrow) even for those walking. This is off the road going towards Jerez.

- Parents can do a tour as long as they arrive before 17.00. Please note between 17.30apx and 20.30 parents cannot wait in the facilities and instead should return at 20.30.



Departure Day FRIDAY 2nd Week

Departure **HALF DAY:** (13.45)

- Exit at the large side gate off the carretera direccion fuentebravia. In front of a pizzeria (Horno de leña) and bar (Musha arte)

Departure **FULL DAY:** (20.00 or 23.30 if camper is attending awards ceremony).

-Exit at the large side gate off the carretera direccion fuentebravia. In front of a pizzeria (Horno de leña) and bar (Musha arte)
Saturday 10.30-12.00 chat with teacher optional.

Monday to Friday

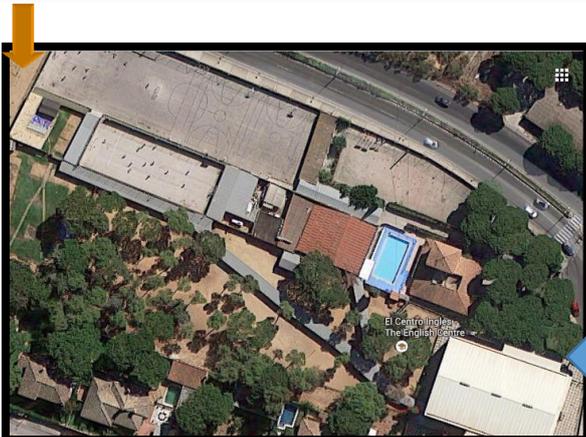
Location: is at large side gate off the Carretera direccion Fuentebravia. In front of a pizzeria (Horno de leña) and bar (Musha arte) –blue arrow on map.

Drop Off time: between 9.10- 9.15. Please note that camp cannot accept arrivals before 09.00.

Pick Up time HALF DAY: is between 13.30 and 13.45 (but if on family programme can be bit later). Parents must arrive before 14.00

Pick Up time FULL DAY: is at 20.00.

Special Events (for FULL day only): have different arrival and pick up times, please check these with camp although indication is above.



CAMP ADDRESS:

TECS / Colegio El Centro Inglés.
Carretera de Fuentebravia s/n
11500, El Puerto de Santa María

GPS COORDINATES:

Latitud 36.60056
Longitud -6.24498



What to bring to camp

CLOTHES needed by DAY CAMPERS: The information below doesn't refer to the clothes needed in Spain (that is for the parents to judge but ask us if you need help) but the clothes that would be needed on a normal camp day. Please note HALF Day Campers have no special clothes needs, so the list below refers to FULL DAY Campers who are doing activities and sports. Camp will provide a sports timetable on arrival Sunday, however as changes can happen, we suggest each day a camper wear or pack a rucksack with the following - (those indicated in * we suggest bringing every day). As objects can be misplaced, we suggest name tagging them when possible.

- * Wear t-shirt and shorts to camp.
- * Bring rucksack to put the below in:
- * Swimwear and light towel (these may not be needed each day but because we try to use the pool as much as possible we do suggest bringing them as the timetable can change).
- * Sports shoes (children must use trainers for sports, for safety reasons they can't wear flip flops).
- * Water flask or bottle.
- * Sun cream (as a general rule, camp cannot provide this for everyone but in case of emergency of course they carry spare cream).
- * Hat to cover from sun in case of need.
- For beach days, bring a bigger beach towel (check programme).
- Flip flops for the pool days (if doing supercool activity these would be needed every day).
- Old t-shirt that the camper can tie dye (check programme).
- If a child has glasses, we would recommend a cord to keep them attached during sports activities and to minimize chance of losing them.
- Insect repellent.
- If attending the departure Friday Awards Night, campers may wish to bring jumper just in case it is cold at night (note: generally, it isn't very cold at night, so please judge this on your own criteria depending on the current weather).
- Those doing extra activities below will need to bring the following everyday:
 - o * If doing the Supercool programme, must bring swim wear and flip flops every day.
- Please note there is no laundry service for DAY Campers.

VALUABLE OBJECTS: We recommend avoiding bringing objects of high value as, whilst losing or objects becoming damaged is rare, it is still possible, as with any children's environment. For Day Campers, for the reason stated on page 2, it is not permitted to bring mobiles or tablets and computers are not permitted either, as they are not needed on camp. Other items that we do NOT recommend bringing are the following: music systems, valuable digital cameras and very expensive clothing. Whilst we do our utmost to make sure all campers' property is safe and clothing returned, we do inform parents that in all cases of camper's property the camp cannot take responsibility for their loss or damage, unless the damage or loss was deemed to be a result of camp's direct action or negligence.

MEDICINES/MEDICAL INFO: If the camper needs to take any medicine during their time on camp or has any health issues we need to be aware of, it is essential to inform camp ahead of time, either on the enrollment form, or, if not possible, on a paper stored with the other important documents that the camper brings to camp on ARRIVAL DAY (see "essential documents" point). Parents should make sure to store the medicine in the "essential document's envelope" and make sure to provide a full description in English or Spanish that can be understood by the medical responsible of each camp. If the medicine needs to be taken both during camp time and in non-camp time with parents, we strongly recommend when possible, to bring enough medicine so that some can stay always in camp and some always with parents as passing it back and forth can be complicated. Ideally if the medicine can be taken at any time, it would be taken with the parent in a non-camp moment.

ESSENTIAL DOCUMENTS: In case of emergencies, camp needs to have a copy of all important documents. To make the process easier, we ask parents to place COPIES of all the following important documents in a secure envelope, or similar, in order that they can be passed on easily on arrival Sunday. The envelope must include – (please note any * is ESSENTIAL for all campers to bring):

- * COPY of Identity Card and/or Passport. Please note for all campers learning English and those aged 14 years and over, on their day of the Trinity exam (normally 2nd Wednesday or 2nd Thursday – check with camp which) the child must bring with them the ORIGINAL IDENTITY document as this is a Trinity requirement for sitting the Trinity exams. Usually this would be passport or national I.D. card and it must include a photo. It isn't needed for campers learning Spanish.
- Description of any medical or dietary info as note above.



- Medicine the camper is bringing (this would be given to the medical responsible of the camper). Please note that we strongly suggest you keep one set of medicine with yourselves and one set that camp can keep in case of need for the whole length of camp.
- “Camper Ficha”, if this has not been supplied to you before arrival to camp, don’t worry as it will be given to you on arrival.
- * COPY of evidence of health coverage for their time in the country. If a Spanish national this can be a “Seguridad Social” card, if an EU national this could be European Health Card and for other nationals it must be health insurance contracted specially for their time in Spain. Camp has its own emergency coverage but this covers emergencies and no other issues so all students must contract their own insurance or be covered by the national health service in Spain.

Some Information on Camp Groups

Relevant for both Half and Full Day Campers:

Age Groups: All campers are assigned to an age group, from which all other groups are formed. Usually this divide is: Sophomore 6-10 year olds, Juniors 10-13 year olds and Seniors 13-17 year olds, although when camp is smaller (often in August), the age groups will be more mixed. The exact age divide of Sophomore and Juniors (10) and Seniors (12 or 13) does depend on the number of campers during a particular fortnight as we strive always to make the groups approximately the same size. Please also note that in the case of Spanish classes and extra activities this age range may not be exactly be followed due to class sizes being small and level being more important. ***

Class Group: This group is formed by students of the apx same language level and obviously by learners of the same language. Teachers are always native speakers, qualified and experienced in their field. English classes usually have approximately 8-13 students, depending on the number of students in that level. Spanish classes are usually much smaller with a normal class having 3-6 students. Also due to the smaller class sizes, and fact teacher can give more personal attention, Spanish classes will usually be a bit more of a mix of ages and levels than the English classes.

Colour Group: On arrival to camp children are assigned to a blue or white team. This colour is the team the children will compete in throughout sports, art and crafts and language activities during their time on camp. Every 2 weeks one of the colours is the winner. This aspect isn’t so relevant for Half Day Campers, although in class they will at times do some activities that contribute points towards their colour team.

Full Day Campers only:

Leader Group: This group is formed by a monitor and usually there are between 8-13 campers in this group. For Day Campers they will spend their time in this group at: lunch time and on arrivals day and other isolated moments. The leader monitors and teachers are the ones that act most like the surrogate parents of the children during their time on camp.

Arts & Crafts / Project Group: This is a group the children go in for these activities. Arts and Crafts for the younger children will do a different activity each day whereas older children’s projects will be specialized on one activity which will have an end product, for example learning and then performing a dance project.

Sports Group: Children are divided in different groups for arts and crafts/projects. For the children doing multi-activity this is usually the same group as their arts and crafts group but for extra activities, naturally the children are grouped with others for the extra activity they have chosen. In the extra activity groups, children will be in a mix of age groups, depending on the number of children doing the activity. Although the extra activities are run by partner companies we always send a camp monitor to accompany the children.

Camp Rules

In order to run a safe camp to the best quality possible, we have a set of rules all campers must adhere to. These are introduced to the children on arrival but below is a summary of the most important ones:

- Children are expected to be **tolerant and understanding of their peers** at all times. We sponsor an environment of comprehension and support and we expect our campers to play their part in this.
- Children are required to **tidy up their own things after class, activities or meals**. We achieve this via a fun system of games and points.



- During camp time, children **are not permitted to leave the camp facilities at any time** unless accompanied by a member of staff.
- On trips off site, older children who have some free time, are **required to return to set meeting points promptly.**
- **We have zero tolerance with violence of any type** and children who resort to violence as a means to resolve disputes risk being expelled from the camp if the issue is serious. We of course have different policies for dealing with this issue with younger children who are still learning right and wrong, than we do with older children.
- No children, regardless whether over 16 and regardless whether they smoke at home, are allowed to smoke during camp. **Smoking is completely prohibited.** We reserve the right confiscate cigarettes and will do so if found.
- **We have a zero tolerance with alcohol.** Campers found consuming alcohol risk being expelled from camp. If deemed needed, we reserve the right to check campers bags after shopping trips in order to ensure this rule is kept to.
- **Consuming any type of illegal substance will result in immediate expulsion from camp.**

In the case of not adhering to camp rules, we have the following discipline procedure for most cases. We call it the “three strike” system:

1. **Strike I:** On a basic level our monitors and teachers use a system of rewards and incentives and educational punishments to motivate our campers to behave how is needed in a communal camp environment. In 95% of cases this system works to avoid discipline cases being taken to the next level. However in the 5% which do go to the next stage we follow the structure below.
2. **Strike II:** The monitor or teacher would ask for assistance from the camp coordinator (mid manager) who would have a talk with the camper. The objective of the talk would be to understand why the camper was misbehaving and make sure the camper understood the effect their behaviour was having on the other campers. Normally an educational punishment, like missing an activity or assisting a staff member with a task, would also be applied. Depending on how serious the issue was the parents may also have been informed or asked to be involved.
3. **Strike III:** If the bad behaviour continued after strike II, or the issue was big enough to warrant jumping to this level, the child would have a talk with the camp director. Also the parents would be informed and asked to assist in the process of making sure the child learned from the experience. A more serious educational punishment, like missing a whole evening activity, would be applied and child would be asked to reflect on what they learned from the experience. Also from this point, the coordinator would check in on the camper daily to see how they were progressing and the parents would also be involved as long as was possible. Providing behaviour improved and the child learned from the experience after a few days the process would revert back to stage I. If not, their behaviour would be continually monitored and ultimately we reserve the right to expel the camper from camp if any further breach of rules happened.

Welfare System

On camp we take the happiness and health of our campers very seriously. To ensure this we have a leader monitor and teacher assigned to each group of 8-13 children to make sure all their needs are attended to. Also per age group there is one staff member referred to as the welfare coordinator whose primary job is to monitor the happiness of children from a management level and coordinate issues and communication with parents as needed. Also in in El Puerto (Day Camp is part of this) there is a person who is medically qualified to deal with health issues. The welfare coordinators are also responsible for supervising special diets and coordinate with the kitchen. The directors in all camps place Health and Welfare as their top priority and there is also a Central Office manager dedicated specifically just to these areas and to that of parental communication.