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## Summer Language Holidays Ebernburg

**Welcome to International Projects!** We wish you a pleasant, exciting and fun-filled stay in our Junior Summer Camp. These travel documents will help you to get a general overview of your upcoming trip.

### Independent Arrival

If you decide on the Independent Arrival option, you must be accompanied by your parent/or legal guardian. We expect you on your arrival day between 3 pm and 5 pm in the Castle Ebernburg. Your supervisors will welcome you. Upon arrival you will have to hand in your voucher. Then you receive your IP Welcome Pack which includes information as well as the activity programme. In the evening there is a Welcome Meeting where you receive more detailed information on your stay.

#### Arrival by Car

Some students are taken to Ebernburg by their parents by car. If you enter the address into your navigation system, please use the following address:  
Burg Ebernburg  
Burgweg 1  
55583 Bad Kreuznach

### Individual Transfer

Arrival and departure transfers can be provided as an additional service from/to

- Frankfurt International airport (arrivals/ departures: 10 am to 7 pm)
- Frankfurt main station

Our Meet & Greet Service will wait for you and take you directly to your course centre. On your departure day, you leave Ebernburg in order to make sure you arrive at the airport or train station on time to check-in.

Please don't hesitate to ask for our **Unaccompanied-Minors-Service**, if you're looking for a supervised pick-up and check-in.

If you book an Unaccompanied-Minors-Service with your airline, please make sure to confirm the service for unaccompanied minors with us as well.

Please let us know at least two weeks in advance your exact time of arrival and your flight or train details, so that we know when to expect you.

**Meeting point at the airport:** At the exit of the baggage reclaim area in the public arrival hall of each terminal the taxi driver or our IP staff member is waiting with an IP T-shirt and/or sign to pick you up. In case you can't find anyone please contact the emergency number which should be in your wallet and wait for further instructions.

**Meeting point at HBF (Frankfurt Main Station):** Please leave the platform to the main building and find centrally located an **Info Point** where the taxi driver or our IP staff is waiting with an IP T-shirt and/or sign to pick you up. In case you can't find anyone please contact the emergency number which should be in your wallet and wait for further instructions.

### Low Budget Transfer

We also offer a Low Budget transfer from/to Frankfurt Airport Ebernburg. Transfers will be provided by public transport or well-known taxi companies. Fly into Frankfurt Airport between 10:00 and 16:30, for non-European students we recommend arriving before 15:00 on the day of arrival and our Meet & Greet Service will be waiting for you at the terminal and will accompany you to your transfer service. Together you will take the train or a coach or taxi shuttle which will depart from Frankfurt Airport, or a nearby pick up station, at approximately 18:00.

**Meeting point at the airports:** At the exit of the baggage reclaim area in the public arrival hall of each terminal the taxi driver or our IP staff member is waiting with an IP T-shirt and/or sign to pick you up. In case you can't find anyone please contact the emergency number which should be in your wallet and wait for further instructions.

On the day of departure, you will be brought to Frankfurt Airport at about 11:00 – so please book your flight after 13:00. A staff member will help you to your terminal and check you in.

If you book an Unaccompanied Minors service with your airline, please request our Unaccompanied Minors service. The Low Budget Transfer is only available on the indicated arrival and departure days.

## Departure

We would like to ask you to leave your room and check-out in the morning. If you have booked a transfer with us, the IP team provides information regarding your exact departure time. If you are picked up directly, your parents are expected to pick you up between 10 am and 12:00 noon in Eberburg.

## Parental Consent form

For all students aged under 18 years old.  
Please fill out the form **as soon as possible**, at least 7 days prior to arrival.

We are gathering this information in order to look after your child in the best possible way so they can enjoy the most positive experience on their holiday with us. Please answer all questions as fully as possible.

After filling out the form, you will receive the summary of your answers by email. Please **PRINT, SIGN AND GIVE** to your child the printed form as some parts of it might be necessary for example at the border while entering Germany.

This form should take 5 to 10 minutes to fill out.

Please use the link and QR code below to fill in the parental consent form:

<https://forms.office.com/e/ww3kF2HTx3>



## Luggage and Immigration Regulations

One piece of check-in luggage is allowed per passenger. Usually, 20kg but please check with your airline directly about the individual allowance. Additionally, you can bring one piece of hand luggage, e.g., a backpack or a handbag (depending on the airline 7-10kg). Below you will find a list of things which could be useful when preparing your suitcase:

- ✓ Trousers, T-shirts, pullovers, etc.
- ✓ Rain jacket / small umbrella
- ✓ Comfortable walking shoes /closed shoes
- ✓ Swimsuit and beach towel
- ✓ Big towel (for swimming)
- ✓ Sun cream / hat
- ✓ Toiletries bag with items for your personal hygiene

### Things that must be in your hand luggage:

- ✓ your passport (either a child ID with a photograph, your ID or Passport)
- ✓ your visa\* (if needed)
- ✓ Consent form filled in and signed.
- ✓ your health insurance card
- ✓ your voucher and all important telephone numbers
- ✓ The above emergency contact card
- ✓ important medication (if needed)

Please remember that you may need an adaptor in Germany for the power plugs.

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Please print and keep safely in your wallet or phone case the below card with the school details and emergency phone number:

Student's name:.....

**IP International Projects Ebernburg**

Burgweg 1  
55583 Bad Kreuznach  
Germany  
0049 (0) 157 80 50 75 00

europa school of english international projects ip language courses abroad

### Your contact details

Burg Ebernburg  
55583 Bad Kreuznach – Bad Münster am Stein  
Emergency phone 24/7: 0049-(0)157-80507500  
WhatsApp: 0049-(0)157-80507500  
Email: Ebernburg@internationalprojects.com

**Please note:** the reception of mobile phones in the castle is not great in case you can't get hold of anyone via the emergency phone please send a message as a text or WhatsApp.

### Entry into Germany

EU/EEA/Swiss/UK nationals will be able to come to Germany as a tourist without needing a visa. Students can arrive at the border and either show their passport or Identity Card (for EU and Schengen country nationals only),

We want to make you aware, that you and your parents are responsible for obtaining a visa for Germany as well as the transit countries, if there are any. Find more information here whether or not you may need a visa <https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820>

**Note:** Make sure that you have all identification documents ready, as you might have to identify yourself at the passport control promptly.

### Accommodation in the castle

Our English and German summer courses take place in a real medieval hill castle overlooking the beautiful city of Bad Kreuznach. Situated between historic towns like Mainz, Bingen am Rhein, Rudesheim and Frankfurt, the small village of Bad Münster am Stein is perfect for younger students. You live in a 2-4-bedded ensuite room with private facilities in your room.

**Bedlinen in your accommodation is provided.** Please bring your own towels for indoor use and for swimming. The bedrooms and the bathrooms are cleaned regularly; therefore, please keep your room in a good state. Washing machine and dryer are accessible for our team. We offer a laundry service regularly.

### Deposit

When checking in we kindly ask you to pay a deposit of 50 € for damages caused by you during your stay or for lost room keys. In these cases, the deposit will then be used to pay the damages.

If you do not cause any damages or lose your key the deposit will be returned at the end of your stay.

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**Meals:** Breakfast, lunch and dinner are provided in the dining room. Breakfast includes cereals, rolls, bread, butter, jam, cheese, meat, juice, milk, hot chocolate and tea. Lunch always consists of a starter, a main dish and a dessert. Dinner includes bread, cheese, meat, salad, a warm side dish and sometimes a warm meal.

**Drinks:** During breakfast, there are various drinks on offer, for lunch and dinner we will provide you with water and tea. In our **Fruit'n'Fit Corner** in the IP Ocean Lounge, you can always find water, tea and various kinds of fruit. Further drinks can be bought. Please clear away your dishes after the meals and clean the table before leaving.

## Dietary Requirements

If you have booked any special dietary requirements with us, please inform our members of staff upon arrival so the kitchen will then provide alternatives. It is usual in Germany to offer tap water during mealtimes. Outside mealtimes you can help yourself to water and fruit which are available to you in our IP Ocean Lounge.

## Language Courses

Your language course consists of **20 lessons of 45 minutes per week** in groups with a maximum of 15 participants. It includes a placement test, which is essential for your placement into the right group for your level of English or German, as well as a certificate with personal assessment. Each of the four lessons focuses on a specific area of language learning: language focus/ grammar – perceptive skills – language production / communication – language production/ writing or dealing with special problem areas of the students.

### Intensive English Course (20 x 45 minutes / week)

Generally, lessons will take place between 9 am - 12.30 pm (including breaks) from Monday to Friday.

### Intensive German Course (20 x 45 minutes / week)

Generally, lessons will take place between 9 am - 12.30 pm (including breaks) from Monday to Friday.

## Placement Test

We do ask every student to do a placement test as soon as possible, at least 7 days prior to arrival. This test is **ESSENTIAL** for your placement into the right group for your level of English or German. Please do it only once, on your own, in a maximum of 45mins, and in a quiet environment. If you do forget to do your placement test prior to arrival, you will do it during the first block of lessons on the first Monday after arrival. But we strongly advise every student to do it prior to avoid missing any lessons, and as some class levels might be already full, it might be more difficult to place you in the perfect class.

Please use the links below to access the placement test:

Placement test **ENGLISH COURSE:** <https://forms.office.com/e/20zmUr6F0v>

Placement test **GERMAN COURSE:** <https://forms.office.com/e/3mhsYFRs59>

## Your Supervisors

Your IP Supervisors are young people who enjoy working and traveling with kids and teens and have undergone extensive training with IP. They put together the activity programme and are always available for questions and advice. If there is something you are not satisfied with, please feel free to talk to your supervisor in order to resolve the reason for your discomfort. During the daily assemblies (Monday – Friday) the upcoming programme will be explained and in the daily *Time to Talk* (TTT) you have the chance to talk about potential problems or questions in a smaller group with your designated IP Supervisor.



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All students under the age of 16 participate in a compulsory programme with a wide range of activities. They are not allowed to leave the campus without staff members- even if their parents give them the permission to do so. There is the option of choosing free time in pairs or groups as an afternoon activity on the supervised campus. Please see our IP Rules & Regulations section for more information.

## Activity Programme

Our IP staff members represent very different profiles and skills to make your stay unforgettable. They create an interesting and diverse activity programme for you. Each afternoon there is at least one programmed activity which can include sports, workshops, games, walks or excursions. In the evening there can be parties, movie nights or IP's got Talent shows – wait and see! Most of the activity programme as well as the lessons take place in the castle. The central meeting point of the IP Ebernburg is the IP Ocean Lounge. There you can relax, listen to music, enjoy a snack or a drink, chat with your friends and supervisors and plan your day.

During your first week you have one half-day trip included. If you stay more than one week you will have two additional full day excursions per week. **Most of the excursions are organised by public transport (Train).** In your IP Welcome Pack which you receive upon your arrival in Ebernburg, you will find a detailed programme for your stay.

## Overnight trip to a theme park on the 7<sup>th</sup> July

We are going on an overnight trip to the "Holiday Park Pfalz", a theme park, on the 7<sup>th</sup> of July. All students and staff members leave early on Friday morning, so there will be no lessons that day. Classes will be made up the following week or the day before. The trip will be done by train.

Students and our staff members stay the night of the 7<sup>th</sup> to the 8<sup>th</sup> of July in a hostel in Frankfurt, close to the train station, to really enjoy the day in the theme park. For this excursion, we recommend bringing a backpack or a bag big enough to pack: change of clothes, toothbrush and pyjamas.

This excursion is included in the price, so there is no additional cost. Train tickets, entrances and full board will be provided.

## Pocket Money

As you have included almost everything already in your travel price, you only need a bit of pocket money for additional drinks, little snacks, phone calls, post cards, some souvenirs, etc. Experience shows that 20 to 30 Euros per week should be sufficient.

There is no safe available in Ebernburg. However, you can **store your valuables with the IP team.** If desired, our team can also keep a pocket money account for you. International Projects will not be liable for any stolen or lost valuables or money.

## Social Media

IP International Projects would like you to follow us on Facebook and Instagram so you can get some more insight into our centres and information about our Summer Language Holidays. Feel free to link us in your posts and to mention our hashtags #IPsummer and #learnmorethanalanguage in your posts. We will re-post the best ones on our timelines and stories.

As your privacy is important to us, we want to ensure that only students or parents who have given us their express permission are featured on our social media. We undertake to protect the privacy rights of the participant when using images and to not use photographs or other images which may harm the reputation and/or violate the privacy of the participant. Parents/guardians and the participant can withdraw their permission at any time, either in writing or by email, stating their booking or customer number.

IP International Projects is not responsible for content posted by students on social networks even if they are using the above hashtags or linking to us.



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We would like to wish you a wonderful language holiday, lots of fun and everything that makes a great, unique and memorable holiday!

Your team from International Projects

For your pinboard at home

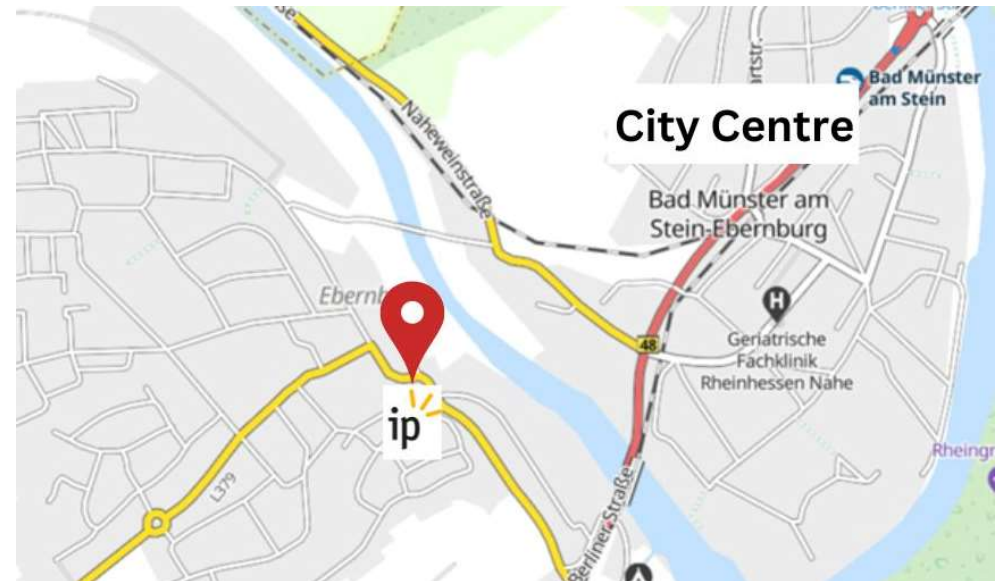
Arrival and Departure  
Arrival 2:00 pm until 5:00 pm  
Departure 10:00 am until 12:00 noon

**IP Ebernburg**  
Burg Ebernburg  
55583 Bad Kreuznach – Bad Münster am Stein  
Germany  
E-mail: ebernburg@internationalprojects.com  
Mobile: 0049-(0)157-80507500

**International Projects office**

Phone: 0044-(0) 1202-618279  
E-mail: info@internationalprojects.com  
[www.internationalprojects.com](http://www.internationalprojects.com)

Your Course Destination Ebernburg



## IP Rules & Regulations for Ebernburg

To follow you will find our rules and regulations to ensure our students behave responsibly and safely during their summer course in our centres.

These rules must be adhered to by all students and can't be invalidated.

- **Respecting other students:** Our aim is to bring together international young people from all over the world in our course centres, who want to learn a foreign language and gain intercultural experiences. Therefore discrimination, racist or sexist behaviour will not be tolerated. Bullying in person or online will not be tolerated in our centres.
- **Attendance:** The lessons, the daily assemblies, the TTTs as well as all meals have to be attended by all IP students. The afternoon and evening programme is compulsory for under 16-year-olds. There is the option of choosing free time in pairs or groups on the supervised campus as an afternoon activity.
- **Leaving the Campus:** All students under the age of 16 participate in a compulsory programme with a wide range of activities. They are not allowed to leave the campus without staff members- even if their parents give them the permission to do so.  
During excursions you will also have the chance to explore and have some free time in pairs or groups with a staff member waiting for you at the meeting point. Please note, students under the age of 13 must be accompanied by a member of staff, while students 13 years and older may leave in groups of two or more.  
Participation in the activity programme is voluntary for students 16 years and above. They can choose between taking part in the offered programme activities or exploring the town with their friends (must be in pairs) in the afternoon after informing our staff members and signing out. Students will not be allowed to leave the campus without supervision after dinner. Our staff members reserve the right to limit these times when necessary.
- **Curfew/Night Check:** All students have to be in their rooms by 10.30 pm. Staff members will conduct a night check between 10.30 pm and 11.00 pm to ensure that all students are in their rooms.

- **Noise:** From 10.30 pm onwards all activities must not be too noisy. Please respect the need for quiet of fellow students and residents living nearby.
- **Privacy:** The privacy of fellow students and staff must be respected. Do not enter designated areas or rooms of fellow students without permission.
- **Rooms:** Multi-bedded rooms can only be shared by students of the same sex.
- **Damages:** IP will have to be reimbursed for all damages. In some cases, the damages may be covered by your insurance.
- **Theft:** Please take care of your belongings at all times as we do not take responsibility for lost or stolen items. We report all thefts to the police.
- **Fire safety:** Fire doors cannot be blocked or left open. Setting off of fire extinguishers will be dealt with as an act of vandalism and any incurred costs will have to be paid for by the student.
- **Alcohol:** It is not allowed to consume alcohol of any kind.
- **Smoking:** Smoking is not allowed in our IP Centres.
- **Drugs:** Consumption or dealing of drugs is strictly prohibited.
- **Weapons:** Carrying weapons of any kind (flick knives, tear gas, etc.) is forbidden. Apart from that, we do not offer or support any activities which include violence (Paint Ball, Laser quest or violent computer games).
- **Tattoos/Piercings:** Students under the age of 18 are not allowed to get tattoos or piercings during their stay.
- **Swimming:** Please note, that swimming is not an IP organised activity, and therefore IP – International Projects is not liable. However, it is principally allowed on supervised beaches/pools only when a lifeguard is present, unless otherwise determined in writing by parents/guardians.
- **Mobiles:** The use of mobile telephones during lessons and assemblies is not allowed. If disregarded, staff may confiscate the mobile phone. IP is not liable for the loss or damage of mobile phones.
- **E-Safety:** Accessing, viewing or sharing inappropriate materials online or via social media is strictly forbidden.

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Disrespecting our rules and regulations may have legal consequences and may result in a student being asked to leave the course. IP will not cover any additional costs that may arise from a student's suspension.

Should you have any complaints or want to report abusive behaviour, please feel free to talk to any member of staff or email: [info@internationalprojects.com](mailto:info@internationalprojects.com). For more information our complaints procedure and our policy on abusive behaviour please see:

[https://cdn.europa-school.co.uk/download/ESE\\_Complaints\\_Procedure.pdf](https://cdn.europa-school.co.uk/download/ESE_Complaints_Procedure.pdf)