

INTERNATIONAL WINTER CAMP LES ELFES

PLEASE KEEP THIS COPY

Administration: Les Elfes Int. S.A.
Rue de la Bérarde 10, CH-1936 Verbier

Mailing address: Case Postale 174, CH-1936 Verbier

Phone : + 41 27 775 35 90
Fax : + 41 27 775 35 99
e-mail : headoffice@leselfes.ch

Address of Medran Campus: Les Elfes Medran Campus
Rue de Médran 61, CH-1936 Verbier

Phone : + 41 79 759 76 03
Fax : + 41 27 775 35 89
e-mail : headoffice@leselfes.ch

Address of Perin Campus: Les Elfes Verbier Campus
Chemin du Cli 7, CH-1936 Verbier

Phone : + 41 27 775 35 80
Fax : + 41 27 775 35 89
e-mail : headoffice@leselfes.ch

How to get to Verbier Les Elfes Medran Campus: Take the highway from Geneva to Lausanne to Martigny, then follow the directions to Grand-Saint-Bernard. Turn left in Sembrancher following Verbier signs. In Verbier village, continue through Verbier station and follow the signs to Medran, pass the W Verbier and take the first left, Les Elfes is in the Venus Chalet located behind the W Residences.

How to get to Verbier Les Elfes Perin Campus: In Verbier village, continue through Verbier station and follow the signs to the Centre sportif. Once you are at the centre sportif, drive through the last parking on your left and Les Elfes is just above the horse riding centre.

Phone Number: Please be aware that children should not receive calls during their first days of the camp. The best time to reach your child is between 19h00 and 20h00 (Swiss time) on following number:
Les Elfes Medran Campus: +41 79 759 76 03
Les Elfes Perin Campus: +41 27 775 35 80

Emergency number: Only in case of a **real emergency**, you can reach Les Elfes at any time on the following mobile phone number: +41 78 636 13 32

Mobile phones: Your child can bring his/her own mobile phone. All mobiles phone will be collected and safely stored by Les Elfes staff on arrival day. Students are allowed to use their phone during free time from 16h00 to 18h30. This rule applies to all students for safety, security and social reasons. Exceptions are made for Prize Giving + Relax day at week-end.

Les Elfes Application: **Please download on Apple Store "Les Elfes" and you will get every day around 100 pictures of your child.**

Equipment package **Please kindly note that ski equipment package (goggles, gloves, hoodies, socks) is available upon request with the extra fees of CHF 150.-**

Luggage + belongings: Each student's belongings should be clearly labelled with his/her full name. A supply of extra labels is also recommended for any new purchases (sport equipments or other).

ID card/passport: Each student has to come to the camp with a valid ID card or passport. Passports or ID cards will be stored in the Camp's safe and returned upon departure.

Pocket money & Valuables: We recommend giving an average of SFr. 100.- per week for your child depending on their spending habits and age, to buy souvenirs and snacks (Meals and activities, apart from optional dine out, are included). Student can leave their pocket money at the reception for Safe keeping. Pocket money can be withdrawn daily from 16h00 to 17h00 (and from 08h00 to 09h00 on excursion days). An exact statement will be given to the student at the end of the camp upon request. Students may leave their valuables at the reception for safe keeping. Les Elfes Verbier SA is not responsible

for money and valuables that are not handed to the camp office and does not hold responsibility in case of loss of theft of money or valuable item.

Rules for Parents:

Visiting hours are strictly between 17h00 and 18h30, Parents/Visitors must remain at the reception or the living room areas during visit and make their presence and departure known. Parents/Visitors should advise in advance if they wish to sign out their child and must sign out and sign in their children at Reception.

Parents/Visitors must refrain from entering students' rooms and respect other students' privacy.

Parents/Visitors are requested not to bring gifts to their child at camp to prevent other students from feeling homesick or uncomfortable.

Visitors must have a written authorisation from the parents to visit a child at camp.

Parents/Visitors are not allowed to join activities and must refrain from interrupting and interacting with the children during these activities.

Parents/Visitors are welcome to join the Prize giving event on the last evening of the session.

Basic winter articles (for 1 week):

1 SUITCASE PER STUDENT:

- 1 winter jacket (waterproof)
- 1 anorak/coat
- 2 pullovers
- 2 pair of jeans
- 2 comfortable trousers
- 6 t-shirts
- 2 shirts
- 2 pairs of pyjamas
- 2 pairs of thermals (Long underwear)
- 7 changes of underwear
- 7 pairs of socks
- Beanie hat
- Scarf
- Gloves
- Swimsuit
- Swimming towel
- Snow boots
- Sports trainers etc...
- 2 pairs of ski socks
- Ski gloves
- Ski goggles
- Toiletries (tooth brush, tooth paste, etc...) Including a toiletry bag
- Laundry bag
- Sun cream
- Sun glasses

NO JEANS UNDER SKI TROUSERS: ONLY THERMAL UNDERWEAR.

ARRIVAL AND DEPARTURE INFORMATION
TO BE RETURNED TO LES ELFES

Name of your child: _____

Arrival The child will be brought by their parents to Verbier on
_____ at approx.

*Please note that if possible your child should arrive before 5 pm as we
do the presentation of our staff and the rules of the camp*

Departure The child will be picked up by the parents from Verbier on
_____ at approx.

Pick-up and drop off service, ***if you have paid for this option:***

Pick-up service:

Place	DATE	TIME	FLIGHT NUMBER
Departure from Airport			
Arrival at Geneva Airport			

- ☐ *Student will travel on his/her own*
- ☐ *Student will be accompanied by a parent to Les Elfes Booth at Geneva airport*
- ☐ *Student will travel with UM (Unaccompanied Minor) services from the airline*

Drop off service:

Place	DATE	TIME	FLIGHT NUMBER
Departure from Geneva Airport			
Arrival at Airport			

- ☐ *Student will travel on his/her own*
- ☐ *Student will be met by a parent to Les Elfes Booth at Geneva airport*
- ☐ *Student will travel with UM (Unaccompanied Minor) services from the airline*

Please send the flight reservation or flight ticket along with this form.

***In case the above given information is wrong or incomplete, the pick up or drop
off will not be guaranteed***

Date: _____ Signature: _____

MEDICAL CERTIFICATE

TO BE RETURNED TO LES ELFES

To be accurately filled out by the physician (Use this form only)

Name of student: _____

Date of birth: _____ Citizenship: _____

Parent's home address: _____

Emergency tel. number: _____ Email address: _____

1. DIETARY REQUIREMENTS *(please specify)*

2. ALLERGIES *(please specify)*

3. PREVIOUS INJURIES/SURGERIES *(please specify)*

4. CURRENT MEDICATIONS *(please specify)*

5. BEHAVIOURAL DIFFICULTIES (anxiety or depression) *(please specify)*

6. OTHER INFORMATION *(please specify)*

7. HEADLICE CHECK

Please check your child's hair before coming to camp. Inform the camp if your child needs to continue treatment for head lice.

8. VACCINATIONS *(please circle & date)*

Small Pox: Yes No Date: _____

Diphtheria: Yes No Date: _____

B.C.G.: Yes No Date: _____

Polio: Yes No Date: _____

Typhus: Yes No Date: _____

Tetanus: Yes No Date: _____

Yellow fever: Yes No Date: _____

Cholera: Yes No Date: _____

Other: _____

9. PREVIOUS HISTORY *(if yes, please specify)*

Contagious diseases: Yes No

Metabolic diseases: Yes No

Cardiovascular diseases: Yes No

Disease of nervous system: Yes No

Disease of digestive system: Yes No

Diseases of respiratory tract: Yes No

Haematological diseases: Yes No

Diseases of muscles, bones: Yes No

10. PHYSICAL EXAM: ••Normal ••Abnormal •• *(please specify)* _____

The undersigned Doctor certifies that _____ is currently in good health.

Signature of the Doctor: _____ **Date:** _____

OUTING CARDS
TO BE RETURNED TO LES ELFES

Name of the student: _____

Tick your choice:

☐ **Red Card**

Students are not allowed to go out alone. A member of Les Elfes staff will always accompany them.

☐ **Green Card**

Students (12 years and older) are allowed to go out in the afternoon, with at least 1 other student. Unaccompanied by Les Elfes Staff

*Students may join the Dine Out evening (dinner in a local restaurant) accompanied by staff members. Please let us know if you **do not** wish for your child to participate in Dine out.*

Date: _____ Signature: _____

The parents are responsible of the good behaviour of their child.

INTERNATIONAL WINTER CAMP CONSENT FORM

Name of Student : _____ Date of Birth: _____
Nationality: _____ Passport Number: _____
Sex: Male/Female: _____

Parent or Legal Guardian's Name: _____
Home Address: _____
Home Telephone: _____ Work Telephone: _____
Mobile Telephone: _____ e-mail address: _____

EMERGENCY CONTACT, IN CASE OF NEED, IN PARENT'S ABSENCE

Name: _____ Relationship: _____
Contact Telephone Numbers: _____

Insurance Company: _____ Policy Number: _____
Telephone: _____ Fax: _____
Family Doctor: _____ Address: _____
Telephone: _____ Fax: _____

Les Elfes International SA gladly assumes full responsibility for the running of the program and arrangements detailed in the literature. However, Les Elfes International SA cannot be responsible for certain events that are not in the control of Les Elfes International SA, for example events controlled by other companies or third parties such as hotels, airlines or other public transportation companies, or other parties such as professional guides etc. Therefore, Les Elfes International SA wishes to clearly state that it can not be held responsible for extra costs, complications, losses, injuries, damage, accidents, lateness or inconvenience due to an error made by a company, or other persons in regard to the benefits offered in these reservations, during the activities or during transportation of participants. Les Elfes International SA in case they subcontract the organisation of activities or events to third parties are only liable of their due diligence in selecting and instructing those third parties. In those circumstances claim should be made directly to those third parties. If a reservation is made, through an external collaborator, or independent agent of Les Elfes International SA, all complaints regarding their services should be made directly to the concerned party or parties.

I have understood the information in the brochure of the institution of les Elfes International SA. I confirm with my signature that I know my child will participate in sports and activities with inherent risks during the course for this trip. The sports and activities may include, but are not limited to skiing, snowboarding, shopping and city excursions, group games, water parks, swimming, ice skating and in line skating, ropes course, squash, disco, pool, baby-foot, paragliding, art and craft, movies, bus trips, mountain walks. In my role as legal representative of _____ (child), I accept these risks. I also confirm the knowledge that these activities take place under the responsibility of Les Elfes International SA and also under the responsibility of companies or third parties carefully chosen and contracted by Les Elfes International SA, I authorize _____ (child) to participate in sports and activities under these conditions. In cases of medical emergency, I hereby delegate Les Elfes staff the power to authorize and obtain any necessary diagnosis and treatment for my child. I also understand that I will be held responsible for all the costs of such treatment and any costs of medical evacuation. I accept that camp activities carry with them some degree of risk both to person and property, and knowing this risk, I still desire _____ to participate in all activities, unless I have specified otherwise in writing. **Please sign and return the page of "Winter sports of Les Elfes" + this form for approval.** Whilst I understand that all possible safety measures will be taken, in the unlikely event of an accident, I release, waive and hold harmless the teachers, staff and directors from any claims, losses, damages or expenses which may arise during or in the camp.

I, _____, the parent/guardian of _____ have read and approve the above, and agree to all conditions.

Signature: _____ Date: _____

RULES AND REGULATIONS FOR INDIVIDUAL STUDENTS

Name of student: _____

1. **NO DRUGS**
2. **NO ALCOHOL, RED BULL** (or similar beverages)
3. **NO SMOKING**
4. **NO ESCAPE FROM CAMPUS** *Bed time at 10pm* (lights switched off at 10.45pm)
5. **NO VIOLENT CONDUCT TOWARDS ANOTHER STUDENT OR MEMBER OF STAFF**
6. **NO USE OF VULGAR LANGUAGE**
7. **NO FORM OF BULLYING TO ANOTHER STUDENT**
8. **NOT ALLOWED TO GO INTO A ROOM OF THE OPPOSITE GENDER**

CONSEQUENCES

Please note that in case of non compliance of:

Point 1, 2, 3, 4 & 5

- The student will be sent back home immediately

Point 6 & 7

- The student will have a first warning with information to the parents and/ or the agency

- In case of further disobedience he will be sent back home immediately

Point 8

- The student will have a first warning

In case of further disobedience he will have a second warning with information to the parents and/or the agency. If he/she still does not respect our rules the student will be sent home immediately

IMPORTANT: If a student has to be sent back home because he disobeys our rules, the travel costs will be at the expense of the parents

In the event that a student is expelled from the camp on the grounds of gross misconduct or breach of Les Elfes Rules, no refund will be given

- Keep your belongings safe – Any expensive articles can be put in "Les Elfes" safe
- "Les Elfes" is not liable in case of lost or stolen items. Money and valuables can be handed to management for safe keeping.
- Mobile phones are kept safely by the camp and will be returned to students between 16h00 and 18h30. Mobile phones are not allowed outside these timings and may be confiscated.

Timetable:

07h30	WAKE UP
08h00 - 08h30	BREAKFAST
09h00 - 16h00	ACTIVITIES
12h00	LUNCH
16h30 - 18h30	FREETIME/LANGUAGES
18h30 or 19h15	DINNER
20h00	EVENING ACTIVITIES
21h00 or 22h00	BED TIME

- **YOU MUST BE ON TIME**, for all meals, classes and activities
- **DINNER**: Be on time, stay at the tables until everybody has finished dinner, during meal times do not talk loudly
- **YOU MUST NOT CHANGE ROOMS**: Permission is needed from the Resort Manager
- **ROOMS MUST BE KEPT CLEAN AT ALL TIMES**: Tidy room competition will be completed daily
- **OUT OF BOUNDS**: Reception, Kitchen and Staff dormitories
- **BALCONY**: You are not allowed on the Balconies without a staff member
- **POCKET MONEY**: Every day between **16h00 - 17h00** on excursion days at **08h00**
- **LAUNDRY BAGS**: staff will issue you a laundry bag, otherwise you can buy one from reception
- **TOWELS**: You cannot take your room towel to the swimming pool or to any other activity
- **ANY GARBAGE MUST BE PUT IN THE BINS, PAPER IN A SPECIAL BIN!**
- **GENERAL INFORMATION** is posted on the walls around receptions
- Daily programme and weekly programme are posted on flipcharts in Les Elfes 1 & 2
- Green Card holders **must sign out and sign in (13+)**
- Red Card holders **must be with a counsellor** at all times (under 13)
- **READ THE FIRE DRILL & FIRE ALARM PROCEDURE** and **be aware of the Exits.**
- **Meeting point in case of fire: Les Elfes Car Park**
- **IF YOU PULL THE FIRE ALARM IN THE HOUSE; YOU ARE SENT HOME IMMEDIATELY AND PAY THE FIRE DEPARTMENT BILL.**
- **NO FIRE WORKS ALLOWED**

IMPORTANT NOTES

Les Elfes will organise some evening activities in the village (optional dine out etc.) under the supervision of our staff

Green Card: your child is allowed to go to the village (après-ski between 16.30 – 18.30)

Red Card: your child will always be under the supervision of one of our staff (après-ski activities, excursion, evening activities etc.)

Security measures: 24 hours supervision (nurse, night guard, security) there are also staff living on campus

The above paper will help you and your children to understand our rules in order to avoid any problems and your children safety.

Signature of the student: _____

Date: _____

WINTER SPORTS OF LES ELFES

TO BE RETURNED SIGNED TO LES ELFES

SKIING/SNOWBOARDING

Daily at 7h30 the Activity Manager and instructors meet to discuss the weather and snow conditions from the day before and level of their class. They must fill in reports of where they are going to ski throughout the day and what they are going to teach. The reports are approved by the Activity Manager. Once the reports are complete, instructors may not change the area throughout the day without approval from the Activity Manager. A Lunch schedule is arranged at the beginning of the day. Before skiing or snowboarding everyone's material is checked to ensure everyone has appropriate clothing and properly fit boots. We ensure the boots fit into the bindings and that the skis or snowboard are the appropriate length for the person. After, everyone goes with their material to the beginners' hill, where groups are made according to the level of each skier/snowboarder.

Once on the slope the Alpine Responsibility Code is followed at all times. We ensure that when we stop as a group the instructor is up the hill and the skiers/snowboarders stop below. The skiers/snowboarders must always follow the instructor. The instructor follows an itinerary which corresponds to the level of his groups of skiers/snowboarders. Instructors are not allowed to go "off-piste" with their students. Instructors are not allowed to go down Mt. Fort slopes, Tortin slope without permission from the Activity Manager (it may be allowed depending on the level the students, the weather and snow conditions). Instructors are never allowed to take their class down Mt. Gelé. At the end of the day, instructors fill in a report, mentioning their return, the teachings of the day, the progress of the students, the locations where they've skied/snowboarded, the weather and snow conditions. All instructors carry mobile phones and are reachable throughout the day. Snowboarders may rent wrist protection and helmets, all skiers and snowboarders (including instructors) must wear helmets at all time while on the slopes. Helmets may be rented from Les Elfes. In case of incidents on the slopes the students may be picked up within an hour by a Les Elfes Staff member to be brought to the Medical Centre or to be assessed by Les Elfes' nurse.

Potential Risks:

- snowboarders use their wrist a lot to stand up, can sprain their wrists or have pain
- ski boots may cause ankle/foot pain and/or blisters if they are too tight, too loose, wrongly fitted or the wrong size
- if they are going too fast, can fall and hurt themselves
- others skiers can cause collisions
- on chairlift, ensure safety bar is down, otherwise could fall off
- falling off the T-bar
- loss of material
- when doing jumps, could land wrong
- if too cold risk of frostbite / hypothermia

Note: All our instructors follow a training course at the beginning of the season, they learn the area that Les Elfes uses and how we want them to teach the children that come to Les Elfes. They follow a first aid course. They are given instructions in case of accident, or any other problems that there might be. In case of accident, we use the ski patrol and the Medical Centre in Verbier (or hospital if needed).

These are the rules that our instructors must follow:

- ♦ ABSOLUTELY NO OFF PISTE...
- ♦ If a run is closed you do not ski down. (Reason: if a run is closed there could be avalanche danger...)
- ♦ Keep a constant count of your group (have a set meeting place)
- ♦ Temperatures can be extreme in the mountains, both warm and cold: make sure that your students are dressed correctly.
- ♦ Keep your students on snow until it is time to come back, this will mean coming down the mountain between 15h30 & 16h30.
- ♦ Ski with your group at all times
- ♦ Focus on teaching, for first half of the day
- ♦ Observe lunch times, time set for your group must be kept.
- ♦ In case of accident, forms must be filled out.
- ♦ At the end of each ski day, a daily report must be filled out.
- ♦ When arriving at a run that crosses with another, you must stop and look to see if other skiers are coming....
- ♦ Safety is a first, but don't forget that the kids are here for fun, fun, and fun! ! !

ALPINE RESPONSIBILITY CODE

There are elements of risk that common sense and personal awareness can help reduce. Always show courtesy to others.

Signature of parents: _____

1. **Control.** Adapt the manner and speed of your skiing to your ability and to the general conditions on the mountain.
2. **Respect.** Do not endanger others.
3. **Choice of Route.** People ahead of you have the right of way. It is your responsibility to avoid them.
4. **Stopping.** Do not stop where you obstruct a trail or are not visible from above.
5. **Entering and starting.** Before starting downhill or merging onto a trail, look uphill and yield to others.
6. **Climbing.** When climbing up or down, always keep to the side of the piste.
7. **Signs.** Observe and obey all posted signs and warnings.
8. Keep off closed trails and closed areas.
9. Descending skiers always have the right of way.
10. Follow instructions carefully when using ski lifts.

Ski Run and Measure of Security

The runs are bordered on both sides by posts of different colours, which specify the difficulty.

Blue = easy

Red = intermediate

Black = difficult

On the Gentianes glacier, the run is delimited on both sides barriers flags, ropes or posts. Do not leave the run, danger of crevasses.

ICE SKATING

This evening activity is supervised by at least 1 monitor for 10 students. The Ice Skating rink is located at the Sports Centre of Verbier. Monitors supervise that students are wearing the appropriate equipment (ski jackets, warm pants, gloves and helmet). They are given skates and taught how to put them on. Once on the skating rink, there is a beginners section. The flow of skaters goes in one direction, so there are no collisions. Games can be carried out on the ice.

Potential Risks:

- If skating in two different directions, a collision can happen
- Ice Skating blades can cause cuts when putting them on or when using them
- if going too fast or holding hands while skating and not able to stop, can cause a crash or fall
- when playing broom hockey the ball can hit the player
- if they fall on their head on the ice

SLEDGING (Lugging)

When we go sledging with the children, we go to a slope that is dedicated for sledging. Each child is given a sledge with hand brakes on each side. One monitor will go down the slope before the children to ensure there is nothing blocking the way and no obstacles. The monitor stays at the bottom to ensure students arrive safely at the bottom. A monitor remains at the top of the slope to supervise the departure. There is a gap of 3 to 5 minutes between each sledge ride down. A monitor remains half way down the sledging slope to ensure sledgers are coming down correctly.

Potential Risks:

- going too fast and falling off the sledge
- colliding with an object
- turning over on the sledge
- snow in their face
- if too cold risk of frostbite / hypothermia

SWIMMING POOL

This evening activity is supervised by at least 1 monitor per 5 students. A Swim test is carried out before students are allowed to swim on their own. Students are counted before going, when arriving at the swimming pool, before leaving swimming pool and once they have returned to the camp. The Swimming pool is supervised by a professional lifeguard. Les Elfes monitors are qualified in lifeguarding and first aid. The monitor supervises his students and ensures they are not running, not pushing, not diving in the shallow end and respect the swimming pool rules.

Potential Risks:

- diving in the shallow end
- being pushed into the pool
- someone in the deep end who does not know how to swim
- slipping on the deck

Date: _____