

GENERAL INFORMATION

STAFF ACADEMY

(ages 16 – 18)



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



CAMP ADDRESS

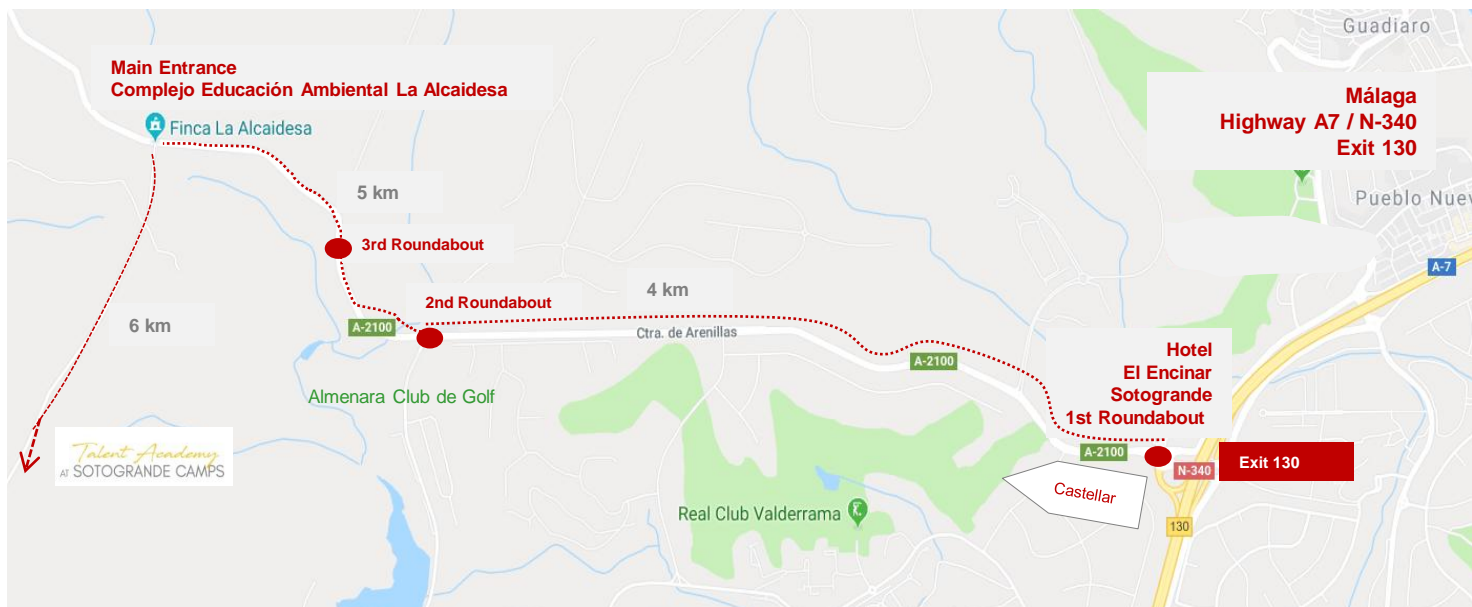
Cortijo Finca La Alcaidesa
Ctra. de Arenillas, Km. 8,5, 11310 San Roque, Cádiz. Spain

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

Students will arrive and depart on the corresponding days of the course chosen.

Calendar 2026

June July

MON	TUE	WED	THU	FRI	SAT	SUN
22	23	24	25	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

1st Fortnight : Saturday 27th June - Friday 10th of July

2nd Fortnight: Saturday 11th - Friday 24th of July

- Arrival Time **10:00 h. - 19:00h.**
- Departure Time **09:00 h. - 13:00 h.**

** Please let us know if you will be arriving on a different time.*



CAR

- Arrival to Camps Facilities Cortijo “Finca La Alcaidesa” – Sotogrande, between **16:00 h. - 20:00h.**
- Departure from Camp Facilities Cortijo “Finca La Alcaidesa” – Sotogrande, between **09:00 h. - 13:00 h.**

** Those Campers arriving or leaving on a different time, please let us know..*

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



TRANSFERS TO / FROM AIRPORT (not included in price)

We offer a complimentary airport transfer service. Flights must arrive/depart between 11 AM and 1 PM.

Pick-ups and drop-offs outside these hours will cost €160 (Malaga) and €90 (Gibraltar) per trip:

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



TRAIN (not included in price)

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

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)

Please specify:

- Child Name & Surname, Dates, Transfer Request
- 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

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)

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

- **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.

ACADEMIC MATERIAL

- Those campers who wish to bring a laptop you may 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

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

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

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

On the first day of the camp, all campers will go through a level test in sports and language to place them in the corresponding group level.

- 09:00h.: Alarm clock - Breakfast
- 10:00 – 13:00h.: STAFF ACADEMY COURSE
- 13:00h.: 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.: Shower
- 21:00h.: Dinner – Night Activities

WEEKEND: Excursions and special activities.

Staff Academy group will spend the weekend on Hotel Encinar and will have special activities

POCKET MONEY

There are no extra charges for excursions and programmed activities.

We suggest the amount of 60 € / 100€ for pocket money for personal expenses during excursions.



EXITS - RULES

EXITS / VISITS

- 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

- 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.

ESSENTIAL TO BE SIGNED AND DELIVERED WHEN ARRIVAL AT 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.

CAMPER

Name and Surname:

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Identity Card /Passport N^o:

PARENT/GUARDIAN

Name and Surname:

.....

Identity Card /Passport N^o:

Parent/Tutor Signature

Camper Signature (only Campers ages 12 – 18)

Date: