

Associação Novas Descobertas – Associação Educativa e Recreativa

RULES OF PROCEDURE

SUMMER CAMPS AND LEISURE ACTIVITIES NEW DISCOVERIES

TRAINING ANIMATORS NEW DISCOVERIES

1. GENERAL CONSIDERATIONS

Associação Novas Descobertas - Educativa e Recreativa, also known as "AND", is a non-governmental organization based on values of inclusion and diversity, extending to the ecological, social and economic spheres. It was legally established in June 1994 with the aim of developing educational activities that always strive for inclusion and intergenerationality. It is part of the Lagos Local Council for Social Action (CLAS) and is registered as a summer camp organizer under no. 12/2013.

The association's mission is to bring generations together to care for the land, communities and individuals through living experiences, underpinned by an ethos inspired by values of inclusion and integration, diversity and participation. With the general objectives of caring for, nurturing and regenerating the land and people, it develops unique experiences and learning in family contexts, through the implementation of pedagogical programs, in a pedagogical farm, identified as "Quinta do Vale da Lama", with activities that aim to promote the training of young people, children and others, through citizenship and environmental education, with a view to resilience and practical learning, for life, that is, promoting an "*Education for Regenerative Transformation*".

With 30 years' experience in social inclusion work, non-formal education for children, young people and adults (nationally and internationally), it promotes participatory non-formal education as a way of integrating all age groups in a process of individual and collective empowerment. To this end, it organizes community events, summer camps, training for monitors/leaders of leisure activities, and various courses in the area of education for sustainability and regeneration. It seeks to promote social equality and opportunities in an innovative way. AND now offers a new era of quality learning and programs on its farm, for all ages, in order to promote an intimate relationship with nature and the development of interrelationships with local communities. The association combines an innovative creative learning approach to non-formal participatory education with the wisdom of traditional knowledge, continuing to provide new discoveries for all.

At Quinta do Vale da Lama, the **NOVAS DESCOBERTAS** association runs various activities to raise awareness of regeneration and summer camps:

- Study visits - activities that take place during the school term, designed to make young people from pre-primary to 12th grade aware of different environmental themes: sustainability, water, organic horticulture and composting m, vegetable gardens and orchards, soils, sustainable arts, introduction to permaculture.
- Summer camps - residential (accommodation in tents) or non-residential (from 9:00 a.m. to 6:00 p.m.), all year round, during school vacations, weekends or national holiday, for young people between the ages of 6 and 17.

- Training for ND animators for young people and adults over the age of 16.

2. GUIDING PRINCIPLES

MISSION:

To provide people of all ages and backgrounds with transformative learning experiences, connected to nature, that promote personal development, create links to the community and encourage active citizenship.

VISION:

To build an inclusive society that works to create a balanced relationship between humanity and nature, and aims for a more resilient future.

The activities developed by the **ASSOCIAÇÃO NOVAS DESCOBERTAS ARE** based on principles such as inclusion and social responsibility, diversity, regeneration, innovation, solidarity, equal opportunities, interdisciplinarity and transparency.

In 2010, associated with the association's educational project, and in partnership with the *Vale da Lama farm*, a new Permaculture Design educational project was born - with various training offers (for any age) in the area of Permaculture and the transition to an era of regeneration.

We are also taking part in the *mission of Quinta Vale da Lama*, which is in the experimental process of transitioning into a space for social and environmental cultures of demonstrative and educational value:

"With activities on a family farm - Quinta do Vale da Lama - we provide (innovative) learning experiences that empower individuals of all ages and backgrounds to create change and beneficial social responses by living more sustainably and inclusively."

Volunteering at the heart of the association:

Volunteering is at the heart of our associative action. From a very early stage, the association has offered training services in the area of non-formal education and sustainability, with a view to training facilitators (possible volunteers) of social groups who, on the one hand, ensure the quality of the association's educational vision and, on the other, take learning from experience into their practical lives. More recently, the association has added to its activities ongoing training in permaculture and eco-social regeneration for resident and occasional volunteers who are part of the resident community of the family farm - Vale da Lama.

3. OBJECTIVES OF THE SUMMER CAMPS AND THE ASSOCIATION'S EDUCATIONAL ACTIVITIES:

During the school vacations, the association provides residential and non-residential camps for young people to spend days together, developing inclusion and community learning skills, while having fun, creating healthy bonds with themselves, the group and nature, enjoying the farm and all the regional surroundings.

Main objectives:

- Cooperation, mutual help and team spirit;
- Full development of young people;
- Solidarity among the participants;
- Encourage the discovery of new cultures and values



- Autonomy, initiative and creativity;
- Raising awareness of environmental issues;
- Captivate and raise awareness of cultural activities;
- Raising awareness of safeguarding Portugal's historical and natural heritage;
- Encourage the development of creative skills through direct contact with nature.
- Development of critical and innovative thinking
- Promoting intergenerationality in its activities
- Learning from experience
- Non-formal, life-long and lifelong education
- Integrated and participatory training
- Development of social and civic skills
- Individual empowerment work
- Development of innovative problem-solving skills
- Promoting individual resilience in community life
- Promoting creativity, discipline, energy, optimism and passion for living as a social and ecological being
- Empowerment of the individual and their contextualized action
- Communicating the association's mission/vision
- Anticipate and identify problems, finding in themselves, in nature and in the earth the models for creative and innovative, efficient and viable solutions.
- Generate wealth (social, ecological and individual)
- Generate innovative thinking that stands out from the traditional view
- Adapt your action to the scale of your needs
- Being alert to new discoveries and opportunities
- Strive to be critical, active, optimistic, responsible and driving force in their lives and in solving the problems neglected by society.
- Study and look for sustainable dynamics in the three spheres of your life (social, ecological and economic)
- Apply and exploit social entrepreneurship skills
- Seeking a culture of lifelong learning
- Become more active in their productive lives
- Create social and individual dynamics with a positive impact on their lives and those around them
- Acting on the importance of passing on individual and social skills to new generations

4. RECIPIENTS

The residential and non-residential summer camps, organized by the Novas Descobertas association, are aimed at all young people between the ages of 6 and 17.

Training for summer camp leaders is aimed at young people and adults over the age of 16.

The *maximum number* of participants in the Summer Camps and the Summer Camp Animator Training is limited to 30-35 participants, with the *minimum number* for residential summer camps being 12 participants, for non-residential summer camps 8 participants and for the Summer Camp Animator Training 10 trainees.

5. DOCUMENTATION

- a) Parents/Guardians or Trainees must provide all the documentation necessary for the enrollment process and indicated in the information prior to enrollment (e.g. citizen's card, passport, health or beneficiary card...);
- b) Parents/Guardians must provide all the information necessary to integrate their children into the Residential Summer Camp or leisure activities. Trainees must provide all the information necessary to register for training as summer camp instructors.
- c) Parents/Guardians or Trainees must provide all the necessary information regarding the existence of any conditions, namely the need for specific food and/or special health care or medication to be taken;
- d) Parents/Guardians or Trainees, upon registration, have the right to receive information about the promotion and organization of the Summer Camp/Training of Summer Camp Animators, as well as the Internal Regulations, pedagogical plan and the general schedule to be developed.

6. ENROLLMENT IN SUMMER CAMP| OTL AND ANIMATOR TRAINING ND

- a) In the case of summer camps, participants must register by filling in and submitting their own *registration form online and signing and handing in the term of responsibility* (available by email) which, once filled in and signed, must be delivered by **hand** to the headquarters of the **Novas Descobertas** Association or sent by **post** (vale da lama post office box 322-N 8600-258 Odiáxere Lagos), or scanned and sent by **email** to info@atividadenovasdescobertas.org. In the case of training for animators, simply fill in the available form and submit it **online**.
- b) Confirmation of participants' registration is conditional on the effective payment of a **deposit** (defined and made known in the registration form or/and via email), which must be paid immediately after receiving an email indicating this, by check, cash or bank transfer (NIB: 0045 7194 40152135171 36).
- c) Full payment (the remaining amount) of the registration fee must be made at least two weeks before the start date of the activity, by the means indicated via email or via the registration form. Failure to pay the entire registration fee within this period, without prior notice of at least one week (8 days) before the start date of the activity, will result in the cancellation of the registration and forfeiture of the deposit and any possibility of a refund of the deposit.
- d) Entries sent in by post will be sorted by post office date (compared to those received by email or hand-delivered), until the maximum capacity is reached, with the remainder being put on a waiting list.
- e) If there are no vacancies, the participant may choose to register on a waiting list. Registration on the waiting list does not require any deposit or commitment on the part of either party (participant and association). Participants on the waiting list will be informed immediately, in list order, when a place becomes available and will be able to express their interest in registering by paying a deposit.

7. DROPOUTS AND WAITING LIST (SUMMER CAMPS OR ANIMATOR TRAINING ND)

The participant or their legal representative may withdraw from the summer camp/training by informing Associação Novas Descobertas in writing, subject to the following situations:

- a) Only withdrawals communicated in writing more than one week (8 consecutive days) before the start date of the summer camp, OTL or training for animators, or the closing date for registrations (when this is 8 days before the start date of the summer camp, OTL or training), entitle you to a full refund (100%) of the amount paid for registration (deposit or in full);
- b) Only withdrawals communicated in writing at least seventy-two hours (three days) before the start of the Summer Camp, OTL or Training, or the closing date for registrations (when



- this is 3 days before the start of the Summer Camp, OTL or Training), will entitle you to a 75% refund of the registration fee;
- c) If you withdraw after the registration deadline or less than 72 hours (3 days) before the start of the activity, or if you do not show up for the activity without any prior notice, there is no possibility of a refund of the deposit or the total amount paid (for reasons of filling a vacancy that cannot be filled, for expenses already incurred or to be paid);
 - d) The association may consider a partial or total refund of the amount paid for registration for ND activities, even when communicated after the registration deadline or less than 72 hours (3 days) before the start of the activity, in proven situations of: unexpected accident; death or sudden illness of a family member, situation of sudden aggravated illness, calamity situation, imposition of isolation, accident of force majeure or when the vacancy can be filled by another participant, in these cases each refund situation will be evaluated in its singularity;
 - e) The participant's entry and attendance at a Summer Camp, OTL or Training, whether for part of the day, 1 or more days, automatically precludes consideration of the refund referred to in line d) of this point.
 - f) Participants' absences during the activity do not entitle them to reimbursement for the days missed, with the exception of absences caused by situations for which the association is entirely responsible and in control;
 - g) If a registered participant withdraws, the vacancy created will be filled, whenever possible, by the first participant on the waiting list, who will be contacted as soon as possible to confirm their registration and make the necessary deposit payments to make their registration effective.

8. CANCELLATION OF SUMMER CAMP OR TRAINING FOR ANIMATORS ND

- a) If, at the end of the registration period, the minimum number of participants has not been reached, AND reserves the right to cancel the summer camp, OTL or facilitator training (with at least **two weeks'** notice);
- b) ND Summer/Training Camps may be canceled (either by the association itself or by obligation of another institution with powers to do so) in cases of force majeure, such as fires, bad weather, calamities, pandemics or other unforeseen circumstances beyond the association's control.
- c) In the event of cancellation of the ND Summer/Training Camp due to the responsibility of the **NOVAS DESCOBERTAS** association, the registration fee will be refunded in full.
- d) In the event of cancellation during the summer camp, OTL or training due to force majeure (e.g. calamities, accidents, fire, pandemics), beyond the control of the association and in order to comply with the law requiring cancellation, the association may reserve the right not to refund the registration fee, in order to cover expenses already incurred;
- e) Specific actions within activities may be canceled if situations arise that prevent them from taking place (the association will inform participants of the changes in good time), but such changes do not entitle participants to a refund.

9. ACTIVITIES

The activities to be developed in the **NOVAS DESCOBERTAS** Summer Camps can fall into the following areas:

- 1) Adventure and exploration of (and with) nature
- 2) Group work and community development (where primitive social processes are explored with close links to traditional experiences and social responsibility)
- 3) Creativity and exploration of innovative thinking
- 4) Developing individual skills
- 5) Pedagogical Games and Group Dynamics
- 6) Non-formal education and practical experience
- 7) Environmental and regeneration education
- 8) Psychology of Children and Adolescents/Young People
- 9) Planning, implementing and evaluating activities.

The activities to be developed have a predominantly formative component and can combine playful aspects with learning and the development of tasks.

10. CANCELLATION OF ACTIVITIES

- a) If, at the end of the registration period, the minimum number of participants set by the organization has not been reached, the activity may be cancelled.
- b) The activities may also be canceled by the **NOVAS DESCOBERTAS** association in cases of force majeure, such as fires, bad weather or other totally unforeseen circumstances.

11. SAFETY PROCEDURES IN ACTIVITIES

- The **NOVAS DESCOBERTAS** technical team has the necessary qualifications to carry out its activities. They are familiar with all the safety regulations for the various activities included in the program.

12. TIMETABLE

Activities start at 08:00 and end at 22:30. There are breaks for rest, meals, rest and free time.

13. MEALS

The composition of the meals and the menus are designed with a perfect balance of food, age group and type of activities in mind, within the traditional Portuguese cuisine and the typical Mediterranean diet. In keeping with the values it practices, the association presents diversified menus, taking into account allergies and intolerances as well as vegetarian options, within the possibilities of the kitchen team and the food budgets available. Whenever possible, the association tries to present a diet rich in vegetables, fruit and healthy, organic food, preferably from the Vale da Lama gardens.

In the Summer Camps and Novas Descobertas Training, the following daily meals are provided:

- Breakfast, morning snack, lunch, snack, dinner and supper.
- Alternative menus are prepared for participants who have medical indications or for health situations that require it;
- For intolerances, allergies or very restrictive dietary options, different from the traditional Portuguese or Mediterranean diet, with strict dietary requirements that are difficult to

manage or which cost more than the stipulated food budget per participant, the participant must bring their own food/meals and must manage their preparation with the kitchen team.

14. CONTACT HOURS

The time when participants and their Parents/Guardians can contact each other by telephone (cell phone) is during the main meals and rest periods (lunch and dinner). This time is specific to each activity and is communicated to parents via email when they register and when they arrive.

The use of cell phones is not allowed outside the period mentioned, except in cases authorized by the Summer Camp organizers.

It is strongly discouraged to bring and use a cell phone during the camp or OTL.

We discourage direct communication with participants via cell phone outside of the defined contact hours, after quiet time (22:30) and before 9:30 or during activity hours (10 - 13:00| 14:30 - 18:30| 21:00 - 22:30).

15. VISITS TO THE SUMMER CAMP AND ND TRAINING BY FAMILY MEMBERS OR PEOPLE FROM OUTSIDE THE CAMP/COURSE

Visits to the Summer/Training Camp, during its period of operation, by Parents/Guardians/Family members or friends are preceded by a request to be made by email.

Visiting hours by appointment are: from 14:00 to 15:00 and from 18:30 to 19:30.

For summer camps and OTL, the association *NOVAS DESCOBERTAS* considers as visitors of the participant, the names indicated on the Registration Form as guardians or legal representatives.

Family members and friends may visit the participant (as long as they are indicated in advance via email by the guardian or legal representatives and within the times indicated).

During the activity period, visitors are not allowed on the premises of the ND Summer/Training Camp.

Scheduling visits: Visits to participants must be scheduled via email (info@projectonovasdescobertas.org) with the coordinator.

16. TEAM

The Summer Camp team is made up of a coordinator, a technical teaching team and several monitors who are duly qualified according to the ages of the participants and the nature of the activities to be carried out:

There is one monitor for each group of 8 participants aged between 10 and 17 and one monitor for each group of 6 participants aged between 6 and 9.

At PND Summer Camp Animator Training we have a multidisciplinary team of coordinators/trainers, technicians and volunteers who together form the dynamic and versatile structural body of PND Summer Camp Animator Training.

17. YOU ARE NOT ALLOWED TO TAKE IT TO THE CAMP:

- a) Tobacco, alcoholic beverages and narcotics.
- b) Medicines, except in cases where the participant is on medication. In these cases, the parents/guardians must hand them over to the summer camp coordinator.
- c) Sharps or other objects which, due to their dangerous nature, put the physical integrity of the participants at risk.

18. HEALTH AND INFORMATION (POLICIES AND PROCEDURES)

- a) In the event of an accident or sudden illness, young people will be assisted by all the necessary means depending on the situation. Parents/Guardians will be notified immediately and should then go to the area where the activity is taking place to find out about the situation or to the place where the participant is being assisted.
- b) At the time of registration, photocopies of the Citizen's Card and Health Card, or passport and residence card and health insurance (in the case of participants without Portuguese citizenship) are required.
- c) Parents/Guardians must provide accurate information to the person in charge of the Summer Camp/Training about the restrictions/illnesses/special conditions of the participants.
- d) In the event of a pandemic situation (namely covid 19), the association will take a set of measures and implement protocols for contact between participants and disinfection of spaces and materials to mitigate contagion during summer camp activities, OTL and training for animators (in accordance with the association's covid 19 contingency plan). The association will communicate these measures and the contingency plan when publicizing the activity and in specific documents presented to parents and legal representatives;
- e) In the event of a pandemic situation (namely covid 19), the association will demand a set of requirements for the young person or trainee to enter and take part in the activity. These requirements will be communicated in specific documents at the time of registration and when the activity is announced.

19. INSURANCE

Associação **NOVAS DESCOBERTAS** has the mandatory insurance (personal accident insurance, volunteer insurance, civil liability insurance) for the development of the Summer Camps activity and for the Training of ND animators, under the conditions defined in the regulatory ordinance (according to article 17 of Decree-Law no. 304/2003 of December 9 and Ordinance no. 629/2004 of June 12).

20. RIGHTS AND DUTIES OF THE ASSOCIAÇÃO NOVAS DESCOBERTAS:

20.1 RIGHTS:

- a) Define the content of the activities to be carried out at the ND Summer/Training Camp;
- b) Choosing the venues for the summer camps / ND training activities;
- c) Define the menus and the rules for organizing and running the Summer Camp / ND Training;
- d) Selecting the field directors/coordinators as well as the animators/monitors/trainers and technicians;
- e) Define the price to be paid by participants, as well as other financial conditions;

- f) Defining the maximum and minimum number of participants in each ND Summer/Training Camp;
- g) Not be responsible for the loss, theft or damage of any objects not explicitly entrusted to its care.
- h) Take a set of contingency measures (and communicate them at the time of registration) for pandemic situations (namely covid 19) such as: requiring entry and participation requirements to avoid contagion, taking a set of actions that mitigate the possibility of contagion during and after the activity, outlining safety protocols for contact between participants, among others.

20.2 DUTIES:

- a) When registering participants, provide detailed information in writing about the promotion and organization of the summer camp / ND Training:
 - Identification of the organizing body and contact details;
 - Identification of the promoter, if any;
 - The location of the summer camps or training;
 - A copy of the Rules of Procedure;
 - A copy of the Pedagogical Project (of the training or Summer Camps)
 - A copy of the MODEL General Schedule of activities;
 - In the case of Training,
 - The price of registration and any other charges;
 - Information about the existence of a complaints book;
 - Reference to the existence of personal accident insurance.
- b) The **NOVAS DESCOBERTAS** association is obliged to clearly identify itself at all its service points, indicating the name, license number and respective period of validity;
- c) Publicize the existence of the Complaints Book by posting a notice in a clearly visible place. Provide the Complaints Book to anyone who requests it;
- d) Complying punctually with the program of activities defined for the ND Summer/Training Camp;
- e) Ensure the permanent accompaniment of participants throughout the duration of the activity, including during any travel, through ND animators/monitors/employees;
- f) Providing transportation for activities to be carried out outside the ND Summer/Training Camp premises;
- g) Provide all the materials necessary for the safe practice of the activities;
- h) To inform the competent authorities in advance of any changes to the initial planning of the activity;
- i) Submit the final activity and accounts report to the competent authorities within the time limit stipulated by them after the activity has been completed;
- j) Inform the police, health authorities and fire departments in the area where the summer camps are being held of the camp at least 48 hours before the start of the activities, with a clear indication of the location and timetable;
- k) To take out personal accident insurance for all participants in the summer camps / ND Training;
- l) Have available throughout the duration of the summer camp / ND Training, through its director / coordinator, up-to-date documents containing the activity plan, internal regulations, compulsory insurance policies, contact details of the entities where the activity takes place and each participant's registration form.
- m) Communicate any and all contingency measures for pandemic situations (namely covid 19) taken by the association (e.g. entry and participation requirements to avoid

contagion, actions to mitigate the possibility of contagion during and after the activity, existence of safety protocols for contact between participants, cleaning and disinfection protocols, among others).

21. RIGHTS AND DUTIES OF COORDINATORS AND ANIMATORS/EMPLOYEES ND

21.1 RIGHTS OF THE COORDINATOR AND MONITOR

- a) Participate in the educational process of the ND Summer Camp/Training program approved by Associação Novas Descobertas;
- b) The right to the technical, material and documentary support necessary for training and information;
- c) The right to safe working conditions and work accident insurance.

21.2 COORDINATOR'S DUTIES

- a) Taking part in drawing up the activity plan and monitoring its proper implementation;
- b) Coordinating the work of the technical team, ensuring that the Summer Camp / ND Training is carried out in compliance with the legislation in force and the respective internal regulations;
- c) Ensure the prudent use of equipment and the upkeep of the facilities;
- d) Keep permanently available and guarantee access, by the Portuguese Youth Institute I.P., to the documentation referred to in no. 2 DL 32/2011 of 7/3.
- e) Ensure health, hygiene and safety conditions.

21.3 DUTIES OF THE MONITOR/EMPLOYEE ND

It is the monitors' responsibility to accompany the participants during the summer camp / ND Training activities, in accordance with the respective activity plan.

- a) Assist the Coordinator in organizing the activities of the Summer Camp / ND Training and carry out his instructions;
- b) Accompany the participants during the activities, giving them all the support and help they need;
- c) Complying with and ensuring that participants comply with health, hygiene and safety standards;
- d) Checking the conservation and safety conditions of the materials to be used by the participants, as well as ensuring that these conditions are maintained;
- e) To contribute to the integral formation and fulfillment of children and young people (and adults), promoting the development of their abilities, stimulating their autonomy and creativity;
- f) Respect the cultural and personal differences of the participants and combat processes of exclusion and negative discrimination.

22. RIGHTS AND DUTIES OF THE PARTICIPANT

22.1 PARTICIPANT RIGHTS



- a) To be respected in their personal dignity;
- b) Have access to the various services provided by the program, namely:
 - Technical support;
 - Sports equipment needed for the activities;
 - Daily meals (breakfast, lunch, snack, dinner and supper);
 - A varied diet in quantities appropriate to the age of the participants and the nature and duration of the activities;
 - Personal accident insurance;
- c) Participate in all activities that are proposed, unless indicated by the Parent or Legal Representative;
- d) To be treated with respect and correctness by any member of the technical team and by the other participants;
- e) To have their safety and physical and moral integrity safeguarded;
- f) To receive prompt and adequate assistance in the event of an accident or sudden illness;
- g) To have the confidentiality of the information contained in their registration form guaranteed;
- h) To make criticisms and suggestions regarding the operation of the Summer Camp / ND Training;
- i) Have access to the Internal Regulations of the ND Summer/Training Camp.

22.2 PARTICIPANT OBLIGATIONS

- a) The participant or their legal representative must inform the organizing body in writing at the time of registration of any constraints that exist in terms of specific dietary needs or special health precautions to be observed;
- b) Comply with health, hygiene and safety rules;
- c) Make proper use of the services made available by the Novas Descobertas association;
- d) Respect the members of the technical team, support staff and other participants;
- e) Participate in the activities of the Summer Camp / ND Training program, as well as in other organizational activities that require their participation;
- f) Respect the timetable for the activities. If you do not show up on time, you may be subject to non-participation;
- g) Ensure the upkeep and cleanliness of the facilities, sports equipment, furniture and green spaces of the ND Summer/Training Camp;
- h) Remain at the ND Summer/Training Camp for the duration of the camp, unless authorized in writing by the guardian (in the case of minors);
- i) Comply with the provisions of the internal regulations, as well as the instructions given to them by the technicians;
- j) Present themselves with the appropriate equipment for the sport.
- k) Know and comply with the Internal Regulations;
- l) Comply with all instructions given by the Monitors and Coordinator;
- m) Take responsibility for the material entrusted to them;
- n) Take responsibility for personal belongings that are not handed over to a monitor;
- o) Only use the materials that have been given to them;
- p) Respect Quiet Time.

23. PARTICIPANTS' BEHAVIORAL ATTITUDES

In the event of misbehavior at the ND Summer/Training Camp or non-compliance with these internal regulations, Parents/Guardians will be notified. If this behavior continues, the **Novas Descobertas** association reserves the right to exclude the participant, with no refund of the registration fee.

In the event of physical or verbal violence against other participants, coaches or support staff at the ND Summer Camp/Training, the Parents/Guardians will be notified immediately and the participant(s) will be excluded from the Summer Camp without the right to any refund of the registration fee.

24. DAMAGE CAUSED BY THE PARTICIPANT

If the participant causes material damage to facilities or equipment, due to improper or unauthorized use, the Parents/Guardians will be contacted immediately by the Novas Descobertas association and an invoice will be sent for the value of the damage caused.

25. RIGHTS AND DUTIES OF PARENTS/GUARDIANS

Parents/Guardians are responsible for the education of the participants.

25.1 RIGHTS

Parents/Guardians have the right to access detailed information about:

- a) The organization of the summer camp;
- b) Identification of the promoter and organizer;
- c) The Internal Regulations, pedagogical plan and contingency plans;
- d) The general schedule of activities;
- e) The registration fee and any other charges;
- f) The existence of a Complaints Book;
- g) The existence of personal accident insurance.

25.2 DUTIES

- a) Respect the Internal Regulations and contingency plans;
- b) Respect the performance and work of the Summer Camp's technical and support staff;
- c) Be responsible for delivering and picking up the Participants at the times and on the days set;
- d) Attend the premises whenever requested;
- e) Communicate any withdrawal in writing at least one week (8 days) in advance.

26. SUPPORT STAFF



PROJECTO NOVAS DESCOBERTAS
associação educativa e recreativa sem fins lucrativos

The duties of Support Staff are:

- a) Support the activities of the ND Summer Camps/Training whenever necessary;
- b) Maintaining the interior and exterior spaces so that the Summer Camp/ND Training can run smoothly.

27. FINAL PROVISIONS

- a) These regulations may be altered whenever the **NOVAS DESCOBERTAS** association deems it necessary, and it must ensure that parents/guardians are informed whenever the alterations occur after the participant has registered and before the end of the camp;
- b) Any cases not covered by these regulations will be resolved by the **NOVAS DESCOBERTAS** association.

THE ASSOCIAÇÃO NOVAS DESCOBERTAS

CHAIRMAN: DELFINA MARQUES BARROCA

PSYCHOLOGIST AND GENERAL COORDINATOR: ANDREIA GONÇALVES RODRIGUES

PEDAGOGICAL COORDINATION: PATRÍCIA PEREIRA AND RACHEL MARSDEN
