

**AUSTRIA, SALZBURGER LAND
2015**

**IMPORTANT INFORMATION
INTERNANIONAL MUSIK SUMMER CAMP
«AMADEUS»**

VEREIN «RUSSISCHE INTERNATIONALE SCHULE»

1010 VIENNA, AUSTRIA STERNGASSE 3/2/6

www.ris-world.com

e-mail: summercampamadeus@ris-world.com

INTRODUCTION

Filling in the Application Forms

Application Form: Fill in and send the completed Application Form by e-mail: **summercampamadeus@ris-world.com**

Information Form on the arrival at the camp and departure from the camp. Please, fill in this form as accurately and clearly as possible and send it to us as soon as you receive confirmation of the planned trip of your child. If you do not need the support services during the trip, please complete only sections 1 and 4.

Confidential information (it shall be sent at least 4 weeks prior to the start of the camp season)

Please, fill in this Form accurately and clearly, because it contains important information regarding health, as well as other information required by the camp director and the medical staff of the camp.

This form, signed by both parents or guardians of the child, is necessary for a stay at the camp.

Sections "Parents' wishes" and "Child's wishes" are optional; however, we also suggest that both parents and the child should fill them in. The information you provide will help the camp director and his/her staff understand all special requests that you or your child may have.

PREPARING YOUR CHILD FOR THE CAMP

Passports and visas. If your child needs visa support, please, specify this information in the application form and attach a copy of the foreign passport.

Please make sure that your child has a valid passport and the necessary visas. Usually funds are not reimbursed if the child cannot start the camp season due to delays in obtaining necessary passports or visas.

Passports and other transport documents shall be collected for storage after arriving at the camp and shall be returned on departure. Please note that in order to comply with all local regulations, all children shall have either a passport or any other identification document to be kept in the camp office during the child's stay at the camp, even if the children were brought to the camp by their parents.

Clothes and things to be taken to the camp – to be altered due to a longer stay. Here's a list of clothes and things that we advise your child should bring to camp. You can give your child a copy of this list in order to help him/her pack his/her belongings up at the end of the camp season.

List

- Comfortable trousers - 3
- T-shirts - 8
- Sweaters/pullovers - 3
- Jacket - 1

- Underwear - 14
- Shorts - 3
- Pajama - 2
- Swimsuit/swimming trunks - 2
- Footwear for various activities
- Footwear for activities in the gym
- Footwear for walking in the mountains/skiing - 1
- Sport Sandals (e.g. Teva) / footwear for walking on the bank of the river
- Slippers - 1
- Washing-up set (shower gel, soap, shampoo, etc.)
- Bath Towel - 1
- Towel for swimming - 1
- Waterproof jacket in case of a rain - 1
- sun hat/cap - 1
- a warm hat and gloves
- a small backpack with a capacity of about 20 liters - 1
- Inexpensive sunglasses - 1
- Waterproof sunscreen and a lip balm (SPF 20+)
- 1 bottle of water (0.75 l)

All children will be given the camp T-shirts; you can also purchase additional T-shirts at the camp.

You should discuss with your child the importance of watching the safety of his/her personal things; we also remind you that children should not bring expensive things to the camp. The camp staff members shall not be liable for lost or stolen things, although we make every effort to avoid thefts.

POCKET MONEY

Your child will need pocket money to buy sweets or souvenirs. There will be a "Bank" working at the camp, so the children can store there their pocket money after arriving at the camp. The AMADEUS Camp of RIS Company shall not bear liability for money that is not stored at the Camp "Bank".

Taking into considerations the changes in the exchange rates, please make sure that your child, during his/her stay at the camp, has enough local currency in small denominations in order to facilitate the process of giving him/her money for each day.

We recommend that your child has the following amounts for a 2-week stay, depending on his/her age: 50 – 110 euros (in small denominations).

MEDICAMENTS

According to the camp policy, all necessary medicines shall be submitted to our medical staff upon arrival at the camp; they will be stored in the infirmary and given to the child as needed. If your child needs medications (on prescription or OTC), please make sure that the packages contains a clear name of the child as well as clear written instructions how to use the medication. If your child needs any medications for personal use that he/she needs to carry with himself/herself (for example, an

inhaler for asthma), please submit to us a respective written medical certificate from your family doctor.

RULES OF CONDUCT AT THE CAMP

Nor smoking or drinking alcohol is allowed at the camp. If your child drinks alcohol or smokes at the camp, the director of the camp will immediately contact you to discuss the appropriate measures to be taken in such cases. For drinking alcohol, your child in the shortest possible time will be sent home at your expense. In case of smoking, the director of the camp will admonish him/her stating that for the second violation of this rule the child will be sent home at your expense. In this case, the director of the camp will need your help, he will ask you to explain to your child the situation on the phone in order to avoid misunderstanding. It is important that you explain to your child the rules prior to his/her arrival at the camp, so that he/she understands his/her full responsibility for the consequences of smoking or drinking at the camp.

STORAGE OR USE OF DRUGS

If your child stores or uses drugs at the camp, for reasons not related to medical conditions, the police shall be immediately notified of this fact and a criminal procedure shall be initiated.

MOBILE TELEPHONES. TERMS OF USE

We suggest that children should leave their mobile phone at home in order to delve into the life of the music camp. However, if your child insists on taking a mobile phone with him/her to the camp, please explain to the child that the mobile phone will be stored in the camp office for safety reasons and the child will be able to use his/her mobile phone only in the evening, during his/her free time, subject to the procedure of preliminary registration. More detailed information is available in our Telephone Call Rules section on the page *damage to property*. It is important that the child treats the property of the Amadeus Camp of RIS Company and its suppliers very carefully and cautiously. Any damage due to rough handling, even accidental, will be included in the invoice for payment by parents or guardians, who, among other booking terms and conditions, shall accept the given condition.

If personal fault cannot be accurately estimated, the damage shall be divided equally between the guilty persons and the relevant invoice shall be issued to the parents.

FREE TIME

Every day at the camp is filled with events, offering a large selection of activities to choose from. For this reason, we believe it is useful both for the child and the staff to provide free time during the day. During free time, the child can enjoy a variety of activities, and wherever your child is, he/she will be under the supervision of teachers.

RULES OF CONDUCT DURING EXCURSIONS

Time and place of the meeting shall be set in advance and reported to your child. The maximum period of time between meetings is 90 minutes. Older pupils can have a longer period of time between meetings.

At some points of the excursions the children will be given "free time" in order to buy souvenirs, eat, etc. in the given controlled area. During this time, not all children have teachers. The following rules explain our policy of conduct during excursions:

- children aged 12 and under shall be always accompanied by a teacher;
- children aged 13 and above shall not be always accompanied by teachers, however, they shall always gather in groups of at least three children.
- for the time of excursions all children shall be given phone numbers in case of emergency.
- time and place of the meeting shall be fixed in advance and reported to children. The maximum period of time between meetings is 90 minutes.
- teachers shall be present in different places within the designated area.

If your child is 13 years old or above, yet you prefer to have him/her accompanied by a teacher at all times during excursions and visits to local places of interest, etc., please notify us in writing prior to the beginning of the camp season. Unless we receive your written instructions stating otherwise, we will assume that you agree with the aforementioned rules of supervision over children.

COMMUNICATION WITH THE CHILD

Notice of arrival. If your child comes to camp with our escort, we will immediately notify you of this fact. Please note that our phone lines are overloaded on the day of arrival to the camp, so in your attempts to call us to find out if your child has arrived at the camp, you can hear the "busy" tone. Usually, it is better to wait for the camp personnel to contact you.

Homesickness. If you receive a letter, a fax or a phone call from your child where he/she expresses doubts or strong feelings of homesickness, you should contact the camp and discuss the situation with the director of the camp. If it is difficult for your child to get used to the camp life, his/her teacher will immediately pay special attention to your child and help him/her find new friends so that he/she can play with them and participate in the camp activities. The director of the camp will ask you to respond to such a message in a positive way. Make your child understand that you share his/her feelings and at the same time believe in his/her power. Communication through letters or fax is preferable to telephone calls since when the child hears the parents' voice, it may aggravate the situation. Ask specific questions in order to help him/her focus on the answer.

In very rare cases, the only way to help a homesick child is to bring him/her home. You should discuss this option with the director of the camp, yet never offer this to your child prior to making a decision. If you express doubts, your child may also feel that prior to the end of the season, he/she may lose confidence in his/her own abilities and not even make another attempt, if he/she knows that there is a way out of this situation, i.e. to go home earlier.

TELEPHONE USE RULES

At our camp, children are always busy. There is a daily schedule that shall be complied with during the whole day. Therefore, telephone calls may only disturb your child, and, in particular, telephone conversations with parents are not for the good of the child who is homesick. In fact, when the child hears the voices of the parents, it worsens the situation. In addition, the child who is in a constant telephone contact with his/her parents may even make other children who he/she contacts with, in particular, those with whom he/she lives in one room, feel that they are forgotten and arouse the feeling of homesickness, which would not occur in other cases.

For these very reasons, we prohibit telephone calls to children at the camp, and teachers strongly recommend children not to telephone home. Encouraging self-reliance is one of the main reasons for the children's stay at the camp, and a conversation with their parents may disrupt this experience.

If you want to get information on how your child is getting on at the camp, please contact the camp during normal business hours in order to agree upon a suitable time for a conversation with the director of the camp or with your child's teacher.

POST OFFICE AT THE CAMP (MAIL, FAX, EMAIL)

If the child receives a positive and supportive letter from home upon arrival at the camp or on the first days of his/her stay, it may help your child feel that he/she is remembered and loved. A good letter from home is positive and cheering, it provides good news and helps your child make sure that all is well at home; ask him/her questions about how he/she gets entertained. Letters shall be aimed at encouraging self-confidence in your child and helping him/her be independent. You should avoid mentioning sad things or bad news. By all means let your child know that you miss him/her – this is normal when one is separated from people he/she loves, however, do not induce feelings of pity for you and do not let your child understand that you can not handle it.

Due to the fact that delivery of international letters takes a long time, many parents prefer sending faxes or emails to their children. Mail will be distributed every day, however, the children will be busy all day long, so do not be surprised if your child does not receive your letter immediately. Also do not be surprised if you do not get an answer to the email that you sent to the camp. In general, this means that your child is very busy and has no time to write back to you. Parents should also remember that constant communication with home may lead to obsessive and intrusive thoughts about home. Constant checking for messages does not help your child get used to life at the children's camp and does not contribute to the development of his/her independence.

To facilitate the distribution of mail, please indicate clearly your child's name on the correspondence. In case of emails, please include the child's name in the letter subject field. Please note that we can only provide services for incoming mail and the child will not be able to directly answer the emails sent by you to the camp.

VISITING THE CHILD

We welcome parents' or guardians' visits to the camp; however, you should consider how your visit will affect your child's habituation to the life at the camp. For a

homesick child, parents's visit may be more negative than a phone call, and it can also interfere with his/her growing sense of independence. If you want to visit the child, please contact the director of the camp in order to discuss with him the time that would be appropriate for both the camp and the child.

For obvious security reasons, we usually allow visits only by the parents or guardians listed in the questionnaire. If you want your child to be visited by other family members or friends, please submit a written application to the director of the camp in advance, prior to their visit. In addition, please make sure that the management personnel of the camp are aware of the fact that your child is away from the camp if you want to take him/her out of the camp during your visit.

FORM TO BE FILLED IN

We will use the information that you provide in the attached *Information on the Arrival and Departure Form* for meeting your child at the airport or train station where he/she arrives and when accompanying him/her to our camp. Therefore, you shall fill in this Form clearly and precisely and submit it to us at least four weeks prior to the start of the camp season.

BOOKING RULES

The cost of a full package in regard to the stay of one child at AMADEUS Summer Music Camp is 2,400 euros (excluding the flight, transfer, escort, health insurance)

Bank details of payment

IBAN: AT58 1200 0524 4000 0613

SWIFT: BKAUATWW

Payment in favor of: Russische Internationale Schule

Payment charges: **all payment's charges on behalf of Payer**

1. Fill in the Application Form and together with the acknowledgement of payment of the deposit (1000 euro) send it by email:

Email: summercampamadeus@ris-world.com.

Please note that the booking will not be confirmed until receipt of the deposit amount.

2. If you have already planned a trip of your child (children) or if you do not need escort services during traveling, please send us the *Information on the Arrival and Departure Form* together with your Application Form so that we can send you the final invoice together with your booking confirmation.

3. If you need your child to be met/accompanied by our staff, please, upon the receipt

of the booking confirmation, send us the *Information on the Arrival and Departure Form* so that we can issue the correct invoice for payment.

4. We will confirm your booking and send you an invoice for the final payment
5. *The final payment shall be made within 7 working days from the date of invoice and not later than June 15 of the current year.*
6. Together with the Application Form, you shall fill in and send the Confidential Information Form. This form is available on our website www.ris-world.com in the AMADEUS Summer Music Camp Section.
7. *All bank charges shall be at the expense of the remittor.*
8. Bookings received after June 15 shall be accompanied by full payment.

The prices are set in euros.

Additional Days

Children who arrive a day earlier or leave a day later can also get additional security. In this case, the invoice will be increased by an additional charge in the amount of 200 euros per child per day.

The cost of one AMADEUS Camp T-shirt is 20 euros. All children participating in our programs will get a free camp T-shirt. Additional T-shirts can be purchased during the stay at the summer camp.

Final payment of the cost of the camp, including all additional elements (insurance, escort services during the trip, etc.) shall be received within 7 working days from the date of invoice and not later than May 15 of the current year.

BOOKING TERMS AND CONDITIONS

1. Make a booking
 - A. Booking shall be done by RIS, registered in Austria, Vienna.
 - B. The Contract shall be deemed the signed Application Form and the required deposit or full payment for holidays, subject to the application submitted after May 15.
 - C. The person signing the Application Form shall warrant RIS that he or she has the authority in respect of each member of the camp (and if a member of the camp is under 18 – the authority of a parental or a legal guardian) to enter into an agreement with RIS on behalf of each such member based on the given terms and conditions and shall agree that the given terms and conditions are binding on him/her.
 - D. The present Contract is subject to Austrian law and all disputes shall be considered only in the court in Vienna.

E. No additions, cancellations, alterations or promises can be made in relation to the given terms and conditions, except for alterations made in writing by an employee or the executive of RIS.

Payment, cancellation and refund policy

Full payment for the stay of the child at AMADEUS Summer Music Camp under the contract, including additional services, shall be received within 7 working days from the date of invoice and not later than June 15 of the current year. No amount is refundable, for any reason whatsoever, even if parents refuse from the child's travel to AMADEUS Summer Music Camp due to events beyond the control of the AMADEUS Camp of RIS Company.

No refunds shall be made in case of late arrival or early departure, for any reason whatsoever.

LIABILITY

The AMADEUS Camp of RIS Company shall be fully liable for the organization; however, the AMADEUS Camp of RIS Company shall not be liable for any services that are not under the direct control of the AMADEUS Camp of RIS Company, including but not limited to ski lifts, hotels, airlines and transportation companies. Accordingly, AMADEUS Camp of RIS Company hereby clarifies that under no circumstances it shall be liable for any additional costs, discomfort, dissatisfaction, loss, damage, injury, accident, delay, inconvenience or non-compliance occurred due to or attributed to the acts or errors of any company, firm or persons in connection with the implementation of such agreements or reservation or transportation of any client unless it is caused either by personal negligence or a proven lack of due diligence of the staff members of AMADEUS Camp of RIS Company. Each booking shall be accepted on the terms and conditions specified by third party companies or agencies, and any claims with respect to such items shall be directed to the respective principal.

LIABILITY OF PARENTS

Parents or guardians shall bear full financial responsibility for everyone they register at AMADEUS Camp of RIS Company (children or adults) for the following reasons:

A. The damage, whether voluntarily or not, to premises, equipment, clothes or any property owned or rented by AMADEUS Camp of RIS Company.

B. The costs of repatriation of any person to be sent home or to a specified location, due to illness, accident, improper conduct or for any other reason confirmed by AMADEUS Camp of RIS Company.

C. All pocket money or other acquisitions of a personal nature made on behalf of the child with respect to anything that is not explicitly included in the package concerning the stay at AMADEUS Summer Music Camp.

D. Rental or purchase of any equipment that is deemed important for the child so that he/she can enjoy his/her stay at AMADEUS Summer Music Camp if its own equipment has become faulty, detrimental to health or is missing.

CONDUCT OF THE CHILD

Children under full supervision of the staff members of AMADEUS Summer Music Camp shall observe all the regulations. The AMADEUS Camp of RIS Company shall reserve the right, during the stay, to send any child home to his or her parents if, in the opinion of the AMADEUS Camp of RIS Company, the conduct of the child is inconsistent with the common normal life at the camp due to violation of rules and regulations by the child. In such cases, all travel costs shall be covered by a parent or a guardian; payment for the stay at the camp is also non-refundable.

BAD WEATHER CONDITIONS

The AMADEUS Camp of RIS Company shall not be liable for weather conditions that adversely affect the ability of the child to participate in any activities within any program of the AMADEUS Camp of RIS Company. If, in the opinion of the AMADEUS Camp of RIS Company, conditions become dangerous due to bad weather, the activities shall be terminated or canceled. When publishing activities canceled for any reason whatsoever, the AMADEUS Camp of RIS Company will make every effort in order to find alternative activities for its clients.

PROMOTIONAL MATERIALS

The AMADEUS Camp of RIS Company reserves the right to use any photos, artworks, etc., made by children, on its website as well as in any of its future publications.

MEDICAL ASSISTANCE

The AMADEUS Camp of RIS Company hereby acquires the absolute powers to take any actions which it deems necessary for the protection and well-being of the child. These powers include:

- the right to take measures it deems necessary in order to ensure medical assistance to the child at the expense of his/her parents or guardians.
- for children who do not live in Austria (who have no insurance policies in Austria) the following regulation shall come into force: in case of ambulatory medical care, the Company shall pay for such ambulatory medical care under the issued invoices and then shall issue the given invoices to the parents. The parents shall pay the invoices for ambulatory medical care within 5 working days from the date of the invoice.
- medical care in the hospital: in case of hospitalization, RIS shall contact the insurance company. If the insurance company covers the costs of the medical care, additional invoices shall not be issued. If the insurance company refuses to pay for the medical care, the parents shall pay for the medical care in full under the invoices issued by RIS. Invoice payment shall be made within 5 working days from the date of the invoice.