



RCSummer 2018 Rules and Regulations

STATEMENT OF PURPOSE

RCSummer is an immersion-like summer program for young participants, grades 2 through 8. The purpose of the program is to expose participants to as much English as possible through fun and exciting activities as well as to promote values such as respect, honesty, empathy, sportsmanship, and caring for others and the environment.

REGISTRATION

Participants completing 2nd through 8th grade by June 2018 may apply to RCSummer 2018 when registration opens. If parents provide misleading or incorrect information on the registration form for RCSummer, the registration will become invalid and no refund will be made. The parent who fills in the registration completion form online confirms that all the information given is correct and accepts that he/she will inform RCSummer immediately in case of any changes in contact information. Participants studying at English based international schools abroad may apply if their age is in the age range of 2nd through 8th graders in Turkey.

Sibling registration: A form for each sibling must be filled out on the same pre-registration day in order for them to be eligible.

PROGRAM TUITION

Our program tuition includes lunch and morning and afternoon snacks in addition to all activities, all trips during the week and VAT. Fees for transportation to and from the RC campus are not included. If the program tuition is not paid by the due date, the application will be automatically placed at the end of the waiting list. Both siblings can benefit from the sibling discount. Only one form of discount will be applied to tuition payment for children of alumni and siblings.

TRANSPORTATION

Service bus fees are not included in the tuition. If there are not enough students from the locations listed on the website, bus arrangements may not be possible. In this case, parents will be responsible for finding an alternative form of transportation to and from the RC campus.

REFUND POLICY

According to our Rules and Regulations policy no reimbursements will be made.

PROGRAM HOURS

Our program runs between 8:15 and 16:15. All participants must be present on campus by 8:10 at the designated meeting point. No participants will be allowed to enter the campus before 7:50. All participants must go directly to the meeting point as soon as they enter the campus. Departure time for the buses is 16:30 the latest. On the first day of the program and on field trip days our buses might be leaving later. Parents or drivers picking up participants will not be allowed in the pick up area before 16:00 and they need to leave by 16:30.

ENGLISH LEVEL

For a child to be able to benefit fully from the program and enjoy the experience, it is very important that s/he has good basic English listening and speaking skills. S/he must be able to express his or her basic needs, and be able to understand all instructions and information given for his/her safety and enjoyment. Participants will be asked to speak only in English starting from the first day between 8:15-16:15. If a participant speaks Turkish he/she will be reminded to speak only English. Any participant who consistently refuses to speak in English will be referred to the Program Director and if the problem continues, the parents will be contacted to discuss the situation. Two of our main aims are for participants to have enjoyable time and to improve their English. If the child is unhappy and frustrated due to having serious difficulties with English and despite efforts to support the child, the parents will be contacted. If the situation is not remedied, the participant may be asked to leave the program. The only people on the staff who may speak in Turkish to a participant, except in the case of an emergency, are the office administrators. If necessary, counselors or participants may get support from the office.

AGE GROUPS

Grouping is done according to the order of registration, age and gender distribution. One of our main objectives at RCSummer is to have children from different schools come in contact with each other, develop new friendships and experience teamwork. The flexibility and freedom of choice at RCSummer will allow each participant to choose various activities with his/her friends and thus spend time together. In order for participants to benefit most from the program, no changes will be made to the groupings.

APPROPRIATE BEHAVIOR EXPECTATIONS

All participants have the right to feel that they are in a safe environment. We expect all our parents and participants to know and accept our behavior expectations. Physical or verbal bullying are not tolerated at RCSummer at any time. A participant who physically or verbally bullies other participants may be asked to leave the program. Any participant who does not follow the RCSummer rules, does not cooperate with the staff, continuously refuses to participate in the program or verbally bullies other participants will face the following consequences:

1. The counselor and participant will try to find a solution together.
2. The counselor will bring the participants to the office to discuss the matter w/ either Director or appropriate Core Staff member and the parent will be informed if necessary.
3. If the problem continues, the Director will talk to the participant and parents will be informed and reminded that the participant may be removed from the program due to this behavior. A participant may be permanently removed from the program if deemed necessary after the discussion between the parents and the administration.

No reimbursement to be made in this case.

Time spent going to and from the program on the service buses are considered a part of the program experience. Any participant who disturbs the general order on service buses, refuses to listen to the hostess or the driver, or attempts to physically or verbally bully other participants on the bus will be subject to the same discipline procedures as that of the RC Summer Program.

HEALTH

The RC Health Center is open 7 days a week, 24 hours a day. Parents are responsible for providing information on the registration form about any medication taken or recent treatment their child has had. Parents should hand any necessary medication along with the doctor's instructions to our Health Center in person when the program starts. Many of the RC Summer activities involve strenuous physical activity. If there are any restrictions regarding your child's physical activity, please indicate that on the registration form along with any necessary details. In case of illness, the participant will be taken to Robert College Health Center and parents will be contacted immediately. For minor injuries, participants will be taken to the Health Center and parents will be informed via e-mail or phone. In case of anything contagious, parents will be informed to come and pick up their children right away.

EMERGENCY PROCEDURE

It is very important to have the correct contact information on the registration form for the emergency contact person. In case of emergencies, participants will be taken to Amerikan Hastanesi, Maslak Acibadem or ISOM and parents will be informed immediately. All expenses will be covered by parents.

SAFETY

For the safety of all our participants we take extreme safety measures. No parents or guests are allowed on campus without having proper ID. If a participant will be picked up by someone other than the parents this information needs to be recorded on the registration form or the office needs to be notified by the parent. No one will be allowed on campus to pick up a participant without the permission of the parent.

ENTRANCE TO THE CAMPUS BY CAR

Parents or drivers who will drop off and pick up the participants CANNOT enter the campus by car at any time. Pick up and drop off can ONLY be done at the “servis kapısı” and all cars need to be parked outside the campus.

During parent orientation and Big Show days, no cars are allowed on campus at any time. Parents are taken to the venues by our ring services from Ulus Gate.

It is very important that all our parents (including our alumni) follow these rules, which have been designed to minimize the amount of traffic on campus for the maximum safety of our participants. ^[L]_[SEP]

FIELD TRIPS

On some Fridays, off campus field trips are organized. All participants must depart from the campus with the entire group for the field trips. If a participant does not come to the campus on time on the day of the field trip, he/she will not be allowed to attend the field trip. On the Fridays when excursions are organized, all participants must attend the field trips since no other activities are offered on campus. All permission slips must be read and signed and returned to the RCSummer Office at the Parent Orientation or on the first day of the program. Any participant without written parent permission will not be allowed to attend the field trips.

MOBILE PHONES AND ELECTRONIC EQUIPMENT

The use of mobile phones, iPods, iPads, other tablet devices, mp3 players, Gameboys and all other electronic equipment are NOT allowed during the program. RCSummer will not be responsible for damaged, lost or stolen items, and reserves the right to confiscate any equipment if the participant refuses to follow the RCSummer Rules and Regulations. Confiscated items will be returned at the end of the RCSummer day; parents may be contacted about habitual inappropriate use.

TOYS

Skateboards, rollerblades, water guns and other equipment are not allowed at RCSummer unless requested specially beforehand for a special day or activity. If brought, they will be kept in the office.

LOST AND FOUND

We highly recommend that students do not bring any items of monetary or sentimental value to the program. RCSummer is not responsible for any lost or stolen valuables. Any items left unattended will be taken to the lost and found bins. RCSummer will not be responsible for any lost and found item which is not retrieved.