



## ANNEX

### \*12. MINORS

#### **EDUCATIONAL PROJECT - RECEPTION OF MINORS OUTSIDE THE PARENTAL HOME**

In application of articles L227-4 and following of the Code of social and family action, the Stralang Institute hosts minors, from 13 years old, on the condition that the parents or legal representatives sign our parental authorization form for minor students.

#### **CHECKING THE ATTENDANCE OF STUDENTS**

An assessment sheet is offered at the start and at the end of the stay in order to check the running of the stay. All students sign a daily attendance sheet. In case of absence, parents are immediately informed by email. Parents are kept informed after checking with the host family or parents. In the case of a planned absence, parents must notify the Institute in writing. The teachers reports to Direction regularly on the integration of the pupils. Parents or legal representatives will be immediately notified in case of a problem reported.

#### **PREMISES-SURVEILLANCE**

Institute installations meet ERP category 5 standards. An emergency procedure is known to all staff. Though the class hours are generally planned for before noon, some courses can take place in the afternoon.

#### **INSURANCE** (referring to article 12 of the general conditions)

The law requires parents of minors to take out comprehensive insurance for their child's stay, covering in particular civil liability, transport costs, theft, loss or damage to property, injury, illness, sanitary evacuation and repatriation.

#### **CONDITIONS OF INTERRUPTION OF STAY** (refer to article 4 of the general conditions)

In case of a premature interruption of the stay for any reason whatsoever, any course started is fully due and cannot give rise to any refund. For any cancellation of a student residence, university room or aparthotel, cancellation fees may apply up to 100% of the accommodation costs.

#### **HEALTH MONITORING**

In the parental authorization form for underage students, parents must complete a medical questionnaire and provide a 24-hour accessible telephone number for emergencies. For an eventual illness or accident, authorization for medical intervention and hospitalization should be submitted. Institute has a first aid kit for minor injuries. If necessary, the reception staff will organize a medical appointment.

#### **ACCOMMODATION**

Accommodation with a host family is strongly recommended to facilitate language immersion and student follow-up. The host family has not any obligation on education or supervision of the underage student.

#### **RECEPTION**

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#### **TRANSFER**

The host family will pick up / bring underage student to Strasbourg train station or airport at the given time. For other types of accommodation, the transfer will be organized by student's family.

#### **EXTRA-CURRICULAR ACTIVITIES**

Underage student will be able to register and take part in extracurricular activities and optional or paid excursions organized or offered by the Institute. During the excursions, activities such as bowling, canoeing, cycling in particular are offered. As required by legal regulations, supervision by 1 accompanying adult for 12 minors, respected.

The accompanying persons are provided a list of participants with the telephone numbers of minors, safety instructions and a roadmap.

#### **SPECIAL GROUPS**

The group leader must submit to Stralang the list of students with surname, first name, nationality, date of birth. Group leaders are informed of the accompaniment ratio during transport: 1 for 12 minors.