

## **International camp**

### **“Exupery International Summer School 2019” Internal order Rules and Regulations**

No.1/2019

Name of the participant: \_\_\_\_\_

(Name)

(Surname)

Parent / legal representative: \_\_\_\_\_

(Name)

(Surname)

#### **I. General matters.**

1.1. The purpose of the Internal Order Regulations (hereinafter - the Regulations) of the International Camp “Exupery International Summer School 2019” (hereinafter - the Camp) is to regulate and ensure the organization of the Camp`s work, the observance of discipline and the safety of the Participants in the camp. The term “camp” herein means the participants involved in the camp and the staff implementing the camp process.

1.2. The Regulations define:

1.2.1. The behaviour of the Participants and other rules that participants must follow in the camp and in its territory.

1.2.2. Responsibility for non-compliance with the Regulations.

1.2.3. Procedures to be applied in case of non-compliance with the Internal Order Regulations.

#### **II. General Internal Order Regulations of the Camp Premises and Territory.**

2.1. Without the permission of team leaders, it is strictly forbidden:

2.1.2. to leave the camp area;

2.1.3. to leave the activity room.

2.2. During the camp, all instructions and orders of the team leaders must be followed, as well as fire-prevention regulations - both in the camp area and in its surroundings must be observed.

2.3. Safety regulations must be followed:

2.3.1. be very careful when using sharp objects, take care that your actions with sharp objects do not harm you or others;

2.3.2. it is forbidden to use matches, burn candles without the permission and presence of an adult;

2.3.3. not to be in the immediate vicinity of water reservoirs without the presence of a Children group`s leader or Camp Head/Director.

- 2.4. In case of health and individual problems, immediately contact one of the camp leaders as well as in case of unforeseen circumstances (injuries, illnesses, fire, etc.) follow the instructions of a camp nurse or camp leaders.
- 2.5. If you need to provide emergency assistance (serious injury, fire, etc.), immediately call the appropriate service using the telephone numbers affixed in the place that you will be informed of at the beginning of the camp.
- 2.6. Attend all activities and actively participate in them. If there is any reason for not doing so, it is mandatory to inform the leader.
- 2.7. The camp categorically prohibits smoking, including storing/distributing cigarettes, and using/storing /distributing any intoxicating substances (energy drinks, alcohol, narcotics, etc.).
- 2.8. Follow the road rules by moving along populated areas and roads.
- 2.9. Take care of the surrounding nature and inventory in the camp area.
- 2.10. Do not engage in discussions and do not follow the instructions of strangers, do not slander unfamiliar animals, do not use unknown plants.
- 2.11. Observe personal hygiene, cleanliness and order (morning and evening bathing; hand washing before meals, visiting toilets (leave everything in order behind yourself!)).
- 2.12. Keep in order your personal belongings and environment during the camp, lock the rooms and hand over the key to the leader. Any expensive property can be left in a Camp safe and returned before leaving Camp on the last day of the Camp.
- 2.13. Do not deliberately cause physical and moral damage to participants and leaders of the Camp.
- 2.14. Respect the opinions, interests, and personal effects of other participants and staff of the camp.
- 2.15. Any belongings found must be handed over to leaders.
- 2.16. It is forbidden to take without permission and damage belongings of other Participants.
- 2.17. Bedtime begins at 22:00 (light off at 22:30), keep quiet.
- 2.18. Do not enter the rooms where participants of the opposite gender reside.
- 2.19. It is forbidden to use an uncensored word, morally or physically threaten other camp participants or the staff.

### **III. Order Rules of the Dining Room.**

- 3.1. Meals:
  - 3.1.1. Breakfast: 9:00 to 9:30;
  - 3.1.2. Lunch: 12:30 to 13:00;
  - 3.1.3. 2nd Lunch: 16:00 to 16:30;
  - 3.1.4. Dinner: 19:00 to 19:30.
- 3.2. It is forbidden to remove dishes and other inventory from the dining room, damage tableware, throw about product packaging in the school premises.
- 3.3. The order, hygiene requirements and eating culture must be observed in the dining room.
- 3.4. It is forbidden to leave the dining room without the leader's permission.

### **IV. Requirements for the Use of Common Property and Maintenance of Environmental Culture.**

- 4.1. The rooms and surrounding area must be kept in order and clean.
- 4.2. Take care of the camp equipment, teaching aids and the preservation of the premises, as well keep saving measures (electricity, water).

4.3. Participants and their parents are responsible for material damage to the Camp property. In the event of intentional damage to inventory, teaching aids, and premises, parents shall compensate for the damage incurred. In the event of damage to the camp inventory, as well as to text-books and fiction books, by specifying the action, the Participant's family shall cover the losses or eliminate the damages.

4.4. The leader must immediately be informed of the damaged teaching and visual aids.

#### **V. Internal Order Regulations of the Chemistry Room.**

5.1. The Participant, after he/she has taken his/her place, check order and, if something is not in order, informs the teacher.

5.2. It is forbidden to handle chemicals, devices, accessories without the teacher's permission.

5.3. When working on practical and laboratory work, start working only when it is clear what needs to be done, observed, determined.

5.4. Use only the quantities of substances indicated by the teacher or instructor.

5.5. When you are taking substances, check each time that a container contains the required substance.

5.6. Do not mix up plugs of containers.

5.7. If the substance is taken too much or wrong, it should not be poured back or poured out.

5.8. During the work, you should not talk loudly and prevent others from working. If the teacher is giving instructions to all Participants, the work should be stopped and listened to.

5.9. After each test, the workplace must be put in order and only then the records shall be made.

5.10. Smell gas properly, cautiously. Do not taste or offer anything to others without permission.

5.11. Nothing must be thrown in sinks.

5.12. At the end of the lesson, the Participant must put in order his/her workplace.

5.13. At the end of the lesson, the Participant must leave the room.

5.14. While studying and working in the chemistry room, adhere to all safety regulations. It is necessary in order to maintain health and keep life!

#### **VI. Safety Rules for Excursions**

6.1. The participant of excursion must obey the instructions and orders of the leader during the event, it is forbidden to separate from the group, to go back earlier or stay for longer.

6.2. The participant of excursion must act in such a way as not to endanger the health and safety of his/her own or other participants during the excursions.

6.3. In the event of a hazardous situation, the participant shall immediately inform the leader.

6.4. The Participants go on excursion from the Camp or other meeting places only with the leader.

6.5. It is strictly forbidden to smoke during the excursion, to be under the influence of alcohol and use drugs and toxic substances, energy drinks, create a threat to your and other Participants' safety.

6.6. The Participant must comply with the road traffic regulations and general politeness rules.

6.7. The Participant shall not use uncensored words and shall keep order in the places where he/she stops and shall not leave household waste behind him/her.

6.8. The Participant complies with the fire safety rules (do not touch unfamiliar or flammable substances as well as items).

6.9. The participant observes electrical safety (do not go and do not touch the electrical wires and poles, and avoid accidental touching of a power source).

## **VII. Emergency Action.**

7.1. In the event of an emergency occurring, the Participant shall immediately inform the leader or person in charge or adult who is nearby, who in turn informs the rescue service of the emergency occurred by calling to: 112.

## **VIII. Responsibility**

8.1. In case the Participant threatens the life and/or health of other Participants and/or the Company/ camp`s staff, the Participant shall immediately be excluded from the summer school, and the Camp`s Head shall inform parents or legal representatives of the incident and the parents or legal representatives shall be obligated to remove the Participant from the summer school within 24 hours after they are informed of the incident.

8.2. The information on the possession, use or distribution of drugs, energy or alcoholic substances, on escaping from the camp shall be sent to the police and the Participant shall immediately be excluded from the Camp, and the Camp`s Head will inform the parents or legal representative of the incident, and the parents or legal representative shall be obliged to remove the Participant from the camp within 24 hours after they are informed of the incident.

8.3. For smoking, moral or physical threat to other participants or the Company/Camp`s staff or taking chemicals out of the room for the first time, the Participant shall have a first warning and this information shall be sent to the parents or legal representative. If the above-mentioned case continues to occur, the Participant shall immediately be excluded from the Camp, and the Camp Head shall inform the parents or legal representative of the incident and the parents or legal representative shall be obliged to remove the Participant from the camp within 24 hours after they are informed of the incident.

8.4. For the use of uncensored words or entry into the room of the opposite gender the Participant shall be given a notice. For the second time, the Participant shall be given a warning and information on the incident shall be sent to the parents or legal representative. If the above-mentioned case continues to occur, the Participant will immediately be excluded from the Camp, and the Camp Head shall inform the parents or legal representative of the incident and the parents or legal representative shall be obliged to remove the Participant from the camp within 24 hours after they are informed of the incident.

**Parent / legal representative:**

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(Name, Surname, Signature) (Date)