



CONCORDIA
LANGUAGE VILLAGES

2023
SUMMER
YOUTH
HANDBOOK



WELCOME TO



CONCORDIA

LANGUAGE VILLAGES

Dear Villager Family,

Greetings and welcome to Concordia Language Villages! Our team is thrilled to have you on board for a fun-filled immersion experience this summer in our stunning Villages located in the North Woods of Minnesota. This adventure will allow you to discover, grow and learn about yourself, the people and world around you, all while enjoying the company of new friends and exploring nature, culture and language.

Our mission at Concordia Language Villages is to inspire courageous global citizens. Each Village session is packed with a variety of creative activities that will capture your imagination and curiosity about different parts of the world. You will be fully immersed in language, experiencing its sights, sounds, tastes and culture. Whether you are a beginner or an advanced speaker, our program will enable you to communicate with confidence and cultural sensitivity. We offer activities tailored to different age groups, including the exploration of historical events and current global issues. During your stay, you will have the opportunity to make lifelong friendships. So, get ready to embark on a unique and exciting journey!

Your account in MyVillage is your portal to essential information regarding your upcoming Concordia Language Villages session. To access the required form and document before the start of your residential Village session, please log in to the site. The Villager Handbook provides details about program expectations and our dedication to delivering a secure, positive and respectful learning environment for you and your fellow villagers. It is important that you read this information together with your family.

Parents and guardians are requested to complete the survey at the end of their villager's session, as your comments and feedback are critical to us in improving and adapting our programs. Every villager will also be requested to complete a survey at the end of the session. Thank you in advance for your valuable contribution in providing feedback to continually improve our programs.

Once again, I am excited that you have selected Concordia Language Villages as a summer enrichment program this year. You are about to embark on the experience of a lifetime. Welcome to our global community!



Sincerely,

A handwritten signature in black ink that reads "Mary Maus Kosir". The signature is fluid and cursive, written in a professional style.

Mary Maus Kosir

Executive Director | Concordia Language Villages

CHECKLISTS

Required online forms to complete:

- Health History (refer to email from CampDoc)
- Transportation
(please fill out even if you will not be using Village transportation)
- Help Us Know Your Villager
- High School Credit (credit sessions only)

Payments:

- Session balance due by June 1
- Transportation charges must be paid by September

Residential Packing List

(everything labeled with your villager's name):

- Bedding and towels
- Clothing for all weather
- Concordia Language Villages Passport
(filled out with a picture attached)
- Map and directions to the Village
- Spending money
- Sunscreen and bug spray (non-aerosol)
- Enough disposable masks or 2-3 ply washable cloth masks for 2-3 masks/day for the length of your program. [KF94](#) or [N95](#) for COVID-19 or wildfire smoke event
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Recommended (optional): [Personal fan](#) or [portable HEPA filter](#)

Virtual Village 'Packing List'

System Requirements:

In order to best take advantage of this interactive experience, you will need the resources necessary for e-learning (reliable internet access, a device per villager with a web-cam and microphone) and any individual adaptive devices needed; headphones are recommended but not required. In some programs, villagers will access Google Classroom to submit assignments.

Dean's Email

Reference the electronic Dean's Letter for detailed information on the session they are attending

IMPORTANT TIMES TO REMEMBER:

CHECK-IN is between 2-4:30 p.m. on MONDAY.

CHECK-OUT Parents may pick up villagers on SATURDAY at the end of session, 10 a.m.-12 p.m.

Please do not arrive at the Village prior to 9:30.

CLOSING PROGRAM will take place on the final SATURDAY of the session starting at 10 a.m.

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WHO WE ARE

Concordia Language Villages is a program of Concordia College in Moorhead, Minnesota. Read more about Concordia College online at ConcordiaCollege.edu. A brief history of Concordia Language Villages is available online at ConcordiaLanguageVillages.org/Who-We-Are.

MISSION STATEMENT

The mission of Concordia Language Villages is to *inspire courageous global citizens*.

A courageous global citizen lives responsibly by:

- ▶ appreciating and seeking to understand diverse cultural perspectives;
- ▶ communicating with confidence and cultural sensitivity in multiple languages;
- ▶ respecting human dignity and cultivating compassion;
- ▶ engaging critically and creatively with issues that transcend boundaries; and
- ▶ advancing a more just, peaceful and sustainable world for all.

**INSPIRING
COURAGEOUS
GLOBAL
CITIZENS**

ACCREDITATIONS

All programs of Concordia Language Villages have been reviewed by the American Camp Association (ACA) and are fully accredited. The ACA standards address personnel, administration, program development, facilities, health and safety and transportation. Each facility is subject to annual inspection by the Minnesota Department of Health Facilities and are in compliance with State Fire Marshal directives. Staff responsible for waterfront activities are credentialed American Red Cross lifeguards (or equivalent) with CPR and first aid certification. Those who teach fencing, archery and selected other activities are personally skilled in that activity, are capable of teaching children in the sport and have demonstrated their ability to manage pertinent safety issues.

WHY IMMERSION LEARNING WORKS AT THE VILLAGES

Our immersion approach to language teaching provides villagers with a culturally-authentic setting -- whether in residence in Minnesota or virtually from anywhere in the world -- full of natural opportunities to hear and speak language, as well as the support of language teachers who train in a unique blend of teaching methodologies.

PROGRAMMING FOR EVERYONE

Concordia Language Villages is excited to offer numerous language and cultural immersion programs for all ages. We understand and support the idea that language learning is a lifelong opportunity! More than 4,500 villagers participate in **school group programs** during the academic year. Additionally, during the academic year, participants from around the country join us for our **adult weeks and weekends, educator programs, language training center programs, family programs, youth and adult virtual programs**. Additional information is available on our website. Concordia Language Villages promotes individual responsibility for the world and its people by intentionally creating a supportive environment for people of all creeds, classes, gender identities, sexual orientation and nationalities. The leadership, counseling staff and young people enrolled in the programs reflect this diversity of the world and are expected to interact respectfully with one another. Concordia Language Villages is an intentionally inclusive community, where we not only value and respect all people, but accept and welcome them.

Because language education alone does not lead to the formation of world citizens, we teach language in cultural and global contexts. Geography, history, political science, world religions, natural sciences, arts and international relations are drawn upon, creating learning situations that challenge participants to use language as a tool for understanding the complexities of the world around them and for regarding differences as opportunities for enrichment, not reasons for alienation.

INTERNATIONAL DAYS

For Summer 2023, we will not host an in-person International Day Festival.

CLV道 - THE CLVWAY

The CLVway of immersion brings our mission to life.

The CLVway reflects the Asian concept of 道 or the “way” to excellence through practice.

It is framed by four precepts, each of which fosters key attributes of responsible global citizenship:

- ▶ **GRAND SIMULATION:** Participants become citizens of a Village. They explore a new world which is intentionally constructed to evoke the look, feel, sounds and tastes of communities where the target language is spoken. The simulated Village offers a nurturing environment—a playworld where each learner can gain the courage to communicate with cultural sensitivity in everyday social settings. Village life is designed to spark curiosity, encourage discovery, and promote empathy. As villagers feel more at home in their Village culture, they move beyond language learning to a way of being in the language that empowers them to better understand themselves and others from within another cultural perspective.
- ▶ **COMMUNITY-BASED LEARNING:** We are all about community. Our Village setting offers exceptional opportunities to build a purposeful residential community in which villagers and staff from across the country and around the world talk, play, eat and laugh together in ways that facilitate natural use of language and greater cultural fluency. We design each day's activities to nurture friendships and forge communal bonds that support an individual villager on his or her own journey. Villagers are encouraged to explore ways to use their voices and their actions to contribute to the greater good. As villagers become caring citizens of our community, they prepare themselves for responsible citizenship in the wider global community.
- ▶ **LIVED LANGUAGE AND CULTURE:** Villagers learn by doing. Being able to navigate different cultural settings with confidence is a critical attribute of a well-rounded language learner. Villagers need and want to use the target language in a wide variety of culturally authentic activities and linguistically meaningful settings, whether in formal learning sessions or informal conversations, at a meal or at the bank, on the sports field or on the lake, in the cabin or in the store. Villagers' 'front stage' experiences are enabled by purposeful 'back stage' planning and teamwork by our staff of native and highly proficient speakers. Staff members are well-versed in our genuine pedagogy of context-based learning in an intentionally playful atmosphere. Our experiential, activity-based, and villager-centered methods engage multiple senses and diverse ways of learning. Staff encourage villagers to invest in and reflect on their own learning and to interact with other perspectives and beliefs with interest and confidence.
- ▶ **OUTDOOR LEARNING:** No learner should be left indoors. We embrace our natural setting in Minnesota's North Woods to provide healthful play and learnful fun, unplugged from screens and headphones. Nature is on our playlist—frogs and crickets, wind and waves. Our community-based practices emphasize sustainability and stewardship. We incorporate appropriate cultural perspectives and environmental practices into our learner-centered activities. A natural consequence is appreciation for the wonder and complexities of the natural world and our role in caring for it.

THE VILLAGE EXPERIENCE

VILLAGE VOCABULARY

As a unique program, we have developed a unique language of our own! This list will help you as you learn more about the Villages, our programs and sites.

- ▶ **VILLAGER:** The student participants in the Village.
- ▶ **VILLAGE:** Each site in Minnesota is located in a rural area with beachfront and woods. When we refer to the site location, we use the name of the nearest town, which helps when you are looking for directions: Bemidji, Cass Lake, etc. Each language has a corresponding Village name that translates roughly to “Lake of the Woods.”
- ▶ **VIRTUAL VILLAGE:** Beginning to advanced language learners ages 10-18 can join online sessions – with fun, interactive language learning and cultural activities - all from home.
- ▶ **SITE:** Each Village has one or more sites, depending on enrollment. Sites may be a year-round, architecturally-authentic Village owned by Concordia Language Villages, or a traditional camp or retreat facility transformed into a Village for the summer.
- ▶ **DEANS:** Deans are the directors of each Village. They are on-site and in charge of the Village, staff and curriculum, handling emergencies and communication with villager families as well as the administrative office.
- ▶ **VILLAGE NAMES:** Staff and villagers select culturally-appropriate names to use while they are at the Villages. You will see the deans’ Village names italicized between their first and last names (Emily *Kajsa* Hunter). We often refer to staff by their Village names. We always refer to villagers by their Village names (except when corresponding with family members).
- ▶ **TARGET LANGUAGE:** The language being learned and spoken at each Village is the “target language.” There are 14 languages taught at the Villages: Arabic, Chinese, Danish, Finnish, French, German, Italian, Japanese, Korean, Norwegian, Portuguese, Russian, Spanish and Swedish.

CURRICULUM/PROGRAMMING

Curriculum differs from Village to Village, and year to year, based on the expertise and interests of staff, relevance of activities to world events and villager requests. Basic elements of cultural instruction include traditions, holidays, ethnic crafts, sports, historical events, current events, drama, dance and music.

Simulations are a key component of experiential learning. As participants, villagers experience some of the difficulties and compromises that real-world situations demand and how another culture may perceive an issue differently from the villager’s own culture.

SELF-ASSESSMENT

Various reflective methods are used to help villagers be aware of their experiences, learning to communicate in a world language, and their encounters with other cultures.

Communication in a world language includes three components or “modes” as defined by the National Standards for Language Learning: Interpersonal (Conversation), Interpretive (Reading and Listening), and Presentational (Speaking and Writing for an Audience). The goal of self-assessment is to empower each individual learner to take responsibility for their language learning, and to set personal goals concerning what they want to be able to understand and communicate. Villagers may be asked to reflect on their daily experiences at the Language Village, and to record what they have learned about the people and places where the language they are learning is spoken.

BEFORE YOU ARRIVE

IS YOUR CHILD READY FOR A LANGUAGE VILLAGE EXPERIENCE?

Given the Language Villages’ mission and the program that has been designed to support that mission, in order to be a successful villager, your child should be able to:

- ▶ meet their personal needs such as getting dressed, showering, and eating;
- ▶ move independently from place to place; and
- ▶ effectively interact in our group-based and community-living environment, a setting that takes place largely outdoors and follows a schedule subject to change.

These developmental markers are critical to the villager experience. Villagers in residential programs will share a cabin with people of similar age, gender and identity and will be expected to respectfully interact with others of an array of experiences and diverse backgrounds to accomplish a variety of program goals, from establishing cabin rules to creating skits to maintaining emotional resilience in our language immersion setting. Please contact our Registration or Health and Wellness office if you would like to discuss concerns with us.

BEING AWAY FROM HOME :

TIPS TO HELP YOUR VILLAGER ADJUST TO BEING AT THE VILLAGES

Concordia Language Villages is a lot of fun! However, for some villagers, spending time away from home is a major step. Here are some suggestions to help your villager adjust to the Village experience:

- ▶ Start early preparing your child for the idea of being away from home. Find out what expectations your child has, what they’re looking forward to and what seems a little scary. Children do much better thinking about abstract issues briefly over a longer period of time.
- ▶ Stress the positive aspects of the upcoming session and coach them to share fears with you, counselors, the healthcare provider and/or dean. Remember, children learn about coping skills related to separation from home through experiences such as Concordia Language Villages. Many parents/guardians/caregivers have found it counterproductive to promise to bring a child home from the Villages early if the child is dissatisfied with their first few days in the program.
- ▶ Practice away-from-home skills such as letter writing, talking with other caring adults, or hugging a teddy bear at night. Read books like the Summer Camp Handbook (Thurber and Malinowski, 2000). Turn off the night light at home and practice using a flashlight.
- ▶ Take a walk in a local park with a flashlight and listen to the sounds of the woods around you.
- ▶ Allow time for your child to adjust to the new situation. The first letter you receive (which may have been written on the very first afternoon) may sound a little hesitant about the Village experience. We find that most villagers are quickly consumed by the activities and opportunities of the Village and forget their first- or second-day worries.

- ▶ Experiment with trying new things. Villagers will meet people from communities around the country and around the world. Together they will find new friends, engage in new activities and try new foods every day. Challenge your villager to think about how any of us would have discovered the numminess of ice cream without having tasted it, favorite games without having played them, or new friends without hanging out with them? Prepare them for more great discoveries by trying some new things at home, too. Reflect as a family on ways to make those unfamiliar things more intriguing than foreign, more fun than odd. Have fun with it.
- ▶ Send your child mail. Mail is delivered daily. It is very exciting for villagers to receive a letter, postcard or package from home!

ADJUSTING TO AN IMMERSION SETTING

Villagers will find elements in our program intense, fun, perplexing, rewarding and, most of all, unique. Villagers – credit and non-credit alike, especially those new to the program – will be experiencing what may be an entirely new style of teaching. Adjusting to a new situation usually takes a little time, and many of the villagers’ unquestioned assumptions about education may be challenged for the first time. In an immersion environment, it is not always easy to recognize one’s own progress. As children, for example, we didn’t notice we were growing until the relatives, on their yearly visit, exclaimed, “My, how you have grown!” Likewise, an intense immersion program can hide the incredible amount of progress participants make until after they return home.

CABIN MATE REQUESTS

Villagers are housed in cabins with other kids their age. Siblings of different ages or genders will not be housed together, but will have plenty of opportunities to spend time together during their session. If you did not complete the Bunk Request form in your MyVillage account when you registered your child but would like to do so, please contact the Moorhead office at (800) 222-4750, ext. 3699, or update your online registration. Requests involving villagers from different families must be mutual with a Bunk Request form submitted by each family. Requests are honored whenever possible.

PACKING

A packing list is included in the “Forms and Document” section of your MyVillage account. This list will help your villager bring everything that was brought to the Village back home again! If your child will arrive by Village transportation, be sure they can handle transporting their own luggage to their cabin.

Remember, your villager will live in close quarters with others. Please mark all of their belongings and leave all valuables at home. Villagers are encouraged to bring items with them that will enhance the immersion experience, such as books in the target language. Clothing with inappropriate or offensive language or designs cannot be worn in the program. Your villager can wear clothing with non-offensive English words. Please refer to the Customs and Contraband section of this handbook for items not allowed at the Villages.

NOTE: THE PACKING LIST FOR THE FRENCH *LES VOYAGEURS* IS UNIQUE BECAUSE IT IS WILDERNESS AND CANOE-BASED.

LAUNDRY

Villagers should bring enough clothing for the length of their session, up to two weeks. Villagers in four-week sessions will have the opportunity to wash their clothes in a nearby town each two weeks.

BEDDING

All facilities have bunk beds and everyone provides their own pillows, sheets or sleeping bag (unzipped) and blankets. Mattresses are regular length. Due to fire code regulations, villagers cannot sleep in zipped-up sleeping bags inside and may use them only as a blanket. Minnesota’s night temperatures can range from 40 to 85 degrees Fahrenheit. Only villagers participating in outdoor wilderness programs may sleep in zipped-up sleeping bags.

SPENDING MONEY

The registration cost of each Village session covers food, lodging, instructional materials and supplies while at the Village. However, villagers may want additional spending money. The amount of money needed should be based on the length of stay, villager's activities and your budget. Please send a check or cash with your villager in USD only.

- ▶ **VILLAGE STORE:** Your villager will have a daily opportunity to purchase items using the target language. There are a number of items available for purchase, including T-shirts, sweatshirts, cookbooks, books, music, cultural items, souvenirs, international candy and soft drinks from language-specific countries. We suggest you discuss with your child what they wish to purchase to determine the amount of money to send. T-shirts are priced at \$5 to \$20, sweatshirts at \$30 to \$65, and \$10-\$15 per week for snacks is sufficient.
- ▶ **TRAVEL FEES:** Baggage fees for the return trip as well as Unaccompanied Minor fees (if not prepaid).
- ▶ **MEAL MONEY:** Money to purchase lunch during the lunch stop en route to/from the Villages for those taking the bus.

BILLING STATEMENT

Billing statements, for summer sessions only, will be sent monthly via email or regular mail through June 1. Separate charges will appear for registration and transportation. Please note scholarships are not applied to individual accounts until after May 1 and this should be kept in mind when viewing statements before this date. Deposits are non-refundable and due at registration to hold your child's space in the desired session.

PAYMENTS

Visa, MasterCard and Discover are accepted as payment for registration and transportation. We encourage you to pay your bill online by visiting our website at ConcordiaLanguageVillages.org and follow these steps:

- ▶ Log into your MyVillage account using the link at the bottom of the page.
- ▶ Select the "Financial Management" tab.
- ▶ Select the "Add a credit card" link in the middle of the page.
- ▶ Once a credit card is added, the "Make a Payment" tab will appear as an option.

We also accept payment by phone or you can mail your payment to:

Concordia Language Villages
901 8th Street South
Moorhead, MN 56562

If mailing a check, please indicate the name(s) of villager(s) on the memo line. When you provide a check as payment to Concordia College or Concordia Language Villages, you authorize Concordia College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When information from your check is used by Concordia College to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment. Depending on our current check cashing policy, you may or may not receive your check back from your financial institution.

ALL SUMMER PROGRAM BALANCES ARE DUE BY JUNE 1. Villagers with unpaid balances after June 1 may be disenrolled and unable to attend if their balance remains unpaid before their session's start date.

To reach our Finance office for questions regarding your bill, please call (800) 222-4750.

MONTHLY INSTALLMENTS

When registering online for summer youth programs, you have the option to sign up for Monthly Installments as your billing preference. When registering online for family programs, you should receive an email confirming your registration. If you select Monthly Installments, incremental payments will be deducted from your credit card on or around the first business day of every month through June 1. If you missed selecting the monthly installment option during registration, please email clvfinance@cord.edu and we will select the monthly installment option for you.

CANCELLATIONS AND REFUNDS

Our financial policies are strictly applied to ensure our ability to continue our mission and programs. Cancellations and registrations are considered received in our office by referring to the postmark date or timestamp of your fax or email or the date of your phone call.

REGISTRATION FEE: Offsets some but not all of the fixed and unrecoverable expenses we incur to plan and prepare to offer a program, and is refundable within 72 hours from the date of registration, but not after.

TUITION FEE: May be refundable based on the terms outlined below.

The following are the terms of Concordia Language Village's cancellation policy:

DECEMBER 1 OR EARLIER	100% Refunded including registration fee.
DECEMBER 2 TO APRIL 30	100% Refunded MINUS the non-refundable registration fee.
MAY 1 TO MAY 31	50% Refunded minus the non-refundable registration fee.
JUNE 1 AND AFTER	No Refunds Given

- ▶ Upon cancellation, all discounts will be forfeited.
- ▶ Any remaining balance due must still be paid.
- ▶ Villagers who do not report to a session will not receive a refund.
- ▶ No adjustment in tuition is made for late arrival, early departure or dismissal.
- ▶ All refunds must be requested within 30 days of session end date.
- ▶ Once a refund is approved, it will be processed within 30 days.
- ▶ Villagers sent home due to disciplinary reasons, homesickness or inability to manage pre-existing medical, mental, emotional or social health conditions will not receive a refund.
- ▶ We reserve the right to cancel or withdraw any program without notice.
- ▶ Concordia Language Villages is not responsible for costs incurred by a participant in preparing for a program that has been altered or cancelled.
- ▶ A \$25 transfer fee will be charged for all session changes made after June 1.
- ▶ 100% Refund minus the non-refundable registration fee if Concordia Language Villages cancels a session consistent with efforts by public officials. Regular updates will be provided to all registered participants and families.

PROGRAM PROTECTOR INSURANCE

The Program Protector Protection Plans are now available for purchase during the online registration process and if purchased, may protect up to the full cost of your session, and includes a variety of other benefits should the need arise. The Program Protector Protection Plans are offered through Trip Mate and are not directly affiliated with Concordia Language Villages.

The link to purchase coverage online is: <https://programprotector.mhross.com/consumer/portal/CONCO901MN>

If you have questions or want to purchase coverage by phone, please call the Customer Service Specialists for Program Protector at 1-833-297-2258 the code you will need to provide for Concordia Language Villages is CONCO901MN and refer to plan #'s F530S or F530E.

SCHOLARSHIPS

Need-based scholarships are available from the Passport Fund. You can apply for scholarships online through your MyVillage account. Please contact our Scholarship Office for scholarship application deadlines; applications must be completed online before the application deadline. Applications must be submitted along with a copy of the first page of your most recent federal income tax return, showing your family's adjusted gross income (AGI) and number of dependents.

For more information, please visit our website or email clvregister@cord.edu.

ARRIVING AT THE VILLAGES

ARRIVAL TIME

Opening and arrival day is on Monday. Villagers arriving via personal transportation must arrive between 2-4:30 p.m. Central.

- ▶ **Arrival at the Village:** Village staff will welcome you and check the identification of the villager at the border of the Village. You will make sure your Village Passport, money and any medications are accessible for the opening day stations.
- ▶ **Unloading baggage:** All baggage will be brought to the designated location indicated by your Village staff. This is your moment to say goodbye and give a word of encouragement! The villager will then be directed by staff to the opening day stations.

ARRIVING HEALTHY

Villagers are expected to arrive healthy and able to participate in the program. Call the Village or Health and Wellness if your child is ill or becomes ill on the way to the Village. Concordia Language Villages reserves the right not to admit villagers who arrive ill, have head lice or who have been exposed to communicable diseases.

VILLAGE PASSPORT

Be sure to pack the Village Passport. U.S. citizens DO NOT need a real U.S. passport to attend the Villages. Please fill out all the information in the Village Passport and insert a photo of yourself in the space provided. Your passport will be used throughout the session to keep track of bank transactions and your emergency contact information. If your villager forgets to bring their passport, they can ask a staff member for a replacement when they arrive at the Village.

NOTE: LES VOYAGEURS VILLAGERS MAY BE CROSSING THE US/CANADA BORDER—CONTACT YOUR VILLAGE FOR INFO.

CUSTOMS

In order to simulate and establish an authentic cultural atmosphere, villagers go through customs on the first day of their session. During customs, their Village Passport is verified and stamped. They choose a Village name, receive their cabin assignment according to age and gender, and have their proficiency in the language determined. In addition, villagers are screened by our healthcare staff.

HEALTH SCREENING

A health screening is conducted on Opening Day.

SCREENING FOR CONTRABAND

“Contraband” consists of all items that detract from the immersion experience in the target language or violate Village policies. All luggage is checked for contraband items. Contraband is held and returned at the end of the session. Perishable items such as food may not be returned.

CURRENCY EXCHANGE

As part of customs, villagers exchange their U.S. currency at the Village bank for the currency of the Village. It is policy that villagers deposits all spending money in the bank for safekeeping. Villagers are able to withdraw appropriate amounts from their account daily. Village currency rates are posted at the Village banks. Because foreign currency is very difficult and expensive to procure, we require villagers to exchange all foreign currency for U.S. dollars at the end of the session and not to take foreign coins home as souvenirs.

LIVING AT THE VILLAGES

FACILITIES

In 1966, Concordia College purchased an 800-acre tract of woodland for the purpose of creating a mini-world around the shores of Turtle River Lake near Bemidji, Minn. Eight year-round Village facilities (Finnish, French, German, Korean, Norwegian, Russian, Spanish and Swedish) are located around the lake. French *Les Voyageurs* also maintains a basecamp site on the property. Other Villages (Arabic, Danish and Portuguese) share these facilities for part of the summer, while Chinese (at Concordia College), Italian and Japanese, are at traditional lakeside camps leased by Concordia Language Villages around Minnesota.

Each Village has a kitchen, dining room that seats 100 to 170, health center, swimming area, program activity areas, cabins or houses with bunk beds and an administrative building. Screens cover all windows and screen doors swing shut.

Some facilities are used only during the summer; consequently, sometimes wood walls and studs are visible. Our facilities are inspected regularly by state fire marshals and state sanitarians. We ensure that smoke alarms work, fire extinguishers are charged, emergency directions are posted and sanitation standards are implemented.

Staff and villagers together assist with keeping their own cabins and bathroom facilities clean and neat on a daily basis. Common household cleaning supplies are used. Beyond that, a maintenance and custodial staff keep everything running smoothly. We ask that all villagers and staff live in a cabin that best fits their gender identity in everyday life. We encourage villagers, staff, or guardians to reach out to us to discuss how we can best support them.



BATHROOMS/SHOWERS

Different sites have different bathroom and shower facilities. Traditional camp facilities have bathrooms and showers housed separately from the sleeping cabins. Newer retreat facilities may have bathrooms in sleeping quarters. The villager experience is predicated on a communal living environment with shared bathroom and shower facilities. This is the norm in most of the facilities leased for our programs. In addition, some villagers use the saunas (with bathing suits) at sites where they are located, as well as daily swims to stay clean. Please contact our Summer Programs or Health and Wellness office if you would like to discuss concerns with us.

MEALS

The food here is incredible! Mealtimes at Concordia Language Villages are purposefully constructed to support learners' forays into experiencing another culture. Our culinary staff makes most items to replicate the meal experience of the target cultures. Villagers will experience many different types of food through meals designed to facilitate social interaction and to take advantage of opportunities to use language in a social setting.

Villagers are served three wholesome meals and at least one snack per day to ensure they have the energy for camp. Meals are eaten family-style at the table and are preceded with a mealtime presentation in the target language. We also serve our meals at culturally-appropriate times recognizing the customs of each culture. Please prepare your child so they are ready to try unfamiliar foods.



SPECIAL NUTRITIONAL NEEDS

Food is an integral part of the Language Villages experience. As you complete the health form, please identify nutrition needs based on documented health concerns, such as anaphylactic reactions and diagnosed food allergies. These conditions will be planned for by the Village Chef, the Village nurse and a dedicated core staff member. We are unable to offer alternatives for “picky eaters,” food sensory issues, or avoidant/restrictive food intake disorders. We recognize vegetarian and vegan food preferences as the only exception for catering to special dietary needs. We are unable to plan or prepare meals for participants who are on restricted or special diets such as ketogenic, “low-carb,” or other similar programs. Our kitchens are not kosher or halal.

If you are concerned about your child’s nutrition, please contact Health and Wellness or the Culinary Arts Manager for general inquiries, or contact the Village nurse if you feel your villager’s health form needs to be corrected. If there are special circumstances, such as planning for a birthday, parents can contact the Village office and arrangements can be made.

SENDING FOOD FROM HOME

For reasons related to allergies and the potential attraction of mice and other animals/insects, please do not send any food items in care packages from home. Food and snack items sent to villagers will be disposed of, either in the Village waste system or at the local food shelf. Rest assured that the food choices offered at meal time and at snack time will be kid-friendly within the context of each cuisine.

ABOUT THE WATER IN NORTHERN MINNESOTA

The water at each of our Villages is perfectly potable, healthy, clean and of excellent quality. It is tested every year; but, water in northern Minnesota does have an iron taste to it. Iron is the fourth most abundant mineral in the earth’s crust. Iron in drinking water does not present a health problem.

Please prepare your villager to expect a different taste to the water at the Village. Your support of your villager’s ability to acclimate to the water in northern Minnesota may go a long way in getting them prepared for world travel. Concordia Language Villages is working hard to follow green practices and encourage villagers to pack a reusable water bottle. If you or your child are concerned about the taste of the water, there are many self filtering water bottle options from brands like Camelbak and Brita.

INCLEMENT WEATHER

Village deans use a NOAA weather radio and have developed a weather response plan specific to their Villages. Staff are trained to follow this plan, which emphasizes the safety of the villagers. The summer weather of northern Minnesota varies greatly. We can have hot, muggy weather in the upper 90s, followed by very cool days in the low 40s. Your villager may also experience a thunderstorm.

AIR QUALITY EVENTS

Northern MN periodically experiences air quality issues related to wildfires. These air quality events are monitored carefully, and a plan is in place to notify Villages if the air quality index (AQI) worsens. This plan also includes appropriately adjusting outdoor activities, monitoring sensitive individuals, and offering clean air stations in the health centers. If there are prolonged moderate (AQI 50-100) air quality events, we will notify parents via CampDoc. As we spend much of our time outdoors, we ask each family to pack a high-quality mask such as [KF94](#) or [N95](#) in case of an air quality event.

WORSHIP SERVICES AND FAITH DIVERSITY

Faith diversity within the Village community is respected. Attendance is optional. Villagers may attend religious services in a nearby community, if available.

COMMUNICATING WITH YOUR VILLAGER

If you have a concern or question about how your child is doing, the Village is happy to receive your call, to look into your concerns and to assist in any information exchange in a way that is least disruptive to the villagers and the immersion program. Please work first with your Village to have your questions answered (outside of an emergency situation). Over 50 years of programming has taught us that direct parental contact with a villager (except in cases of emergency) often serves to take the villager's mindset out of the program and can exacerbate any lingering homesickness. Staff want to be there for villagers – to celebrate their accomplishments and help them work through new challenges. Allowing your child to build the kind of relationship with the counseling staff that fosters trust in the adults closest to them at the Village enables our staff to do their very best for your child.

Most villagers will be so busy, they may find it hard to drop their family a letter! If that proves to be the case for your child, you will be able to learn about your villager's experience by checking our online photos documenting their experience. Not all Villages are able to maintain daily online updates.

NOTE: Your villager will not have access to phone or email to communicate with you unless there is an emergency.

YOU HAVE THE FOLLOWING OPTIONS TO COMMUNICATE WITH YOUR VILLAGER:

EMERGENCIES

The first step is to call the Village. If they do not return your call within an acceptable amount of time, please call the administrative offices at (800) 222-4750 to speak to someone in our Bemidji, Minn. administrative offices. Our priority will be to assist you as soon as possible. Business hours at Village sites are 9 a.m. to 6 p.m. during sessions. Business office voicemails are checked regularly for emergency messages.

EMAIL AND INTERNET

Internet access at the Villages is for educational use only. Villagers will not have access to personal email. One-way email service to villagers is available to family members only. Parents/guardians are able to email their villager through their MyVillage account. It is located under "Online Community/Email Your Villager." Parents/guardians are also able to give access to others to email their child under Online Community/Guest Accounts. Emails are printed off each morning and no emails will be printed and distributed on the Saturday that a session closes.

MAILING

Letters – Old-Fashioned Fun

Receiving mail from home is a highlight for villagers, so we encourage your family and your villager's friends to write often. They can also communicate with you by mail, so encourage them to do so. Villagers receive their mail at a specified time each day. Please keep in mind that mail delivery to the Villages may take longer than usual because of the rural sites.

PACKAGES

In accordance with our customs procedure, packages are opened by the villager in front of a staff member monitoring for items not permitted in our program. If you have questions about a particular item you'd like to send, please contact the Village your villager will attend. Please do not send food items.

LEAVING THE VILLAGES

On the last Saturday of each session, villagers check out of their cabin and receive back any contraband that was held for them during their session. Families picking their villagers up by car must arrive between 9:30 a.m. and noon Central on Saturday.

CLOSING CEREMONY/PARENT PROGRAM

Villager families are invited to join a closing program at their child's Village site on the final Saturday of the session. Families may arrive starting at 9:30 a.m. with the program will beginning at 10 a.m.

Years 2-4	Village Pins
Year 5	World of Friendship Medallion
Years 6-9	Certificates of Achievement
Year 10	Circle of Peace Plaque

VILLAGER RELEASE

We release your child ONLY to the person or persons you have designated, whether that be on closing day or an early departure. We request this information be written into the Village Passport and on the transportation form in the section labeled "Villager Release Documentation" prior to the start of the session. You may designate several people. While your villager is in session, you may update the information by emailing (viltrans@cord.edu) or calling (218) 586-8600.

For villagers who take air transportation, we release them to the custody of the airline. For all other villagers – those picked up at the Village or at Village charter transportation stops by family members or friends – we must have villager release information on file for the safety of the villagers.

LOST AND FOUND

Villagers should mark all belongings, including all towels and linens, with their full name. If an item is left at the Village, please call (218) 586-8600. Give a detailed description of the item and include the villager's name and Village session number. Concordia Language Villages will make every effort to find the lost item. Families are responsible for postage. After December 1, all lost and found items are donated to local charity.

ONLINE PARENT/GUARDIAN EVALUATION

Parent/guardian feedback is highly valued at Concordia Language Villages and is used to improve the program each year. Parents are sent an email to the address they provided on the registration form with a link to an online survey assessment tool asking them to rate areas of the program and to give comments.

WELCOMING YOUR VILLAGER BACK HOME

The Language Villages is a grand simulation. We make every effort to give villagers as authentic an experience as possible, simulating travel to and stay in another country or countries. For that reason, your villager's re-entry into his or her home life and social structures might mirror, in some ways, what a student coming home from study abroad experiences. And, if that weren't enough, foreign "travel" aside, your villager has also been in a camp environment, where every minute of the day is intentionally planned and scheduled to create a warm, supportive, and playful community. The grand simulation coupled with the camp environment could make adjusting to home routines and friends who were not there to share the Language Villages routines a bit tricky at first.

Once your villager is back home with you, the Village experience doesn't simply end. Your child will return with new songs to sing, interesting stories to tell, descriptions of new foods and customs, and names of many new friends. Often our villagers report a sort of reverse-homesickness where, for several days, they cannot get their experiences at the Village off their mind and would like to return.

It is our goal to send your child home from one of the most academically and culturally enriching, and personally transforming, experiences of their young life. If we have achieved that, you as parents and guardians may want some tips for helping your villager adjust and re-enter and we have many to share on our website.

We consider it a privilege to spend time with your child each summer and help them on their journey toward global citizenship. We hope that their path of world- and word-discovery will continue because of the broadened perspective and new insights into other ideas, cultures and perspectives gained at Concordia Language Villages. We are eager to welcome your villager back next year to continue the journey.

POLICIES

The mission of Concordia Language Villages is to *inspire courageous global citizens.*

We take our mission and its implication of good citizenship seriously. It is our goal to create peace through understanding, and in order to create and maintain a harmonious Village experience for all villagers, we apply our behavior expectations fairly across all Villages. Please read all the policies below carefully and discuss them with your villager. Keep in mind that this is not, and can never be, an exhaustive list, and that each Village has culturally authentic behavioral expectations. As such, at the discretion of the dean, a villager might be asked to alter or modify their behavior to align with and respect the cultural authenticity we strive to bring alive each summer. We appreciate your discussion of these important policies with your villager, and more importantly, your commitment as a parent or guardian. With your help, we create unique and sometimes life-changing experiences for thousands of villagers from an array of backgrounds coming from across the United States and around the world every year.

RESIDENTIAL AGREEMENT

The villager registration forms an agreement between Concordia Language Villages and the parent(s) or guardian(s) of the villager who is enrolled, in accordance with the Summer Youth Handbook and all the rules and regulations stated therein. This agreement has been accepted by both parties and is governed by Minnesota law. The parties consent to the jurisdiction of Minnesota courts if any legal action ensues.

VIRTUAL VILLAGE AGREEMENT

The villager registration forms an agreement between Concordia Language Villages and the parent(s) or guardian(s) of the villager who is enrolled, in accordance with the Summer Youth Handbook and all the rules and regulations stated therein. This agreement has been accepted by both parties and is governed by Minnesota law. The parties consent to the jurisdiction of Minnesota courts if any legal action ensues. Your session registration functions as your consent to allow your child to participate in Google Classroom, video conferencing and chat rooms directly supervised by Concordia Language Villages staff.

As a program of Concordia College, we are coordinating our efforts with the college so that all virtual platforms will have the necessary and appropriate security features to protect the privacy of users, including compliance with FERPA and COPPA. Upon registration you will be asked to agree to the following regarding collection of villager information:

1. Concordia Language Villages and CampMinder collect information about youth participants to manage the registration process. For questions, contact Concordia Language Villages, 901 8th Street S., Moorhead, MN 56562; or (800) 222-4750; or CLVregister@cord.edu.
2. Concordia Language Villages and CampMinder collect limited personal information for the purpose of managing the registration process. Information collected includes, but is not limited to, youth participant's first name, last name, mailing address and age. Zoom collects the IP address of youth participants in online Virtual Village sessions. No information about youth participants is released beyond Concordia Language Villages without express, written consent from the registering parent(s)/guardian(s).
3. To review your youth participant's personal information, to request that it be deleted or to refuse further collection of information, send a signed, written request via USPS to Concordia Language Villages, 901 8th Street S., Moorhead, MN, 56562; or via e-mail to CLVregister@cord.edu. Please note that refusal for information to be collected prevents completion of the registration process for, and participation in, Concordia Language Villages programs by youth participants.

ATTENDANCE

It is expected that the villager will remain at the Village for the entire session. This is particularly important for credit villagers. Written notification is required if your villager must leave during the session. You will be asked to complete a page in your villager's passport that transfers them out of, and back into, the program. Concordia Language Villages reserves the right to send a child home for any reason it deems in the villager's best interests – health concerns, behavioral issues or otherwise. In such an event, travel arrangements must be coordinated by the parent/guardian in a timely manner.

BEHAVIOR

Concordia Language Villages seeks to maintain an environment free of discrimination, violence, intimidation and harassment based on gender, race, creed, color, national origin, sexual orientation or disability. Language, behavior and attitudes that intimidate, offend or debilitate villagers or staff members are not tolerated. Encourage your child to talk with their cabin counselor, leadership staff or dean if they have concerns about these matters.

Villagers are expected to comply with requests and directions that ensure the health, safety and welfare of all members of a Village. In addition, villagers are expected to respect and act in accordance with the cultural norms of the Village program.

Concordia Language Villages does not tolerate emotional or physical abuse or the threat of such abuse of one person by another. It may be grounds for dismissal from the program. If necessary, you will be notified and your child will be sent home at your expense without refund. Inappropriate sexual behavior is not allowed in the Village program and may be grounds for dismissal. You will be notified and your child will be sent home at your expense without refund. All program and support staff have been informed of and have agreed to comply with the Concordia Language Villages policy against sexual misconduct.

Mental, emotional, social and/or physical behavior that affects a villager's ability to participate in the program or that significantly disrupts the program experience for others may constitute grounds for immediate dismissal. You will be notified and your villager sent home at your expense without refund. We are particularly concerned about psychiatric or psycho-social conditions, especially those that make it challenging for your child to sustain their involvement in our community-based program and/or conditions that impact the experience of others. Consequently, we require that parents appropriately complete this section of our health history form included in the welcome packet. As an additional strategy, call Health and Wellness to discuss concerns before your villager arrives.

CLV-UNPLUGGED! (RESIDENTIAL SESSIONS ONLY)

Villagers' school-year days are filled with noise and distraction. They are wired and complex. A goal of our program is to slow down, listen, tune in and connect. To effect the full quality of an immersion program, we ask our villagers and our staff to be in the Language Village moment. Please speak with your villager about the importance of stepping up to participate 100 percent in the program. A Language Villages experience hinges on full-sensory learning and full presence in the program. As a parent or guardian, you have made an investment in our expertise; please help your villager understand that turning on any kind of electronic device while in session tunes out the benefit of the language and cultural immersion program and of our carefully-constructed community. This is a short, intense experience. We require that all electronic devices be left at home or checked at the Village gate during the customs process. Credit villagers and four-week enrichment program villagers will receive their phone for a limited amount of time on a day in the middle of their program, then return it to staff for its safe-keeping for the last two weeks. The vast majority of our parents and villagers have asked us to be serious and vigilant about this policy. In his book, *Last Child in the Woods: Saving Our Children from Nature Deficit Disorder*, Richard Louv asserts that "at the very moment the bond is breaking between the young and the natural world, a growing body of research links our mental, physical, and spiritual health directly to our association with nature – in positive ways." A large part of our experiential learning is focused on the natural settings of our Villages. Join us in creating this mindful and focused opportunity for your villager.

CUSTOMS AND CONTRABAND (RESIDENTIAL SESSIONS ONLY)

In order to simulate and establish an authentic cultural atmosphere, your villager will go through our customs process upon arrival. Villagers are encouraged to bring culturally-appropriate items (music, books, realia, clothing, etc.) to the Village to enhance everyone's experience.

CONTRABAND INCLUDES:

- 🚫 CELL PHONES AND OTHER ELECTRONIC MESSAGE DEVICES 🚫 IPADS, TABLETS, LAPTOPS, SMART WATCHES**
- 🚫 LANGUAGE MEDIA NOT IN THE TARGET LANGUAGE, INCLUDING MUSIC, GAMES, BOOKS, MAGAZINES, ETC.**
(EXCEPT FOR RELIGIOUS TEXTS SUCH AS A BIBLE OR QURAN)
- 🚫 FOOD, INCLUDING CANDY AND GUM 🚫 ILLEGAL SUBSTANCES, ALCOHOL, E-CIGARETTES AND TOBACCO**
- 🚫 WEAPONS, LIGHTERS 🚫 OFFENSIVE CLOTHING 🚫 DRONES**

ILLEGAL SUBSTANCES, ALCOHOL AND TOBACCO

In accordance with the policies of Concordia College and Minnesota state law, Concordia Language Villages prohibits the possession, use and/or distribution of illegal substances, alcohol and tobacco products. If your child is found in possession of or using an illegal substance or alcohol, you will be contacted and they will be sent home immediately at your expense without refund. It is illegal in the state of Minnesota for anyone under the age of 18 to use tobacco or tobacco-related devices. If your child is found in possession of tobacco, it will be confiscated and disposed of and you will be contacted. Lighters are also considered contraband.

ONLINE SAFETY, PHOTOS AND VIDEOS

At different times throughout the summer, we try to capture images of Village life using several types of media. We are careful not to disrupt the normal activities of the day. These images are then used in displays, on our website, for publications, in advertisements or on Village blogs. All photographs, video and audio are the exclusive property of Concordia Language Villages. No compensation is paid to the villagers or staff whose photos are used. Villagers and staff use their “Village name” at all times while in session, for both linguistic and cultural reasons. Therefore, a degree of anonymity is reinforced both in daily Village life and in the images that are used for promotional purposes. Villagers are very rarely identified by their legal name in publications; villagers will never be identified by their legal name or home address in any publications without prior parental consent. If you have any questions or concerns about our photo/video policies, please contact Marketing and Communications at (800) 222-4750. For more information regarding Concordia Language Villages and the Children’s Online Privacy Protection Act, visit Concordialanguagevillages.org/COPPA.

CONFIDENTIALITY OF VILLAGER RECORDS

All villager records and files, including health forms and information about medical treatment during a Village session, are treated in a confidential manner, both in the registration process at the Village and by Concordia College. We will communicate any sensitive information about your child’s emotional or physical well-being that may come to our attention. It is our policy and intent to involve parents in handling Village behavior that does not conform to the expectations outlined in this handbook. We encourage you to attach additional information to your villager’s health form that may assist us in working with your child during the session. It is our practice to share this information on a “need to know” basis with staff. If for any reason we believe we cannot uphold the confidentiality of a particular item or if we need further clarification, we will contact you and discuss how best to meet your needs and those of the Village. Furthermore, because we hold villager records in confidentiality, we do not distribute address lists of villagers to other villager families before, during or after the session.

RELEASE OF VILLAGER INFORMATION WHEN WE ARE CONTACTED DURING A SESSION

Please note that when we are contacted for information about villagers while those villagers are in session, we will release information about them (including how they are adjusting, language progress and general well-being, etc.) ONLY to the person or persons listed on the villager’s registration as the custodial parent or guardian during the session. Anyone else who calls requesting information about a villager, including the non-custodial parent/guardian or other family members, will have to secure permission from the custodial parent during the session before we can release any information.

RESPECT FOR PROPERTY (RESIDENTIAL SESSIONS ONLY)

Participants must respect the personal property of others as well as the Village facilities and grounds. Destruction or intentional abuse of property, including graffiti, may be grounds for immediate dismissal and/or mandatory reimbursement made to Concordia Language Villages.

- ▶ Villagers should not bring personal sports equipment to the Villages unless specifically directed to do so by the Village dean. Our program provides the equipment needed to participate in various activities. Concordia Language Villages assumes no responsibility for personal sports equipment.
- ▶ In the interests of being sensitive to others, pets are not allowed on Concordia Language Villages sites.
- ▶ Stealing or shoplifting is also grounds for dismissal. If necessary, you will be notified and your child will be sent home immediately at your expense without refund.

TIPPING

In accordance with Concordia Language Villages policy, staff may not accept gifts or other forms of gratuity for any services during your villager’s stay at the Village.

VISITING THE VILLAGES

- ▶ **RESIDENTIAL SESSIONS:** Visitors are not allowed on Concordia Language Villages sites while villagers are in session.
- ▶ **VIRTUAL VILLAGE SESSIONS:** One of the expected outcomes of a summer camp program is growing independence for your child. During a Virtual Village session, please allow your child to participate with minimal but appropriate supervision.

WEAPONS POLICY

The use, possession or carrying of any kind of firearm or weapon on the property of Concordia Language Villages is strictly prohibited. Concordia Language Villages retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. Specifically prohibited items include, but are not limited to, knife blades, lasers, nunchucks, shockers, razor blades, brass knuckles, acid, metal pipes, stun guns, BB guns, firearms, pistols, shotguns, rifles, ammunition, explosive devices, fireworks, pyrotechnics or any other instruments capable of inflicting serious injury and/or other common materials used for the purpose of inflicting fear or injury.

SOCIAL NETWORKING

Your villager's online safety is important to us! Concordia Language Villages centrally manages several social networking presences. Each site is referenced at ConcordiaLanguageVillages.org. All other unofficial references and/or implied affiliations with Concordia Language Villages that may appear on social networking sites are not monitored by Language Villages staff. We recognize there are dangers associated with unsupervised social networking sites for youth, and our social networking policies are a part of our broader health and safety plan for our villagers. For the protection of both staff and villagers, we comply with the American Camp Association guidelines in our staff policies, which include the following:

- ▶ Staff are strongly discouraged from interacting with villagers through any social media.
- ▶ Staff do not initiate electronic (or other) communication with villagers who are under the age of 18 outside of the Village.
- ▶ If they do have professional communication with a villager before or after a session, they inform their dean.

Your villager's understanding of this policy will help us avoid putting staff members in an awkward position and hurting the feelings of villagers. If a staff member or a dean should happen to see social media content by or about a villager that is of great concern, the dean may contact the parent, with the well-being of the villager in mind.

VIRTUAL VILLAGES INFORMATION

WHAT ARE THE SYSTEM REQUIREMENTS FOR THE VIRTUAL PROGRAMS?

In order to best take advantage of this interactive experience, you will need the resources necessary for e-learning (reliable internet access, a device per villager with a webcam and microphone) and any individual adaptive devices needed; headphones are recommended but not required. In some programs, villagers will access Google Classroom to submit assignments. Session meetings will take place over Zoom video conferencing. View Zoom's privacy policy here: <https://zoom.us/privacy/>

The Zoom meeting link specific to your Virtual Village session will be sent 1-3 days prior to the start of your session.

WILL THE INSTRUCTION BE IN ENGLISH OR IN THE TARGET LANGUAGE?

Just like in the residential programs at the Language Villages, the Virtual Village experience aims to be as immersive as possible. Instruction will be in the language you are learning. We will share some helpful strategies for learning in a virtual immersion environment at the beginning of the session, with additional support via the chat function. In the event that there are significant technical or other unforeseen issues, English may be used sparingly to get us back on track.

WHAT ARE THE EXPECTATIONS FOR PARENT/GUARDIAN SUPPORT?

DO THEY NEED TO SPEAK THE LANGUAGE?

Not at all! Parents/guardians do not need to have any previous experience with language learning and are not expected to provide language support at home. They do, however, need to provide encouragement and a good environment for learning, ensure regular attendance and purchase any necessary supplies prior to the first meeting day. A supply list will be provided in advance. Additionally, parents/guardians need to sign the consent form for villager participation in the program and agree to our code of conduct.

REQUIRED FORMS CHECKLIST

IMPORTANT! Please complete these forms that can be found in the “Forms and Documents” section of your MyVillage account. All forms must be completed two weeks prior to the start of your session.

- ▶ Virtual Village Policy Agreement
- ▶ High School Credit Questionnaire (if applicable)
- ▶ COPPA Privacy Policy for Virtual Sessions
- ▶ Help Us Know Your Villager
- ▶ High School Credit Expectations (if applicable)

ONLINE PARENT/GUARDIAN EVALUATION

Parent/guardian feedback is highly valued at Concordia Language Villages and is used to improve the program each year. Parents/guardians are sent an email to the address they provided on the registration form with a link to an online survey assessment tool asking them to rate areas of the program and to give comments.

HEALTHCARE AT THE VILLAGES

Our health service practices are shaped by regulations and/or guidelines from entities such as Minnesota’s Nurse Practice Act, the Minnesota Department of Health, standards of the American Camp Association, the Standards of Camp Nursing Practice and our insurance companies. Please contact Health and Wellness at: health@cord.edu or (218) 586-8771 if you have questions about information in this section.

HEALTHCARE PLAN

Your child’s physical, emotional and social well-being is incredibly important to us at Concordia Language Villages. We want to provide a healthy experience for each villager. To accomplish this goal, we partner with you. You know your child’s health needs; we know the capabilities of our program. Our healthcare plan is designed to complement the growth and development needs of children and youth within the parameters allowed by our program design and facilities. We seek to be as inclusive as possible and encourage parents to reach out to Health and Wellness (health@cord.edu) with questions regarding potential supports and accommodations.

ELECTRONIC HEALTH FORMS

Concordia Language Villages has partnered with CampDoc (campdoc.com), an electronic health records system designed for camps, to allow you to complete your villager’s health information electronically. The CampDoc site is secure, encrypted and password protected. You can find additional information about CampDoc privacy and security information at docnetwork.org/security. After signing up for your program, you will receive an invitation email from CampDoc to complete your child’s electronic health form.

Completion of your child’s electronic health form is required for participation. Our desire is to work effectively with your child, something

made possible only with complete information from you, so please be thorough and forthcoming. The information you provide is shared with appropriate staff on a “need to know” basis. Please note the following:

- ▶ **Upload vaccination records**, this includes regular [childhood immunizations](#) and COVID-19 vaccination dates
- ▶ **Upload a current physical** done within twelve months prior to participation.
- ▶ **Complete your child’s electronic health form through CampDoc at least four (4) weeks before your villager arrives.** We need it early because information is used for staff training, menu planning and Health Center staff preparation.
- ▶ **Make updates to your child’s electronic health form**, with any arising changes, **up to one week prior to arrival.** If there are any changes between then and the date of arrival, please provide those updates during the onsite health screening.
- ▶ **Have your physician complete the Medical Recommendation Form** if your child has a chronic health condition or any other health issue, including mental, emotional and social health issues, that would provide our program with a more complete understanding of your child’s health needs.
- ▶ **Prior to your child’s arrival, healthcare staff review health forms** and may call to clarify questions. A health screening is conducted on Opening Day.

ABOUT THE VILLAGES AND YOUR CHILD’S HEALTH

- ▶ We expect that your child will be healthy upon arrival and ready to fully participate in the Village experience. If there are questions or concerns about this policy, contact us immediately.
- ▶ We reserve the right not to admit a person who poses a communicable illness threat. This includes any participant with recent exposure to or symptoms of COVID-19, other communicable diseases or head lice; Concordia Language Villages has a “no nit” policy.
- ▶ Our program has a busy schedule filled with activity. Villagers live with eight or more people in a cabin and their Village environment mimics what it feels like to be in another country. Prepare your child so these experiences are exciting rather than intimidating.
- ▶ Our program expects that villagers can meet their own personal needs, but we also seek to be as inclusive as our facilities and program design allow. We are particularly concerned that youth with mental, emotional or psychiatric diagnoses are ready for our program; please contact Health and Wellness to discuss these issues.
- ▶ The expertise of staff focuses on the target language, cultures that use that language and ways to engage children and youth in discovering the skills of global citizenship. Our staff from other countries may not be adept at understanding the subtleties of U.S. youth behavior. Contact us if you have concerns.
- ▶ Community living skills are new for many villagers. Your villager may appreciate knowing ahead of time that their bedroom will be shared with many other people and everyone sleeps in bunk beds. Talk with your child about picking up personal items, the noises people make when they sleep and whether a top or bottom bunk would be best.

ADDITIONAL HEALTH EXPECTATIONS FOR THIS SUMMER

This summer there are additional considerations and expectations due to our COVID-19 protocols. The Health and Wellness webpage will post the most current information, but all participants should be aware of the following expectations:

PRE-CAMP:

- ▶ Participants are asked to monitor their health and decrease their potential exposure to COVID-19 by avoiding large group gatherings and wearing appropriate PPE when traveling.
- ▶ Required proof of full COVID-19 vaccination or exemption form.
- ▶ Required proof of negative COVID-19 test within three days prior to arrival. This information should be uploaded in CampDoc.

AT CAMP:

- ▶ We will maximize outdoor activities including outdoor dining and classrooms (pack for all weather).

If a respiratory illness or signs of another communicable disease emerge, we may incorporate any of our three main mitigation strategies including mask, distance and outdoors.

- ▶ Participants should pack a 1-2 week supply of masks
- ▶ N95, KN95 or KF94 masks offer the best protection
- ▶ Cloth face coverings must be tight-fitting around both nose and chin

DEPARTURE:

- ▶ We encourage a cautious and thoughtful return to any vulnerable family members.
- ▶ We ask for prompt notification if any child tests positive within 10 days of leaving camp.

HEALTHCARE PERSONNEL

Each Village has a designated healthcare provider onsite; not all healthcare providers are registered nurses. At minimum, a person with first aid and CPR skills is available when children are in the program. Healthcare staff complete an orientation that includes review of medical protocols from our program's supervising physician. The Language Villages' Associate Director of Health and Wellness is Mollie Nelson, RN, Ph.D.

HEALTHCARE FACILITIES

In addition to an onsite Village Health Center, each Village also has access to a clinic, hospital and pharmacy in the local community. These supporting health services (including ambulance support) are at least a 30-minute drive from your child's Village. Dental and orthodontic services are extremely limited, even in the Bemidji area, so be sure your child's teeth have had professional attention prior to arrival.

RESPONSIBILITY FOR VILLAGERS

Our healthcare staff assumes responsibility for your child's healthcare after customs on Opening Day. They relinquish care when the child leaves the Village. While in transit between home and their Village, villagers are responsible for self-care, including self-medication. Parents are asked to contact Health and Wellness if there are concerns about this interim time.

SCOPE OF SERVICE

The scope of service provided by our Health Center staff is limited to care of routine illness and injury; we do not have physicians in residence. We do, however, have medical protocols signed by our supervising physician so care for some common problems is available. We stock selected over-the-counter medications and give these as directed in our protocols. The scope of care provided by individual health care staff is based on each individual's credentials and the policies in our Manual for Health Center Staff. Your villager will be referred to the local medical community when need is beyond what your child's Health Center staff can provide. In these situations, your child will be accompanied by a staff member who will remain with your child during the physician's exam.

COMMUNICATION WITH PARENTS ABOUT A CHILD'S HEALTH STATUS

- ▶ Our Health Center staff will make every effort to contact you by phone if your child has a need for out-of-Village healthcare. Because of timing and schedule conflicts we cannot promise that we will be successful in reaching you prior to seeking care. The phone numbers you provide on your child's electronic health record will be used. Please make sure we know how to reach you during your child's stay.
- ▶ In addition to phone contact, it is Concordia Language Villages' policy to provide parents or guardians with a written summary of out-of-Village healthcare received by your villager.

- ▶ We generally do not contact you if your child is seen in the Village Health Center for routine problems (e.g., skinned knee, sore throat, bee sting, overnight stay). We will call if we have questions, as determined on a case-by-case basis by the Health Center staff. If you would like us to do something different, upload a letter to your child’s electronic health form explaining your alternate plan. Please note: if your child tests positive for COVID-19, becomes symptomatic or is exposed to a communicable disease while at camp, our Village healthcare team will notify parents.
- ▶ A child’s usual response when not feeling well is to tell the parent or guardian. Sometimes children at the Villages react the same way – they write a letter telling you how they feel and may not consider telling their counselor or the Health Center staff. Talk with your child prior to camp and explain that our staff are there to help. Instruct your villager to tell these people about needs so care can be provided. This is particularly important as we work together to mitigate the risk of COVID-19 at camp.

CARE OF VILLAGERS WITH CHRONIC HEALTH CONCERNS

We expect children with chronic health concerns (e.g., asthma, allergies, diabetes) to be capable self-managers and to bring the supplies they need to manage their diagnosis. Because treatment modalities vary, our healthcare staff relies on villagers’ familiarity with and ability to do their own treatments. Our healthcare staff will provide general oversight, but they partner with the Villager to follow individual treatment plans. Please be aware that due to the cultural immersion aspect of our program, culturally-authentic snacks and meals are an integral part of the experience. We are not able to guarantee an environment that is free of aerosolized allergens. Please contact Health and Wellness (health@cord.edu) to address specific concerns or questions regarding allergies.

ASTHMA, DIABETES, ANAPHYLAXIS, AND SEIZURE DISORDER FORMS

You will be prompted to provide details regarding your child’s treatment plan for asthma, diabetes, seizure disorders and anaphylaxis through CampDoc, our electronic health records system. Our expectation is that children with chronic health concerns are capable self-managers and capable of full participation in our program.

MENTAL, EMOTIONAL & SOCIAL HEALTH (MESH):

We are particularly concerned about MESH conditions, especially those that make it challenging for your child to sustain their involvement in our community-based program and/or conditions that impact the experience of others. Mental, emotional, social and/or physical behavior that negatively affects a child’s ability to participate in the program or that significantly disrupts the program experience for others may constitute grounds for dismissal, so it is important that you contact Health and Wellness prior to enrollment if you have questions or concerns about your child.

REQUEST FOR ACCOMMODATION - SERVICE ANIMAL AND OTHER

Concordia Language Villages is committed to providing reasonable accommodations to support villagers to every extent possible and requests will be considered on a case-by-case basis. Because we are a residential program with many participants, we require a minimum of three months advance notice in order to determine the best accommodation within the context of our programs. Health and Wellness staff will respond to each request to ensure that each case is evaluated individually and interactively in compliance with ADA and ADAAA. If you have questions or would like to discuss a request, please contact Health and Wellness, health@cord.edu.

REVIEWING HEALTH FORMS

Prior to your child’s arrival, healthcare staff review the health records submitted through [CampDoc](#) and may call to clarify questions. This review enables our food service to be prepared for meeting the nutritional needs of villagers, allows us to educate appropriate staff about health needs of villagers (e.g., sleepwalking, asthma) and clarifies questions about your child’s health profile.

OPENING DAY SCREENING

A health screening is conducted upon arrival on Opening Day that includes:

- ▶ a general appraisal of the child's health status;
- ▶ a request for updates to the health form;
- ▶ collecting medication brought to the program;
- ▶ determining history of exposure to communicable diseases; and
- ▶ a head lice/nit screening.

MEDICATION

All medication, with the exceptions of emergency medication (rescue inhalers, epinephrine auto-injectors, medication to treat Type 1 Diabetes) is collected on Opening Day and is kept in the Village Health Center. The Health Center staff distributes daily medication at routine times and maintains office hours during which medication is available.

WHAT IS A “MEDICATION” AT THE LANGUAGE VILLAGES?

Anything an individual uses to maintain and/or improve their health is considered a medication at the Language Villages. In addition to prescription medications and over-the-counter meds, this includes – but is not limited to – vitamins, homeopathic remedies and topical ointments

IF YOU ARE SENDING MEDICATION WITH YOUR VILLAGER

Send enough for your child's entire stay . – Each medication must come in its original and appropriately labeled bottle/container, including vitamins and other nutritional supplements. (See Prescription Medication and Over-the-Counter Medication notes below).

All medications, vitamins or supplements must:

- ▶ Be listed on the electronic health form. A Medication Confirmation Form must be completed and signed by your child's physician, along with clear instructions for administration. Medication, including OTC medication, will not be administered without orders from a physician.
- ▶ Villagers bringing three or more medications (including vitamins or supplements) must use multidose packaging from a licensed pharmacy. Multidose packaging means a pharmacist prepackages medications by time and date, rather than sending an entire pill bottle or package to camp. Most local and national pharmacies can do this, but this process should be started two months prior to camp.
- ▶ Do NOT mix medications.
- ▶ Use the CampDoc health form to record the medication and explain why your child is using the medication.
- ▶ Our healthcare staff expect that medication indicated on the health form will arrive with the villager. If a medication status changes, notify us in writing of that change. In the Village, routine medication is administered at the three meals per day and just before bed. We can work with exceptions to this on a case-by-case basis.

PRESCRIPTION MEDICATION

- ▶ Must come in a pharmacy container with a legible label in the child's name.
- ▶ Must be labeled with the child's name, the name of the medication and correct instructions for administration.

NOTE: HEALTHCARE STAFF MUST FOLLOW LABELED DIRECTIONS. IF THERE IS A CHANGE TO YOUR CHILD'S MEDICATION, MAKE SURE THE LABEL CORRECTLY REFLECTS THAT CHANGE.

OVER-THE-COUNTER MEDICATION

- ▶ Must come in its original container with a legible label.
- ▶ Must have the child's first and last name clearly written in indelible ink on the container and in a place that does not obscure label information.

THREE OR MORE MEDICATIONS (PRESCRIPTION AND/OR NON-PRESCRIPTION)

To decrease handling and the risk of medication errors, we ask that villagers who are taking more than two medications (including vitamins and supplements) utilize a pre-packaging pharmacy (such as pillpack.com) to fill medications for the duration of the camp session.

STOCKED MEDICATION

The Village Health Center stocks the following over-the-counter (OTC) medications and remedies. Healthcare staff has medical protocols from the program's supervising physician that directs use of these medications for common and routine human health problems. Use the electronic health form to indicate which of our stocked OTC remedies should not be given to your villager.

Note the following: If your child is allergic to a particular ingredient in medication (e.g., red dye), bring medication without that ingredient to the Village Health Center.

Acetaminophen	Analgesic Rub	Antacid	Antidiarrheal (Maalox)	Antifungal Cream	Bismuth Tablet		
Calamine Lotion	Chamomile Tea	Chlorpheniramine Maleate	Diphenhydramine	Generic Cough Drops	Guaifenesin		
Hydrocortisone Cream	Ibuprofen	Ivy Dry	Loratadine	Nix	Pseudoephedrine	Triple Antibiotic Cream	Senna

METHODS FOR TREATING COMMON PROBLEMS

We are sensitive to the fact that there are different ways to treat common health problems. If your child is susceptible to certain ailments, and you have identified a treatment to which your child responds, please share that information with us through CampDoc. We may not be able to provide exactly the same treatment, but we will complement it as our practices allow.

ALLERGY INJECTIONS

Allergy injections are not done at the Village Health Center. If required, your villager will be taken to a local clinic and you will be billed by that provider. Make arrangements for this service at least four weeks before your child's arrival by calling Health and Wellness at (218) 586-8771. Note: when we are operating as a closed Village, we will not be able to accommodate clinic allergy injections.

INSULIN AND OTHER INJECTIONS

We expect that villagers who use injectables (e.g., insulin injections, growth hormone shots) are capable of doing their own injection. Refrigeration, a sharps container and alcohol preps are available. Have your villager bring their medication and the necessary syringes to the Village Health Center on Opening Day. NOTE: villagers using an insulin pump should also bring back-up insulin and syringes in case of pump failure. **NOTE: VILLAGERS USING AN INSULIN PUMP SHOULD ALSO BRING BACK-UP INSULIN AND SYRINGES IN CASE OF PUMP FAILURE.** Contact health@cord.edu before arrival to collaborate on the best plan for your child.

IMMUNIZATIONS

Villagers will spend time outdoors, as well as in close proximity to other program participants, making immunizations (especially an up-to-date tetanus inoculation) a vital preventative measure for the health and safety of all. The American Academy of Pediatrics (AAP) recommends all campers, staff and volunteers be up to date on vaccinations as recommended by the Centers for Disease Control and Prevention (CDC), the AAP and the American Academy of Family Physicians. We recommend that villagers are immunized; however, our program also recognizes that some choose not to immunize their children for various reasons. Please upload appropriate documentation to your child's electronic health form if this is your position.

COMMUNICABLE DISEASE

Call Health and Wellness if your child is exposed to a communicable illness within the three weeks prior to Village arrival. We are especially concerned about COVID-19, chicken pox, sore throat, colds and flu. We reserve the right not to admit villagers who arrive ill or exposed to a communicable disease. In addition, if your child becomes ill during their Village stay, especially with a communicable illness, we may ask that you arrange for your child to come home early. If your child is presumed or tested COVID-19 positive, they will be expected to depart camp within 72 hours. You must have a contingency travel plan in place to return your child home safely without the use of public transportation. Please consider this as you make your plans.

HEAD LICE OR NITS

Because our program has a “no nits” policy, your child’s head will be checked during Opening Day. Parents of a villager who is discovered to have active head lice or nits on Opening Day will be asked to temporarily remove the villager and treat the lice. Your child will be admitted when there is no indication of nits. Note that screening is no guarantee that all cases of head lice will be identified. It is quite possible that an emerging infestation could be missed. For this reason, instruct your villager not to share items such as brushes, hats, pillows, hair ties and clothing with other people.

NUTRITION INFORMATION

The cultural authenticity of our program’s menu can be challenging to a child unprepared for this experience. Prepare your child so they are ready to try unfamiliar foods. Indicate medically verifiable food allergies on your villager’s electronic health form. Be sure to describe your child’s reactions and the severity of the reactions. Health Center staff use the information provided on the health form and communicate this information to the food service staff. Be sure to make a distinction between a food intolerance and a food allergy.

If an allergen is being used in a meal, an alternative dish will be available as necessary to provide a complete and balanced meal. If food is being served at mealtimes to which an individual is allergic, villagers will be notified in both English and the target language that the allergen is being served. It is important for participants in our program to self-advocate; if you have a child that has a severe allergy, please have a conversation with them about how to advocate for themselves. If your child is vegetarian, communicate that to us via your child’s health history form. Several vegetarian options are presented on that form; select the one that best supports your child’s pattern. It is our expectation that villagers who select a vegetarian option will indeed eat the vegetarian meal prepared for them.

HEALTH CHALLENGES OF MINNESOTA’S NORTH WOODS

As in any geographic area, program participants are exposed to risks associated with location. While our program has developed risk-reduction strategies, we rely on the help of parents and villagers so these strategies are as successful as possible. Even then, because these are inherent risks, there are no guarantees of success. Of particular note are the following:

- ▶ Poison ivy is part of our natural flora. Instruct your villager to keep to Village paths and tell a counselor or Health Center staff about red, itchy patches of skin. Villagers who participate in overnight camping have a greater risk of exposure to this obnoxious plant. If your villager is especially sensitive to poison ivy, teach your child to identify the plant, advise the child to sit upwind during campfire programs and consider use of a barrier cream (talk with your pharmacist) as a preventive measure.
- ▶ Dealing with mosquitoes is part of our location. Especially active at dawn and dusk, there will be more mosquitoes when our weather is warm and wet. Help minimize mosquito bites by providing your child with an insect repellent with about 30 percent DEET. Teach your child how and when to apply their repellent. Cabin counseling staff reminds villagers to put on repellent. Your child should talk with his or her counselor if his or her repellent is not effective. Villagers can buy spray that is 30 percent DEET at the Village store. While preventing bites is our goal, the Village Health Center has calamine lotion and aloe gel available during office hours to help ease itching.
- ▶ Avoiding wood ticks is difficult because both the common dog tick and the small deer tick are in our area. Teach your villager to do a

daily “tick check.” In particular, villagers should check their hair and hairline, groin, auxiliary area, back and behind the ears. A tick that is merely crawling on a person poses little concern; those that attach to the skin should be removed. You may teach your child to remove ticks that attach, but it is our preference that villagers come to the Village Health Center to do so. Appropriately using an insect repellent with at least 30 percent DEET, a practice supported by the American Academy of Pediatrics, minimizes tick bites.

- ▶ Lyme disease and other tick-borne illnesses. Our program monitors for signs and symptoms of a tick-borne illness, especially Lyme disease. Carried by some deer ticks and transmitted when the tick finishes feeding and disengages from the person’s skin, the potential for Lyme disease can be minimized by effective use of repellents, daily tick checks (to interrupt the feeding before the tick is done), and wearing appropriate clothing when in tick-heavy areas.
- ▶ Animals of the North Woods. Racoons, skunks, bats, squirrels, deer and other animals live in the Village environment. While wonderful to watch in their natural environment, please talk with your villager about moving away from animals when inadvertently encountered and to avoid touching them. The Language Villages follows Minnesota Department of Health Recommendations related to rabies prophylaxis should exposure to an animal occur.
- ▶ Avoiding sunburn. Most of our activities are done outside, so be sure your villager brings and knows how to use sunscreen. At minimum, an SPF 30 product is recommended. We consider sunburn a preventable injury and will minimize this health risk as much as possible.
- ▶ Dressing for the weather. Northern Minnesota’s weather can vary from hot and muggy to quite chilly, from sunny and warm to drizzly and damp. Your villager should bring everything recommended on the packing list, including three blankets and rain gear.
- ▶ Staying hydrated. Talk with your child about drinking enough fluids. Outdoor activities are generally quite active, so drinking enough is a constant challenge and is the reason why a water bottle is on our packing list.
- ▶ Fluctuating weight. A lot of outdoor activity also means that villagers may experience fluctuation in their weight. Most often this ranges plus or minus five pounds during a two-week stay.
- ▶ Eating enough at mealtime is important. Some children don’t understand that it’s OK to ask for more food. Please talk with your villager and explain that counselors at his or her table will help get more food if anyone at the table is still hungry. Villagers simply need to ask.

PAYING FOR HEALTHCARE — HEALTH INSURANCE

Parents/guardians are financially responsible for costs associated with providing healthcare to their child. Should your child be taken to see an out-of-Village provider, you will be billed by that provider based on the billing directions you provide on your child’s health history form. Note that some clinics and pharmacies do not bill; they require payment. If we anticipate that your child’s clinic or pharmacy requires payment, you will be instructed to call your credit card information to that business. We recommend that you contact your health insurance company to determine if your policy extends coverage while your child is attending the Language Villages. Our staff is not responsible for managing your insurance; you retain this responsibility, including the responsibility to pre-authorize care. Upload a copy of your insurance card (front and back) to the electronic health form if that card is needed to identify your plan.

QUESTIONS ABOUT HEALTHCARE?

You are encouraged to contact our Villager and Staff Health Coordinator, Candace Kretchmar, especially if special arrangements are needed to support your child’s stay in our program. Such requests are needed at least four weeks prior to your child’s arrival.

Health and Wellness
8630 Thorsonveien NE
Bemidji, MN 56601
Direct Line: (218) 586-8771

Fax: (218) 586-8770
Email: health@cord.edu or ckretch1@cord.edu
Main Office: (800) 450-2214
ConcordiaLanguageVillages.org

TRANSPORTATION

TRANSPORTATION RESERVATIONS

Transportation options and availability are limited. Please check our summer youth transportation page for the most current information about our offerings: <http://www.concordialanguagevillages.org/youth-village-life/transportation>.

Reservations for transportation can be completed on your MyVillage page/Forms and Documents Villager Transportation Form. This form must be completed at least three weeks in advance of the session start date for every villager. There are times when we need to pay for additional fees on your behalf. The majority of the charges are Unaccompanied Minors (UM) fees and baggage fees. Please be aware that all additional fees will be added to your camp statement and you will be expected to pay the fees.

VILLAGER RELEASE DOCUMENTATION

We need the legal names of all individuals who are authorized to pick up your child. This information should be noted on both the transportation form and the Village passport. Your child will only be released to someone on this list.

TRANSPORTATION OFFICE CONTACT INFORMATION

Transportation Office	Phone: (218) 586-8600
Concordia Language Villages	Fax: (218) 586-8601
8659 Thorsonveien NE	Email: viltrans@cord.edu
Bemidji, MN 56601 USA	ConcordiaLanguageVillages.org

UPDATING YOUR VILLAGER'S TRANSPORTATION PLAN

- ▶ En route: Please call the transportation office at (218) 586-8600 with any last-minute changes. After submitting the form: Please call our office with ALL updates, including airline flight number and arrival or departure time changes, parent/guardian en route contact number, additions, changes or deletions of needed transportation, as well as updates to villager release information.
- ▶ Departure changes: If there is a change in departure plans you must call the transportation office (not the Village) no later than 4 p.m. on Thursday before the session ends in order for us to ensure that the new information is received by all parts of our transportation system.

NOTE: WE NEED TO KNOW ALL TRAVEL INFORMATION TO ENSURE THE SAFETY AND EASE OF YOUR CHILD ARRIVING AND DEPARTING FROM THE VILLAGES

REFUNDS

Refunds for charter transportation fees will be made only if the transportation office (not the Village) is notified by telephone or in writing at least five business days before the arrival date and/or departure date of your villager. Refunds will be processed 30 days from your villager's session start date.

CONFIRMATION OF VILLAGER ARRIVAL/DEPARTURE

If your villager does not arrive as scheduled by airplane, you will be contacted immediately. We instruct children to call their parent/guardian upon arrival at the airport. Cell phones may be used. Please be aware that cell phones are considered contraband once villagers arrive at the Village and will be stored until the villager departs; recharging cell phones is a challenge at many Villages. In addition to your villager calling when they arrive, the transportation offices will contact you to let you know that your child has arrived safely and is in our supervision.

HEALTH CARE EN ROUTE

Villagers should carry their medications and a copy of their health form in their carry-on bag. Villagers are responsible for self-care, including self-medicating while en route to and from the Village. Village healthcare staff assumes responsibility for your child's healthcare after customs on Opening Day. Parents are asked to contact Health and Wellness if there are concerns about their child's health care needs en route. If you still have questions or concerns, please contact Health and Wellness at (218) 586-8771.

PACKING FOR THE TRIP

Villagers will be expected to carry their own luggage at each stage of the transportation process. Storage in the Village cabins is limited. Please follow the packing list guidelines located on your MyVillage account/Forms and Documents. Please use your best judgment as to what your villager will wear and need while at the Village. We encourage villagers to bring items to entertain themselves en route, but be aware it may be considered contraband at the Village. Please be sure the villager's name can be found inside each bag as well as on a luggage tag outside of the bag.

ARRIVING/DEPARTING BY CAR

Please select the car option if you plan to arrive and/or depart by car. The Villager Release Documentation must have the name of anyone authorized to pick up your villager on your transportation form. We will not release your child to anyone who is not on the list. Camp begins on Mondays, with arrival times between 2-4:30 p.m. Central. Each session closes on Saturday, between 10 a.m.-noon Central. All villagers and visitors should depart the Village by noon.

VILLAGERS TRAVELING BY AIR

Travel One Travel Agency: If you would like assistance with all of your air travel needs, contact Travel One at (800) 247-1311 or (952) 854-2551 and ask for a reservationist working with Concordia Language Villages.

- ▶ Travel One, a Minnesota-based travel agency, has more than 30 years of experience assisting camps and camp families make better air travel connections to and from their destinations.
- ▶ Travel One knows the Concordia Language Villages transportation schedule, and will help you book flights that meet these time requirements.
- ▶ Travel One provides quality Unaccompanied Minor information and helps Concordia Language Villages work with the airlines to make your villager's travel experience as trouble-free as possible.
- ▶ Travel One has been very helpful in updating villager flights when airlines change their schedules or cancel flights.

NOTE: RESERVATIONS FOR CONCORDIA LANGUAGE VILLAGES CHARTER TRANSPORTATION MUST BE MADE BY THE PARENT/GUARDIAN NO LESS THAN THREE WEEKS PRIOR TO THE SESSION START DATE. IT IS THE FAMILY'S RESPONSIBILITY TO MAKE RESERVATIONS FOR CONCORDIA LANGUAGE VILLAGES TRANSPORTATION OPTIONS AS WELL AS TO INFORM CONCORDIA LANGUAGE VILLAGES OF YOUR AIR TRAVEL PLANS BY SUBMITTING THE "VILLAGER TRANSPORTATION FORM" IN YOUR MYVILLAGE ACCOUNT.

IMPORTANT AIRLINE INFORMATION

- ▶ Check with your chosen airline for regulations regarding Unaccompanied Minor rules, luggage weight restrictions and fees, as well as current travel alerts.
- ▶ Packing for air travel: Airlines are strictly enforcing baggage rules; villagers will be responsible to pay all airline baggage fees. Be sure your villager understands this rule so they can pack properly for the return trip. You can find tips for securing baggage on the Transportation Security Administration's website, tsa.gov, as well as learn about up-to-the-minute travel alerts.

- ▶ Luggage Tags: Please be sure that your child’s luggage is labeled, inside and out, with the child’s name and address and NOT someone else’s name. Luggage that is lost is very difficult to find if the name on the luggage tag is not that of the villager.
- ▶ Because our check-in procedures are done as a group, flights will not be changed at the airport and villagers will not be allowed to fly in or out on “standby.” Standby status for villager flights can be very stressful for the child and the chances for missing our charter transportation are heightened. Staff time may be billed to the parent/guardian at an hourly rate plus expenses when arrival/departure times are disrupted due to villager standby status.
- ▶ Baggage Fees: Please pay for all applicable baggage fees prior to your child’s departure. If you have paid the baggage fee for the return flight, please include the payment receipt with your villager’s travel documents.

PARENT TRAVEL TIP: HAVE PICTURES OF AIRLINE RECEIPTS ON YOUR VILLAGER’S PHONE.

- ▶ Otherwise, bag fees will be collected by all airlines at the local airport when your villager returns home. Please check with your chosen airline regarding those fees.

PARENT TRAVEL TIP: AIRLINES NO LONGER ACCEPT CASH FOR PAYMENT; SEND A PREPAID CREDIT CARD TO COVER YOUR CHILD’S BAGGAGE AND UM FEES.

- ▶ Spending money will be needed at the airport on departure days. If there is an unexpected fee that has not been prepaid and your villager does not have a form of payment. Concordia Language Villages will bill your account for any expenses incurred on behalf of your child.

PARENT TRAVEL TIP: HAVE SEPARATE ENVELOPES MARKED FOR YOUR VILLAGER’S TRAVEL MONEY AND VILLAGE BANK MONEY.

- ▶ If your villager’s flight is canceled and your villager must remain overnight, Concordia Language Villages transportation staff are notified by the airline. The transportation staff will contact you with the change in departure and the rescheduled flight plans (please be sure to include the en route phone numbers on the transportation form). Occasionally it is necessary to arrange overnight accommodations and keep your villager in our care, returning them to the airport to make their rescheduled flight. A fee will be charged to cover the costs of this service.

UNACCOMPANIED MINORS (UMS)

Legally, an Unaccompanied Minor (UM) is any child under 18 traveling without an adult. Airlines consider UMs to be children under a certain age (varies by airline). If your child is considered a UM by the airline, you must purchase the UM service from the airline. This service generally allows you through security to the gate, escort service for villagers at connecting airports, and allows Concordia Language Villages representatives to meet villagers at their gates. Most airlines will not accompany minors to a different airline for a connecting flight even if they are traveling under UM status. It is very important that you understand the UM policy for the airline with which you have booked the flight. When booking your Unaccompanied Minor service please remember the following:

- ▶ Tickets should be booked under “child” and not “adult.” Inform the airline or your travel agent that the reservation is for a minor. Delta Airlines, the predominant Minnesota air carrier, requires all children under the age of 15 to fly as a UM if they are not accompanied by an adult over the age of 18. Most airlines do not allow minors to fly on the last flight of the day to any destination.
- ▶ The round-trip UM fee must be paid by the parent/guardian before the villager departs for Concordia Language Villages. This fee varies by airline and the number of stops en route and is paid to the airline. Most often paying this fee must be done at the originating airport, although some airlines are now allowing payment to be made when purchasing the ticket or later online. Please be sure that a receipt showing the paid round trip UM fee is included with the villager’s travel documents.

- ▶ The UM Form will have a section designating an “authorized person to meet at final destination” referring to the Concordia Language Villages representative who is picking them up from the airport. Please use the following information to fill out this section of the paperwork:

Heather Vick or Camp Representative
Concordia Language Villages
8659 Thorsonveien NE
Bemidji, MN 56601
(800) 450-2214 or (218) 586-8600

Remember to complete the return portion of the UM Form for a round-trip flight with the name and contact information of the person picking up the villager (you or whoever drives to the airport) at the final airport when they arrive back at home.

- ▶ UM fees, on some airlines, can often cover more than one villager (sometimes up to four unrelated travelers) if they are flying together on an identical route. Check with your airline for details.
- ▶ Please arrive extra early at your home airport since the UM check-in process can be longer than a regular check-in. Because of certain restrictions regarding travel as a UM, it can be difficult to reschedule missed flights.
- ▶ If you have purchased the UM option from your airline, the airline gate agent will personally sign over responsibility for your child to our staff at the arrival gate. Please indicate on your transportation form if you intend to have your villager fly as an UM.

AIRPORT PICKUP

We will meet all villagers just outside their gates if the flight arrives during our specified time. Please be aware that if your villager’s plane is delayed or several villagers’ flights arrive at the same time at different gates throughout the airport, our staff may not be at your villager’s gate immediately, but shortly thereafter. Our airport staff wear bright yellow shirts. Please instruct your villager that if they don’t see a staff person immediately, they should wait at the gate for at least ten minutes. If your villager seems to have missed our staff, they can call us at (800) 450-2214 and we will send a transportation assistant as soon as possible.

AIRPORT DROP-OFF

Concordia Language Villages staff will supervise villagers through the ticketing process and escort them to their departing gates. Language Villages staff waits at the airport until the last villager’s plane departs the runway.

AIRLINE TRAVEL DOCUMENTATION TO SEND WITH YOUR VILLAGER

Please provide a copy of your villager’s itinerary with their travel documents. Make sure the itinerary includes the villager’s name as well as an e-ticket number or confirmation number. It is helpful for our transportation assistants if you write your child’s Village and session number on the itinerary as well. If you have purchased the round-trip UM service for your villager, please include the return flight for and your receipt.

Upon arrival at the airport, all travel documents (boarding passes, luggage receipts and tags, UM forms, money for return baggage fees, etc .) must be turned over to the Concordia Language Villages staff. Travel documents are given to the Village business manager for safe-keeping and returned to the villager at the airport at the time of departure. If your villager wants a copy to keep with them, please give them a second copy as the original records will be with our staff.

PARENT TIP: HAVE A PICTURE OF AIRLINE RECEIPTS AND BAGGAGE FEE RECEIPTS ON VILLAGER’S PHONE

ARRIVALS/DEPARTURES OTHER THAN RECOMMENDED TIMES

We ask that our Village families make flight arrangements within the arrival and departure windows outlined on our website. Any deviations from the schedule will require approval and likely incur additional charges. Please contact our transportation office (800) 450-2214 with questions.

VACATION INFORMATION

If you are interested in spending time in Minnesota in conjunction with your child's arrival or departure, northern Minnesota is a great place to vacation. Popular local activities include visiting Itasca State Park (headwaters of the Mississippi River), biking an extensive network of scenic trails, and canoeing, fishing or swimming in a local area lake. We encourage travelers to visit exploreminnesota.com for more vacation ideas. You may contact the local Chambers of Commerce for the most complete listing of overnight accommodations and area attractions.

MINNESOTA INFORMATION

Car Rentals – Bemidji, Minn.

Enterprise – (800) 261-7331 or Bemidji Office – (218) 759-9960 • enterprise.com

Alamo National – (800) 332-7133 or Bemidji Office – (218) 751-1880 • nationalcar.com or alamo.com

Hertz – (800) 654-3131 • hertz.com

Visit Bemidji – (877) 250-5959 • visitbemidji.com

Brainerd Chamber of Commerce – (800) 450-2838 • explorebrainerdlakes.com

Detroit Lakes Chamber of Commerce – (800) 542-3992 • visitdetroitlakes.com

Fargo/Moorhead Convention & Visitors Bureau – (800) 235-7654 • fargomoorhead.org

Hackensack Chamber of Commerce – (800) 279-6932 • hackensackchamber.com

Minneapolis Convention and Visitors Association – (888) 676-6757 • minneapolis.org

Explore Minnesota Tourism – (888) 868-7476 • exploreminnesota.com

Park Rapids Chamber of Commerce – (800) 247-0054 • parkrapids.com

Visit Saint Paul Official Convention and Visitors Association – (800) 627-6101 • visitsaintpaul.com

CONTACT INFORMATION

GENERAL QUESTIONS

(800) 222-4750

clv@cord.edu

ACCOUNTING & BILLING

(800) 222-4750

clvfinance@cord.edu

HEALTH & WELLNESS

(218) 586-8771

health@cord.edu

REGISTRATION & SCHOLARSHIPS

(800) 222-4750

clvregister@cord.edu or

scholshp@cord.edu

DEVELOPMENT & ALUMNI

(800) 222-4750

TRANSPORTATION

(800) 222-4750

viltrans@cord.edu

ADMINISTRATIVE OFFICE

Concordia Language Villages

901 8th St S

Moorhead, MN 56562

Phone: (800) 222-4750

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