

# GENERAL INFORMATION

## Boarding Campers

## STAFF ACADEMY

(ages 16 – 20)



### CONTACT

#### TELEPHONE

CAMP OFFICE : +34 692 055 029 (available 24hrs)

#### COUNSELLORS AND COORDINATORS:

Children will call their parents once they have been picked up at airport /arriving at Camp, to confirm arrival and provide their Counsellor mobile.

#### EMAIL

Due to lack of coverage sometimes, we recommend that any notification, changes or needs are sent to us by email: [info@sotograndecamps.com](mailto:info@sotograndecamps.com)



### CAMP ADDRESS

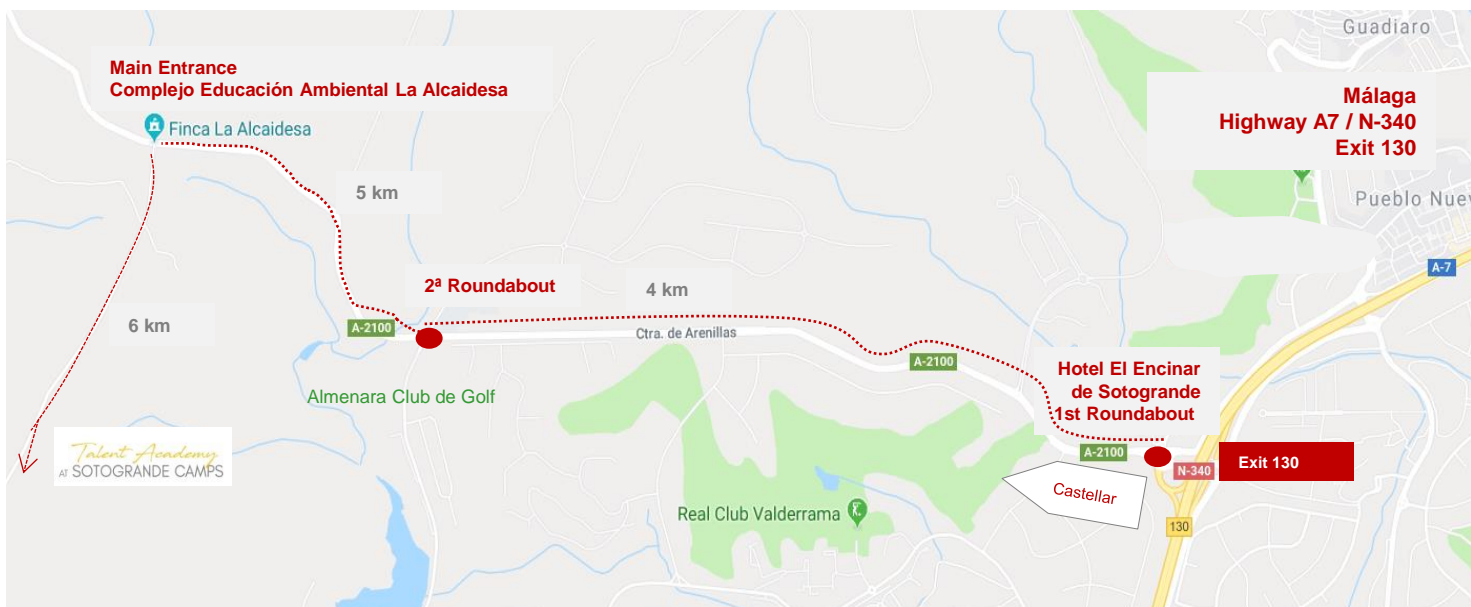
Cortijo Finca La Alcaidesa  
Ctra. de Arenillas, Km. 8,5, 11310 San Roque, Cádiz. Spain

Sometimes the GPS may derive you to the longer access, we advise you to follow the following indications:

**Highway A7 / N – 340: Exit 130**

From **Hotel El Encinar de Sotogrande** <https://www.hotelencinardesotogrande.com/es/ubicacion/>

- First Roundabout: Follow straight to Castellar / Ctra. Arenillas A-2100 (4 km aprox.)
- Second Roundabout: Continue straight to Castellar
- At 5 km aprox . To the left – Main entrance to Camp (Complejo de Educación Ambiental La Alcaidesa)





## ARRIVAL AND DEPARTURE – TRANSFER TO CAMP

**Boarding students** will arrive and depart on the corresponding dates of the chosen fortnight.

**Day students** must show up at 20:00 h. at the **Hotel El Encinar de Sotogrande**, the corresponding day to the beginning of the chosen fortnight.

### Calendar 2022

June  July

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**1st FORTNIGHT: Monday 4th July - Sunday 17th July**

**2nd FORTNIGHT: Monday 11th July – Sunday 24th July**



### CAR

- Arrival to Camps Facilities Cortijo “Finca La Alcaidesa” – Sotogrande, between **17:00 h. - 20:00h.**
- Departure from Camp Facilities Cortijo “Finca La Alcaidesa” – Sotogrande, between **10:00 h. - 13:00 h.**

*\* Those Campers arriving or leaving on a different time, please let us know if you haven't done already.*

THOSE CAMPERS WHO CANNOT BE PICKED UP BY THEIR PARENTS OR RELATIVES, WILL TRAVEL ACCORDING TO THEIR PARENTS FLIGHTS OR TRAIN REQUESTS.

YOU MAY REQUEST OUR TRAIN TRANSFER SERVICE OR AIRPORT PICK UP TRANSFER:



### TRANSFERS TO / FROM AIRPORT (not included in price)

We offer a pick up and drop off service at the airport : Málaga (110€ per trip) - Gibraltar (80€ per trip).

Those parents who are interested and did not request this service on Registration Form, please send an email ([info@sotograndecamps.com](mailto:info@sotograndecamps.com)), with the following details:

- Transfer requested: Pick up - Drop off - Pick up & drop off
- Camper's Name and Surname
- Pick Up: Arrival : Date - Time - Flying from (City) - Company - Flight N°- Arrival Airport (Málaga /Gibraltar)
- Drop Off: Departure: Date - Time - Flying to (City) - Company - Flight N°- Departure Airport (Málaga /Gibraltar)



### TRAIN (not included in price)

We offer a train service where children will travel accompanied by our Staff, on the indicated dates of each fortnight.

Trip to Camp : Madrid (Atocha Train Station) – Sotogrande (San Roque Train Station)

Return trip : Sotogrande (San Roque Train Station) - Madrid (Atocha Train Station)

If you didn't request this service when doing registration, you may do so by email: [info@sotograndecamps.com](mailto:info@sotograndecamps.com)

Please specify:

- Child Name & Surname, Course Dates,
- Transfer Requested: Trip to Camp – Return Trip– Round Trip

- Our travel agency will get in touch with those parents who have requested this service to confirm schedule, meeting point, price and ticket issuance.

Payment will be done to one member of our Staff when arriving at Train Station.



# UNIFORM - LUGGAGE - DOCUMENTS - MEDICATION

## UNIFORM

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Students will be wearing uniform most of the time. The uniform will be provided when arriving at Camp and Staff will mark each item as it is handed to Camper.

- 3 polo shirts + 1 pair of white shorts + 1 jersey

## LUGGAGE RECOMENDATION (Boarding Students)

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|--------------------------------|--|
| - White shorts (2) (important) | - Pijamas (2)  |
| - Sport socks (2 pairs)        | - Shoes (sport, beach, casualwear)   |
| - Underwear (7 pairs)          | - Swimming Suit (2 or 3)   |
| - T-shirt or polo (2)          | - Toilet bag   |
| - Shirt (1)                    | - Sun lotion   |
| - Long trousers (1)            | - Shampoo  |
| - Shorts / Bermuda shorts (1)  | - Swimming pool towel (1)  |
| - Jersey/Sweater (1)           | - Shower towel (1) * <i>we recommend Microfiber towel for Beach/Swimming; it does not occupy or weigh in suitcase.</i> |

- **Boarding Campers** must bring a laundry bag, **marked with their name and surname.**
- All clothes should be marked with their name and surname (underwear must also be labelled)
- Camp will provide laundry service, for underwear and camp uniforms.
- We recommend not to bring valuable items. Camp will not be responsible for any losses.
- No iPad, tablets or technical devices are allowed in the camp.
- **Day Campers** will bring a Pack bag with swimming suit and towel.

## ACADEMIC MATERIAL

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- Those students who have a laptop please bring it; it will make it easier for them to be able to exercise online and not depend on availability of another.

- The Organization will provide all necessary material to carry out the classes.

## DOCUMENTATION

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All campers must bring the following documents and give to the Counsellor when arriving at Camp:

- Photocopy Identity Card / Passport.
- Photocopy of Medical Insurance Card.
- Medical dose (if needed).
- **Authorization requested on last page, signed by parents/tutors.**

## MEDICATION / SPECIAL DIET

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- if the child requires a special diet, suffers from any allergies or takes medication, please inform us, if you haven't done already.

All medication must be labelled with Camper Name/Surname, and will be delivered to Counsellor or Nursery:

- In its original box, including prospect
- With a note specifying: name of the remedy, dose and schedule in which it should be administered.



## SCHEDULE – POCKET MONEY

### SCHEDULE

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*The daily agenda may be altered depending on special activities (climate, championships, beach and port dinners, excursions, shopping in flea market, etc...).*

08:30h.:	Alarm clock - Breakfast
09:00-09:30h.	<i>Day Campers pick up meeting point at Hotel El Encinar de Sotogrande</i>
10:00 – 13:00h.:	STAFF ACADEMY COURSE
13:30h.:	Swimming pool and free time
14:15h.:	Lunch at Cortijo “Finca La Alcaidesa” - Rest time
16:00 – 18:30h.:	STAFF ACADEMY COURSE
18:30h – 20:00h:	Snack and Activities
20:30h.:	<i>Day Campers drop off meeting point at Hotel El Encinar de Sotogrande</i>
20:30h.:	Shower
21:00h.:	Dinner – Night Activities
00:00h.:	Bedtime

WEEKEND: Excursions and special activities.

### POCKET MONEY

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- There are no extra charges for excursions and programmed activities.
- For Boarding Campers, we suggest the amount of 100€ for pocket money, per fortnight for personal expenses during excursions.
- Day Campers will be informed of possible personal pocket money needs for excursions.



## PHONE CALLS – EXITS – RULES

### PHONE CALLS

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- Students will be completely prohibited from using the mobile phone during classes.
- If you need to call your child or communicate with Camp, you can phone main office +34 692 055 029 or send us an email to [info@sotograndecamps.com](mailto:info@sotograndecamps.com)

### EXITS / VISITS

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- Campers are not allowed to leave any facility during the activity on their own without a Coordinator.
- Campers will always be accompanied by members of our Staff during excursions, dinners at Port, Beach, etc.
- Campers must not leave the camp with parents or relatives without having previously informed Camp management.
- If parents or relatives wish to visit campers, please contact us before.

### RULES & DISCIPLINE

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- First day of Camp, campers will be informed of accepted forms of behaviour, daily schedule, activities, etc



## PROGRAM & WORKING METHOD

The program maintains a fair balance between the theory necessary to substantiate the work and the learning of practical resources by direct experimentation. This way, all theoretical topics are complemented with practical activities where you can put into practice the contents and facilitate their assimilation.

The program consists of three phases (Practical – Theoretical – Integrated Project) and includes different theoretical and practical contents, lots of group games and dynamics.

### PROGRAM

1st Week: Course Presentation, Introduction to Infant Psychology and Entertainment, Animation Skills.

- Course Introduction / Presentation Dynamics.
- Counsellor Profile, validation and course certification. CV.
- Counsellor techniques, tools and resources
- Dynamics and schedules. Work sheet.

Master Class: Agreements, Events & Festival Organization, Audiovisual Media

- Responsibilities. Security and Emergency Protocol.
- Coordination of Artistic Representations.
- Rehearsal and Performance.
- Evaluation / Musical & Linguistic Expression

2nd Week: Organizer & Group Tools.

- Dynamic, Corporal and Psychomotor. Theatre and Drama.
- Learning, adaptation and development of kids playground
- Group Dynamics. Leadership and Cohesion.

Master Class: Balloon Sculpture

Master Class: Film and Theater Makeup (special effects).

- Accident prevention measures and basic First Aid Course.
- Nature Routes. Safety and Prevention.
- Final evaluation. Farewell Dynamics.

Our students not only learn to be good monitors, but also acquire responsibility and skills useful for their future.

### WORKING METHODS

Experimentation, conceptualization and action, play a main role.

We will use a participatory methodology throughout the learning process, through the following techniques:

- General Analysis
- Animation and Presentation
- Abstraction Techniques
- Organization and Planning
- Communication
- Evaluation
- Participation in work dynamics
- Task Work Motivation
- Creativity and Innovation
- Ease in Conflict Resolutions
- Skills, Abilities and Attitudes Acquisition

# CAMP RULES

Upon arrival, children will be informed of the rules, timetable and protocols that they will have to comply during their stay at the Camp.

- Campers must be respectful to other campers and any member of Staff.
- All physical or verbal abuse is forbidden.
- We value team work. Campers must participate in all activities.
- All campers must follow the camp schedule according to the program set up by the staff.
- Alcohol and smoking are strictly forbidden.
- Campers will take a shower every day.
- Campers will wear the camp uniform except for programmed activities or when Staff says so.
- Rooms and lockers must be tidy at all times.
- Campers cannot change rooms, except with special permission from the Director. Campers are not allowed to go into other rooms.
- Campers must take care of Camp material and facilities.
- It is forbidden to go into restricted areas.
- For the security of all campers, campers are not allowed to leave the camp facilities at any time. This is for their own safety and that of their colleagues. In case of necessity, campers will leave camp or activity under Counsellor supervision
- Campers will not use cameras belonging to other campers. The camp is not responsible for the images the campers take.
- Campers will bring their own medication, medical prescriptions with dosage recommendations.



## SANITARY HYGIENE PROTOCOL

**WILL BE UPDATED ACCORDING TO THOSE DATES REGULATIONS**



The protocol may be modified in accordance to the current regulations and dates. These measures arise from the need to obtain the necessary conditions to carry out the activity as normally as possible with special emphasis on hygienic-sanitary prevention.

### CAPACITY & CONTROL AT CAMP HEADQUARTERS

- Capacity according to current regulations ( 75% )
- No one outside the Camp will be able to access the headquarters. For access they will pass the corresponding control and disinfection: Temperature - Cleaning sole shoes - Changing mask - Hand cleaning.

### MEDICAL ROUTINE CONTROLS

- Temperature intake and daily registration of each participant and staff member.
- Assistance medical service and responsible for monitoring the protocol 100%.

### EXCURSIONS OUT OF CAMP

- Following the current protocol: mandatory use of masks when the minimum social distance allowed cannot be maintained. Activities will be organized into groups of up to ten people, including the Counsellor.

### TRAINING

- All participants will receive training, on existing safety measures, with special emphasis on individual responsibility and hygiene and cohabitation standards.
- This training will be constant, will be supported by information posters at headquarters and will be reinforce through dynamics and activities.

### DAILY HYGIENE RULES & COHABITATION

- Hand disinfection, entrance and exit of all access as well as footwear at the entrance to the rooms.
- It will be forbidden to share backpacks, water bottles, food, etc.

### FACILITIES - SPORTS AND ACTIVITY EQUIPMENT

- Daily hygiene of all spaces (common, rooms and bathrooms, etc.) and all the material used.
- Access to the dining room will be in turns and the meal will be served on an individual tray by accredited staff.

### PROTOCOL FOR POSSIBLE SYMPTOMS

- The protocol in force on date shall be established by the competent authority of the Andalusian Government.
- If a participant showed Covid-like symptoms (cough, fever, loss of smell, etc.) he/she would be transferred to the Health Center.
- In case of positive, after informing the family, the participant would remain isolated and collected in 48h.
- Preventively, the group with whom the Camper had close contact would be isolated, and the protocol approved by the competent authority, that provides the consequences of this decision within the current legality, would be established.

### ESSENTIAL DOCUMENT TO BE SIGNED BY THE FAMILY

- Each family must sign the requested Responsible Declaration & Authorization attached at the end of this document; and deliver it upon arrival at the Camp.

**PARENT / TUTOR AUTHORIZATION**

**DISCIPLINE**

If a camper is in serious breach of Camp Rules, **SG International Camps, S.L** reserves the right to cancel, at anytime, the camper's participation in the course. Neither the student nor his/her parents will be entitled to a refund.

**MEDICATION**

**SG International Camps, S.L.** is authorized to dispense medication with the signed authority of the Parent/Guardian. All medication must be labelled with the name /surname of the camper, a short description of the medication, medical description and dosage schedule. The medication must be in its original box, with the doctor's prescription.

**ACTIVITIES AND TRANSPORT**

**SG International Camps, S.L.** has Parents/Guardians authorization the to allow their son/daughter to participate in the activities and excursions (including transportation) organised by the camp.

**RESPONSIBLE DECLARATION – Covid 19**

**WILL BE UPDATED ACCORDING TO THOSE DATES REGULATIONS**

**The undersigned confirm and guarantee that:**

- They provide **Negative PCR Test Result, performed within 48 hrs prior to arrival at Camp.**
- For 7 days prior to arrival at camp, my child/children has had no symptoms related to Covid 19 (cough, fever, tiredness or shortness of breath, etc.), nor has he/she been in contact with anyone with that symptomatology.
- In the event that during Camp, a positive Covid case is declared in our family environment, we will immediately inform Camp Direction.
- S.G. International Camps S.L is exempted from any liability for any possible risk or contagion.

**CAMPER**

Name and Surname: .....

Identity Card /Passport N°: .....

**PARENT/GUARDIAN**

Name and Surname: .....

Identity Card /Passport N°: .....

**Parent/Tutor Signature**

**Camper Signature (only Campers ages 12 – 16)**

**Date:**