



**SWISS
OUTDOOR
CAMP**

Start exploring now!!!





Dear Parents and Campers,

Thank you for choosing to send your child to the JFK Swiss Outdoor Camp and welcome to our JFK family.

Please find below further information to assist you in preparing your child for Camp. We ask that you take the time to read through all the information carefully as it provides answers to many frequently asked questions and will ensure that your child is ready for their JFK Swiss Outdoor Camp experience.

I will now be your main port of contact and am here to help you with all your preparations. Please do not hesitate to get in touch if I can be of any assistance.

I look forward to hearing from you soon and to meeting you and your children this Summer.

Kind Regards,

Yannick Muzenga
Camp Manager



Tel: +41 79 936 90 27
Email: yannick@jfk.ch
Internet: www.swissoutdoorcamp.ch
www.jfk.ch



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JFK SWISS OUTDOOR CAMP CODE OF CONDUCT

1. Instructions given by guides, boarding and camp staff must be always respected to ensure the safety of the group.
2. Campers are expected to be honest, kind and respectful of one another.
3. Boarding Campers sleep in separate accommodation designated for boys and girls and must adhere to the boundaries between the two.
4. Staff must always know the whereabouts of Campers and children are not allowed to leave the group or the campus without the express consent of the person in charge.
5. Clothes worn on campus must be comfortable, appropriate for our activities and non-revealing.
6. Most importantly – have fun!

Children must respect these rules. If a child's behaviour is disrupting the Camp, the Manager may take the decision to send him/her home.



ARRIVALS AND DEPARTURES:

Week/Theme	Dates of Arrivals (Boarding)	Dates of Departures (Boarding)
Week 1 - Water	Sunday 7 th July 2024	Sunday 14 th July 2024
Week 2 - Mountain	Sunday 14 th July 2024	Sunday 21 st July 2024
Week 3 - Rock	Sunday 21 st July 2024	Sunday 28 th July 2024
Week 4 - Water	Sunday 28 th July 2024	Sunday 4 th August 2024
Week 5 - Mountain	Sunday 4 th August 2024	Sunday 11 th August 2024
Week 6 - Rock	Sunday 11 th August 2024	Sunday 18 th August 2024

Week/Theme	Dates of Arrivals (Day)	Dates of Departures (Day)
Week 1 - Water	Monday 8 th July 2024	Friday 12 th July 2024
Week 2 - Mountain	Monday 15 th July 2024	Friday 19 th July 2024
Week 3 - Rock	Monday 22 nd July 2024	Friday 26 th July 2024
Week 4 - Water	Monday 29 th July 2024	Friday 2 nd August 2024
Week 5 - Mountain	Monday 5 th August 2024	Friday 9 th August 2024
Week 6 - Rock	Monday 12 th August 2024	Friday 16 th August 2024

Wondering when your child should arrive at camp? Forget when you're supposed to pick them up? Here are our arrival and departure times for the summer!

Day Campers:

Arrival: Registration begins at **8 a.m.** on Monday for all Day Campers. Please ensure you **bring all the equipment on the packing list** already on this day. The equipment will be kept at base camp throughout the camp (except if it needs washing).

Departure: The closing ceremony will be held at **4 p.m.** on the afternoon of the last Friday of their stay.

Weekends: The Day Camper program runs on weekdays only. Saturday and Sunday are given as rest days.

Boarding Campers:

Arrival: Boarding Campers should arrive on Sunday between **1 p.m to 4 p.m.** for registration. Please note that due to our activities the Boarding House will be closed for the remainder of the day. Therefore please do inform us if you plan to arrive early



or late. Children will be greeted by our staff at our Welcome Desk at the Summer Camp main building and escorted over to our Boarding House.

Departures: Parents should pick up their children between **11 a.m. to 1 p.m.** on the last Sunday of their stay or inform us if special travel arrangements must be made.

Change over day: Every Sunday we welcome new Boarding Campers and also say goodbye to those who have already spent their time with us. Due to arrivals and departures, we generally spend this day on Campus at our Base Camp, playing team games and getting to know each other. Boarding Campers have the option of going out with their parents on this day between **11 a.m. – 4 p.m.** Please organise your plans in advance with the Boarding Staff.

Transfers from and to **Geneva Airport** can be organised (at an extra cost of CHF 460 per way) for children travelling alone/Unaccompanied Minors (UM). For arrivals and departures from / to Zurich Airport, arrangements may be made to pick up your child with our private transfer at an additional cost of CHF 750 per way.

Prior to the departure of boarder campers, it is imperative for parents to ensure that the UM charges are prepaid and arranged in advance 10 days in advance prior to departure. Please send a confirmation copy of the UM receipt from the airlines to Mr. Yannick at yannick@jfk.ch

Please contact Mr. Yannick at least 15 days before arrival to arrange transfers and submit the Travel and UM Forms by email.



DOCUMENTS AND MONEY:

For Boarding Campers all important documents, including passports, travel tickets, Unaccompanied Minor (UM) forms and visas must be handed to the Staff upon arrival. These will be kept safe for the duration of the course.

During some of our excursions, children will have the opportunity to buy souvenirs. A small amount of pocket money will be given to Boarding Campers before each excursion and parents of Day Campers will be informed if their children require any money for their activities. **We therefore ask that children do not come to Camp with any money of their own unless otherwise requested.**

*** The JFK Swiss Outdoor Camp cannot accept responsibility for the loss of any money by the students whilst on the camp.**

VISAS AND INSURANCE:

If your child/children require an invitation in order to obtain their tourist visa to enter Switzerland, please contact us per email on info@jfk.ch and send a copy of the passports as an attachment. If family members are accompanying the camper, please state the name / relation (to the camper) as well.

The invitation letter will be sent to you only once all the camp fees have been paid. Please note that depending on the country of origin, the process of obtaining a visa may take a few weeks!

Medical insurance is included in the Camp fees and is provided by RVS Avenida de França for all campers. A 10% deductible will be charged to Campers in the event they have to see a doctor and will be charged extra.



DAILY ROUTINE:

Here you will find the detailed daily schedule for the JFK camp.

Day Campers:

08:30	Drop-off time & Registration (Monday 8:00 a.m. for new Campers)
09:00 – 12:30	Outdoor Learning
12:30 – 13:30	Lunch
13:30 – 16:00	Outdoor Learning Continues
16:00	Snack
16:15	End of Day Meeting
16:30 – 16:45	Pick-up time for Day Campers

Boarders:

07:00	Wake-up
07:45	Breakfast
08:30	Camp Registration
09:00 – 12:30	Outdoor Learning
12:30 – 13:30	Lunch
13:30 – 16:00	Outdoor Learning Continues
16:00	Snack
16:15	End of Day Meeting
16:45	Return to Boarding House
17:00 – 18:00	Showers & free time
18:00 – 19:00	Dinner
19:00 – 20:00	Evening Activities – Events/Shows
20:30	Milk & Biscuits
21:00	Lights out - Good night

ACCOMMODATION AND FACILITIES

The traditional Swiss chalet style Boarding Houses are located in the small village of Saanen and provide separate accommodation for boys and girls. Children will share a bedroom with other children of a similar age and as far as possible we try to mix up nationalities to encourage the speaking of English.

*** Bedroom allocation is at the sole discretion of the Staff. If your child requires special arrangements, please ensure to discuss this with us before your arrival.**

Facilities on site include:

- Common areas
- Lounges with television
- Sports field and sports equipment
- Table tennis table
- Mini football table
- Art room
- Playroom
- Assembly hall

Other facilities such as a sports hall and swimming pool are located a short walk from the School campus.





ACTIVITIES:

Each day is packed with a variety of exhilarating activities, supervised by a qualified mountain guide and focused around the week's theme:

- Week 1 - Water
- Week 2 - Mountain
- Week 3 - Rock
- Week 4 - Water
- Week 5 - Mountain
- Week 6 - Rock

Campers will have the opportunity to take part in outdoor activities such as rock climbing, canoeing, camping and hiking.

Children will also take part in outdoor learning, exploring the alpine environment using all of their senses. They will explore the flora and fauna around a river and find out how it changes along its course. They will discover how different animals such as birds, insects and ibex use a rocky habitat for their purpose. They will study different geological rock formations, learn how limestone was formed and will search for fossils.

Afternoon and evening activities are based on or near the School Campus and include a variety of sport, art and team competitions with the House staff as well as some time to relax and socialise.

Each week an excursion to visit a Swiss landmark such as Gruyères, Cailler Chocolate factory or Montreux will also be scheduled.

*** Please note that the Overnight Camp scheduled during the Mountain Week is for everyone (except group C participants) and that there are no alternative activities proposed on that day.**



MEAL TIMES:

A healthy, nutritious and varied choice of food is available at breakfast, lunch and dinner, with our own highly qualified chef preparing and cooking all our meals. Occasionally lunch will be prepared off site in conjunction with our outdoor activities or a packed lunch may be provided for excursions. Vegetarians are provided with a range of non-meat dishes and children with religious restrictions or allergies are provided with an alternative meal. Please inform us of any dietary requirements upon application.

Snacks and drinks are available during designated break or treat times and a selection of fruit is always available in the Boarding Houses to ensure that children never go hungry.

*** We ask that children do not bring additional food to Camp.**

HEALTH, HYGIENE AND SAFETY:

On arrival all children will participate in a safety talk and tour of the School. Children are always well supervised, and all outdoor activities are run by qualified local mountain guides. The Boarding House has members of staff and qualified first aiders on duty to ensure the safety and wellbeing of Campers.

Your child's hygiene is extremely important, especially after a long day of outdoor activities. The House Staff ensure that Boarding Campers are looking after themselves by checking that teeth are cleaned twice a day, that showers are taken daily and that laundry is being done.

*** Privacy is provided for all children during shower times.**

Parents are requested to provide the JFK Swiss Outdoor Camp with information of any medical conditions on the 'Medical Form' issued at the time of registration. We kindly ask you to ensure that all medical information we need to be aware of is clearly mentioned here. Any child attending Camp with serious allergies must also complete the Allergic Reaction Form (Appendix 3).

Any medication brought to Camp must be labeled and a corresponding Administration of Medication Form completed (Appendix 3). Children are not allowed to administer their own medication or to keep medicine in their rooms.

Our Camp Staff are qualified to administer first aid care and are in regular contact with local doctors. In case of an emergency, and if parents cannot be contacted, JFK Swiss Outdoor Camp will take any necessary decisions in consultation with the attending doctor.



CLOTHING AND LAUNDRY:

Children may wear their own clothes however it is essential that **all items of clothing are clearly marked with your child's name** to help us keep track of what belongs to who. Campers will participate in a wide range of outdoor activities and must be dressed appropriately.

*** The packing lists for boarders and day campers are attached to the end of this booklet.**

A daily laundry service is available on site for boarders and will be taken care of by our Boarding Staff at no extra cost. Please be aware that all clothing needs to be machine washable (30 – 40°C) and suitable for tumble-drying. Clean bed linen is provided and laundered regularly.

VALUABLES:

We strongly suggest that expensive or valuable items are left at home. **We also ask that children do not come to Camp with any money of their own unless otherwise requested.**

*** The JFK Swiss Outdoor Camp cannot accept responsibility for the loss or theft of any valuables.**

ELECTRONIC ITEMS AND COMMUNICATION:

Boarding Campers are allowed to bring mobile phones to Camp but these should only be used during specific free times (see daily schedule) or when allowed by Camp Staff. The campus is equipped with an all-around filtered WIFI and students will have access to it during their electrical time.

*** Day Campers should not bring mobile phones to Camp. In case of emergency, parents can at all times check up on their children by calling our Duty Phone. Our Duty Phone is on our Activities Leader during from 8:30 a.m. to 4:30 p.m. and on our Boarding Leader from 4:30 p.m. to 8:30 a.m.**

At night all phones and electronic devices will be collected in by Boarding Staff and stored in a safe place until the next morning. The best time to contact your child on either their mobile phones or the Boarding House land line is between 5:00 – 5:45 p.m. as the children are often involved in activities until this time.

***We ask that you do not call any later than 8:30 p.m. as some of the younger children are already preparing for bed and the phones will disturb their sleep.**



GENERAL INFORMATION:

Travel by air

Via **Zurich-Kloten**: From Zurich-Kloten Airport, Saanen can be reached in approximately 2:50 hours by car and 3:15 hours by rail.

Via **Geneva-Cointrin**: From Geneva-Cointrin, Saanen can be reached in 2 hours by car and 2:40 hours by rail.

Via **Bern Airport**: Bern Airport is the nearest airport. The remaining journey takes about 1:20 by car but allow 3 hours if travelling by rail.

Via **Saanen Airport**: Private jets connect Saanen Airport in the holiday region of Gstaad/Saanen to many national and international destinations.

By Car

From the **Berne region** (Western and Northern Switzerland): A6 Berne-Spiez motorway: Wimmis exit. Follow the main road (Simmental valley) to Boltigen-Zweisimmen - Saanen

From the **Central Switzerland region**: Lucerne-Brünigpass-Brienzwiler: A8 motorway to Interlaken: Follow the main road to Spiez: A6 motorway to Wimmis. Follow the main road (Simmental valley) to Boltigen-Zweisimmen - Saanen

From the **Valais region**: A9 Sierre - Lausanne motorway: Aigle exit. Follow the main road to Col du Pillon-Gsteig-Gstaad-Saanen

From the **Lausanne region** (Western Switzerland): A9/A12 Lausanne-Vevey-Berne motorway: Bulle exit. Follow the main road to Château d'Oex-Saanen

By Rail

From the **Berne region** (Western and Northern Switzerland): SBB Bern-Spiez (direct ICE link from Germany and the Netherlands): change, BLS to Zweisimmen: change, MOB: Zweisimmen-Saanenmöser-Schönried-Gstaad-Saanen, Direct route from Berne-Zweisimmen with the "Lötschberger" train

From the **Central Switzerland region**: SBB Lucerne-Interlaken: change, BLS to Spiez: change, BLS to Zweisimmen: change, MOB: Zweisimmen-Saanenmoser - Schönried-Gstaad -Saanen

From the **Valais region** (Italy): SBB Domodossola-Brig: possible change to BLS to Spiez:

change, BLS to Zweisimmen: change, MOB: Zweisimmen-Saanenmoser - Schonried-Gstaad -Saanen

From the **Lausanne region** (Western Switzerland): SBB Lausanne-Montreux: change, MOB: Montreux-Saanen

Parents looking for accommodation in the region when bringing or picking up their children can find a selection of 3-5* hotels in the region on www.gstaad.ch

The closest hotels to JFK Swiss Outdoor Camp are Hotel Landhaus Saanen and Hotel Spitzhorn which are both located within a 10-minute walk to the Camp.



CONTACT DETAILS:

The main office is open from Monday to Friday, 8:00 a.m. to 5:00 p.m.

Tel: +41 33 744 13 72
 Email: info@jfk.ch or swissoutdoorcamp@jfk.ch
 Internet: www.swissoutdoorcamp.ch
www.jfk.ch

Telephone Numbers:

Boarding House Office	+41 33 744 65 20
Boarding House Dorm	+41 33 744 65 19
Main Office	+41 33 744 13 72
Duty Phone	+41 78 812 21 49



PACKING:

1. Bring everything listed on the packing list! There are not many possibilities to buy the necessary material on site so it is important that you are well prepared prior to your child's arrival at camp.
2. **Label everything!** Clothing, water bottles, toiletries, electrical items...label it all!
3. Don't send your best stuff. Fancy new things quickly become old and used at camp.
4. Your Camper will be doing lots of adventure activities where short or revealing clothing won't be appropriate. We ask that you leave things like short shorts, spaghetti strapped tops, two-piece bathing suits, speedos, and other such items at home.

It might be summer camp, but it gets chilly here, especially at night. Make sure you pack some warm clothes. Average summer temperature is 15-25°C and nights can be a cooler 5-8°C.

*** For safety reasons Campers who do not possess the correct clothing/equipment will be bought or rented the appropriate items for the duration of their stay. This will come at an additional charge.**

All Campers will be given a JFK Swiss Outdoor Camp backpack and cap on the day of their arrival. These items should be used throughout their time at Camp for practicality and identification purposes.

DAY CAMPERS PACKING LIST:

- Comfortable sports clothes (trainings or hiking clothes, no jeans)
- Hiking boots
- Hiking socks
- Water bottle (not less than 750ml)
- Sun cream
- Rain jacket and rain pants
- Swimming costume and compact travel towel
- Water shoes (closed toe, no "Crocs")

Parents will be advised of any additional items to bring to Camp each day and Campers will be able to leave items on site which will be needed for the following day's activities. Please ensure your child is equipped and dressed appropriately each morning before bringing them to the Camp.

BOARDING CAMPERS PACKING LIST:

- 5 T-shirts or polo shirts
- 3 jerseys or sweaters
- 2 pairs of hiking trousers (favor convertible hiking trousers that can be unzipped into shorts)
- 2 pairs of jeans or casual trousers / skirts
- 3 pairs of shorts
- 5 pairs of socks and underwear
- 3 pairs of hiking socks
- 1 warm outdoor jacket
- Fully waterproof rain jacket (with hood) and rain pants
- 2 swimming costumes
- 2 towels (inc. 1 compact travel towel)
- 2 pairs of pajamas
- 1 pair of hiking boots
- 1 pair of sport shoes
- 1 pair of indoor shoes or slippers
- 1 pair of water shoes (closed toe, no "Crocs")
- Toilet bag and toiletries
- Laundry bag (to put the socks and underwear in the washing machine)
- Toothbrush and toothpaste
- Hairbrush
- Sun cream
- Mobile phone and/or iPad with charger
- Water bottle (not less than 750 ml)
- Hair dryer (if needed)
- Adaptor (if needed – voltage on campus 220V- SEC 1011 plug)

It is essential that all items of clothing are clearly marked with your child's name to help us keep track of what belongs to who. Ideally, write the name in permanent marker on the tag inside the garment or stitch (not glue, as it often gets washed away during laundry) a name tag inside the garment.



SOC Permission form for administration of medicine

Please note:

- That you should use a different form for each type of medication.
- That JFK staff will administer **only** the medication noted on this form.
- That the administration of medicine is at the discretion of the individual teacher.
- That medicine will **not** be administered if the items are **not in their original packaging**.
- That medicine will **not** be administered if the dosage is **not in accordance with the information** provided on the package.

Name of Student: _____

Date of birth: _____

Date(s) medication required: _____

Reason for medication: _____

Description of medication: _____

Please include full name and type: liquid or capsule

Medication in original packaging: Yes or No

Dosage & method: _____

Time(s) medication to be given: _____

Name of parents: _____

Signature: _____

Date: _____



ALLERGIC REACTION ACTION PLAN

Please complete in conjunction with your family doctor

Name of Camper: _____

Date of Birth: _____

Allergy: _____

Reaction (please give details of symptoms which are displayed if reaction occurs):

Procedure (please give details of the action that should be taken, including medication or medical assistance):

Date: _____

Doctor Signature/Stamp:

Parents Signature:

*If medication is required please also complete the Permission for the Administration of Medication Form.



TRAVEL FORM

Name of Child: _____

Arrival date: _____

Arrival time: _____

Flight details: _____

I require transfers to the JFK International School

From Geneva (460 CHF)

From Zurich (750 CHF)

* Additional charges may occur for waiting time, UM services or luggage expenses

I require transfers from JFK International School

to Geneva (460 CHF)

to Zurich (750 CHF)

* Additional charges may occur for waiting time, UM services or luggage expenses

Departure date: _____

Departure time: _____

Flight details: _____

My child will be travelling as an Unaccompanied Minor

(a UM form will be sent to you for completion should you fill in that box)

Date: _____

Signature of Parent:



REQUEST FOR FLEXI-BOARDING

Please return this form as early as possible to Yannick Muzenga at yannick@jfk.ch

Please note that beds will be allocated on a “first come first, served basis”

Family name: Child's name:

Arrival Day / Time: / :
Departure Day / Time: / :

Contact information for parent:

E-mail:

Telephone: Mobile

Dietary information:

Medical information

Additional notes

	Rate per night
Additional boarding rate	125 CHF

Flexi-Boarding is for Day Campers and is subject to availability. Advance booking is advised. The rate per night is charged from 4:45 p.m. on the day of arrival until 9:00 a.m. (on the day of departure). Payment is required to confirm your child's flex-boarding request. Cash or credit card payment is accepted. Laundry service is not available during short stay flexi-boarding.

* Please note that cancellations must be made 24 hours in advance by email to yannick@jfk.ch or the initial reserved dates will be charged.

I have read and agree with the Swiss Outdoor Camp Terms and Conditions and understand the costs I will incur with this request.

Signature: Date: