



# Summer Language Camp General Information 2023

**Germanic-American Institute**

301 Summit Ave  
St. Paul, MN 55102

**GAI Language Services**

Phone: 651-222-2979  
language@gaimn.org

**GAI Office**

Phone: 651-222-7027  
office@gaimn.org

## Program Information

The GAI Summer Camp program for children will take place June 26 – Aug. 18, 2023 (no camp from July 2-7) at the GAI. Each camp lasts one week (M-F) and is centered on a fun, highly interactive theme. Please refer to the [current camp schedule](#) for themes and age groups.

Beginners to bilingual campers are welcome, as different activities are offered according to the children's language skill level. Teachers and children will speak, hear, sing, and create in German while exploring subjects ranging from art and cooking, to science and nature.

Camp instructors & staff are professional German teachers & instructors with extensive training and experience in teaching German as a foreign language.

### Morning Schedule (example only)

<b>8:00 - 9:00am</b>	Campers arrive for Summer Camp; activities with Teaching Assistant on the GAI side lawn, weather permitting
<b>9:00 - 10:15am</b>	Summer Language Camp morning programming and activities
<b>10:15 - 10:30am</b>	<b>Break – Due to allergies and dietary restrictions we will no longer provide a snack during morning break, campers should bring their own snack</b>
<b>10:30 - 12:00pm</b>	Summer Camp morning programming and activities
<b>12:00pm</b>	Parents pick-up on the side lawn or in the Rathskeller (during inclement weather), on the lowest level of the Haus.

### Afternoon Care

Afternoon Care is an optional extended day of GAI Summer Camps, also taking place June 20 - August 26. Afternoon Care runs from 12:00pm - 4:30pm. (Separate charges apply). Afternoon care is only available to children who are registered for Summer Camp.

**Friday afternoon is 'Water Day' (weather permitting) and afternoon activities may include sprinklers, splashing & water balloons - NO POOL. Please pack a swimsuit and towel for your child.**

### Afternoon Care Schedule (example only)

<b>12:00pm - 12:30pm</b>	<b>Lunch in Haus or outside (campers bring their own bag lunch)</b>
<b>12:30 - 1:15pm</b>	Free time in Haus or outside; play with Afternoon Care toys and games
<b>1:15 - 3:15pm</b>	Afternoon Activity
<b>3:15 - 3:30pm</b>	<b>Snack in Haus or outside (campers bring their own snack)</b>
<b>3:30pm - 4:30pm</b>	Activity or play time in ballroom or on GAI lawn
<b>4:30pm</b>	Afternoon pick-up

### Drop Ins

Drop-ins are only available for Afternoon Care as space permits. Drop-in Fees are \$40.00 per child per afternoon and are payable at the time of service. The child must be registered for Summer Language Camp in order to attend Afternoon Care and qualify for Drop In.

### **Items from Home**

**Snacks:** Due to Allergies & Dietary restrictions the GAI does not provide a snack. Campers should bring a snack with them from home.

**Lunch:** Lunch will be in the Ratskeller or outside from 12-12:30pm.  
Children who are signed up for afternoon care should bring a brown bag lunch.

**Sunscreen:** *Please send your campers with sunscreen on.*

If children will be staying for afternoon care, please send a bottle of sunscreen labeled with their name as well. We will be spending lots of time outside. We ask that you do not send aerosol/spray sunscreen due to respiratory side effects

**GAI is not responsible for loss or damage to personal items or toys brought from home.**

- The GAI promotes a violence-free learning and playing environment. Do not allow your child to bring toy weapons.
- Electronic toys (such as Tablets, iPods, Nintendo DS, etc.) are discouraged

### **Drop Off & Pick Up**

Families can arrive as early as 8:00 am. Weather permitting, check-in will occur on the back porch/side lawn of the GAI Haus. Parents may park in the back parking lot of the GAI for drop off.

**Sign In/Out:** *Parents or guardians must sign in each child each day on a printed Sign In / Sign out sheet.* Each camper will have a bin on the back porch where they should leave the items they bring with them to camp. In case that weather prevents an outdoor drop-off, a sign will be posted notifying you to drop children off in the Rathskeller. **Drop off & pick up will be in the back porch area or in the Rathskeller.**

**Pick-up by someone else:** The GAI requires written notification of a non-parent/guardian picking up your child. This should be sent to [language@gaimn.org](mailto:language@gaimn.org).

Summer staff may ask for identification, and it must match your written notification. Your child will not be released to anyone without written authorization, or to anyone who is not listed as a contact on your registration form.

**Late Pickup & Fees:** For the safety of all children in our program, summer staff is required to stay until all children have been picked up. Families are expected to pick their child up and depart the grounds by the end of the session that has been paid for either 12:00pm or 4:30pm. There is a 5-minute grace period for pick-up after the morning camp or afternoon care.

**A charge of \$1.00 per minute will apply if a child is picked up after 12:05pm or after 4:35pm.  
All late fees will be charged to the credit card used to register for camp.**

## Medications

The state of Minnesota requires written authorization from a parent and written instructions from a physician or dentist to administer any type of medications or supplements. Both prescription and over-the-counter medications require a completed Medication Administration Record. This can be obtained from the GAI office / Language Services. Please let us know prior to the start of camp if your child requires medications to be administered while at camp.

## Illness Policy

1. Parents must bring special health problems, including behavioral problems, to the attention of the Summer Camp staff and GAI Language Services.
2. When a child complains of being ill, the child's condition will be assessed to the best of our knowledge and a parent or guardian will be contacted.
3. To protect the GAI community from communicable diseases, parents are asked to report if a child has attended Summer Language Camp on a day when he/she had symptoms or was ill, including head lice, strep throat, high temperatures, COVID-19 and any other illnesses or diseases.
4. Any child who shows signs of illness will be sent home or denied admittance to Summer Language Camp or Afternoon Care.

## Severe Weather / Emergencies

Summer Camp/Afternoon Care may be closed or canceled due to weather or other emergencies. In case of severe weather, staff at the GAI follow standard procedures to ensure the safety of your child.

## Grievance Procedures

Please express any grievance to us, as we want you to feel confident in your child's success and enjoyment at Summer Camp / Afternoon Care.

1. Communicate the concern to the summer language camp staff
2. If your concern has not been addressed, contact GAI Language Services at 651-222-2979 or [language@gaimn.org](mailto:language@gaimn.org)

## Termination / Cancellation

**GAI Termination:** The GAI may terminate enrollment for the following reasons:

- The parent/guardian fails to follow Summer Camp / Afternoon Care policies
- Retention of the child is detrimental to the health and safety of the other children and staff in Summer Language Camp / Afternoon Care, or to the child him / herself due to exceptional needs for special treatment. GAI will first make reasonable attempts to alleviate the situation before recommending termination.
- Difference of opinion and/or philosophies of appropriate child development and / or guardian techniques.
- Abusive behaviors by parents toward other children, Summer Camp / Afternoon Care program staff or other parents.
- Children who engage in behavior that threatens the safety of other children and staff or others who may be present. Staff fills out written reports to track any incidents & accidents.

### **Cancellation:**

Contact GAI Language Services via phone or email if you want to cancel any week of Summer Camp / Afternoon Care. For cancellations, GAI will retain a \$50 fee per child for any program cancellation. No cancellations or transfers within 14 days of program start date.

### **Absences:**

Absences cannot be rescheduled for alternate camps. Sick days and other absences will not be refunded.

## **COVID-19 SAFETY**

Our top priority at GAI Summer Camp will always be the health and safety of the children entrusted to our care, their families, and our staff. We continue to closely monitor the latest updates from the CDC, MDH, and local health authorities. Using information from these organizations, we have created guidelines to ensure the safety and well-being of the children, families, and staff.

### **Health Screenings**

All children and staff must complete a home health screening before arrival to camp each day. Children will be sent home (or be denied entry) with any symptoms of illness.

#### Home Health Screening

The home screener will make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the individual is not experiencing coughing or shortness of breath.

The home screener will take the child's temperature.

The home screener will ask questions such as:

- Does my child have a cough?
- Does my child have any shortness of breath?
- Does my child have a sore throat?
- Does my child feel tired or have any body aches?
- Has my child been exposed to someone with a confirmed COVID -19 diagnosis?
- Are there any family members in your household with symptoms consistent with COVID - 19?

If your child is going to be absent it is very important that you communicate it with the GAI. Please call our office (651-222-7027) and leave a message if necessary or email [language@gaimn.org](mailto:language@gaimn.org).