



Rules of Procedure

Em Campo, which operates with the MyCamp brand, is an entity that promotes and runs programmes for children, like holiday camps, school programmes and thematic programmes.

We run activities for children between 6 and 17 years old, with the main goal of running a certain activity, during a predetermined time, with an educative, cultural, sport or recreational theme.

For all our activities, we use our own infrastructures, like Quinta da Broeira, and also the Valada do Ribatejo area (Tagus river), with the possibility of developing activities in other infrastructures (partnerships and others).

Pedagogical Team composition / constitution:

Em Campo, Animação Turística Unipessoal, Lda. – Promoting and Organizing Entity:

❖ Rights and Duties

Em Campo reserves the right of accessing all participant's personal info, as well as all medical information referred by parent's and tutors.

Administration Board – Represented by Ana Catarina Carvalho e Silva, Em Campo's Manager, and head responsible for all decision taking, having the obligation of consulting all pedagogical team members.



❖ Rights and Duties:

- Designating the Staff Coordinator;
- Establishing operating rules;
- Assuring proper preservation and maintenance of all infrastructures
- Establishing the rights and duties for all employees
- Maintaining the proper functioning of all administrative offices
- Allowing the access of Em Campo's facilities to the Portuguese Youth Institute and other authorities.

Staff Coordinator – Designated by the Camp Director, which will maintain with him / her a close communication in all decision making. Responsible for supervising the pedagogical team and assuring that all the needed logistics is fully working with the main goal of giving the quality that our participants are already used to.

❖ Rights and Duties:

- Elaborating and executing the activity plan
- Coordinating the Pedagogical Team
- Designating the Staff Monitors
- Complying all present rules and regulations and all legislation requirements;
- Having a Personal Accident and Civil Liability insurance
- Assuring proper preservation and maintenance of all infrastructures
- Ensuring the compliance of all hygiene, safety and healthiness regulations.



Staff Monitor – Designated by the Staff Coordinator, has responsibility for a group of young participants throughout a predetermined time period. In case of absence has to report to and request for the Staff Coordinator’s assistance at all times.

❖ Rights and Duties:

- Complying to all present rules and regulations and all legislation requirements;
- Assuring proper preservation and maintenance of all infrastructures;
- Ensuring the compliance of all hygiene, safety and healthiness regulations.
- Assisting any participant if necessary;
- Having a Personal Accident and Civil Liability insurance;
- Passing on positive attitudes and values among all participants as well as keeping a civic relationship with the general population and the environment.

Assistant Monitor – A training monitor that has all minimum requirements for assuming a team of participants, in case of necessity. He can assist the coordinator in any need and is responsible for preparing the equipment necessary for any planned activity.

❖ Rights and Duties:

- Complying to all present rules and regulations and all legislation requirements;
- Assuring proper preservation and maintenance of all infrastructures;



- Ensuring the compliance of all hygiene, safety and healthiness regulations.
- Having a Personal Accident and Civil Liability insurance;
- Assisting the pedagogical team if necessary;
- Passing on positive attitudes and values among all participants as well as keeping a civic relationship with the general population and the environment.

Other Technical Personnel – Besides the mentioned staff, there is the kitchen, cleaning and logistics staff who works and collaborates in perfect harmony at all moments.

❖ Rights and Duties:

- Having good physical and psychological condition for good performance of all required tasks;
- Having the right to acknowledge the activity plan, schedules, number of participants, for the proper functioning of the kitchen and cleaning;
- Having Personal Accident and Civil Liability insurance;
- Having medical assistance.

Participants – Their satisfaction is our motivation to provide an excellent service.

❖ Rights and Duties

- Having access to all planned activities
- Having access to the Rules of Procedure
- Having Personal Accident and Civil Liability insurance;
- Having medical assistance;



- Having proper technical monitoring to the number of participants and age group;
- Using the cell phone at the pre-established time period;
- Can't be absent of Quinta da Broeira during any activity (only with the consent and presence of parents and the consent of the coordinator)
- Any medical procedure will always be done with the indication and presence of the clinical staff present at the Health Unit / Hospital.

Abnormal Behaviour:

It's strictly forbidden to carry dangerous objects and to have behaviours. Our pedagogical team must always agree in the taking of measures regarding any abnormal behaviour.

It will be considered an abnormal behaviour any behaviour that raises any worries with the monitor team, discomfort to any other participant or dangerous behaviours that put in risk the safety of any participant.

Our operating rules are always presented to all participants on the first day of our holiday camps. Our pedagogical team will always report to the parents and tutors in case any of this abnormal behaviours happen.

Our pedagogical team has the right to expel any participant that had any of abnormal behaviour, having 12 hours to exit our camp with their parents' company.



Parents / Tutors Communication:

My Camp's contact time is stipulated by our Team Leader / Coordinator. This contact time is usually between 14:00 and 15:00. During this time, parents can contact their children through their personal cell phone or through their group monitor. All of My Camp's contacts will be given to parents and tutors on the first day or previously sent by e-mail.

Valuable items and clothing:

Em Campo, Animação Turística Unipessoal, Lda. Does not take any responsibility for damaged or stolen items during the activities.

My Camp does not allow any kind of electronic device (iPad, eBooks, iPods, ..) and / or valuable items.

We also don't advise our participants to bring expensive branded clothes, since they may get damaged during the activities.

Whenever a specific programme includes accommodation, all participants must bring sleeping bag and bed sheets (with pillow case). We also advise you to bring: insect repellent, flip flops, towel and swim cap, hat, sweat-shirt, flash light, tent and a small back pack. All participants should also bring comfortable clothes and shoes (without forgetting socks). Before the beginning of the holiday camps, My Camp will provide a useful list with all the must bring items.

Parents visits

Parents and tutors can visit our Quinta, by requesting an appointment, before holiday camps begin, or on the first day. However, we strongly advise avoiding visits for the duration of camp, as this may compromise your child's integration and consolidation. Nevertheless, parents may book a day and time to visit their child if they so wish.

Only parents (or someone designated by them), with proper identification, will be allowed to take their children outside My Camp's facilities.



Complaints Book

Em Campo has a complaint book available to everyone who wishes to use it.

In compliance of the Law 144/2015, of the 8th September, we inform all our consumers that in case of litigation, they can resort to an Alternative Litigation Entity of consumption.

CNIACC – Centro Nacional de Informação e Arbitragem de Conflitos de Consumo (<http://www.arbitragemdeconsumo.org>) (E-mail: cniacc@fd.unl.pt)

Safety and Hygiene:

Quinta da Broeira has 10 closed hectares with one controlled entrance with automatic gates. We also have cameras in strategic points controlled by a central. Having all required licenses, our Quinta has fire detectors, signs, emergency exits, fire extinguishers, and burglar alarms.

All of our pools are sealed and closed after schedule. The participants may only use the pools when permission is given and only with our monitors supervision

Quinta da Broeira is equipped with fire detectors, hydrants, fire extinguishers, emergency exits, gathering places, and intrusion detector.

Every activity is supervised by specialized technicians and all our structures are regulated by the required entities.

We have the Holiday Camp License n. 72/2012/DRLVT issued by IPDJ – Instituto Português do Desporto e Juventude (Portuguese Sports and Youth Institute), and the Tourism Animation, n. 44/2007 issued by DGT - Direção Geral do Turismo. All participants are covered by our Personal Accidents and Civil Liability insurance.



Quinta da Broeira has a First Aid Ward and an Ambulance equipped and assured (assisted) by The Portuguese Red Cross of Santarém. The Red Cross is present daily for the whole week (Monday to Friday) during the Summer Season (June / July / August) promoting greater efficiency and security. In every day-out or cultural trip, every staff coordinator has its own first aid kit. All our Staff has specific basic first aid and aquatic rescue training.

At the first day of the holiday camps, parents must give any medication to their children and provide all info about it. If necessary, My Camp has the right to have in its possession a copy of the European Health Card (or other), insurance and Identification Card / Passport. All of the participants are covered with our Personal Accident and Civil Liability Insurance.

At the first day of each holiday camp, every participant will participate in a fire and earthquake drill.

At our swimming pool, all participants must use flip-flops and take a shower before entering it. It's strictly forbidden the entrance of any participant in the swimming pool area without the presence of a staff monitor. It is also forbidden to dive, to wrestle and any kind of drowning simulations or games.



Food

My Camp has a permanent contract with HACCP to maintain all required demands by law.

All our menus are based on a balanced regime, and all meals cooked in our professionally prepared kitchen. During our programmes and holiday camps, we offer the following meals: breakfast, lunch, afternoon snack, dinner and evening snack. Special meals are prepared for any participant that requires alternative options due to medical or health issues.

Participant's team distribution

According to the a) and b) paragraphs of the 16th article, of the Decree n. 32/2001, 7th March 2011, during the time period of every activity, the monitor / participant ratio is:

- a) One monitor per six participants for ages below 10 years old
- b) One monitor per ten participants for ages between 10 and 17 years old

During the evening:

All participants are divided by gender and have our staff monitoring them (male monitors stay at the boy's dorms, female monitors at the girl's dorms).

According to the Decree mentioned above, during night time, the monitor / participant ratio is:

- Below 10 years old – 1 monitor per 18 participants
- From 10 to 17 – 1 monitor per 25 participants.



Pedagogical Project

Our main goal is to spread basic good fundamental principles and common sense attitudes between participants and staff monitors. We value the relationship between participant and the physical and natural environment. Self-reliance, responsibility, team-work, creativity, imagination, mutual respect, are some of the basic concepts My Camp tries to promote in all our activities with the participants.

The autonomy to do small tasks is adapted to the age group through plastic expression workshops, outdoor activities and nature sports.

The selection, recruitment and complementary technical training is Em Campo's full responsibility. With this in mind, a specific training camp is organized every year



Annual Activity Plan

Month / Services	Thematic Programmes	Programmes	Holiday Camps
January			
February			
March	Schools	Schools	
April	Schools	Schools	
May	Schools	Schools	
June	Schools	Schools	
July			Individuals and Companies
August			Individuals and Companies
September	Schools	Schools	
October	Schools	Schools	
November			
December			

Obs.: During January, February, November and December, our pedagogical team works on the creation of new up to date programmes and activities for the next year, updates our clients database, works on the facilities' maintenance and every equipment. However, My Camp is always open to do any kind of desired activity.

Thematic Programmes

We develop such themes as the origin of bread, milk, chocolate, popcorn, and others.

These are one-day school programmes with the main goal of sharing a countryside knowledge regarding the food, reproduction, identification of farm animals and others.

With our practical sessions, participants learn how to make cheese, bread, popcorn, and even taste chocolate.



Group Programmes

Em Campo welcomes School Groups and others, to do different activity programmes, which imply staying overnight.

Location

Quinta da Broeira's located at the Cartaxo area, 45 minutes from Lisbon and Leiria, and 90 minutes from Coimbra.

Facilities

- Bedrooms equipped with bunkbeds and private bathrooms;
- Hot water and central heating
- Lounge area with TV, music and air conditioning
- Table tennis and table football (foosball)
- Audio-visual equipment and Wi-Fi
- Wide dining area with air conditioning and meal service
- Swimming pool
- Football field
- Horse riding arena and stables
- Private parking lot
- Green areas and gardens
- Pedagogical Farm and Adventure Park



Holiday Camps

Open to all individuals and companies that request our services. The accommodations are at Quinta da Broeira's facilities.

Ana Catarina Carvalho e Silva
(Camp Director)