

MALTA

ST. JULIAN'S

LET'S GET. TOGETHER. AND TALK.



SINCE 1983 • 1 ORGANISATION • 7 LANGUAGES • 30 DESTINATIONS • COUNTLESS MEMORIES ...



WELCOME TO THE WORLD OF SPRACHCAFFE

Dear parents,

Please fill out the following forms and send them back to your booking office within 2 weeks. Please note that your travel voucher can only be released when all the requested documents have arrived.

- **Emergency contact details**
- **Health information**
- **U20 Rules and Regulations**

It is not necessary to send the original documents, a foto, copy or scan would be fine as well.

These documents don't have to be sent back to Sprachcaffe but have to be carried with you:

- **MATER DEI - PARENT'S OFFICIAL PERMISSION**
- **Parental Authorisation (with copy of parent's passport)**

Please also check if you received your confirmation/invoice and if you have already paid the open amount of your invoice.

Thank you in advance!

Best regards,

Your team from Sprachcaffe U20 Programme

SPRACHCAFFE Club Village, Alamein Road, Pembroke
PBK 1776 Malta
Tel: 00356-21-373574/5
Update: 04. 02. 2020





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EMERGENCY CONTACT

STUDENT'S NAME: _____

DESTINATION/DATES: _____

BOOKING NUMBER: _____

NAME OF CONTACT PERSON: _____

RELATION: _____

PHONE (PRIVATE): _____

PHONE (BUSINESS): _____

PHONE (STUDENT): _____

E-MAIL: _____

All information will only be used in case of emergency!

PLEASE SEND BACK TO THE SPRACHCAFFE OFFICE BEFORE YOU TRAVEL!

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HEALTH INFORMATION

Sprachcaffe Languages Plus wants all our students to have a safe, comfortable and productive experience while studying with us. Any information you choose to provide on will be treated confidentially, and only used for this purpose.

Student booking number / Buchungsnummer:

| | | |
|--|------------|-----------|
| Do you have a medical condition? | YES | NO |
| If yes, please give details: | | |
| Do you take prescribed medication? | YES | NO |
| If yes, please give details: | | |
| Do you have any disabilities (including learning disabilities)? | YES | NO |
| If yes, please give details: | | |
| Do you have any allergies? | YES | NO |

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If yes, please give details:

Do you require a special diet?

YES

NO

If yes, please give details:

By signing this form I give permission to Sprachcaffe to authorise doctors/qualified medical personnel to perform any necessary medical procedure in case of an emergency or life threatening situation.

I agree to inform the school of any change in my child's medical condition before his/her arrival at the school.

Signature of parent/guardian

Date

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U20 RULES AND REGULATIONS

General rules

1. Alcohol: U20 students are not allowed to buy or drink alcohol.
2. Smoking: Students under the age of 18 on the U20 programme are not allowed to smoke. Students older than 18 are encouraged not to smoke in the presence of other U20 students.
3. Drugs: Drugs are strictly forbidden. Students found to be in possession of drugs will be sent home at their own expense.
4. Violence/Stealing: If students are violent towards staff, other students, host families or anyone else Sprachcaffe reserves the right to send them home at their own cost. The same applies to stealing.
5. Warning: If students do not obey the rules the Teamer Coordinator can give them an official warning, which also means that their parents will be informed about the misbehavior. After the third official warning Sprachcaffe reserves the right to send the student home at their own expense.
6. Free time: U20 students are allowed to be without a Teamer in their free time, but never alone. They should be in groups of at least three students. Furthermore, U20 students are not allowed to organize any trips for themselves or to leave the destination even with the permission of their parents.
7. Hitchhiking: Hitchhiking is not allowed for safety reasons.
8. Swimming: Swimming is allowed if students can swim, but is at the students' own risk. Unless informed otherwise, it will be assumed that students are able to swim. We would like to highlight that swimming is not an organized activity and that Sprachcaffe cannot take responsibility for students while swimming.
9. Law: The local law of the country students are studying in always has to be respected and followed.
10. Adult students: Students over 18 years have to obey the rules when taking part in the organized leisure activities with other U20 students. When not taking part, some



rules can be relaxed by the coordinator. However, we expect that they always behave in a respectful way and obey the law.

11. Responsibility: Sprachcaffe Languages Plus is only responsible for students while they are supervised during the leisure programme. If students do not respect the rules, Sprachcaffe Languages Plus will not be responsible for any problems or accidents occurring.

School

1. Attendance: Taking part in lessons and the daily information meetings with the Teamers is mandatory. We expect the students to be on time for their lessons. If students are late or not able to come to the lessons for any other reason, they need to inform their Teamers. For whatever reason a student does not attend class they are marked absent. This will be reflected on their end of course diploma.
2. Mobiles: The use of mobiles during classes and information meetings is not allowed.
3. Food and drinks: Food and drinks (except for water) are not allowed during lessons.
4. Tidiness at school: We expect the U20 students to help us to keep the school tidy and use the bins and not to leave empty bags, packets, food, bottles or any other items in the student rooms or around the school.
5. Responsibility: Students are responsible for their own belongings, if they leave their bag or sunglasses etc. unattended and they go missing the school cannot be held responsible.

Accommodation

1. Tidiness at home: Host families are not hotels. We therefore ask every student to make his bed and keep his bedroom clean and tidy.
2. Communication with the host family: We expect the U20 students to let their host family know when they will be back from the leisure activities and to inform them if they will arrive late for dinner.
3. Rules of the host family: Students also need to respect the rules of their host family.
4. Noise: At the residences students should respect their fellow guests and not cause any disturbance or loud noise after 10pm.



5. Curfew: Students can go out until 11pm. After this all students need to be back at their host families and campus. The curfew does not apply to U20 events organized by the Sprachcaffe team, which can occasionally finish later. Group leaders have the right to adjust the curfew according to external circumstances.
 - a. If a student leaves the campus at night after 11pm, Sprachcaffe reserves the right to collect a fee of € 100 of the students as an expense allowance for sending a Teamer to look for her/him.
6. Damage: If students cause any damage to the residence or at the host family, Sprachcaffe will ask the student's parents to refund the costs of the damage.
7. Accommodation: Boys and girls will be accommodated separately.

Sprachcaffe expects its students to behave respectfully and appropriately inside and outside the classroom. Sprachcaffe reserves the right to remove students from their booked course and/or accommodation and/or entire programme and repatriate them at their own expense with no refund given for the unused portion of their programme for the following:

- Breaking the law of the host country
- Physically or verbally abusing another student or member of staff
- Damaging or defacing school property
- Behaving disrespectfully towards another student or member of staff based on that person's religion, ethnicity, sex, age, sexual orientation, disability or national origin
- Breaking any U20 Rule



Whilst all the information above is accurate at the time of publication, the content may be subject to updates. Depending on the particular circumstances, Sprachcaffe reserves the right to refuse admission or to dismiss any student from, as the case may be, without any refund in the event of sickness, whether contagious or not, nuisance, misconduct or unsatisfactory attendance. The school expects students to adhere to the rules set.

I CONFIRM THAT MY SON/DAUGHTER AND I HAVE READ AND UNDERSTOOD THE ABOVE STATED RULES. WE CONFIRM THAT WE ACCEPT THEM.

NAME: _____

COURSE IN/ DATES: _____

SIGNATURE OF PARENT

SIGNATURE OF STUDENT

THIS FORM NEEDS TO BE SENT BACK TO SPRACHCAFFE PRIOR TO DEPARTURE!

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PARENTAL AUTHORISATION

Herewith I confirm that my daughter/ son is allowed to travel on his/her own without being accompanied by an adult.

NAME OF MY SON/DAUGHTER: _____

NAME OF PARENT: _____

ATTACHED YOU WILL FIND A COPY OF MY PASSPORT (PARENTS)

SIGNATURE OF PARENT

Please carry this document with you and show it to the airline if asked.



Paediatric
Emergency
Department
00356 2545
3900/01
email: ped.mdh@gov.mt

MATER DEI - PARENT'S OFFICIAL PERMISSION

We, parentsof _____

Father's Name _____

Mother's Name _____

I.D. _____

I.D. _____

Mobile _____

Mobile _____

Give our permission SOLELY to these individuals to take our child to Mater Dei Hospital for clinical examinations and all the necessary care. We authorise the Doctors, Nurses and also the Administrative staff to examine our child when accompanied by these individuals without the need for calling us for confirmation. We ensure you that the information provided by us is correct and that the nominated persons has accepted the full responsibility of our children. Hereunder you will find the list of authorised persons who are older than 15yrs, as well as their relationship with us, ex: granddad / grand mother / uncle / aunty / cousin / sister / brother / neighbour, **I.D. card number** and **contact number**. On the back of this paper you will find a copy of our I.D. card along with a copy of the I.D. card of our nominees listed below. The authorized persons are:

| | Name & Surname | Relation | I.D. Number | Mobile Number |
|-----------|---------------------------|---------------------|--------------------|----------------------|
| 1. | Capista, Marcella | U20 Head Supervisor | AY365884 | +356 77975856 |
| | | | | |



WE COMMIT OURSELVES, THAT IN THE INTEREST OF OUR CHILD WE SHALL NOT SEND OTHER PERSONS, OTHER THAN THE ONES LISTED ABOVE, IN ORDER TO ACCOMPANY OUR CHILD TO HOSPITAL AND WE ARE SURE THAT DOCTORS, NURSES AND ADMINISTRATIVE STAFF WILL NOT ACCEPT ANY OTHER PERSON OTHER THAN THE ONES HEREBY LISTED.

Separated parents should both agree on the selected persons who can accompany their child.. Court documents (and not just a Lawyer's letter) shall supercede this arrangement.

Date: _____

FATHER'S SIGNATURE: _____

MOTHER'S SIGNATURE: _____



NUR1022v01.0

Parent/Guardian Consent form for Minors attending Mater Dei Hospital

DATE: _____

To Whom it May Concern,

I, the parent/guardian _____ (NAME, SURNAME) declare that I have full legal custody of

_____ (NAME, SURNAME) _____ (DATE OF BIRTH)

living at (HOME ADDRESS)

I give permission SOLELY to the below individual(s) to take

_____ to Mater Dei Hospital Malta in the event of any acute medical and/or surgical emergency. I authorise the medical staff to examine and assess him/her when accompanied by this/these individuals without the need for calling us for confirmation as well as to consent for any blood tests, x-ray, ultrasound, CT scan, MRI, anaesthetic, surgical intervention, blood transfusion, treatment and any other necessary care. I certify that the information provided is correct and that the nominated person(s) has/have fully accepted the responsibility for my child.

| NAME AND SURNAME | RELATIONSHIP TO MINOR | ID/PASSPORT NUMBER | CONTACT NUMBER |
|-------------------|-----------------------|--------------------|----------------|
| Capista, Marcella | U20 Head Supervisor | AY365884 | +356 77975856 |
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SIGNATURE AND NAME IN BLOCK LETTERS: _____

I.D/passport number : _____

Mobile: _____

Mater Dei Hospital

Triq tal-Qroqq, Msida. Malta MSD 2090

Tel: +356 25450000 www.materdeihospital.org.mt

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