

TASIS



SUMMER PROGRAMS

CHÂTEAU DES ENFANTS
HANDBOOK
SUMMER 2024

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WELCOME TO CDE!

We're delighted that you're joining us and look forward to welcoming you to campus.

This Handbook includes a wealth of information about academics, activities, travel, and daily life at CDE, and also links some necessary forms throughout the text.

Our CDE staff includes veteran administrators who have been at TASIS for decades. Our teachers work in schools around the world and spend their summers with our students. Most counselors are in their final years of university or have recently graduated, and many have an interest in education as a career.

SUMMER PROGRAMS PORTAL

You can find the answers to most of your questions and links to various forms in our [Summer Programs Portal](#).

CHANGES TO THE PROGRAM

Please note that the information in this Handbook is subject to change. This extends to available courses, sports, and trips. We will keep you informed of any changes, and appreciate your understanding.

CONTACTING THE SCHOOL

The CDE team can be contacted two ways:

- call the CDE office: +41 91 986 5460 (during summer sessions only)
- via email: cde.office@tasis.ch

STUDENT LEAVE REQUESTS

We understand that sometimes students need to leave campus for a short time period, such as an appointment or dinner with family or family friends. When leaving campus, students must have an adult chaperone present at all times (parent, family member, family friend). TASIS is not responsible for the supervision of the child or children while they are off campus.

Note that students may only leave campus with an adult age 23 or older. This includes siblings. Contact the [Director](#) with questions.

The [Student Leave Request Form](#) includes the information required for a student to leave campus. Please provide at least 24 hours' notice.

- Students can be checked out for the weekend, but if the absence will be longer, please contact the [CDE Assistant Director](#).
- Note that boarding students may not be checked out until the first Friday night of the program (Friday, June 28 or Friday, July 26).
- If a day student will not be returning to campus that same day, please indicate when he or she will return to TASIS in the form.
- All leave requests must be approved by the Director.

SUMMER ARTS FESTIVAL

The Summer Arts Festival takes place during the last week of the Program and gives students the opportunity to showcase their talents. A gallery on campus will showcase student artwork created during the session. On Wednesday, July 17 (1st session) and Friday, August 9 (2nd session), we welcome families to campus for aperitivi, the CDE musical, and a special performance featuring our CDE and Minnows children!

DAILY SCHEDULE

BOARDING STUDENTS

7:15	Boarding student wake up
7:30–8:00	Breakfast
8:00–8:30	Room clean-up, phone calls
8:35	Day student arrival
8:45–9:00	Morning Meeting
9:00–10:30	Language classes
10:30–12:10	Sports & Recreation
12:10–12:45	Lunch
12:45–13:45	Rest time
13:45–14:30	Singing
14:30–15:30	STEAM Hour (in language class)
15:30–17:30	Arts & Music
17:30	Day student departure
17:30–18:00	Boarding student dinner
18:00–19:45	Evening Activities
19:45–21:00	Prepare for bed, phone calls, bedtime story, snacks
21:00	Lights out

DAY STUDENTS

8:30–8:45	Arrival
8:45–9:00	Morning Meeting
9:00–10:30	Language classes
10:30–12:10	Sports & Recreation

12:10–12:45	Lunch
12:45–13:45	Rest time
13:45–14:30	Singing
14:30–15:30	STEAM Hour (in language class)
15:30–17:30	Arts & Music
17:30	Departure

CLASSES

Your child will attend a course in English as an Additional Language (EAL), French, or Italian. If a student does not meet the minimum English language requirements for the French or Italian course, he or she will be enrolled in a suitable EAL course.

COMMUNICATION

PHOTO GALLERIES & SOCIAL MEDIA

Each year our Communications team works hard to share stories about our Summer Programs with our community and beyond.

Our communications team takes thousands of photographs of each program during the summer. They process their images and upload galleries as quickly as possible, so please be patient! They do their best to capture your children in action and share their experiences with you, but please understand that there are hundreds of students on campus each session, so we cannot guarantee that there will be a lot of photos of any particular child.

- Visit tasis.ch/smugmug to view photo galleries and order prints.
- Follow us at tasis.ch/instagram to see some of our best photos and short videos.
- Like our page at tasis.ch/facebook to stay up-to-date with everything TESIS.

CDE COMMUNITY EXPECTATIONS

We expect all children to be responsible and respectful members of our community. Please review and discuss these rules with your child before the program begins.

GENERAL RULES

- Please help us create a community where everyone feels respected, comfortable and welcome. Children are expected to be polite and respectful to one another and to the entire staff.
- Children receive name tags. Please wear them every day for the first week.
- Electronics are not allowed at CDE. This includes mobile phones, smart watches, tablets, gaming devices, or any internet-enabled devices. Please do not bring these. (Note that boarders may bring phones to speak with their parents after the first week at certain times of the day; see our [telephone policy](#).)
- Chewing gum, candy, and knives are not allowed.
- Any medicine must be turned in by an adult to the CDE nurse. Children cannot self-administer their medications.
- Do not touch other people's belongings. Always ask before using other people's things.
- Keep your hands to yourself. Do not hit, smack, or harm others. If you have a conflict with another child, find a staff member to help you solve the problem with words. Physical aggression will not be tolerated.
- CDE and TESIS are not responsible for any lost items.
- Every day after lunch, CDE children have a rest period for one hour. Each student is provided with one rest pad. Students are encouraged to rest, read, or write. Children may bring a book or writing pad to work on silently and individually. CDE will not provide quiet activities during this time.
- Please do not remove books and games without permission. Games are for indoor use only. Please organize the pieces and return them when you're finished.
- Anything found to be inappropriate, dangerous, or causing conflict among children will be confiscated. This includes Swiss Army knives, tweezers, electronics, or toys. (Please help us by explaining this policy to your children.)

ON CAMPUS

- Please do not leave campus without a staff member. This includes being on public roads or beyond the gates of the School grounds.
- Go to the CDE office if you are lost or aren't sure where you should be.
- Day students are not allowed in boarding student bedrooms without the permission of a teacher or counselor.
- Please help us keep the School grounds beautiful. Throw away or recycle all of your trash, and if you see any litter, place it in the correct trash or recycling bin.
- Parents whose children willfully break or damage any property will receive an incident report and be billed for the costs involved.

STUDENT PROTECTION

Student protection is an important concern in schools throughout the world, and TASIS takes this matter very seriously. The School strives to maintain a safe environment for all students and takes appropriate actions to ensure that students are protected.

The School embraces a comprehensive, proactive approach to student protection that includes but is not limited to the following:

- adopting rules and procedures for student protection
- screening and criminal background checks for all school staff
- educating and training staff, students, and parents
- conducting self-audits of student protection procedures

For more information on the School's policy, please contact the TASIS Headmaster, [Christopher Nikoloff](#).

CODE OF CONDUCT AND GRIEVANCE PROCEDURE

TASIS employs a fair, constructive process to address any concerns, complaints, and grievances that may arise in organizations. Informal proceedings include discussion and communication with the parties involved. Formal proceedings may extend to involvement by the Headmaster or Summer Programs Director and other administrators. Key to both informal and formal proceedings are three steps: Communication, Discovery, and Resolution.

For more information on the school's policy, please contact the Headmaster, [Christopher Nikoloff](#).

CAMPING

Each session, the CDE children and teachers go camping at a campsite in the mountains. All students, both day and boarding, are welcome to camp overnight for both nights.

If your child is going camping, he or she should bring the following in a backpack:

- 2 pairs of shorts
- 2 pairs of trousers or jeans
- 1 heavy sweater
- 4 red TASHIS T-shirts
- 4 sets of underwear
- 4 pairs of socks
- pair of sneakers or tennis shoes
- bathing suit
- warm pair of pajamas
- waterproof raincoat or rain jacket with a hood
- flashlight
- sun hat
- toothbrush and toothpaste
- sunscreen
- a pillow (CDE does not provide pillows except for boarding students)
- suggested: closed-toe waterproof hiking sandals or booties ([example](#))

All items must be labeled with your child's full name.

NO cell phones or electronic devices are allowed.

Specific information will be sent once the session begins.

OPENING DAY

[Registration Information](#)

Registration for day students is on **Sunday, June 23** and **Sunday, July 21**. We welcome families on campus anytime from **10:00–16:00**.

Registration should take around two hours and includes:

- class enrollment confirmation
- sports clubs enrollment confirmation
- collecting program t-shirts
- meeting your child's teachers and counselors
- language class placement
- a health review with our nursing staff

Classes begin on **Monday, June 24** or **Monday, July 22** at 8:25.

DAY STUDENT INFORMATION

DROP-OFF AND PICK-UP

Drop-Off

Check-in begins at 8:30 each morning at the main campus parking lot. Children must arrive by 8:35 as the Morning Meeting begins promptly at 8:45.

If children arrive after 8:50, they must check in at the gates across the road from the main campus (outside the white Hadsall building). This can be accessed from the public parking lot.

Pick-Up

Students must be picked up from the main campus lot at 17:30 each day.

WEEKENDS

The day student program is a five-day program, Monday through Friday. On Saturdays and Sundays, CDE day students do not come to campus.

CLOTHING AND BELONGINGS

Our CDE children wear red CDE t-shirts every day. You will receive 5 on Opening Day.

- All clothing and belongings must be clearly marked with the child's first and last names.
- Shoes **and** socks must be worn at all times, except when swimming.
- For safety reasons, earrings are not allowed except during special occasions, like parties and evening excursions.
- **Mobile phones and smart watches are not allowed at CDE.** If a child needs to make a phone call, he or she may ask an adult. If a day student brings a phone to campus, it will be confiscated and returned to the parent at the end of the day. Our rules for boarding students can be reviewed in our [telephone policy](#).

TASIS is not responsible for any lost, stolen, or damaged clothing or personal belongings during the summer programs. Anything left behind at the end of the summer will be donated to a local charity.

Forbidden Items

The following items are not allowed at CDE:

- internet-enabled electronic devices including phones and smart watches
- handheld electronic games
- chewing gum, candy (TASIS provides snacks)
- medicine (must be given to the nurse)
- knives and other weapons

Students may bring a personal book, notebook, blanket, or stuffed animal for rest hour.

HEALTH CARE & ILLNESS

Children will not be able to participate in the program until a medical/health form is completed and proof of insurance is provided. Day students not resident in Switzerland may purchase TASIS Health Insurance for an additional fee of CHF 120. This insurance will cover the student for the duration of the program, has no deductibles, and does not include eye or dental care. Swiss residents should bring a copy of their health insurance card and give it to the Nurse at registration.

Please inform the CDE office (+41 91 960 5491) if your child is unwell and will not be attending that day. If your child becomes ill during the day, our nurse or a staff member will telephone you immediately.

RAINY DAYS

Please check the forecast each morning and if it predicts rain, be sure your child brings a raincoat marked clearly with their name and CDE.

CDE LIBRARY

CDE has a library of children's books written in many languages. Children may choose to bring their own books in their own native language or may borrow from the CDE Library to read during quiet time.

We are actively building our collection and would be delighted if your child could donate a book to our library. We welcome books in any language and they will be enjoyed by children for years to come.

BOARDING STUDENT INFORMATION

PACKING LIST

You will be sent your child's laundry number with the welcome letter from our Admissions Office. Please use this number to **mark everything** that your child brings to TASIS. This includes all items of clothing, personal hygiene items, cameras, backpacks, etc. Unmarked clothing and personal items may end up lost or misplaced.

[CDE Packing List \(PDF\)](#)

OTHER PERSONAL ITEMS

Familiar Things

When packing, consider items that will make your child feel at home. Remember the power of familiar things as transitional objects. Items such as the following make wonderful talking points when we are tucking your children into bed the first few nights.

- stuffed animal or blanket
- particular books
- family photographs
- journal or drawing notebook

Electronic Devices

Students are welcome to bring digital cameras and electronic-readers without video or internet capability. Electronic devices are housed in the CDE office and can be checked out by students at appropriate times.

Forbidden Items

The following items are not allowed at CDE:

- internet-enabled electronic devices (other than phones; see our [telephone policy](#))
- handheld electronic games
- chewing gum, candy (TASIS provides snacks)
- medicine (must be given to the nurse)
- knives and other weapons

- We collect CHF 100 (no Euro please) spending money per student during check-in. Students will use this for any personal necessities and during our shopping night in downtown Lugano.

BEFORE THE PROGRAM

Each child will feel differently being away from his or her family and home. The more a child knows about the program before he or she goes, the more likely the child will adjust well. Preparation is critical to a child feeling comfortable and confident upon arrival. Please review the [daily schedule](#) for insight into the typical CDE day.

Children's Concerns

Sometimes children have concerns and fantasies about a new and different environment. Often they have seen television programs about wilderness camping and think that is what “summer camp” is all about. By gently correcting these misconceptions you can reassure your child and calm his or her fears. We recommend viewing the [CDE videos](#) on our website together.

Homesickness

Talking about homesickness and putting it in perspective can help a child understand if he or she begins to feel upset. Things to consider:

- Discuss what homesickness feels like (discomfort, sadness, confusion)
- Tell them it is completely normal and natural
- Explain that it goes away after a few days and the best way to treat it is to participate and try to have as much fun as possible

Our staff is committed to making this adjustment a positive experience for each child. They are trained to help children through this period and settle them comfortably into the program. The confidence they gain from learning to be independent is a great accomplishment and one of the most important things they will learn this summer.

DURING THE PROGRAM

Dormitory Rules

- Girls are not allowed in the boys' rooms and boys are not allowed in the girls' rooms.

- If you need help from a counselor you may knock on their door. Students may not enter counselors' rooms unless there is an emergency.
- Other specific rules will be discussed during the program.
- Children may not leave the dormitory without a staff member.

Telephone Policy

TASIS has decades of experience with children as they settle into their first days of the Summer Program. Phone calls home during the first week make it more challenging and sometimes impossible for children to adjust, feel comfortable, and really enjoy the program.

During this first week the [CDE Assistant Director](#) is your point of contact. Please feel free to get in touch if you'd like to know how your child is adjusting. The TASIS Communications team will be uploading CDE photo galleries to [SmugMug](#) frequently.

Telephone Contact After Saturday, June 29 / Saturday, July 27

General times to connect with your child are below. Most students will call in the morning. This is the best time for the program and for homesickness reasons. Students with parents in time-zones that do not allow a morning call may try in the evening. We do not require that students call home. Please reach out to the CDE Assistant Director if you would like an update on your child.

- 07:45-08:30 CET
- 20:00-20:45 CET

If your child communicates something you believe our staff should be aware of, please contact the [CDE Assistant Director](#).

Landline Calls

The CDE phone number is +41 91 960 5460. We limit calls to five minutes, and one call per child per day.

Mobile Phone Calls

All personal mobile phones are kept in the CDE office and are only given to children during phone call time.

Students initiate calls. If parents are expecting a phone call and do not get one, try back in ten minutes or so, check in with the office after 9:00 Swiss time, or email to the [Assistant Director](#).

- Phones and cases should be marked with your child’s name and laundry number.
- Please program your home and cell phone numbers, remembering the appropriate country and city codes.
- Your child does not need to supply a charger if their phone can be charged via a [USB-C](#) or [Lightning](#) port.
- Ensure your child’s phone has appropriate minutes available as we are unable to replenish these.
- CDE children are not allowed to use the cell phones of older siblings on campus at any time.

Roommate Requests

Students are roomed with others in their own age group and housed in separate boys and girls dormitories, with a maximum of five students per bedroom. Part of the TASIS experience is to meet new people and learn about different cultures. It is our policy not to allow siblings or friends who speak the same mother tongue to room together, thus allowing for new friendships to develop and thrive

Student Mail

Many families choose to have letters waiting for their children when they arrive at TASIS. Sending mail is encouraged and can help combat homesickness, especially during the first week. If you choose to write, please encourage your child to try new things, tell them that you are proud of them, and keep your message positive. Lastly, remind them of how often you will write—and then do so!

All mail should be addressed as follows:

Student’s first and last name
Le Château des Enfants
The American School in Switzerland
Via Collina d’Oro 15
6926 Montagnola
Switzerland

If your child wishes to send you a postcard, letter, or picture, they can give this to the CDE office with your name on the envelope. A CDE staff member is always available to help include the correct address.

Laundry & Linens

Summer Admissions will provide a laundry number for your child. All of your child's laundry items must be clearly marked with this number or items may be lost.

Laundry is collected twice a week.

- Students should place their dirty laundry in the bags provided
- Towels should be put in the special towel bins
- Note that it is unlawful to hang items outside windows

The School provides all bed linens and towels.

Lost and Found

If a child loses an item, he or she should check with the office. Any unclaimed clothing or items left at the end of the program will be donated to charity.

Field Trips

Boarding students have the opportunity to visit local attractions on Sundays, offering a chance to see the surrounding beauty of Lugano and beyond. These excursions are day trips and children return to campus by the end of the day on Sunday. Children are transported to field trips in large coaches with professional drivers or via public transportation.

Health Care

If a child feels sick, he or she should tell a counselor or nurse immediately.

The TASIS campus houses a centrally-located health center. Each program has an in-house qualified nurse to provide health care for students and to arrange appointments with local doctors, if needed. Boarding students not resident in Switzerland will be covered by TASIS health insurance for the entire duration of the program (from midnight on the first day of the program to midnight on the final day of the program). Dental and eye care are not included in the health insurance. If your child needs to see a dentist or an eye doctor, the appointment must be paid for immediately after the visit.

Boarding children who are Swiss residents must provide a copy of their health insurance card and give it to the nurse on registration day.

All medicines, including vitamins, must be given to the nurse.

Religious Services

Please contact the [Director](#) if you would like your child to attend religious services.