Welcome to Summer
at Concordia Language Villages

Dear Villager Family,

Welcome to the 2016 summer learning adventure that is Concordia Language Villages! We know you have invested in this opportunity for your child because you strongly believe developing global competencies at an early age makes a real difference in who they become and how they see their future. And what better way to spend a childhood summer. We are honored to have your trust and confidence.

Families and educators across the country continue to discuss 21st century skills and what is needed to prepare for a successful future. At Concordia Language Villages, we find a perfect complement between our mission and the 21st century skills of language learning, global awareness and environmental literacy, while encouraging the development of your child’s learning and innovation skills.

The ‘grand simulation’ of Concordia Language Villages programs creates a learning community that fosters curiosity, confidence and global competence in every “villager.” That learning community includes native speaking staff, culturally authentic food, games, music, sports, festivals, history, traditions and literature, all combining in the daily life of a Language Village. This fun and engaging learning community is comprised of people who have experienced exactly what your villager will be experiencing. A staff-to-villager ratio of 1:5 allows for individual attention and sets the tone for general supervision, while allowing for personal development and gaining independence.

Your role as a parent in this joint endeavor is to prepare your child to experience new things, to accept and adapt to the unknown and unexpected. Your child will find themselves in a new setting and living environment, with several cabin mates. They will spend much of their time outdoors, unplugging from their virtual world, meeting new people (who often turn out to become friends for life), trying new foods, participating in new activities, learning about others’ perspectives and doing things differently from what may be the routine of their daily life. The best way to prepare them is to allow them to enjoy snippets of a camp experience as part of your family life at home. That may include arranging for sleep-overs at a friend’s house, trying some new foods together, meeting people from a country where their language of interest is spoken, discussing aspects of other cultures or visiting a museum exhibit that connects to the target language and culture.

We hope you find the information in this Parent Handbook informative and helpful. If you have any questions, please do not hesitate to call our offices or your child’s Village once they are with us. Be sure to check your MyVillage account frequently for reminders and updates.

We look forward to hopefully seeing you when you drop off or pick up your child, and invite you to one of our International Days – Friday, July 8 and August 12, as part of the 50-year celebration of our Turtle River Lake site. Please be sure to complete the parent survey at the end of your villager’s session. Your comments and feedback are important to us. Your child and you are the most important people for us.

We are grateful for your family sharing the gift of summer fun and learning with us.

Sincerely,

Jennifer Charlotte Speir-Hearn
Group Director

Mark Kenji Chen
Group Director

Martin Graefe
Senior Group Director
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MISSION STATEMENT

The mission of Concordia Language Villages is to prepare young people for responsible citizenship in our global community.

A responsible world citizen:
- understands and appreciates cultural diversity;
- communicates with confidence and cultural sensitivity in more than one language;
- responds creatively and critically to issues which transcend national boundaries;
- expresses empathy for neighbors in the global village; and
- promotes a worldview of peace, justice and sustainability for all.

Concordia Language Villages promotes individual responsibility for the world and its people by intentionally creating a supportive environment for people of all creeds, classes and nationalities. The leadership, counseling staff and young people enrolled in the programs reflect the cultural and ethnic diversity of the world.

Because language education alone does not lead to the formation of world citizens, we teach language in cultural and global contexts. Geography, history, political science, world religions, natural sciences, arts and international relations are drawn upon, creating learning situations that challenge participants to use language as a tool for understanding the complexities of the world around them and for regarding differences as opportunities for enrichment, not reasons for alienation.

Concordia Language Villages is a program of Concordia College in Moorhead, Minnesota. Read more about Concordia College online at www.ConcordiaCollege.edu. A brief history of Concordia Language Villages is available online at www.ConcordiaLanguageVillages.org/Who-We-Are.

Notable Visitors

Over the years, numerous dignitaries and supporters have visited Concordia Language Villages, including Germany’s Ambassadors Peter Hermes (1983), Günther Van Well (1987), Jürgen Chrobog (1998), Wolfgang Ischinger (2003), and Klaus Scharioth (2007 and 2010). Other ambassadors have included Finnish Ambassadors Jaakko Laajava (1998), Jukka Valtasaari (2004), and Pekka Lintu (2011), Austrian Ambassador Peter Moser (2002), Norwegian Ambassador Knut Vollebæk (2003), Ambassador of the Principality of Liechtenstein Claudia Fritsche (2004) and Swiss Ambassador Urs Ziswiler (2008). Other countries have sent representatives from their consulates or other key Embassy officials. In the early 1990s Minnesota Governor Arne Carlson and Arkansas Governor Bill Clinton visited the Villages, and both had children attend as villagers. Official representatives from the United Nations have visited International Day, including Kiyotaka Akasaka, Under-Secretary-General for Communications and Public Information (2008) and Shabaan M. Shabaan, Under-Secretary-General for General Assembly and Conference Management (2010).

ACCREDITATIONS

All programs of Concordia Language Villages have been reviewed by the American Camp Association (ACA) and are fully accredited. The ACA standards address personnel, administration, program development, facilities, health and safety, and transportation. Each facility is subject to annual inspection by the Minnesota Department of Health. Facilities are in compliance with State Fire Marshall directives.

Staff responsible for waterfront activities are credentialed American Red Cross lifeguards (or equivalent) with CPR and first aid certification. Those who teach fencing, archery and selected other activities are personally skilled in that activity, are capable of teaching children in the sport and have demonstrated their ability to manage pertinent safety issues.
HOW WILL MY CHILD LEARN ANOTHER LANGUAGE?
Concordia Language Villages creates a community of learners in which opportunities to interact in a second language and experience other cultures permeates life. The ultimate goal of all programming is an immersion experience in language and culture that motivates participants to be lifelong learners and responsible citizens in our global community.

Concordia Language Villages Language-Learning Principles can be viewed on our website at ConcordiaLanguageVillages.org. Search for keyword “Methods.”

Why Immersion Learning Works at the Villages
It is often said that the best way to learn a country’s language is to go there. That’s not necessarily true, unless, of course, you can go there and be surrounded by language teachers. In other words, a stay in a foreign country, although surrounding the visitor with input, will produce little actual learning if hardly any of the language is understood.

Our immersion approach to language teaching provides villagers with a culturally authentic setting full of natural opportunities to hear and speak language as well as the support of language teachers experiencing ongoing training in a unique blend of teaching methodologies.

II. ABOUT THE VILLAGES

INTERNATIONAL DAYS
Twice each summer, villagers and staff come together for International Day, held at our Turtle River Lake site near Bemidji, Minn. Parents, families, friends and the public are all invited. Shuttle buses offer convenient access to the festival. See our website or your welcome letter for dates.

The purpose of International Day is to create a festival that:
- celebrates in meaningful and fun ways the languages and cultures represented by the Villages;
- promotes respect and tolerance of all who are members of the Villages community;
- builds on the friendships that have been created among and between the Village programs; and
- provides an opportunity for villagers, staff, parents and guests to be connected to the overall mission of the Villages.

The day officially begins with an opening ceremony at Waldsee, the German Language Village, in the early afternoon. Following this festive and energetic start, villagers perform songs and dances on several stages; a Global Summit tackles a challenging and difficult international topic during which villagers represent various nations and pass resolutions to advance the topic; and the International Bazaar offers a wide variety of merchandise from all Village stores.

Food booths offer festival foods from around the world and an international film festival (starring villagers) is screened. Typically, each Village also showcases a number of activities, a bus tour of the entire Turtle River Lake property is offered, an art show displays villager art and a soccer tournament attracts sports fans. The closing ceremony will highlight presentations based on the theme chosen for that year. We hope your family can join us!

PROGRAMMING FOR EVERYONE
Concordia Language Villages is excited to offer numerous language and cultural immersion programs for all ages. We understand and support the idea that language learning is a lifelong opportunity!

More than 4,500 villagers participate in school group programs during the academic year. Additionally, about 1,300 participants from around the country join us for our adult weeks and weekends, educator programs, corporate training, family and pre-K programs. Additional information is available on our website.

Summer Family Programs
Give your family — parents, children and grandparents, aunts, uncles and cousins — passports to the world. Our language and cultural immersion programs offer an ideal opportunity to share an “international” experience together for a fraction of the cost of traveling abroad. Each member of your family will focus on language development, enjoy many activities, and have free time to spend together. Comfortable lodging and delicious homemade cuisine is part of our trademark full-immersion setting. Invite the whole family for an unforgettable family reunion! Family programs are a great way for parents to introduce younger children to the Villages or for parents to learn the language their children
are learning at the Villages. They are currently offered during the summer or school year in Chinese, Finnish, French, *Les Voyageurs*, German, Japanese, Portuguese, Russian, Spanish, Swiss and Swedish.

**Day Camps**

Adventure Day Camps in Bemidji and the Twin Cities provide a great introduction to language and culture for young learners. Our expert staff leads children through an immersion experience that they’ll never forget. They feature fun games, craft activities and lots of music — all to help children learn language! Check our website for locations and schedules.

**Adventure Day Camps near Bemidji, Minn.** — Day-long Adventure Day Camps are held throughout the summer at Concordia Language Villages, just north of Bemidji, Minn. Children ages 6-11 explore one of nine languages at our culturally authentic facilities! Choose from Arabic, Finnish, German, French, Norwegian, Russian, Spanish, Swedish or Swiss.

**Twin Cities Day Camps** — Twin Cities Day Camps are offered in Chinese, French, Norwegian and Spanish in a variety of locations in the Twin Cities metro area. These half-day programs are offered for all language levels, with programs spanning from three days to two weeks, depending on location.

**SUPPORT CONCORDIA LANGUAGE VILLAGES!**

**Alumni and Friends Program**
The purpose of the Concordia Language Villages Alumni and Friends Network is to strengthen and sustain the mission of Concordia Language Villages through lifelong contributions to our global community. We invite you to join our alumni and friends network. Visit our website at ConcordiaLanguageVillages.org/alumni to register. To stay updated on the latest alumni gatherings and events, follow us on Facebook (facebook.com/clvalumni) or Twitter (@clvalumni). You can contact us by emailing clvalumni@cord.edu or by calling (800) 222-4750, ext. 3472.

**Give to the Villages**
The success of the last 50 years is the result of generous support from those who believe in our mission. Gifts and grants are the primary source of funds for curriculum development, scholarship support and the construction of architecturally authentic sites. With your support, we look forward to what we can accomplish in the future. Concordia Language Villages is a 501(c)(3). All donations are tax deductible. For more information on giving options or to make your secure gift online, go to ConcordiaLanguageVillages.org/giving. You may also contact us by calling (800) 222-4750, ext. 3472 or by mail at:

Concordia Language Villages
Attn: Development
901 8th St S
Moorhead MN 56562

**III. THE VILLAGE EXPERIENCE**

**OVERVIEW**

Is your child ready for a Language Village experience? This is an important question. Given our mission and the program that has been designed to support that mission, your child should be able to:

- Meet his/her personal needs such as getting dressed, showering, and eating;
- Move independently from place to place; and
- Effectively interact in our group-based and community-living environment.
These developmental markers are critical to the villager experience. Villagers in residential programs will share a bedroom with several other people of similar age and gender and be expected to effectively interact with others to accomplish a variety of program goals, from establishing cabin rules to creating skits to maintaining emotional resilience in our language immersion setting. Please contact our Registration or Health Services office if you would like to discuss concerns with us.

**Village Vocabulary**

As a unique program, we have developed a unique language of our own! This list will help you as you learn more about the Villages, our programs and sites.

| Villager | The student participants in the Village. |
| Village | Each site in Minnesota is located in a rural area with beachfront and woods. When we refer to the site location, we use the name of the nearest town, which helps when you are looking for directions: Bemidji, Hackensack, Cass Lake, etc. Each language has a corresponding Village name that translates roughly to “Lake of the Woods”: Sën Lin Hú, Salolampi, Lago del Bosco. The exceptions to this rule are French Les Voyageurs, Arabic Al-Wāḥa, English Collegetown and Portuguese Mar e Floresta. |
| Site | Each Village has one or more sites, depending on enrollment. Sites may be a year-round, architecturally authentic Village owned by Concordia Language Villages or a traditional camp or retreat facility transformed into a Village for the summer. |
| Deans | Deans are the directors of each Village. They are on-site and in charge of the Village, staff and curriculum, handling emergencies and communication with villager families as well as the administrative office. |
| Village Names | Staff and villagers select culturally appropriate names to use while they are at the Villages. You will see the deans’ Village names italicized between their first and last names (Emily Kajsa Pyenson). We often refer to staff by their Village names. We always refer to villagers by their Village names (except when corresponding with family members). |
| Target Language | The language being learned and spoken at each Village is the “target language.” There are 15 languages taught at the Villages: Arabic, Chinese, Danish, English, Finnish, French, German, Italian, Japanese, Korean, Norwegian, Portuguese, Russian, Spanish and Swedish. |

**Curriculum/Programming**

Curriculum differs from Village to Village, and year to year, based on the expertise and interests of staff, relevance of activities to world events and villager requests. Basic elements of cultural instruction include traditions, holidays, ethnic crafts, sports, historic events, current events, drama, dances and music.

Simulations are a key component of experiential learning. As participants, villagers experience some of the difficulties and compromises that real-world situations demand and how another culture may perceive an issue differently from the villager’s own culture.

**Self-Assessment**

Various reflective methods are used to help villagers be aware of their experiences learning to communicate in a world language, and their encounters with other cultures.

Communication in a world language includes three components or “modes” as defined by the National Standards for Language Learning: Interpersonal (Conversation), Interpretive (Reading and Listening), Presentational (Speaking and Writing for an Audience). The goal of self assessment is to empower each individual learner to take responsibility for her or his language learning, and to set personal goals concerning what they want to be able to understand and communicate. Villagers may be asked to reflect on their daily experiences at the Language Village, and to record what they have learned about the people and places where the language they are learning is spoken.

**One-, Two- and Four- Week (Non-Credit) Immersion Sessions**

The immersion programs emphasize oral communication skills, encouraging villagers to take risks and have courage when speaking, and to develop their listening skills. Language instruction focuses on phrases and conversations used in their appropriate cultural context.

Villagers with similar language abilities gather daily with one or two counselors in small learning groups. Daily topics
might be going shopping, eating in restaurants, describing friends and family, handling environmental issues and so on. There are also opportunities to see written language — all signs, daily schedules, menus, newspapers and books are in the target language.

Four-Week Credit Sessions
The four-week credit programs run concurrently with the shorter sessions. High School Credit villagers learn written and oral language through in-depth study of vocabulary and grammar. College Credit villagers participate in Village-wide activities, but follow a college course curriculum. (see page 12 for more details)

THE LANGUAGE VILLAGE EXPERIENCE — Required Forms and Documents
As you prepare your child for their trip to the Village, please read the information below and complete all of the necessary forms. They can all be found in your MyVillage account, by searching in your “Forms and Documents.” If you experience any problems with any of these forms, please contact the Registration Department at (800) 222–4750 ext. 1, or CLVregister@cord.edu.

• Health Form: print off, fill in and upload to your MyVillage account.
• Transportation Form: this form can be filled out online from your account.
• High School Credit Questionnaire and School Information Form (if applicable): this form can be filled out online from your account.
• Help us know your villager

Being Away from Home
Tips to help your villager adjust to being at the Villages
Concordia Language Villages is a lot of fun! However, for some villagers, spending time away from home is a major step. Here are some suggestions to help your villager adjust to the Village experience:

• Start early preparing your child for the idea of being away from home. Find out what expectations your child has, what he or she is looking forward to and what seems a little scary. Children do much better thinking about abstract issues briefly over a longer period of time.
• Stress the positive aspects of the upcoming session and coach him or her to share fears with you, counselors, the healthcare provider and/or dean. Remember, children learn about coping skills related to separation from home through experiences such as Concordia Language Villages. Many parents have found it counterproductive to promise to bring a child home from the Villages early if the child is dissatisfied with his/her first few days in the program.
• Practice away-from-home skills such as letter writing, talking with other caring adults, or hugging a teddy bear at night. Read books like the Summer Camp Handbook (Thurber and Malinowski, 2000). Turn off the night light at home and practice using a flashlight. Take a walk in a local park with a flashlight and listen to the sounds of the woods around you.
• Allow time for your child to adjust to the new situation. The first letter you receive (which may have been written on the very first afternoon) may sound a little hesitant about the Village experience. We find that most villagers are quickly consumed by the activities and opportunities of the Village and forget their first- or second-day worries.
• Send your child mail. Mail is delivered daily. It is very exciting for villagers to receive a letter, postcard or package from home! No food, please (see Page 17). Parents are able to email their villager through their MyVillage account. It is located under Online Community/Email Your Villager. Parents are also able to give access to others to email their child under Online Community/Guest Accounts. Emails are printed off each morning. No emails will be printed and distributed on the Saturday that a session closes.

Adjusting to an Immersion Setting
Villagers will find elements in our program intense, fun, perplexing, rewarding and, most of all, unique. Villagers — credit and non-credit alike, especially those new to the program — will be experiencing what may be an entirely new style of teaching. Adjusting to a new situation usually takes a little time, and many of the villagers’ unquestioned assumptions about education may be challenged for the first time.

In an immersion environment it is not always easy to recognize one’s own progress. As children, for example, we didn’t notice we were growing until the relatives, on their yearly visit, exclaimed, “My, how you have grown!” Likewise, an intense immersion program can hide the incredible amount of progress participants make until after they return home.
Dean’s Welcome Letter
Your villager will receive a welcome letter via email or US Mail from the dean of his or her Village before the session begins. It will provide a glimpse of what Village life will be like and introduce some of the fun and exciting activities the deans have planned for the coming summer.

Cabin Mate Requests
Villagers are housed in cabins with other kids their age (normally within one year) and of the same gender. Siblings of different ages or genders will not be housed together, but will have plenty of opportunities to spend time together during their session. If you did not enter a bunk mate request when you registered your child but would like to do so, please contact the Moorhead office at (800) 222-4750, ext. 3699 or update your online registration. Requests involving villagers from different families must be agreed upon by both families prior to submission. Requests are honored whenever possible.

Packing
A packing list is included in the “Forms and Document” section of your MyVillage account. The list includes two columns: “To Villages” and “From Villages.” These checklists will help your villager bring everything that was brought to the Village back home again! If your child will arrive by Village transportation, be sure he/she can handle transporting their own luggage to their cabin.

Even younger villagers benefit from helping to pack their own bag. After all, once in the Village, villagers will have to be able to find their own clothes and mosquito repellent. Remember, your villager will live in close quarters with others. Please mark all of his or her belongings and leave all valuables at home. Villagers are encouraged to bring items with them that will enhance the immersion experience, such as books in the target language. Clothing with inappropriate or offensive language or designs cannot be worn in the program. Your villager can wear clothing with non-offensive English words. Please refer to the Customs and Contraband section of this handbook (Page 21) for items not allowed at the Villages.

Note: The packing list for the French Les Voyageurs is unique to that program.

Laundry
There are no laundry facilities on site for villagers. Villagers need to bring enough clothing for their session and a mesh or cloth (not plastic) laundry bag. Villagers must be able to carry their own bags, so it is important not to overload suitcases.

Villagers attending for four weeks or consecutive sessions have a “laundry break” at a laundromat in town at the end of two weeks. Villagers must provide their own money and soap for laundry (approximately $10-$12 for two loads of laundry, including soap).

Bedding
All facilities have bunk beds and everyone provides their own pillows, sheets and blankets. Mattresses are regular length. Due to fire code regulations, villagers cannot sleep in zipped-up sleeping bags inside and may use them only as a blanket. Minnesota’s night temperatures can range from 40 to 85 degrees Fahrenheit. Only villagers participating in outdoor wilderness programs may sleep in zipped-up sleeping bags.

Spending Money
The registration cost of each Village session covers food, lodging, instructional materials and supplies while at the Village. However, villagers may want additional spending money. The amount of money needed should be based on the length of stay, villager’s activities and your budget.

Village Store: Your villager will have a daily opportunity to purchase items using the target language. There are a number of items available for purchase, including T-shirts, sweatshirts, cookbooks, books, music, cultural items, souvenirs, international candy and soft drinks from language-specific countries. We suggest you discuss with your child what he/she wishes to purchase to determine the amount of money to send. T-shirts are priced at $5 to $20, sweatshirts at $30 to $65 and $10-$15 per week for snacks is sufficient.

International Day: Villagers attending International Day may want extra spending money to shop at the bazaar or to try festival foods. Each villager will be given free tickets for a meal, and extra tickets are $1 each. Festival foods can be purchased with 1-3 tickets.

Free Weekend: Credit villagers need money for laundry and may want spending money for incidentals.
**Faxes:** If you choose to send a fax to your villager, your child’s Village bank account will be charged a $1 fee per page.

**Travel Fees:** Baggage fees for the return trip as well as Unaccompanied Minor fees (if not prepaid).

**Meal Money:** Money to purchase lunch during the lunch stop en route to/from the Villages.

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**Welcoming Your Villager Back Home**

The Language Villages is a grand simulation. We make every effort to give villagers as authentic an experience as possible, simulating travel to and stay in another country or countries. For that reason, your villager’s re-entry into his or her home life and social structures might mirror, in some ways, what a student coming home from study abroad experiences. And, if that weren’t enough, foreign “travel” aside, your villager has also been in a camp environment, where every minute of the day is intentionally planned and scheduled to create a warm, supportive, and playful community. The grand simulation coupled with the camp environment could make adjusting to home routines and friends who were not there to share the Language Villages routines a bit tricky at first.

Once your villager is back home with you, the Village experience doesn’t simply end. Your son or daughter will return with new songs to sing, interesting stories to tell, descriptions of new foods and customs and names of many new friends. Often our villagers report a sort of reverse-homesickness where, for several days, they cannot get their experiences at the Village off their mind and would like to return.

It is our goal to send your child home from one of the most academically and culturally enriching, and personally transforming experiences of his or her young life. If we have achieved that, you as parents and guardians may want some tips for helping your villager adjust and re-enter and we have many to share on our website at ConcordiaLanguageVillages.org/parents.

We consider it a privilege to spend time with your child each summer and help him or her along his/her journey toward global citizenship. We hope that his or her path of world- and word-discovery will continue because of the broadened perspective and new insights into other ideas, cultures and perspectives gained at Concordia Language Villages. We are eager to welcome your villager back next year to continue the journey.

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**CREDIT SESSIONS**

**Transcripts from Concordia Language Villages**

The Concordia Language Villages High School Credit program is accredited by AdvancED. After the successful completion of the High School Credit session, a transcript granting credit for one year of high school language instruction, written evaluation, and course framework are sent to villagers and parents.

This information is mailed out from the administrative office in Moorhead, not from the Village, and takes several weeks to process. At your request, an evaluation and transcript of your villager’s work will also be sent to his or her school at the end of the summer. Your tuition balance must be paid in full prior to the sending of your transcript.

**Transferring Credit to Your School**

Your child’s school district decides whether or not to accept transfer credit and how to list that credit on your villager’s school record. Most schools accept full credit for work done at Concordia Language Villages. Some schools, however, may accept half credit, advancement in language studies or notation of the work on a high school transcript. Some schools may administer an exam to check your villager’s progress. It is your responsibility to speak with your villager’s principal or other school officials before coming to the Village to determine what will be required in order for the credit to be transferred.

**Tips for Arranging Transfer of Credit with Your High School**

- Before your villager’s session starts, speak to the appropriate person at school about transferring credit, such as the principal, a counselor or the head of the world language department.
- Provide the website address (ConcordiaLanguageVillages.org).
- Emphasize the accreditation and also that the four weeks include a minimum of 180 hours of instruction.
- Explain that the school will receive a transcript with a letter (and percentage) grade, written evaluation and curriculum in early September.
- Tell school officials that your villager will return from the Language Village credit session with a portfolio, showing her/his work and progress over the four weeks.
- If the school administers an exam when your villager returns to school, determine the general content of the exam early and make sure your villager shares this information with the Village credit teacher.
FOR YOUR USE: When you have determined how/if the school will accept transfer credit, get the agreement in writing from the appropriate school authority before the start of the summer session.

Language Levels
On the first full day of the credit session in most Villages, villagers place themselves (with a prepared, step-by-step system developed by Concordia Language Villages) into learning groups, based on their language ability and credit expectations. Groups created in this manner establish a tone of shared ownership from the very beginning of the credit session.

Supplies Needed
Your credit villager should bring pens, pencils, folders, 10-20 plastic sheet protectors, a 3-ring binder and notebooks for class. A good target language dictionary is also recommended. Books and learning materials will be available for loan or purchase at the Village.

Content-Based Curriculum
Much of the instruction in a one-month credit program is content-based, meaning the focus of a small learning group may be an ethnic craft or a dramatization of a historic event taught through the medium of the Village language. In traditional classrooms, the content of language lessons is usually the language itself with a focus on grammar.

Adjusting to Teaching Methods
It is not unusual for credit villagers to wonder if they’re learning fast enough to justify credit for an entire year of world language. The absence of a great number of worksheets and tests, combined with the emphasis on performance assessment, cooperative learning, portfolios, and villager-led learning groups, may not lead to an easy comparison between their experience in the credit program and their experience in a high school class.

Villager-Centered Learning
The credit program stresses villager-centered programming, encouraging villagers to take active roles in Village and class leadership. This level of involvement with learning increases motivation, the quality of material processed by each individual and retention of the target language.

Villager-Created Portfolios
Portfolios are an important complement to traditional assessment. Language portfolios are examples of the villagers’ work, compiled by the villagers to continually re-evaluate their own stages of learning, challenge themselves to learn more and have a well-organized compilation of their month’s work. Parents and teachers find that portfolios provide an invaluable window into the villagers’ learning, and schools can use them for help in interpreting the grades villagers have earned and what they have learned.

Matching School Language Class Content
Although villagers will learn the same amount of language at the Village as they would in a year at school, it may not be the same content; every school is different. If your school is concerned that the Concordia Language Villages curriculum match closely with its curriculum, please have your villager bring a copy of that curriculum or syllabus to the Village and share it with the credit facilitator and teacher. We can try to incorporate particular aspects of individual schools’ syllabi into the Language Villages classes or provide individualized extra help, but this has to be requested by parents. Note that under no circumstances are we able to guarantee to match a school course exactly. Please note that the syllabus for Village classes cannot be furnished ahead of time, as it is determined during the session, based on the abilities of the class group.

Mid-Session Progress Reports
A report, emailed or mailed to parents at mid-session, includes the villager’s grade to date. The grade, of course, may change before the end of the session.

Credit Appeals Process
Before the close of the credit session, all credit villagers should know their final grade and generally will sign a document that attests that they earned the grade indicated.

To appeal a grade, a villager must submit a written request, co-signed by a parent or guardian, to Concordia Language Villages, stating the rationale for the appeal before Oct. 1 of the year following the summer session.
Submit the request to the Registration and Transportation Manager: 901 8th St. S., Moorhead, Minn. 56562. The appeal will be circulated to a credit appeals committee, consisting of an administrator, the dean, the credit facilitator of the session, the credit teacher and a credit facilitator of another Concordia Language Villages credit session. The Credit Appeals Committee will review all information and make a recommendation to the respective Group Director of staff development, who will make the final decision. The villager will be notified in writing within 30 days of submitting the appeal, stating the decision and outlining the reasons.

RECEIVING COLLEGE CREDIT
Villagers enrolled in sessions for college credit will receive a transcript from Concordia College, Moorhead, Minn., stating the course name and grade given. Any questions about credits should be directed to (800) 450-2214.

ARRIVING AT THE VILLAGES

Arrival Time
Villagers should arrive between 2 and 4:30 p.m. on the beginning Monday of each session. If time permits, allow between one and two hours to go through customs and help your child settle into his or her cabin. You may choose to begin the customs stations with your villager, and allow them to continue independently. If you are dropping off children at various sites and are worried about arrival times, please contact us ahead of time. Please note that French Les Voyageurs checks in at the French Language Village, Lac du Bois, on Turtle River Lake near Bemidji, Minn.

Arriving Healthy
Villagers are expected to arrive healthy and able to participate in the program. Call the Village dean if your child is ill or becomes ill on the way to the Village (see Village phone numbers at the end of this handbook). Concordia Language Villages reserves the right not to admit villagers who arrive ill, have head lice or who have been exposed to communicable diseases.

Village Passport
Be sure to pack the Village Passport. U.S. citizens DO NOT need a real U.S. passport to attend the Villages. Please fill out all the information in the Village Passport and insert a photo of yourself in the space provided. Your passport will be used throughout the session to keep track of bank transactions and your emergency contact information. If your villager forgets to bring their passport, they can ask a staff member for a replacement when they arrive at the Village.

Customs
In order to simulate and establish an authentic cultural atmosphere, villagers go through customs on the first day of their session. During customs, their Village Passport is verified and stamped. They choose a Village name, receive their cabin assignment according to age and gender, and have their proficiency in the language determined. In addition, villagers are screened by our healthcare staff.

Health Screening
A health screening is conducted on Opening Day (Please see “Reviewing Health Forms” on Page 26.)

Screening for Contraband
“Contraband” consists of all items that detract from the immersion experience in the target language or violate Village policies. All luggage is checked for contraband items. Contraband is held and returned at the end of the session. Perishable items such as food may not be returned. Please see also section IV starting on Page 20 for policies.

Currency Exchange
As part of customs, villagers exchange their U.S. currency at the Village bank for the currency of the Village. It is policy that villagers deposit all spending money in the bank for safekeeping. Villagers are able to withdraw appropriate amounts from their account daily. Village currency rates are posted at the Village banks.

Because foreign currency is very difficult and expensive to procure, we require villagers to exchange all foreign currency for U.S. dollars at the end of the session and not to take foreign coins home as souvenirs.
LIVING AT THE VILLAGES

Facilities
In 1966, Concordia College purchased an 800-acre tract of woodland for the purpose of creating a mini-world around the shores of Turtle River Lake near Bemidji, Minn. Seven year-round Village facilities (Finnish, French, German, Norwegian, Swedish, Russian and Spanish) are located around the lake. French Les Voyageurs also maintains a basecamp site on the property. Other Villages (Arabic, Danish and Korean) share these facilities for part of the summer, while some Villages (more Spanish and French, plus Italian, Japanese, Chinese and Portuguese) are at traditional lakeside camps and resorts leased by Concordia Language Villages around Minnesota.

Each Village has a kitchen, dining room that seats 100 to 170, health center, swimming area, program activity areas, cabins or houses with bunk beds and an administrative building. Screens cover all windows and screen doors swing shut.

Some facilities are used only during the summer; consequently, sometimes wood walls and studs are visible. Our facilities are inspected regularly by state fire marshals and state sanitarians. We ensure that smoke alarms work, fire extinguishers are charged, emergency directions are posted and sanitation standards are implemented.

Staff and villagers together assist with keeping their own cabins and bathroom facilities clean and neat on a daily basis. Common household cleaning supplies are used. A large maintenance staff and housekeepers keep everything running smoothly.

Bathrooms/Shower
Different sites have different bathroom and shower facilities. Traditional camp facilities have bathrooms and showers housed separately from the sleeping cabins. Newer retreat facilities may have bathrooms in sleeping quarters. The villager experience is predicated on a communal living environment with shared bathroom and shower facilities. This is the norm in most of the facilities leased for our programs. In addition, some villagers use the saunas (with bathing suits) at sites where they are located as well as daily swims to stay clean. Villagers are housed according to gender.

Please contact our Summer Programs or Health Services office if you would like to discuss concerns with us.

Meals
The food here is incredible! We cook and bake our culturally authentic meals from scratch, rather than serving pre-packaged, processed foods. Villagers are served three wholesome meals and at least one snack per day to ensure they have the energy for camp. Meals are eaten family-style at the table and are preceded with a mealtime presentation in the target language. We also serve our meals at culturally appropriate times recognizing the customs of each culture. Your child will discover that every meal in the dining hall is an exciting and unforgettable adventure. Please prepare your villager for the experience of eating new foods at our camp.

Special Nutritional Needs
Food is an integral part of the Language Villages experience. As you complete the health form, please identify nutrition needs based on documented health concerns, such as anaphylactic reactions and diagnosed food allergies. These conditions will be planned for by the Village Chef, the Village nurse and a dedicated core staff member. We also recognize vegetarian-style food preferences as the only other exception for catering to special dietary needs. We do not provide kosher or halal meals.

If you are concerned about your child’s nutrition, please contact the food service manager for general inquiries, or contact the Village nurse if you feel your villager’s health form needs to be corrected.

Sending Food from Home
For reasons related to allergies and the potential attraction of mice and other animals/insects, please do not send any food items in care packages from home. Food and snack items sent to villagers will be disposed of, either in the Village waste system or at the local food shelf. If there are special circumstances, such as planning for a birthday, parents can contact the Village office and arrangements can be made. Rest assured that the food choices offered at meal time and at snack time will be kid-friendly within the context of each cuisine.

Environmental Awareness
All of the Villages work to model environmentally responsible behaviors, including reducing, reusing and recycling; developing respect for nature and property; and learning outdoor skills. We believe that is how a global citizen should act. Most of America’s children have very little time in their rushed schedules to “be” in nature these days. In order to help villagers truly become aware of the natural world and to interact with their woody surroundings at the Villages,
we prohibit the use of electronic devices such as cell phones, MP3 players, iPods and other noisy devices. Nature is its own music! Join us in the quiet. Listen. We are committed to helping our participants reconnect with the natural world and have employed a full-time environmental education specialist who has catalogued and developed many of the natural settings of our Turtle River Lake sites and who consults with staff at our leased sites.

**About the Water in Northern Minnesota**

Drinking water in northern Minnesota is like drinking water all over the world. It tastes different from the water that comes out of your home tap. The water at each of our Villages is perfectly potable, healthy, clean and of excellent quality. It is tested every year; but, water in northern Minnesota does have an iron taste to it. Iron is the fourth most abundant mineral in the earth’s crust. Iron in drinking water does not present a health problem.

Please prepare your villager to expect a different taste to the water at the Village. Your support of your villager’s ability to acclimate to the water in northern Minnesota may go a long way in getting him or her prepared for world travel. Occasionally parents ask if it is possible to send private stashes of plastic-bottled drinking water for a villager’s personal use. Although we cannot forbid this, we highly discourage it. Concordia Language Villages is working hard to follow green practices. Check out some of the possibilities on these websites if you would like to purchase a filtering water bottle before your session:

Camelbak.com – The Groove re-usable, BPA-Free, spill-proof bottle with a filter inside.

Ecoflowater.com – Stainless steel flip top filter water bottle is non-leaching, BPA and lead-free.

Brita.com – The reusable Brita Bottle filters ordinary water as you drink, is BPA-free, dishwasher safe and recyclable.

Korwater.com – Nava filtering reusable bottle.

**Inclement Weather**

Village deans use a NOAA weather radio and have developed a weather response plan specific to their Villages. Staff are trained to follow this plan, which emphasizes the safety of the villagers.

**Minnesota:** The summer weather of northern Minnesota varies greatly. We can have hot, muggy weather in the upper 90s, followed by very cool days in the low 40s. Your villager may also experience a thunderstorm.

**Worship Services and Faith Diversity**

Faith diversity within the Village community is respected. An on-site, non-denominational peace service is held weekly at each Village in support of diverse faith beliefs. Attendance is optional. Villagers may attend weekly religious services in a nearby community, if available.

**COMMUNICATING WITH YOUR VILLAGER**

If you have a concern or question about how your child is doing, the Village dean is happy to receive your call, to look into your concerns and to assist in any information exchange in a way that is least disruptive to the villagers and the immersion program (see Village phone numbers in the back of this handbook). Please work first with your Village dean to have your questions answered (outside of an emergency situation). Over 50 years of programming has taught us that direct parental contact with a villager (except in cases of emergency) often serves to take the villager’s mindset out of the program and can exacerbate any lingering homesickness. **Staff want to be there for villagers – to celebrate their accomplishments and help them work through new challenges.** Allowing your child to build the kind of relationship with the counseling staff that fosters trust in the adults closest to them at the Village enables our staff to do their very best for your child.

Most villagers will be so busy, they may find it hard to drop their family a letter! If that proves to be the case for your child, you will be able to learn about your villager’s experience by checking our website for the Village Blogs describing their experience. Not all Villages are able to maintain daily online updates, so if there are things about which you want to inquire, please call the dean.

**NOTE:** Your villager will not have access to telephones, email or faxes to communicate with you unless there is an emergency. (See note concerning credit villagers in CLV Unplugged on Page 21.) You have the following options to communicate with your villager:

**Emergencies**

The first step is to call the Village dean. Contact information for each site is included along with the maps in this handbook on Pages 36-51. If he or she does not return your call within an acceptable amount of time, please call
the administrative offices at (800) 222-4750 and press “9” to speak to someone in our Bemidji, MN administrative offices. Our priority will be to assist you as soon as possible. Business hours at Village sites are 9 a.m. to 6 p.m. during sessions. Business office answering machines are checked regularly for emergency messages.

**Email and Internet**

Internet access at the Villages is for educational use only. Villagers will not have access to personal email. One-way email service to villagers is available to family members only. Parents are able to email their villager through their MyVillage account. It is located under Online Community/email your villager. Parents are also able to give access to others to email their child under Online Community/Guest Accounts. Emails are printed off each morning and no emails will be printed and distributed on the Saturday that a session closes.

**Faxes**

NOTE: You may send a fax directly to the Village site at the number listed on Pages 36-51. Your villager’s bank account will be charged $1 for every faxed page received during his or her session.

Fax messages sent to villagers are distributed daily with regular mail. Faxes must be addressed with the villager’s legal name and session number printed clearly on the top of each page. Faxes received prior to 10 a.m. Central Time are normally delivered that same day. Villagers do not have access to fax machines to send messages.

**Letters – Old-Fashioned Fun**

Receiving mail from home is a highlight for villagers, so we encourage your family and your villager’s friends to write often. They can also communicate with you by mail, so encourage them to do so. Villagers receive their mail at a specified time each day. Please keep in mind that mail delivery to the Villages may take longer than usual because of the rural sites. You can find the addresses of the Village your child attends in this handbook on Pages 36-51.

**Packages**

In accordance with our customs procedure, packages are opened by the villager in front of a staff member monitoring for items not permitted in our program. If you have questions about a particular item you’d like to send, please contact the dean of the session your villager will attend. Please do not send food items. See Sending Food from Home on Page 15.

**LEAVING THE VILLAGES**

On the last Saturday of each session, villagers check out of their cabin and receive back any contraband that was held for them during their session. Parents, family members and friends are encouraged to join the Village for the closing program on that day.

**Closing Ceremony/Parent Program**

Villagers celebrate with each other at the Village the night before the last day of the session, as some villagers must depart before the Parent Program on Saturday due to travel arrangements. Villagers receive awards and celebrate with a feast.

Every Village presents a Parent Program for parents/guardians and friends at 10 a.m. on the last Saturday of each session. Villagers demonstrate their new language skills and perform skits, songs and dances they have learned throughout the session. Five- and 10-year villagers and staff members are recognized. The Village store is open following the program. Closing programs will last approximately one hour and all villagers and visitors should depart the Village by noon. The Village dean and staff members are available to speak with parents on both opening and closing days.

**Villager Release**

We release your child **ONLY** to the person or persons you have designated, whether that be on closing day or an early departure. We request this information be written into the Village Passport and on the transportation form in the section labeled “Villager Release Documentation” prior to the start of the session. You may designate several people. While your villager is in session, you may update the information by emailing (regtrans@cord.edu) or calling (800) 222-4750, and option 2 for the transportation department. For villagers who take air transportation, we release them to the custody of the airline. For all other villagers – those picked up at the Village or at Village charter transportation stops by family members or friends – we must have villager release information on file for the safety of the villager.
Villager Awards
Concordia Language Villages recognizes the commitment of many parents and villagers to the importance of becoming global citizens. During each summer almost 200 villagers received awards for attending Concordia Language Villages for five or 10 summers!

Residential villagers are recognized for their participation in the summer programs.

- **Years 2-4**  
  - Village Pins

- **Year 5**  
  - World of Friendship Medallion

- **Years 6-9**  
  - Certificates of Achievement

- **Year 10**  
  - Circle of Peace Plaque

We are changing our focus for awards and will now be awarding villagers for their years of participation at Concordia Language Villages. Please complete the number of previous years attended on your camper registration form. If you have any questions, please feel free to contact our registration office at clvregister@cord.edu.

Lost and Found
Villagers should mark all belongings, including all towels and linens, with their full name. It is helpful for villagers to use the provided checklist before leaving the Village, as we cannot guarantee finding lost items after a session. If an item is left at the Village, write to: Lost and Found: Concordia Language Villages; 8659 Thorsonveien NE; Bemidji MN 56601, or call (800) 450-2214. Give a detailed description of the item and include the villager’s name and Village session number. Concordia Language Villages will make every effort to find the lost item. Families are responsible for postage. After December 1, all lost and found items are donated to local charity.

Online Parent Evaluation
Parent feedback is highly valued at Concordia Language Villages and is used to improve the program each year. Parents are sent an email to the address they provided on the registration form with a link to an online survey assessment tool asking them to rate areas of the program and to give comments. We encourage parents to complete this online survey and return it to us with any concerns clearly stated. Additionally, we encourage parents to send our administrative team letters detailing any concerns. We read and respond appropriately to such letters.

MONEY MATTERS
Our financial policies are strictly applied to ensure our ability to continue our mission and programs. Cancellations and registrations are considered received in our office by referring to the postmark date or timestamp of your fax or email or the date of your phone call. Initial deposits are non-refundable and due at registration to hold your child’s space in the desired session. Full tuition for sessions must be paid by June 1. If registered after June 1, full payment is required at the time of registration. Villagers with unpaid balances after June 1 may be disenrolled and unable to attend if their balance remains unpaid before their session’s start date.

Billing Statement
Billing statements for your family will be sent monthly via email or regular mail beginning in January. Separate charges will appear for registration and transportation. If you have made a payment or received a scholarship, it may take several weeks to post to your account. Please note that scholarships are not applied to individual accounts until after May 1, and this should be kept in mind when viewing statements before this date. All summer program sessions must be paid in full by June 1.

If you do use our transportation services, additional charges may be added after June 1st, for which you will be responsible.

Payments
Visa, MasterCard and Discover are accepted as payment for registration and transportation. We encourage you to pay your bill online by visiting our website at ConcordiaLanguageVillages.org and follow these steps:

- Log into your MyVillage account using the link at the bottom of the page
- Select the “Financial Management” tab
• Select the “Add a credit card” link in the middle of the page
• Once a credit card is added, the "Make a Payment" tab will appear as an option

We also accept payment by phone or you can mail your payment to:
Concordia Language Villages
901 8th Street South
Moorhead MN 56562

If mailing a check, please indicate the name(s) of villager(s) on the memo line. Please indicate the amount that should be paid to each account if there is more than one villager.

When you provide a check as payment to Concordia College or Concordia Language Villages, you authorize Concordia College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When information from your check is used by Concordia College to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment. Depending on our current check cashing policy, you may or may not receive your check back from your financial institution.

All summer program balances are due by June 1. Villagers with unpaid balances after June 1 may be disenrolled and unable to attend if their balance remains unpaid before their session’s start date.

To reach our Finance office for questions regarding your bill, please call (800) 222-4750, and select Option 5 - Billing & Accounting.

Payment Plans/Monthly Installments
Concordia Language Villages offers a monthly payment plan on all summer residential programs. Upon registration, you should receive an email with a link to sign up (search “Payment Plans” on our website) Once the Finance office receives this information, we will set up the payment plan with the number of monthly payments that you indicated.

The incremental payments will be deducted from your credit card on the first business day of every month. As noted previously, all summer program balances are due by June 1, so the final payment should occur before that date. If you elect a payment plan, we will use the same credit card used to pay the session deposit. If you would like to use a different credit card, please call our office at (800) 222-4750, option 5, to set up the payment plan. The monthly payments will be deducted from your credit card until the balance is paid in full, and you will receive an automatic email each time a payment has been made. Payment plans are set up as a convenience for our families and there are no fees or interest charges. Once your payment plan is set up, you will not receive a monthly invoice. The payment plan is designed for tuition fees only. Any transportation or other charges will be billed separately.

Cancellations and Refunds
The following are the terms of Concordia Language Village’s cancellation policy:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1 or earlier</td>
<td>100% Refunded including deposit.</td>
</tr>
<tr>
<td>December 2 to April 30</td>
<td>100% Refunded MINUS the non-refundable deposit.</td>
</tr>
<tr>
<td>May 1 to May 31</td>
<td>50% Refunded minus the non-refundable deposit.</td>
</tr>
<tr>
<td>June 1 and after</td>
<td>No refunds given</td>
</tr>
</tbody>
</table>

• Upon cancellation all discounts will be forfeited.
• Any remaining balance due must still be paid.
• Villagers who do not report to a session will not receive a refund.
• No adjustment in tuition is made for late arrival, early departure or dismissal.
• All refunds must be requested within 30 days of session end date.
• After a refund is approved, it will be processed within 30 days.
• Villagers sent home due to disciplinary reasons, homesickness or inability to manage pre-existing medical, mental, emotional or social health conditions will not receive a refund.
• We reserve the right to cancel or withdraw any program without notice.
Concordia Language Villages is not responsible for costs incurred by a participant in preparing for a program that has been altered or cancelled.

A $25 transfer fee will be charged for all session changes made after June 1.

Cancellation/Interruption Insurance
Concordia Language Villages partners with TravMark to supply a unique comprehensive protection plan for participants and their families. The Protection Plan provides coverage for program cancellation or interruption, medical expenses/emergency assistance and damaged, lost or stolen baggage. For more information please call TravMark at 1-888-420-5378 or visit: http://youth-studentplans.com/default.asp?linkid=cord11

Scholarships
Need-based scholarships are available from the Passport Fund. You can apply for scholarships online through your MyVillage account or by downloading a paper application at ConcordiaLanguageVillages.org/Scholarships. All scholarship applications must be postmarked or completed online by February 26, 2016, and submitted along with a copy of the first page of your most recent federal income tax return, showing your family’s adjusted gross income (AGI) and number of dependents. For more information, please visit our website or email scholshp@cord.edu.

The mission of Concordia Language Villages is “to prepare young people for responsible citizenship in our global community.”

We take our mission and its implication of good citizenship seriously. It is our goal to create peace through understanding, and in order to create and maintain a harmonious Village experience for all villagers, we apply our behavior expectations fairly across all Villages. Please read all the policies below carefully and discuss them with your villager. Keep in mind that this is not, and can never be, an exhaustive list, and that each Village has culturally authentic behavioral expectations. As such, at the discretion of the dean, a villager might be asked to alter or modify his or her behavior to align with and respect the cultural authenticity we strive to bring alive each summer.

We appreciate your discussion of these important policies with your villager, and more importantly, your commitment as a parent or guardian. With your help, we create unique and sometimes life-changing experiences for thousands of villagers from an array of backgrounds coming from across the United States and around the world every year.

Agreement
The villager registration forms an agreement between Concordia Language Villages and the parent(s) or guardian(s) of the villager who is enrolled, in accordance with the Parent Handbook and all the rules and regulations stated therein. This agreement has been accepted by both parties and is governed by Minnesota law. The parties consent to the jurisdiction of Minnesota courts if any legal action ensues.

Attendance
It is expected that the villager will remain at the Village for the entire session. This is particularly important for credit villagers. Written notification is required if your villager must leave during the session. You will be asked to complete a page in your villager’s passport that transfers him or her out of, and back into, the program. Concordia Language Villages reserves the right to send a child home for any reason it deems in the villager’s best interests – health concerns, behavioral issues or otherwise.

Behavior
Concordia Language Villages seeks to maintain an environment free of discrimination, violence, intimidation and harassment based on gender, race, creed, color, national origin, sexual orientation or disability. Language, behavior and attitudes that intimidate, offend or debilitate villagers or staff members are not tolerated. Encourage your child to talk with his or her cabin counselor, leadership staff or dean if he or she has concerns about these matters.

Villagers are expected to comply with requests and directions that ensure the health, safety and welfare of all
members of a Village. In addition, villagers are expected to respect and act in accordance with the cultural norms of the Village program.

Concordia Language Villages does not tolerate emotional or physical abuse or the threat of such abuse of one person by another. It may be grounds for dismissal from the program. If necessary, you will be notified and your child will be sent home at your expense without refund.

Inappropriate sexual behavior is not allowed in the Village program and may be grounds for dismissal. You will be notified and your child will be sent home at your expense without refund. All program and support staff have been informed of and have agreed to comply with the Concordia Language Villages sexual harassment policy.

Mental, emotional, social, and/or physical behavior that affects a child’s ability to participate in the program or that significantly disrupts the program experience for others may constitute grounds for dismissal. You will be notified and your child sent home at your expense without refund. We are particularly concerned about psychiatric or psycho-social conditions, especially those that make it challenging for your child to sustain his/her involvement in our community-based program and/or conditions that impact the experience of others. Consequently, we require that parents appropriately complete this section of our health history form included in the welcome packet. As an additional strategy, call Health Services to discuss concerns before your child arrives.

**CLV-Unplugged!**

Villagers’ school-year days are filled with noise and distraction. They are wired and complex. A goal of our program is to slow down, listen, tune in and connect. To effect the full quality of an immersion program, we ask our villagers and our staff to be in the Language Village moment. We will guarantee weeks of great and “learnful” moments if you will allow us your villager’s attention. Please speak with your villager about the importance of stepping up to participate 100 percent in the program. A Language Villages experience hinges on full-sensory learning and full presence in the program. As a parent or guardian, you have made an investment in our expertise; please help your villager understand that turning on any kind of electronic device while in session tunes out the benefit of the language and cultural immersion program and of our carefully constructed community. This is a short, intense experience. We require that all electronic devices be left at home or checked at the Village gate during the customs process. Credit villagers will have their phone returned to them for one day midway through their stay as they take a break in town to do laundry. The vast majority of our parents and villagers have asked us to be serious and vigilant about this policy. In his book, *Last Child in the Woods: Saving Our Children from Nature Deficit Disorder*, Richard Louv asserts that “at the very moment the bond is breaking between the young and the natural world, a growing body of research links our mental, physical, and spiritual health directly to our association with nature – in positive ways.” A large part of our experiential learning is focused on the natural settings of our Villages. Join us in creating this mindful and focused opportunity for your villager.

**Confidentiality of Villager Records**

All villager records and files, including health forms and information about medical treatment during a Village session, are treated in a confidential manner, both in the registration process at the Village and by Concordia College.

We will communicate any sensitive information about your child’s emotional or physical well-being that may come to our attention (see “Communicating with Parents about a Child’s Health Status” on Page 25). It is our policy and intent to involve parents in handling Village behavior that does not conform to the expectations outlined in this handbook. We encourage you to attach additional information to your villager’s health form that may assist us in working with your child during the session. It is our practice to share this information on a “need to know” basis with staff. If for any reason we believe we cannot uphold the confidentiality of a particular item or if we need further clarification, we will contact you and discuss how best to meet your needs and those of the Village.

Furthermore, because we hold villager records in confidentiality, we do not distribute address lists of villagers before, during or after the session.

**Customs and Contraband**

In order to simulate and establish an authentic cultural atmosphere, your villager will go through our customs process upon arrival. Villagers are encouraged to bring culturally appropriate items (music, books, realia, clothing, etc.) to the Village to enhance everyone’s experience. MP3 players or other music devices may be used in group settings and kept safely by staff when not in use (see below). Personal use of these items is not allowed as it cuts down on communication.

According to our policy, items not in the target language (except religious texts) such as radios, electronic devices (cell phones, MP3 players, DVD players, tablets, etc.) and books can be treated as “contraband” at the discretion of staff,
We suggest disposable cameras since cell phones with camera will not be permitted. Help us help your villager tuned in to this experience. Please respect our CLV-Unplugged policy (above).

Food items are also considered contraband, but they may or may not be returned to the villager at the end of the session, depending on the Village. Concordia Language Villages cannot be held responsible for lost items.

Contraband includes:
- Cell phones and other electronic message devices (see credit villager exception in CLV Unplugged above)
- iPads or Tablets
- Language media not in the target language, including music, games, books, magazines, etc. (except for religious texts)
- Food, including candy and gum
- Illegal substances, alcohol, e-cigarettes and tobacco
- Weapons, lighters
- Offensive clothing
- Drones

Illegal Substances, Alcohol and Tobacco
In accordance with the policies of Concordia College and Minnesota state law, Concordia Language Villages prohibits the possession, use and/or distribution of illegal substances, alcohol and tobacco products. If your child is found in possession of or using an illegal substance or alcohol, you will be contacted and he or she will be sent home immediately at your expense without refund.

It is illegal in the state of Minnesota for anyone under the age of 18 to use tobacco or tobacco-related devices. If your child is found in possession of tobacco, it will be confiscated and disposed of and you will be contacted. Lighters are also considered contraband.

Photographing Villagers and Staff
At different times throughout the summer, we try to capture images of Village life using several types of media. We are careful not to disrupt the normal activities of the day. These images are then used in displays, on our website, for publications, in advertisements or on Village blogs. All photographs, video or audio are exclusive property of Concordia Language Villages. No compensation is paid to the villagers or staff whose photos are used.

Villagers and staff use their “Village name” at all times while in session, for both linguistic and cultural reasons. Therefore, a degree of anonymity is reinforced both in daily Village life and in the images that are used for promotional purposes. Villagers are very rarely identified by their legal name in publications; villagers will never be identified by name or home address in any publications without prior parental consent.

If you have any questions or concerns about our photo policies, please contact Marketing and Communications at 1 (800) 222-4750.

Release of Information About a Villager When We are Contacted During a Session
Please note that when we are contacted for information about villagers while those villagers are in session, we will release information about them (including how they are adjusting, language progress and general well-being, etc.) ONLY to the person or persons listed on the villager’s registration as the custodial parent or guardian during the session. Anyone else who calls requesting information about a villager, including the non-custodial parent/guardian or other family members, will have to secure permission from the custodial parent during the session before we can release any information.

Respect for Property
Participants must respect the personal property of others as well as the Village facilities and grounds. Destruction or intentional abuse of property, including graffiti, may be grounds for immediate dismissal and/or mandatory reimbursement made to Concordia Language Villages.

- Villagers should not bring personal sports equipment to the Villages unless specifically directed to do so by the Village dean. Our program provides the equipment needed to participate in various activities. Concordia Language Villages assumes no responsibility for personal sports equipment.

- In the interests of being sensitive to others, the Language Villages has a “no pets” policy. Stealing or shoplifting is also grounds for dismissal. If necessary, you will be notified and your child will be sent home
immediately at your expense without refund.

**Tipping**
In accordance with Concordia Language Villages policy, staff may not accept gifts or other forms of gratuity for any services during your child’s stay at the Village.

**Visiting the Villages**
In order to ensure a safe and secure environment for all of our participants, we are a closed community to the general public while Villages are in session. Parents, relatives and guests are encouraged to attend Opening and Closing Days for each Village session, as well as International Day.

Guided tours are available at our Turtle River Lake sites Tuesday through Friday, 9 a.m.-3 p.m., by appointment. Call (800) 450-2214.

**Weapons Policy**
The use, possession or carrying of any kind of firearm or weapon on the property of Concordia Language Villages is strictly prohibited. Concordia Language Villages retains final authority in determining what constitutes a weapon, especially when evaluating potential danger.

Specifically prohibited items include, but are not limited to, knife blades, lasers, nunchucks, shockers, razor blades, brass knuckles, acid, metal pipes, stun guns, BB guns, firearms, pistols, shotguns, rifles, ammunition, explosive devices, fireworks, pyrotechnics or any other instruments capable of inflicting serious injury and/or other common materials used for the purpose of inflicting fear or injury.

**Social Networking**
*Your villagers’ online safety is important to us!* Concordia Language Villages centrally manages several social networking presences. Each site is referenced at www.ConcordiaLanguageVillages.org. All other unofficial references and/or implied affiliations with Concordia Language Villages that may appear on social networking sites are not monitored by Language Villages staff. We recognize that there are dangers associated with unsupervised social networking sites for youth, and our social networking policies are a part of our general health and safety plan for our villagers. Our staff policy strongly discourages interaction of staff with villagers through any social media, for the protection of both staff and villagers.

In addition, our staff policy is that staff do not initiate electronic (or other) communication with villagers outside of the Village, and if they do have professional communication with a villager before or after a session, that they inform their dean. Please explain this social networking policy to your villager so that communication between villagers and staff members will not be an issue after the session is over. Of course, we recognize that villagers form positive and healthy relationships with counselors while in session and may wish to continue those relationships after the summer, but with the advent and profusion of social networking sites, we have opted to follow American Camp Association guidelines and ask staff not to engage in this type of electronic communication with villagers who are under the age of 18. Your villager’s understanding of this policy will help us avoid putting staff members in an awkward position and hurting the feelings of villagers. If a staff member or a dean should happen to see social media content by or about a villager that is of great concern, the dean may contact the parent, with the well-being of the villager in mind.
V. HEALTHCARE AT THE VILLAGES

Our health service practices are shaped by regulations and/or guidelines from entities such as Minnesota’s Nurse Practice Act, the Minnesota Department of Health, standards of the American Camp Association, the Standards of Camp Nursing Practice and our insurance companies. Please contact Health Services at: (800) 450-2214 [direct line: (218) 586-8771] if you have questions about information in this section.

HEALTHCARE PLAN

We want to provide a healthy experience for each villager. To accomplish this goal, we partner with you. You know your child’s health needs; we know the capabilities of our program. Our healthcare plan is designed to complement the growth and development needs of children and youth within normal parameters.

Health Forms

Use our health forms to tell us about your child’s health history. Our desire is to work effectively with your child, something made possible only with complete information from you, so please be thorough and forthcoming. The information you provide is shared with appropriate staff on a “need to know” basis. Please note the following:

- **Return your child’s four-page health history form, a required document for participation, at least four (4) weeks before your villager arrives.** We need it early because information is used for staff training, menu planning, and Health Center staff preparation.
- **Make a copy of the completed form for yourself;** record health updates between the time you send the form and when your child arrives at the Language Villages. Notify us in writing of these updates.
- **Have your physician complete the Medical Recommendation Form** if, in your opinion, it would provide our program with more complete understanding of your child’s health needs.
- **Prior to your child’s arrival, healthcare staff review health forms and may call to clarify questions.** A health screening is conducted on Opening Day (See Reviewing Health Forms, Page 26).

About the Villages and Your Child’s Health

- **We expect that your child will be healthy upon arrival** and ready to fully participate in the Village experience. If there are questions or concerns about this policy, contact us immediately.
- **We reserve the right not to admit a person who poses a communicable illness threat.** This includes head lice; the Language Villages has a “no nit” policy.
- **Our program has a busy schedule filled with activity.** Villagers live with eight or more people in a cabin and their Village environment mimics what it feels like to be in another country. Prepare your child so these experiences are exciting rather than intimidating.
- **Our program expects that villagers can meet their own personal needs,** but we also seek to be as inclusive as our facilities and program design allows. We are particularly concerned that youth with mental, emotional or psychiatric diagnoses are ready for our program; please call Health Services to discuss these issues.
- **The expertise of staff focuses on the target language,** cultures that use that language and ways to engage children and youth in discovering the skills of global citizenship. Our staff from other countries may not be adept at understanding the subtleties of U.S. youth behavior. Contact us if you have concerns.
- **Community living skills are new for many villagers.** Your villager may appreciate knowing that his or her bedroom will be shared with many other people and everyone sleeps in bunk beds. Talk with your child about picking up personal items, the noises people make when they sleep and whether a top or bottom bunk would be best.

Healthcare Personnel

Each Village has a designated healthcare provider on-site; not all healthcare providers are registered nurses. At minimum, a person with first aid and CPR skill is available when children are in the program. Healthcare staff complete an orientation that includes review of medical protocols from our program’s supervising physician. The Language Villages’ manager of health services is Sandy Amundson, RN, BSN, PHN.

Healthcare Facilities

In addition to an on-site Village Health Center, each Village also has access to a clinic, hospital, and pharmacy in the local community. These supporting health services (including ambulance support) are at least a 30-minute drive from your child’s Village.
Dental and orthodontic services are extremely limited, even in the Bemidji area, so be sure your child’s teeth have had professional attention prior to arrival.

Responsibility for Villagers
Our healthcare staff assumes responsibility for your child’s healthcare after customs on Opening Day. They relinquish care when the child leaves the Village.

Villagers are responsible for self-care, including self-medication, while in transit between home and their Village. Villagers who travel via plane or bus should carry a “just in case” copy of their health history in their carry-on bag and know where that form is packed. Parents are asked to contact the health services office if there are concerns about this interim time.

Scope of Service
The scope of service provided by our Health Center staff is limited to care of routine illness and injury; we do not have physicians in residence. We do, however, have medical protocols signed by our supervising physician so care for some common problems is available. We stock selected over-the-counter medications (see the list on Page 26 of this handbook and on the Health History form) and give these as directed in our protocols.

The scope of care provided by individual health care staff is based on each individual’s credentials and the policies in our Manual for Health Center Staff. Your villager will be referred to the local medical community when need is beyond what your child’s Health Center staff can provide. In these situations, your child will be accompanied by a staff member who will remain with your child during the physician’s exam.

Communicating with Parents about a Child’s Health Status
- Our Health Center staff will make every effort to contact you by phone if your child has need for out-of-Village healthcare. Because of timing and schedule conflicts we cannot promise that we will be successful in reaching you. The phone numbers you provide on your child’s health form will be used. Please make sure that we know how to reach you during your child’s stay.
- In addition to phone contact, it is Concordia Language Villages policy to provide parents or guardians with a written summary of out-of-Village healthcare received by your villager.
- We generally do not contact you if your child is seen in the Village Health Center for routine problems (e.g., skinned knee, sore throat, bee sting, overnight stay). We will call if we have questions, as determined on a case-by-case basis by the Health Center staff. If you would like us to do something different, attach a letter to your child’s health form explaining your alternate plan.
- A child’s usual response when not feeling well is to tell the parent or guardian. Sometimes children at the Villages react the same way – they write a letter telling you how they feel and may not consider telling their counselor or the Health Center staff. Talk with your child and explain that our staff are there to help. Instruct your villager to tell these people about needs so care can be provided.

Care of Villagers with Chronic Health Concerns
We expect children with chronic health concerns (i.e., asthma, allergies, diabetes) to be capable self-managers and to bring the supplies they need to manage their diagnosis. Because treatment modalities vary, our healthcare staff relies on villagers’ familiarity with and ability to do their own treatments. Our healthcare staff will provide general oversight, but they partner with the villager to follow individual treatment plans.

Please be aware that due to the cultural immersion aspect of our program, culturally authentic snacks and meals are an integral part of the experience. We are not able to guarantee an environment that is free of aerosolized allergens. Please contact our Health Services office to address specific concerns or questions regarding allergies.

Asthma, Diabetes, Anaphylaxis, Seizure Disorder Forms
Use the appropriate form to tell us about your child’s treatment plan. Special forms have been developed for asthma, diabetes, seizure disorders and anaphylaxis. These forms can be downloaded from “Parent Information” on our website, www.ConcordiaLanguageVillages.org/parents, and mailed to us with the health form. We can also mail forms to you upon your request. Our expectation is that children with chronic health concerns are capable self-managers and capable of full participation in our program.
Reviewing Health Forms
Prior to your child’s arrival, healthcare staff review health forms and may call to clarify questions. This review enables our food service to be prepared for meeting the nutritional needs of villagers, allows us to educate appropriate staff about health needs of villagers (e.g., sleepwalking, asthma) and clarifies questions about your child’s health profile.

Open Day Screening
A health screening is conducted upon arrival on Opening Day that includes:
• a general appraisal of the child’s health status;
• a request for updates to the health form;
• collecting medication brought to the program;
• determining history of exposure to communicable diseases; and
• a head lice/nit screening.

MEDICATION
All medication, with the exceptions of rescue inhalers and EpiPens, is collected on Opening Day and is kept in the Village Health Center. The Health Center staff distributes daily medication at routine times and maintains office hours during which medication is available.

What Is a “Medication” at the Language Villages?
Anything an Individual uses to maintain and/or improve his/her health is considered a medication at the Language Villages. In addition to prescription medications and over-the-counter meds, this includes — but is not limited to — vitamins, homeopathic remedies and topical ointments.

IF YOU ARE SENDING MEDICATION WITH YOUR VILLAGER
• Send enough for your child’s entire stay.
• Each medication must come in its original and appropriately labeled bottle/container, including vitamins and other nutritional supplements. (See Prescription Medication and Over-the-Counter Medication notes below).
• Medication labels in a language other than English must be translated to English prior to camp arrival.
• Do NOT mix medications.
• Use the health form to record the medication and explain why your child is using the medication.
• Our healthcare staff expect that medication indicated on the health form will arrive with the villager. If a medication status changes, notify us in writing of that change.

Prescription Medication
• Must come in a pharmacy container with a legible label in the child’s name.
• Must be labeled with the child’s name, the name of the medication and correct instructions for administration.
NOTE: Healthcare staff must follow labeled directions. If there is a change to your child’s medication, make sure the label correctly reflects that change.

Over-the-Counter Medication
• Must come in its original container with a legible label.
• Must have the child’s first and last name clearly written in indelible ink on the container but in a place that does not obscure label information.

Stocked Medication
The Village Health Center stocks the following over-the-counter (OTC) medications and remedies. Healthcare staff has medical protocols from the program’s supervising physician that directs use of these medications for common and routine human health problems. Use the health form to indicate which of our stocked OTC remedies should not be given to your villager.

Note the following: If your child is allergic to a particular ingredient in medication (e.g., red dye), bring medication without that ingredient to the Village Health Center.

Acetaminophen
Analgesic Rub
Antacid
Antifungal Cream
Bismuth Tablet
Calamine Lotion
Chlorpheniramine Maleate
Diphenhydramine
Generic cough drops
Guaiifenesin DM
Hydrocortisone Cream
Ibuprofen
Ivy Dry
Loratadine
Naproxen
Nix
Pseudoephedrine
Silver Sulfadiazine
Triple Antibiotic Cream
Senna

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Methods for Treating Common Problems
We are sensitive to the fact that there are different ways to treat common health problems. If your child is susceptible to certain ailments, and you have identified a treatment to which your child responds, please share that information with us by writing about it on the health form. We may not be able to provide exactly the same treatment, but we will complement it as our practices allow.

Allergy Injections
Allergy injections are not done at the Village Health Center. Your villager will be taken to a local clinic and you will be billed by that provider. Make arrangements for this service at least four weeks before your child’s arrival by calling Health Services at (218) 586-8771.

Insulin and Other Injections
We expect that villagers who use injectables (e.g., insulin injections, growth hormone shots) are capable of doing their own injection. Refrigeration, a sharps container and alcohol preps are available. Bring your villager’s medication and the necessary syringes to the Village Health Center on Opening Day. NOTE: Villagers using an insulin pump should also bring back-up insulin and syringes in case of pump failure.

Immunizations
Immunizations, especially an up-to-date tetanus inoculation, are important because your villager will be outdoors and in close proximity to other program participants. We recommend that villagers are immunized; however, our program also recognizes that some choose not to immunize their children for various reasons. Please attach appropriate documentation to your child’s health form if this is your position.

Communicable Disease
Call Health Services if your child is exposed to a communicable illness within the three weeks prior to Village arrival. We are especially concerned about chicken pox, sore throat, colds and flu. We reserve the right not to admit villagers who arrive ill or exposed to communicable disease. In addition, if your child becomes ill during their Village stay, especially with a communicable illness, we may ask that you arrange for your child to come home early. Please consider this as you make your plans.

Head Lice or Nits
Because our program has a “no nits” policy, your child’s head will be checked during Opening Day. Parents of a villager who is discovered to have active head lice or nits on Opening Day will be asked to temporarily remove the villager and treat the lice. Your child will be admitted when there is no indication of nits. Note that screening is no guarantee that all cases of head lice will be identified. It is quite possible that an emerging infestation could be missed. For this reason, instruct your villager not to share items such as brushes, hats, pillows, hair ties and clothing with other people.

Nutrition Information (also see “Meals” and “Special Nutritional Needs” on page 15)
The cultural authenticity of our program’s menu can be challenging to a child unprepared for this experience. Our food service staff makes most items from scratch in order to replicate the meal experience of the target culture. Prepare your child so s/he is ready to try unfamiliar foods.

Use your villager’s health form to tell us about medically verifiable food allergies. Health center staff use what you have written on the health form and communicate this information to the food service staff. Be sure to make a distinction between an allergy that triggers intolerance and one that causes anaphylaxis.

If your child is vegetarian, communicate that to us via your child’s health history form. Several vegetarian options are presented on that form; select the one that best supports your child’s pattern. It is our expectation that villagers who select a vegetarian option will indeed eat the vegetarian meal prepared for them.
HEALTH CHALLENGES OF MINNESOTA’S NORTH WOODS

As in any geographic area, program participants are exposed to risks associated with location. While our program has developed risk reduction strategies, we rely on the help of parents and villagers so these strategies are as successful as possible. Even then, because these are inherent risks, there are no guarantees of success. Of particular note are the following:

- **Poison ivy** is part of our natural flora. Instruct your villager to keep to Village paths and tell a counselor or Health Center staff about red, itchy patches of skin. Villagers who participate in overnight camping have a greater risk of exposure to this obnoxious plant. If your villager is especially sensitive to poison ivy, teach your child to identify the plant, advise the child to sit upwind during campfire programs and consider use of a barrier cream (talk with your pharmacist) as a preventive measure.

- **Dealing with mosquitoes** is part of our location. Especially active at dawn and dusk, there will be more mosquitoes when our weather is warm and wet. Help minimize mosquito bites by providing your child with an insect repellent with about 30 percent DEET. Teach your child how and when to apply their repellent.

  Cabin counseling staff reminds villagers to put on repellent. Your child should talk with his or her counselor if his or her repellent is not effective. Villagers can buy spray that is 30 percent DEET at the Village store. While preventing bites is our goal, the Village Health Center has calamine lotion and aloe gel available during office hours to help ease itching.

- **Avoiding wood ticks** is difficult because both the common dog tick and the small deer tick are in our area. Teach your villager to do a daily “tick check.” In particular, villagers should check their hair and hairline, groin, auxiliary area, back and behind the ears. A tick that is merely crawling on a person poses little concern; those that attach to the skin should be removed. You may teach your child to remove ticks that attach, but it is our preference that villagers come to the Village Health Center to do so. Appropriately using an insect repellent with at least 30 percent DEET, a practice supported by the American Academy of Pediatrics, minimizes tick bites.

- **Lyme disease and other tick-borne illnesses.** Our program monitors for signs and symptoms of a tick-borne illness, especially Lyme disease. Carried by some deer ticks and transmitted when the tick finishes feeding and disengages from the person’s skin, the potential for Lyme disease can be minimized by effective use of repellents, daily tick checks (to interrupt the feeding before the tick is done), and wearing appropriate clothing when in tick-heavy areas. Contact Health Services if you have questions about Lyme disease.

- **Animals of the North Woods.** Raccoons, skunks, bats, squirrels, deer and other animals live in the Village environment. While wonderful to watch in their natural environment, please talk with your villager about moving away from animals when inadvertently encountered and to avoid touching them. The Language Villages follows Minnesota Department of Health Recommendations related to rabies prophylaxis should an exposure to an animal occur.

- **Avoiding sunburn.** Most of our activities are done outside, so be sure your villager brings and knows how to use sunscreen. At minimum, an SPF 30 product is recommended. We consider sunburn a preventable injury and will minimize this health risk as much as possible.

- **Dressing for the weather.** Northern Minnesota’s weather can vary from hot and muggy to quite chilly, from sunny and warm to drizzly and damp. Your villager should bring everything recommended on the packing list, including three blankets and rain gear.

- **Staying hydrated.** Talk with your child about drinking enough fluids. Outdoor activities are generally quite active, so drinking enough is a constant challenge and is the reason why a water bottle is on our packing list.

- **Fluctuating weight.** A lot of outdoor activity also means that villagers may experience fluctuation in their weight. Most often this ranges plus or minus five pounds during a two-week stay.

- **Eating enough at mealtime** is important. Some children don’t understand that it’s OK to ask for more food. Please talk with your villager and explain that counselors at his or her table will help get more food if anyone at the table is still hungry. Villagers simply need to ask.

### PAYING FOR HEALTHCARE — HEALTH INSURANCE

Parents/guardians are financially responsible for costs associated with providing healthcare to their child. Should your child be taken to see an out-of-Village provider, you will be billed by that provider based on the billing directions you provide on your child’s health history form. Note that some clinics and pharmacies do not bill; they require payment. If we anticipate that your child’s clinic or pharmacy requires payment, you will be instructed to call your credit card information to that business.

We recommend that you contact your health insurance company to determine if your policy extends coverage while your child is attending the Language Villages. Our staff is not responsible for managing your insurance; you retain this responsibility, including the responsibility to pre authorize care. Attach a copy of your insurance card (front and back)
Questions about Healthcare?
You are encouraged to contact Language Villages Health Services, especially if special arrangements are needed to support your child’s stay in our program. Such requests are needed at least four weeks prior to your child’s arrival.

Health Services
8630 Thorsonveien NE
Bemidji MN 56601
Direct Line: (218) 586-8771
Fax: (218) 586-8770
Email: health@cord.edu
Main Office: (800) 450-2214

VI. TRANSPORTATION

Concordia Language Villages offers a wide variety of options to transport villagers to and from our locations. Transportation costs depend upon the option chosen and are not included in the registration fee.

TRANSPORTATION RESERVATIONS
Reservations for transportation can be completed on your MyVillage page/Forms and Documents/2016 Villager Transportation Form. This form must be completed at least three weeks in advance of the session start date for every villager. The transportation form is specific for each of the three arrival and departure modes; air, bus and car. We do ask for details that we find are necessary, allowing us to schedule and facilitate a smooth and safe transportation experience for your child. Our staff will apply transportation charges within seven days after your form has been submitted.

There are times when we need to pay for additional fees on your behalf. The majority of the charges are UM fees and baggage fees. If your child must stay over an additional night due to travel issues, we will work with you regarding additional charges. Please be aware that all additional fees will be added to your camp statement and you will be expected to pay the fees by September 2016. No registration is considered complete until the transportation and health form have been completed and submitted.

Villager Release Documentation
In order to ensure the safety of your villager, we require that you provide us with the legal names of all individual who are authorized to pick up your villager at the Village or any of our transportation hubs. Please be sure to also note this information in your villager’s passport. We will not release your villager to anyone who is not on the list. This can make for a difficult departure if you have failed to complete this section.

TRANSPORTATION OFFICE CONTACT INFORMATION
The transportation office is open from: 8 a.m. until 8 p.m. each day throughout the summer 8 a.m.-4:30 p.m. Monday-Friday, September through May

Transportation Office
Concordia Language Villages
8659 Thorsonveien NE
Bemidji MN 56601 USA
Phone: (800) 450-2214 or (218) 586-8600
Fax: (218) 586-8601
Email: regtrans@cord.edu
ConcordiaLanguageVillages.org
CHARTER TRANSPORTATION

GENERAL POLICIES

Supervised Transportation
All Villagers using Concordia Language Villages transportation are supervised by our transportation staff. Our transportation assistants are easy to spot at all of our transportation hubs; just look for friendly people wearing bright yellow polo shirts with the Concordia Language Villages logo! Transportation will be by chartered bus or Village vehicle (sedan or 12-passenger van).

Updating Your Villager’s Transportation Plan
• **En route:** Please call the transportation office at (800) 450-2214 or (218) 586-8600 with any last minute changes. Concordia Language Villages will make every effort to notify you if our charters are running behind schedule in Wisconsin or the Twin Cities by using the en route phone number that you provide on the transportation form.

• **After submitting the form:** Please call our office with ALL updates, including airline flight number and arrival or departure time changes, parent/guardian en route contact number, additions, changes or deletions of needed transportation as well as updates to villager release information.

• **Departure changes:** If there is a change in departure plans you must call the transportation office (not the Village) no later than 8 p.m. on Thursday before the session ends in order for us to ensure that the new information is received by all parts of our transportation system.

• **NOTE:** We need to know ALL travel information to ensure the safety and ease of your child arriving and departing from the villages.

Refunds
Refunds for charter transportation fees will be made only if the transportation office (not the Village) is notified by telephone or in writing at least five business days before the arrival date and/or departure date of your villager. Refunds will be processed 30 days from your villager’s session start date.

Confirmation of Villager Arrival/Departure
If your villager does not arrive as scheduled by airplane or bus, you will be contacted immediately. We instruct children to call their parent/guardian upon arrival at the airport. Cell phones may be used. Please be aware that cell phones are considered contraband once villagers arrive at the Village and will be stored until the villager departs; recharging cell phones is a challenge at many Villages. In addition to your villager calling when they arrive, the transportation offices will contact you to let you know that your child has arrived safely and is in our supervision.

Villagers Attending Back-to-Back Sessions at Minnesota Villages (Interim Weekend)
Villagers have the option to stay the interim weekend between two separate back-to-back sessions when attending sessions in Minnesota. Villagers are transported to the University of St. Thomas on Saturday and to their next Village on Monday. The interim weekend is a relaxing opportunity for villagers to recharge as well as wash their clothes before jumping into another program or session.

The interim fee includes transportation to and from the Twin Cities, supervision, meals and a double occupancy room in a dorm-like setting. Cost of doing laundry, as well as Saturday and Monday lunches at a local fast food restaurant, are not included. Please make sure that your villager has money to cover these costs. The Interim Stay Form will be a part of the 2016 Villager Transportation Form, located on your MyVillage page. We will need to know:

1. Arrival details for the first session.
2. Fill in the interim stay information.
3. Departure details for the second session.

The additional charges will be posted on your villager’s account by our transportation staff.

Health Care En Route
Villagers should carry their medications and a copy of their health form in their carry-on bag. Villagers are responsible for self-care, including self-medicating while en route to and from the Village. Our bus supervisors and transportation coordinators are trained in basic first aid and CPR. Village healthcare staff assumes responsibility for your child’s healthcare after customs on opening day. Parents are asked to contact the Health Services office if there are concerns about their child’s health care needs en route.
Packing for the Trip
Villagers will be expected to carry their own luggage at each stage of the transportation process. Storage in the Village cabins is limited. Please follow the packing list guidelines located on your MyVillage account/Forms and Documents. Please use your best judgment as to what your villager will wear and need while at the Village. Don’t send large quantities of bottled water with your villager. Bottled water is available for sale at all Village stores. (Also see note on page 16). We encourage villagers to bring items to entertain themselves en route, but be aware it may be considered contraband at the Village. Please be sure that the villager’s name can be found inside each bag as well as on a luggage tag on the outside of the bag.

ARRIVING/DEPARTING BY CAR
Please select the car option if you plan to arrive and/or depart by car. The Villager Release Documentation must have the name of anyone authorized to pick up your villager. We will not release your child to anyone who is not on the list.

Camp begins on Mondays with check in taking place from 2-4:30 p.m. Each session closes on Saturday, with a closing program starting at 10 a.m., and will last approximately one hour. Families are welcome to arrive after 9:30 a.m. All villagers and visitors should depart the Village by noon.

VILLAGERS TRAVELING BY AIR
Travel One Travel Agency
If you would like assistance with all of your air travel needs, contact Travel One at (800) 247-1311 or (952) 854-2551 and ask for a reservationist working with Concordia Language Villages.

• Travel One, a Minnesota-based travel agency, has more than 30 years of experience assisting camps and camp families make better air travel connections to and from their destinations.
• Travel One knows the Concordia Language Villages transportation schedule, and will help you book flights that meet these time requirements.
• Travel One provides quality unaccompanied minor information and helps Concordia Language Villages work with the airlines to make your villager’s travel experience as trouble-free as possible.
• Travel One has been very helpful in updating villager flights when airlines change their schedules or cancel flights.

NOTE: Reservations for Concordia Language Villages charter transportation must be made by the parent/guardian no less than three weeks prior to the session start date. It is the family’s responsibility to make reservations for Concordia Language Villages transportation options as well as to inform Concordia Language Villages of your air travel plans by submitting the “Villager Transportation Form.”

Important Airline Information
• Check with your chosen airline for regulations regarding Unaccompanied Minor rules, luggage weight restrictions and fees, as well as current travel alerts.
• Packing for air travel: Airlines are strictly enforcing baggage rules; villagers will be responsible to pay all airline baggage fees. Be sure your villager understands this rule so he or she can pack properly for the return trip. You can find tips for securing baggage on the Transportation Security Administration’s website, www.tsa.gov, as well as learn about up-to-the-minute travel alerts.
• Luggage Tags: Please be sure that your child’s luggage is labeled, inside and out, with the child’s name and address and NOT someone else’s name. Luggage that is lost is very difficult to find if the name on the luggage tag is not that of the villager. We will send luggage tags to villagers flying into Minneapolis/St. Paul International Airport (MSP) before your departure with your confirmation. Please put a tag on every bag the villager will be bringing.
• Because our check-in procedures are done as a group, flights will not be changed at the airport and villagers will not be allowed to fly in or out on “standby.” Standby status for villager flights can be very stressful for the child and the chances for missing our charter transportation are heightened. Staff time may be billed to the parent/guardian at an hourly rate plus expenses when arrival/departure times are disrupted due to villager standby status.
• Baggage Fees: If possible, please pay for all applicable baggage fees prior to your child’s departure. If you
have paid the baggage fee for the return flight, please include the payment receipt with your villager’s travel documents. Otherwise, bag fees will be collected by all airlines at the local airport (MSP, BJI and FAR) when your villager returns home. Please check with your chosen airline regarding those fees. Your villager must have enough money to cover the fees and other traveling expenses (meals, etc.). If there is an unexpected fee that has not been prepaid and your villager does not have a form of payment, Concordia Language Villages will bill your account for any expenses incurred on behalf of your child.

**Travel Tip:** Seal the travel money your child will need in an envelope and place the envelope among their travel documents. We will store all travel documents together and our transportation assistants will use the money for the appropriate purpose with the balance of money returned to the villager before he or she departs.

- If your villager’s flight is canceled and your villager must remain overnight, Concordia Language Villages transportation staff are notified by the airline. The transportation staff will contact you with the change in departure and the rescheduled flight plans (please be sure to include the en route phone numbers on the transportation form). Occasionally it is necessary to arrange overnight accommodations and keep your villager in our care, returning them to the airport to make their rescheduled flight. A fee will be charged to help cover the costs of this service.

**Unaccompanied Minors (UMs)**

- Legally, an Unaccompanied Minor (UM) is any child under 18 traveling without an adult. Airlines consider UM to be children under a certain age (varies by airline). If your child is considered a UM by the airline, you must purchase the UM service from the airline. This service generally allows you through security to the gate, escort service for villagers at connecting airports and allows Concordia Language Villages representatives to meet villagers at their gates. Most airlines will not accompany minors to a different airline for a connecting flight even if they are traveling under UM status. It is very important that you understand the UM policy for the airline with which you have booked the flight. When booking your Unaccompanied Minor service please remember the following:

  - **Tickets should be booked under “child” and not “adult.”** Inform the airline or your travel agent that the reservation is for a minor. Delta Airlines, the predominant Minnesota air carrier, requires all children under the age of 15 to fly as a UM if they are not accompanied by an adult over the age of 18. Most airlines do not allow minors to fly on the last flight of the day to any destination.

  - **The round-trip UM fee must be paid** by the parent/guardian before the villager departs for Concordia Language Villages. This fee varies by airline and the number of stops en route and is paid to the airline. Most often paying this fee must be done at the originating airport, although some airlines are now allowing payment to be made when purchasing the ticket or later online. Please be sure that a receipt showing the paid round trip UM fee is included with the villager’s travel documents.

  - The UM Form will have a section designating an “authorized person to meet at final destination” referring to the CLV representative who is picking them up from the airport. Please use the following information to fill out this section of the paperwork:
    
    Ann Oanes, Registration and Transportation Manager or Camp Representative
    Concordia Language Villages
    8659 Thorsonveien NE
    Bemidji MN 56601
    (800) 450-2214 or (218) 586-8600

  - Remember to complete the return portion of the UM form for a round-trip flight with the name and contact information of the person picking up the villager (you, or whoever drives to the airport) at the final airport when they arrive back at home.

  - UM fees, on some airlines, can often cover more than one villager (sometimes up to four unrelated travelers) if they are flying together on an identical route. Check with your airline for details.

  - Please arrive extra early at your home airport since the Unaccompanied Minor check-in process can be longer than a regular check-in. Because of certain restrictions regarding travel as a UM, it can be difficult to reschedule missed flights.

**Airport Welcome Areas**

If your villager is not flying as an Unaccompanied Minor, or if you are traveling with your villager, please review the airport maps listed later in this handbook to become familiar with the location of Concordia Language Villages welcome areas at each airport.

**Airport Pickup**

We will make every attempt to meet all villagers just outside their gates **if the flight arrives during our specified**
time. Occasionally, UMs will be taken by airline personnel to the UM room and we will meet them there. Villagers traveling with a parent/guardian may make their way to the welcome area mentioned above. Special arrangements can be made for the a villager to wait at a specified location until one of our transportation assistants meets them there. To make such an arrangement, please call our Transportation office at (800) 450-2214 or (218) 586-8600. **Note: Always inform the Transportation Office of changes to flight numbers and arrival times, as it will help our airport staff to accurately meet villagers at their gates without delay.**

Please be aware that if your villager’s plane is delayed or several villagers’ flights arrive at the same time at different gates throughout the airport, our staff may not be at your villager’s gate immediately, but shortly thereafter. Our airport staff wear bright yellow polo shirts. Please instruct your villager that if he or she doesn’t see a staff person immediately, he or she should wait at the gate for at least ten minutes. If your villager seems to have missed our staff, he or she can call us at (800) 450-2214 and we will send a transportation assistant as soon as possible.

**Airport Drop-Off**
Concordia Language Villages staff will supervise villagers through the ticketing process and escort them to their departing gates. Language Villages staff waits at the airport until the last villager’s plane departs the runway.

**Airline Travel Documentation to Send with Your Villager**
Please provide a copy of your villager’s itinerary with his or her travel documents. Make sure that the itinerary includes the villager’s name as well as an e-ticket number or confirmation number. It is helpful to our transportation assistants if you write your child’s Village and session number on the itinerary as well. **If you have purchased the round-trip Unaccompanied Minor service for your villager, please include the return flight form and your receipt.**

Upon arrival at the airport, all travel documents (boarding passes, luggage receipts and tags, unaccompanied minor forms, money for return baggage fees, etc.) must be turned over to the Concordia Language Villages staff. Travel documents are given to the Village business manager for safekeeping and returned to the villager at the airport at the time of departure. If your villager wants a copy to keep with them, please give them a second copy as the original records will be with our staff.

**Arrivals/Departures Other Than Recommended Times**
Due to the distance between the Villages and the airports and because of airport check-in time requirements, we ask that you follow our arrival and departure guidelines as indicated for each airport listed below. Flight times other than those recommended are considered deviations and need to be approved by contacting the transportation office (800) 450-2214 or (218) 586-8600. Our transportation staff will be able to provide guidance and answer questions as you match flights with the options given. We reserve the right to charge an additional $25 per hour villager supervision fee for arrival and departure times outside the guidelines noted for each airport. **Late arrival and early departure from the Village is not recommended and must first be approved by the program dean before transportation arrangements will be made.**

**MINNEAPOLIS/ST. PAUL AIRPORT (MSP)**
**For all Minnesota Villages**
Our transportation staff will meet all villagers as they arrive at their gate. Unaccompanied Minors will receive priority. Older villagers not traveling as UMs or those traveling with a parent or guardian may meet us at the airport welcome area on the mezzanine level (“skyway to parking”) located outside of security (two floors above baggage claim) between 1 and 6 p.m. Villagers will wait in the welcome area with Language Villages staff until the ground transportation arrives or it is time to check in for a departing flight. **A diagram of the Minneapolis/St. Paul Airport is on Page 37.** Look for a Concordia Language Villages banner and our staff in bright yellow polo shirts.

Out of the MSP airport, we offer Saturday departures, Sunday departures and Sunday arrivals.

**Arrival/Departure Options**
**Sunday arrivals between 1 and 6 p.m. – All Villages**
Villagers stay the night in a dorm-like facility in St. Paul. The fee for this option includes airport escorts, ground transportation, housing, supervision and meals through breakfast on Monday morning.

On Monday morning, villagers will be taken to our Twin Cities Transportation Center (TCTC) where they will join other villagers being dropped off by parents. Together, they will all board the appropriate bus/van to their Village.
The ground transportation will stop for lunch at a fast food restaurant on Monday and the cost of this meal is the responsibility of the villager. Villagers are scheduled to arrive at the Village between 2:30 and 4:30 p.m. The first meal at the Village is at approximately 6 p.m.

Saturday departures between 3:30 and 7:30 p.m.
On Saturday, charters will depart all northern Minnesota Villages at approximately 8 a.m. (before the closing program). Villagers arrive at the airport in time to check in, check luggage and complete airport security. The charter will not stop for lunch but a bag lunch from the Village will be provided for all villagers. **We cannot accept flights scheduled before 3:30 p.m.**

Sunday departures anytime during the day — All Villages
If you are not able to arrange a flight within the Saturday departure window, you may opt to have your villager depart on Sunday. This is only available for flights departing from the Minneapolis/St. Paul (MSP) airport. The fee for this option includes ground transportation from the Village, housing, supervision, dinner on Saturday evening, breakfast on Sunday morning and airport escorts. Villagers stay the night in a dorm-like facility in St. Paul. A bag lunch from the Village will be provided for the trip to St. Paul.

BEMIDJI/BELTRAMI AIRPORT (BJI)
(For Villages located near Bemidji, Cass Lake and Hackensack only)
If you have purchased the Unaccompanied Minor option from your airline, the airline gate agent will personally sign over responsibility for your child to our staff at the arrival gate. Please indicate on your transportation form if you intend to have your villager fly as an Unaccompanied Minor. Villagers arriving by air as well as those being dropped off should meet at the Welcome Area indicated on the airport map (Map 4 on Page 40). Please be sure to make verbal contact with our transportation staff if you are dropping off or picking up your villager at the Bemidji airport. Look for our staff wearing bright yellow polo shirts. Upon arrival, villagers will be encouraged to call home from the airport if time allows. The Bemidji airport is a small, one-level regional airport and easy to navigate.

Note: There is no Sunday arrival or departure option in Bemidji.

Arrival/Departure Options
Monday arrivals between noon and 2 p.m.
The fee for this option includes an airport escort, ground transportation from the airport to the Village and supervision until your villager is delivered to Village staff. Lunch is the responsibility of the villager.

Saturday departures between 11 a.m. and 2 p.m.
The fee for this option includes ground transportation from the Village, supervision and an airport escort to assist with the check-in procedures.

**NOTE: Bemidji is a small airport with limited flights. We set our arrival and departure windows based upon the available flights. If you are not able to take one of the flights within the window, you may find more options available if you arrive/depart at the MSP airport and use our CLV ground transportation between MSP and the Village. Sunday arrivals and Saturday OR Sunday departures are available through MSP for Bemidji, Cass Lake and Hackensack Villages.**

FARGO, ND (FAR) AIRPORT
For Villages located near Callaway and Dent only
Fargo, N.D., is a sister city to our administrative office location in Moorhead, Minn., located across the state border to the west.

We offer Monday arrivals and Saturday departures from the Fargo airport. If you have purchased the Unaccompanied Minor option from your airline, the airline gate agent will personally sign over responsibility for your child to our staff at the arrival gate. Please indicate on your transportation form if you intend to have your villager fly as an Unaccompanied Minor. Villagers arriving by air as well as those being dropped off should meet at the Welcome Area on the lower level near the airport information desk as indicated on the airport map (Map 3 on Page 40). Please be sure to make verbal contact with our transportation staff if you are dropping off or picking up your villager at the Fargo airport. Look for our
staff wearing bright yellow polo shirts. Upon arrival, villagers will be encouraged to call home from the airport if time allows. There is a store and Subway available to villagers at the airport where villagers can purchase their own snacks and lunch.

Note: There is no Sunday arrival or departure option in Fargo.

Arrival/Departure Options

Monday arrivals between 10 a.m. and 3:15 p.m. – Callaway/Dent
Ground transportation will depart the airport at 3:30 p.m., and should reach the Villages near Callaway and Dent by 5 p.m. It is important for your villager to arrive by 3:15 p.m. to allow time to go through customs procedures at the Village.

Saturday departures between 1 and 6 p.m.
Prices includes ground transportation from the Village, supervision and an airport escort to assist with the check-in procedures. A bag lunch from the Village will be provided for all villagers.

NOTE: If you are not able to take one of the flights within the window, you may find more options available if you arrive/depart at the MSP airport and use our CLV ground transportation between MSP and the Village. Sunday arrivals and Saturday OR Sunday departures are available through MSP for Callaway and Dent villages.

MINNESOTA CHARTER INFORMATION
The Twin Cities Transportation Center (TCTC) is located on the campus of the University of St. Thomas in St. Paul, Minn. (See Map 2 on Pages 38-39). Specifically, it is at the corner of Grand Avenue and South Cretin Avenue beside the Science building which has a physical address of 36 South Cretin Avenue.

Bus departs at 10 a.m. each Monday
Bus arrives between 2:30 and 3:30 p.m. each Saturday

Monday Arrival
The fee for this option includes one-way transportation as well as supervision of your villager en route. On the beginning Monday of each session, loading begins at 9:30 a.m. with the charters departing at 10 a.m. sharp. The charter will stop for lunch at a fast food restaurant; the cost of this meal is the responsibility of the villager. Arrival at the Villages is scheduled between 2:30 and 4:30 p.m. The first meal served at the Village will be at approximately 6 p.m.

Saturday Departure
The fee for this option includes one-way transportation as well as supervision of your villager en route. Villagers will depart from their sites on Saturday before their closing program. Arrival at the transportation center is scheduled between 2:30 and 3:30 p.m., depending on travel distance and road conditions.

WISCONSIN CHARTER INFORMATION
We offer the Wisconsin charter option to and from all Minnesota Villages. This charter is supervised by Concordia Language Villages staff. Please check in with our transportation staff wearing bright yellow polo shirts before dropping off or picking up your villager. Charters will make snack and meal stops en route; villagers are responsible for purchasing their own meals.

Pickup and drop-off locations

Madison, WI: Madison Comfort Inn
4822 E. Washington Ave.
Directions: I-90 exit 135, go south, the Comfort Inn is on the west side.

Tomah, WI: McDonald’s restaurant
2015 N Superior Ave
Directions: I-94 exit 143 (south side)
Arrival/Departure Options
Sunday Bus Pickup at noon – Madison
Sunday Bus Pickup at 2 p.m. – Tomah
The fee for this option includes ground transportation to the Twin Cities, overnight housing in a dorm-like facility, supervision, dinner on Sunday, breakfast on Monday and transportation to the Village on Monday. The charter will depart from Madison at 12:30 p.m. and Tomah between 2 and 2:15 p.m. on the Sunday before the first day of the session. Villagers will stay overnight in the Twin Cities along with villagers arriving by air at MSP. On Monday they join other villagers in Minneapolis riding the charter to their Villages. A stop will be made for lunch at a fast food restaurant. Villagers are responsible for paying for their own lunch.

Saturday Bus Drop Off between 5:45 and 6:30 p.m. – Tomah
Saturday Bus Drop Off between 7:15 and 8:45 p.m. – Madison
The fee for this option includes supervision, ground transportation to the Twin Cities, supervised transfer from the charter bus to the ground transportation which will take the villager to Tomah/Madison. On Saturday, charters will depart all northern Minnesota Villages at approximately 8 a.m. A stop will be made for a meal at a fast food restaurant. Villagers are responsible for paying for their own meal.

VACATION INFORMATION
If you are interested in spending time in Minnesota in conjunction with your child’s arrival or departure, northern Minnesota is a great place to vacation. Popular local activities include visiting Itasca State Park (headwaters of the Mississippi River), biking an extensive network of scenic trails, and canoeing, fishing or swimming in a local area lake. We encourage travellers to visit exploreminnesota.com for more vacation ideas. You may contact the local Chambers of Commerce for the most complete listing of overnight accommodations and area attractions.

MINNESOTA INFORMATION

Car Rentals – Bemidji, Minn.
Enterprise – (800) 261-7331 or Bemidji Office – (218) 759-9960 • www.enterprise.com
Alamo National – (800) 332-7133 or Bemidji Office – (218) 751-1880 • www.nationalcar.com or www.alamo.com
Hertz – (800) 654-3131 or Bemidji Office – (218) 751-0063 • www.hertz.com

Visit Bemidji – (877) 250-5959 • www.visibemidji.com

Brainerd Chamber of Commerce – (800) 450-2838 • www.explorebrainerdlakes.com

Detroit Lakes Chamber of Commerce – (800) 542-3992 • www.visitedetroitlakes.com

Fargo/Moorhead Convention & Visitors Bureau – (800) 235-7654 • www.fargomoorhead.org

Hackensack Chamber of Commerce – (800) 279-6932 • www.hackensackchamber.com

Minneapolis Convention and Visitors Association – (888) 676-6757 • www.minneapolis.org

Explore Minnesota Tourism – (888) 868-7476 • www.exploreminnesota.com

Park Rapids Chamber of Commerce – (800) 247-0054 • www.parkrapidstravel.com

Visit Saint Paul Official Convention and Visitors Association – (800) 627-6101 • www.visitsaintpaul.com

Stillwater Convention and Visitors Bureau – (651) 351-1717 • www.discoverstillwater.com
Welcome Area is located on the mezzanine level outside security (two floors above baggage claim).

Terminal 2 - Humphrey
(Transportation staff will greet villagers at the baggage claim area on Level 1)
Air Tran Airways
Icelandair
Southwest Airlines
Spirit Airlines
Sun Country Airlines

*Please look for staff members wearing bright yellow polo shirts.
Twin Cities Transportation Center
Enter the University of St. Thomas campus at Grand Avenue and South Cretin Avenue and park in Lot M behind O’Shaughnessy Science Hall (36 S Cretin Ave, St. Paul, MN 55105).

Arriving from the East (St. Paul/Wisconsin)
- Take I-94 West through the cities.
- Exit on the Cretin Avenue exit.
- Turn left onto southbound Cretin Avenue.
- Proceed south past Summit Avenue one block to Grand Avenue.
- Turn right into the TCTC parking lot.

Arriving from the West (Minneapolis/Fargo)
- Take I-94 East through the cities.
- Exit on the Cretin Avenue exit.
- Turn right onto southbound Cretin Avenue.
- Proceed south past Summit Avenue one block to Grand Avenue.
- Turn right into the TCTC parking lot.

Arriving from the North or South
- Follow major roads to I-94.
- Follow above directions from east or west.

Directions from the Minneapolis/ St. Paul (MSP) airport
- From the airport go northeast on “MN-5 East.”
- After crossing the river, exit onto Edgcumbe Road being careful to follow signs on split ramp.
- After crossing railroad tracks, turn left onto St. Paul Ave.
- Continue on as St. Paul Ave. becomes Cleveland Ave. S.
- Continue on Cleveland Ave. to Grand Avenue.
- Turn left on Grand Avenue and drive 2.5 blocks into the TCTC. Continue across Cretin avenue into the TCTC parking lot.

*Please look for staff members wearing bright yellow polo shirts.
*Please look for staff members wearing bright yellow polo shirts.

MAP 3
FARGO HECTOR INTERNATIONAL AIRPORT — FARGO, N.D.
www.fargoairport.com

MAP 4
BEMIDJI-BELTRAMI COUNTY AIRPORT — BEMIDJI, MINN.
www.bemidjiairport.org

*Please look for staff members wearing bright yellow polo shirts.
## Mileage Chart Minnesota Language Villages

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance from Minneapolis Miles/Kms</th>
<th>Distance from Moorhead Miles/Kms</th>
<th>Distance from Bemidji Miles/Kms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bemidji</td>
<td>241/386</td>
<td>151/242</td>
<td>—</td>
</tr>
<tr>
<td>Callaway</td>
<td>249/398</td>
<td>63/101</td>
<td>120/192</td>
</tr>
<tr>
<td>Cass Lake</td>
<td>230/368</td>
<td>165/264</td>
<td>25/40</td>
</tr>
<tr>
<td>Dent</td>
<td>220/352</td>
<td>70/112</td>
<td>130/208</td>
</tr>
<tr>
<td>Hackensack</td>
<td>171/274</td>
<td>125/200</td>
<td>60/96</td>
</tr>
</tbody>
</table>
MAP 5
MINNESOTA ALL SITES

Area with dotted line box represents another map on a subsequent page.
MAP 6
BEMIDJI — TURTLE RIVER LAKE SITES
Arabic, Danish, Finnish, French, German, Norwegian, Spanish and Swedish

*Area with dotted line box represents Map 7 which is a detailed map of the Turtle River Lake Sites.

Arabic Language Village
Al-Wāha
8607 Thorsonveien NE
Bemidji MN 56601
(218) 586-8730
Fax (218) 586-8731

Danish Language Village
Skovsøen
10915 Ojutkangastie NE
Bemidji MN 56601
(218) 586-8820
Fax (218) 586-8821

Finnish Language Village
Salolampi
10915 Ojutkangastie NE
Bemidji MN 56601
(218) 586-8830
Fax (218) 586-8831

French Language Village
Lac du Bois
9770 Rue de Compiègne NE
Bemidji MN 56601
(218) 586-8530
Fax (218) 586-8531

French Language Village
Les Voyageurs
9950 Rue de Compiègne NE
Bemidji MN 56601
(218) 586-8600
(no direct line available at sites)
Fax (218) 586-8788

German Language Village
Waldsee
9550 Ruppstrasse NE
Bemidji MN 56601
(218) 586-8630
Fax (218) 586-8631

Norwegian Language Village
Skogfjorden
8607 Thorsonveien NE
Bemidji MN 56601
(218) 586-8730
Fax (218) 586-8731

Spanish Language Village
El Lago del Bosque
9749 Paseo de Roma NE
Bemidji MN 56601
(218) 586-8930
Fax (218) 586-8931

Swedish Language Village
Sjölund
10915 Ojutkangastie NE
Bemidji MN 56601
(218) 586-8830
Fax (218) 586-8831
MAP 7
BEMIDJI — TURTLE RIVER LAKE SITES
Arabic, Danish, Finnish, French*, German, Norwegian, Spanish* and Swedish
MAP 7

BEMIDJI — TURTLE RIVER LAKE SITES

Arabic, Danish, Finnish, French*, German, Norwegian, Spanish*, and Swedish

**Arriving from the south (US Highway 71 from Park Rapids)**
- As you approach Bemidji from the south, follow the signs for U.S. Hwy 71 by turning left onto U.S. Hwy 2 (this stretch will be labeled both U.S. Hwy 71 and Hwy 2).
- Drive 4.2 miles on U.S. Hwy 2 W (71 N) take second exit ramp (toward International Falls).
- Drive straight ahead (north) through the stop lights where U.S. Hwy 2 goes left (west) and U.S. Hwy 197 goes right (east).
- 4.2 miles north of stop light, look for green highway sign indicating turnoff for Concordia Language Villages, turn right onto Glidden Road; continue on Glidden Road .8 mile.
- At ‘T’ intersection, turn left (north) onto Cty 21 (AKA Bemidji Road NE).
- Go approximately .3 mile North to Cty 20 (AKA Birchmont Beach Road NE) Signs for Concordia Language Villages, DNR and Bemidji golf course are at this intersection.
- Turn right (east) onto Cty 20, which takes you along the northern shore of Lake Bemidji, past the golf course and Lake Bemidji State Park; continue for 6 miles going east.
- Turn left at wooden sign for Concordia Language Villages; after less than one mile there will be a sign at a ‘Y’ intersection, directing you toward the various Villages.

**Arriving from the west (Highway 2 from Grand Forks)**
- Take the first exit for Bemidji for MN-197 (AKA Paul Bunyan Drive).
- At the third stoplight turn left (North) onto Highway 71.
- 4.2 miles north of stop light, look for green highway sign indicating turnoff for Concordia Language Villages, turn right onto Glidden Road; continue on Glidden Road .8 mile.
- At ‘T’ intersection, turn left (north) onto Cty 21 (AKA Bemidji Road NE).
- Go approximately .3 mile North to Cty 20 (AKA Birchmont Beach Road NE) Signs for Concordia Language Villages, DNR and Bemidji golf course are at this intersection.
- Turn right (east) onto Cty 20, which takes you along the northern shore of Lake Bemidji, past the golf course and Lake Bemidji State Park; continue for 6 miles going east.
- Turn left at wooden sign for Concordia Language Villages; after less than one mile there will be a sign at a ‘Y’ intersection, directing you toward the various Villages.

**Arriving from the South (371 from Minneapolis) or the East (Highway 2 from Grand Rapids/Duluth)**
- From Cass Lake drive west on Highway 2 approx. 2.5 miles.
- Turn right onto County Road 75 (AKA Bingo Palace Dr.) and drive 7 miles. This road becomes County Road 8 (AKA Roosevelt Rd.) as it curves sharply to the left. Remain on this road as it heads west.
- Turn right onto County Road 27 (AKA Swenson Rd. NE) and drive 2.1 miles until you come to a “T” near the Greenwood Golf Course.
- Turn left. Drive 0.4 miles. You are still on County Road 27 as it shares 0.4 miles with County Road 12 (AKA Power Dam Rd.)
- Turn right onto County Road 27 (AKA Parker’s Lake Rd.) Drive north for 4 miles until you reach a stop sign at County Road 20 (AKA Birchmont Beach Rd.)
- Turn left (westbound) and drive 1 mile. You will see the Concordia Language Villages sign at the main entrance on your right.
- Turn right and proceed into the property for 0.75 miles until you reach a fork in the road which has a large wooden sign identifying the location of each Village (French, German, Norwegian/Arabic, Finnish/Danish/ Swedish and Spanish).

*Map for additional French site: Hackensack, Page 50
*Maps for additional Spanish sites: Cass Lake, Page 49
**Lesnoe Ozero — RUSSIAN BEMIDJI**

**Sup sogu˘i Hosu — KOREAN BEMIDJI**

### Russian Language Village
**Lesnoe Ozero**
Concordia Language Villages
11380 Turtle River Lake Road NE
Bemidji MN 56601
(218) 586-8430 • Fax (218) 586-8431

### Korean Language Village
**Sup sog˘ui Hosu**
Concordia Language Villages
11380 Turtle River Lake Road NE
Bemidji MN 56601
(218) 586-8430 • Fax (218) 586-8431

### Driving around Bemidji, coming from the south or east
- As you approach Bemidji from the south, but still south of town, follow U.S. Hwy 71 by turning left onto U.S. Hwy 2 (this stretch will be labeled both U.S. Hwy 71 and Hwy 2); if coming from the east, just stay on U.S. Hwy 2.
- Follow U.S. Hwy 71, take exit ramp (toward International Falls); go straight ahead (north) at stop light where U.S. Hwy 2 goes west and U.S. Hwy 197 goes east.
- Go 11 miles to Turtle River Lake Road (County Road 22) (go past the green highway sign at 4.2 miles indicating turnoff for Concordia Language Villages at Glidden Road – this leads to other Village sites).
- Turn right (SE) onto Turtle River Lake Road. Travel 2.5 miles. Look for Concordia Language Village, Lesnoe Ozero signs on right hand (south) side of road.

### Arriving from the south (US Hwy 71 from Park Rapids)
- As you approach Bemidji from the south, follow the signs for U.S. Hwy 71 by turning left onto U.S. Hwy 2 (this stretch will be labeled both U.S. Hwy 71 and Hwy 2).
- Drive 4.9 miles on U.S. Hwy 2 W/71 N take second exit ramp (toward International Falls).
- Drive straight ahead (north) through the intersection at the stop lights where U.S. Hwy 2 goes left (west) and U.S.Hwy 197 goes right (east).
- Drive 11 miles north of the intersection of U.S. Hwy 2 West and U.S.Hwy 71 North, to Turtle River Lake Road (County Road 22) (ignore the green highway sign at 4.2 miles indicating turnoff for Concordia Language Villages at Glidden Road – this leads to other Village sites).
- Turn east onto Turtle River Lake Road County Rd. 22.
- Travel 2.5 miles. Look for Concordia Language Village, Lesnoe Ozero signs on right hand (south) side of road.

### For map of Minnesota, refer to Page 42.
For map of Bemidji area, refer to Page 43.
Japanese Language Village
Mori no Ike
Lakeside Camp
40225 Purlieu Rd
Dent MN 56528
(218) 758-2112
Fax (218) 758-3068

From Perham
- Go south on Hwy 78.
- Turn right on Cty Rd 108.
- Go 9.5 miles (you will pass through Dent).
- Turn left at Beaver Dam Road.
- Go .6 mile.
- Turn left at wooden sign onto Purlieu Road for Lakeside Camp.
- Stay right as you approach Mori no Ike.

From Pelican Rapids
- Take Cty 108 east.
- Turn right at Beaver Dam Road.
- Go .6 mile.
- Turn left at wooden sign onto Purlieu Road for Lakeside Camp.
- Turn left and stay to right as you approach Mori no Ike.

For map of Minnesota, refer to Page 42.
Chinese Language Village  
*Sên Lin Hú*  
Maplelag  
30693 Maplelag Road  
Callaway MN 56521-9643  
(218) 375-4021  
Fax (218) 375-4600

**From Detroit Lakes**  
- From Detroit Lakes at intersection of U.S. Hwy 10 and U.S. Hwy 59, go north over bridge, turn immediately east on U.S. Hwy 34.  
- At first stop light, turn left (north) on Richwood Rd./Becker Cty 21 for 11.5 miles.  
- Turn right on to Cty 34 at Richwood Store and go 5.2 miles.  
- Turn left on Becker Cty 110 (not paved); turn off is to the left in sharp curve to the right.  
- Go 1.3 miles on unpaved road.  
- Turn left at Maplelag sign; keep to the left all the way to *Sên Lin Hú*.

*For map of Minnesota, refer to Page 42.*
Spanish Language Village
El Lago del Bosque
Portuguese Language Village
Mar e Floresta
Camp Minne-wa-Kan
16950 Andrusia Rd SE
Cass Lake MN 56633
(218) 335-6304
Villager Fax (218) 335-7959

From the west on Cty Rd 8 or from the south on Cty Rd 75
• Turn east onto Cty Rd 33.
• Go 1.5 miles (crossing bridge).
• at left curve, turn left onto unpaved road (#2195) Bald Eagle Dr SE.
• Go 1.3 miles (there will be signs for Camp Minne-wa-Kan, Buckhorn resort and Morning Star resort).
• Turn left at ‘T’ intersection/stop sign.
• Go .4 mile, until you reach Camp Minne-wa-Kan.

From the Turtle River Lake sites:
• Turn left (east) onto Cty Hwy 20 and go 1 mile
• Turn right (south) onto Cty Hwy 27 and go 4 miles
• Turn left (east) onto Cty Hwy 12 (Power Dam Road) and go .5 miles
• Turn right (south) onto Cty Hwy 27 and go 2 miles
• Turn left (east) onto Cty Hwy 8 (Roosevelt Road) (Cty Hwy 8 becomes Cty Hwy 75) and go 3.7 miles
• Turn left onto Cty Rd 33 and go 1.5 miles (crossing bridge)
• At left curve, turn left onto unpaved road (Bald Eagle Dr. SE and Forest Service Rd. #2195) (there will be signs for Camp Minne-wa-kan, Buckhorn resort and Morning Star resort)
• Go 1.3 miles
• Turn left at “T” intersection/stop sign (Andrusia Rd. SE)
• Go .4 mile, until you reach Camp Minne-wa-Kan.

For map of Minnesota, refer to Page 42.

For maps to other Spanish sites see Bemidji, Page 43
French Language Village

*Lac du Bois*
Camp Holiday
4395 14th Ave NW
Hackensack MN 56452
(218) 682-2570
Fax (218) 682-2565

**From Hackensack**
- Go north on Hwy 371 for 0.1 mile.
- Turn east on County Road 5.
- Drive 8.5 miles.
- Turn left at green highway sign directing you to Camp Holiday.
- Go 2 miles to the Village, going past the beach area onto the soccer field where parking is available.

**From Longville**
- Go north on 84.
- Turn west on County Road 5.
- Go 9 miles.
- Turn right at green highway sign directing you to Camp Holiday.
- Go 2 miles to the Village, going past the beach area onto the soccer field, where parking is available.

Italian Language Village

*Lago del Bosco*
Camp Holiday
4395 14th Ave NW
Hackensack MN 56452
(218) 682-2570
Fax (218) 682-2565

*Map for additional French site: Bemidji Page 43*

*For map of Minnesota, refer to Page 42.*
SUMMER YOUTH ADMINISTRATION

VIII. STAFF

**Martin Graefe** is the senior group director of Danish, English, Finnish, Norwegian, Swedish, Pre-K Language Discovery and Adventure Day Camp Language Communities at Concordia Language Villages. He has been on staff at Concordia Language Villages for 28 years, being introduced to the Villages via weekend programs for school groups, including eight years as director for year-round programs and 10 years as the associate director for operations. In recent years, he has focused on new program development, specifically for pre-K and Adventure Day Camp programs as well as language and cultural immersion training for professional development, the latter targeting the global business community and government agencies. He is a native of Germany and has studied French. Martin received his bachelor’s degree from the University of North Dakota, Grand Forks, N.D. and a master’s degree in Business Administration from the Carlson School of Management at the University of Minnesota. Since joining the Villages, he has been involved with Rotary International and the American Camp Association, occasionally presenting at its national conference.

**Mark Kenji Chen** is a group director for Arabic, Chinese, German, Japanese, Korean and Russian Language Communities with Concordia Language Villages. He has extensive experience in teacher development and educational management. Before joining Concordia Language Villages full-time in the role of group director in November 2015, he was director of the new-teacher professional development program at San Dieguito Union High School District in Encinitas, CA. He also acted as a supervisor of student teaching at California State University in San Marcos, CA. Chen holds a BA in multiple foreign languages (a self-designed degree comprised of Spanish, Japanese and Russian studies) from North Central College in Naperville, Illinois and an MA in foreign language education from the Ohio State University. He has taught Japanese and Spanish from kindergarten to undergraduate levels for more than 25 years. Chen has been on staff at CLV for 12 years and is a former dean of the Japanese Language Village.

**Jennifer Charlotte Speir-Hearn** is a group director for French, Italian, Portuguese and Spanish Language Communities with Concordia Language Villages. Charlotte has been on staff at Concordia Language Villages for 29 years, and prior to her current group director role was dean of Lac du Bois, the French Language Village. She is fluent in French and has studied Spanish. Charlotte earned her bachelor’s degree in French, with a minor in music, from Middlebury College, Vermont. She completed her master’s degree in teaching French at the University of North Carolina, Chapel Hill, and studied at the Université de Caen, in France. Charlotte has spent 20 years teaching French in elementary schools, as well as eight years in middle, high school, and college-level classes.

**Corrine Rude** is the assistant to the group director for the French, Italian, Portuguese and Spanish Language Communities. Her responsibilities include interfacing with parents and staff from those Villages and assisting in Village marketing efforts. Cori is a three-year staff member, and her office is located at our permanent site in Bemidji, Minnesota. She is a graduate of Minnesota State University, Moorhead, has been a Villager parent and will be available to assist you with any concerns during or after your child’s stay at the Villages.

**Ross Odin Dybvig** is the assistant to the group director for Danish, English, Finnish, Norwegian, Swedish, Pre-K Language Discovery and Adventure Day Camp Language Communities. His responsibilities include interfacing with parents and staff from those Villages and assisting in marketing efforts. Ross/ Odin works out of our Bemidji office, assisting with day to day needs of our various language communities. In addition to having been on year-round staff the past three years, he has also been a Norwegian Language Village counselor for the past 10 summers and has worked in both our Norwegian Pre-K and family programs. Ross is a 2009 graduate of Concordia College with a double major in History and Political Science. He has experience in many different aspects of our programs, having been a villager himself for seven summers, and will be able to assist you with questions you may have about your villager’s specific program.

**Heather Vick** is the assistant to the group director for Arabic, Chinese, German, Japanese, Korean and Russian Language Communities. Her responsibilities include interfacing with parents and staff from those Villages and assisting in marketing efforts. Heather manages the Concordia Language Villages office based in the Norway House in Minneapolis. She is an 18-year staff member and has previously been the transportation supervisor at the Minneapolis/St. Paul airport and the assistant director for program management. A graduate of St. Olaf College, she has experience as a villager parent and will be available to field your concerns during or after your child's stay at the Village.
**Village Deans**

**Arabic**

*Emad Eldigwy* is dean of Al-Wāḥa, the Arabic Language Village and has been with Concordia Language Villages for eight years. *Emad* resides in Norwalk, Conn. with his wife and four small children where he teaches Arabic at the Center for Global Studies. Previously, he taught Arabic at the Metropolitan Learning Center, Bloomfield, Conn. Prior to his teaching career, he worked in hotel management (guest services manager), and has been an accountant in both the U.S. and in his native Egypt. *Emad* earned his Bachelor of Accounting degree from Ain Shams University in Cairo and his K-12 certification in Arabic teaching was earned in Connecticut.

*Emad* has a third degree black belt in judo and was on Egypt’s 1988 Olympic Judo team. From 1980 to 1992, he was the Judo heavyweight champion of Egypt. He has continued his judo career in the U.S., earning five gold medals in Northeast Championships.

**Chinese**

*Yinglu Lulu Zeglin* is the dean of Sēn Lín Hú, the Chinese Language Village (second half) and has been with Concordia Language Villages for three years. *Lulu* has worked with Concordia Language Villages in multiple capacities beginning as a counselor at The Forest in 2009, as a credit teacher for Sēn Lín Hú in 2010, as a credit program facilitator for Sēn Lín Hú in 2011, and a Chinese academic-year program leader at The Forest from 2010-2011. *Lulu* earned a M.A. majoring in Education administration and minorinig in Teaching Second Language and Cultures from the University of Minnesota in 2011. *Lulu* has had seven years of experience teaching Chinese in an immersion setting. She is currently serving as the middle level curriculum coordinator and as a Chinese immersion teacher for Minnetonka Public Schools district in Minnesota.

*Jeff Yang Jie Lamb* is dean of Sēn Lín Hú (second half), the Chinese Language Village. *Yang Jie* has worked at Sēn Lín Hú as a senior counselor and then as teacher in the four-week high school credit sessions. His history with Concordia Language Villages goes back about 24 years, when he was a two-week villager for two years, followed by two years as a credit villager.

*Yang Jie* earned his B.A. at the University of Iowa, double majoring in Asian language and literature and comparative literature. He has also studied at the Graduate Institute of Teaching Chinese as a Foreign Language, National Taiwan Normal University. His overseas study includes the international Chinese language program at National Taiwan University, 2004-2005; Council for International Education Exchange, National Chengchi University, Taipei, Taiwan, 1998; China Educational Tours, Harbin Institute of Technology, China, 1997; and school year abroad in Beijing, 1994. *Yang Jie* teaches at Shady Side Academy, Senior School, in Pittsburgh, Penn.

**Danish**

*Lis Lis Klages* is dean of Skovsøen, the Danish Language Village. She has been on staff for 19 years, serving as senior counselor, business manager, assistant dean and dean.

*Lis* earned her Ph.D. in political science from the University of Minnesota; her M.A. in European studies and international economics from the Paul H. Nitze School of Advanced International Studies in Washington, D.C., and Bologna, Italy; and her B.A. in international relations and political science from Carleton College. *Lis* has spent several years living and studying in Denmark. *Lis* teaches political science at Augsburg College and Normandale Community College.

**Finnish**

*Amy Iida Tervola Hultberg* is the dean of Salolampi, the Finnish Language Village and has been with Concordia Language Villages for 18 years. *Iida* has been a villager, credit villager, counselor, business manager, credit facilitator and assistant dean at Salolampi. *Iida* earned her BA from Concordia College, has an M.A. in education from Hamline University and K-12 administrative licensure from St. Mary’s University in St. Paul, Minn. She has done doctoral work at The Ohio State University and is currently nearing the end of doctoral coursework at Capella University.

*Iida* has taught elementary school students in Detroit Lakes, Minn., for 14 years, serving the district as the primary literacy coordinator for five years. Well established in Finnish-American circles, she is executive secretary and active board member of the Salolampi Foundation and a trustee candidate of Finlandia Foundation National, along with serving as store manager and food service supervisor of Minnesota Finnish Historical Society Chapter 13.
David Dahveed Benson is the French Les Voyageurs dean (first half). Dahveed has been on staff for 28 years and was a villager at Lac du Bois for seven. He led our high school study abroad program in Cameroon in 2008. He is fluent in French and has studied Hausa, Swahili, Fulfulde, Yemba, Malgasy and Pidgin.

Dahveed graduated from the University of Pennsylvania with a B.A. in French and history. He earned his master’s degree in African history from the University of Wisconsin-Madison, where he also attained competency in Hausa and Swahili, two sub-Saharan African languages. An avid lover of paddling and wilderness experiences, Dahveed has participated in and/or led canoeing and kayaking expeditions in Thailand, New Zealand, Samoa, South Africa, Namibia, Cameroon, Madagascar, Canada, and throughout the United States.

Dahveed currently lives in Colorado Springs and teaches history and political science at an experiential learning-based high school, the Colorado Springs School. In 2010 Dahveed was a grant recipient of The Teaching Excellence and Achievement (TEA) Program. The TEA Program is funded by the U.S. Department of State and facilitated by the International Research and Exchanges Board (IEXB). The grant included a 2 week teacher exchange program in Bulgaria, where Dahveed taught classes, and led teacher training workshops in the spring of 2011.

François François Fouquerel is dean of the French Les Voyageurs program (second half). François has been on staff at Concordia Language Villages for 27 years. He is a native of France and grew up in Normandy. He is also the dean of the French Year-Round Programs.

François earned his bachelor’s degree in English from Macalester College, St. Paul, Minn. He has a licence d’anglais from L’université de Toulouse II – le Mirail. He has taught French at Bemidji State University and English at Hibbing Community college. François has taught in an expeditionary learning school for 13 years. François has been presenting language village teaching practices to several Indigenous language revitalization efforts groups.

Cliff Benoît Schwartz is the Dean of Lac du Bois – Bemidji (first half). He has worked in the summer program at Lac du Bois in multiple roles for 13 years. Cliff earned his bachelor’s degree in French Education and Theatre Education from Indiana University in Bloomington, Ind. He has studied at Université Rennes 2 in Rennes, Brittany, France and has studied abroad with the Indiana University Honor’s Program in Foreign Languages for High School Students in Brest, France. Cliff is a French teacher at Edina High School in Edina, MN teaching French courses in both the traditional and immersion programs and has travelled with students to Quebec several times.

Katherine Chantal Dutko is the dean at Lac du Bois-Bemidji, the French Language Village (second half). After being a villager herself, Chantal has been on staff the past 12 summers, as counselor, waterfront manager, leadership staff member, and assistant dean. Though primarily a staff member at Lac du Bois, she has also worked at French Les Voyageurs and Spanish Bemidji.

Chantal did her Master’s work in International Development at the Fletcher School of Law and Diplomacy at Tufts University. She has a B.A. in French studies with a minor in linguistics from Dartmouth College, where she was a Rassias drill instructor. She also led five-day hiking and canoeing trips for incoming students as part of the Dartmouth Outing Club. She has taught English at an elementary school in Montpellier, France and was the assistant teacher in a French pre-K class at the International School of Brooklyn. Her travels include several months in India and South America. Chantal is currently the youth leadership programs coordinator at Common Hope in Antigua, Guatemala.

Kathryn Katy Droske is dean of Lac du Bois-Hackensack, the French Language Village. In her 13 years with the Language Villages, Katy has served in multiple positions at Lac du Bois Hackensack as well as chez Les Voyageurs.

Katy earned her B.A. in French, English, and secondary education at the University of Minnesota, Morris and her M.A. in French from the University of Minnesota Twin Cities. As an undergraduate she spent a semester abroad with the International Partnership for Service-Learning and Leadership at Université Paul Valery in Montpellier, France. In the fall of 2011, she received a grant supporting three months of research in Quebec, and spent a semester living in Montreal and studying the archives of French-Canadian author Gabrielle Roy. Katy has taught French at Morris Area High School, Willmar Senior High School and the University of Minnesota. She is currently pursuing a Ph.D. in French with a focus on 20th-century Québécois literature at the University of Minnesota.
Dan Karl Hamilton is dean of Waldsee (second half), the German Language Village. He has been on staff at Concordia Language Villages for 43 years and was a villager for four years. He is fluent in German and has studied French, Russian, and Spanish.

Karl earned his bachelor's degree in foreign service from Georgetown University, and his M.A. and Ph.D. from the Johns Hopkins University School of Advanced International Studies (SAIS). He was awarded a Doctor of Humanities, honorus clausus, from Concordia College, Moorhead, in 2002.

Karl has served as a senior U.S. diplomat, including as Associate Director of the Policy Planning Staff for two U.S. Secretaries of State. He also served as a Senior Diplomatic Fellow for German Foreign Minister Frank-Walter Steinmeier and as a member of the Futures Advisory Group of German Chancellor Angela Merkel. He now serves as the Austrian Marshall Plan Foundation Professor and founding Director of the Center for Transatlantic Relations at SAIS, and as executive director of the American Consortium on European Union Studies. He serves on a number of international advisory and selection boards. His center was named the No. 1 university think tank in Washington DC and among the top ten in the world for the past four years.

Karl is a prolific author and a regular media commentator on international relations and international education. He has been awarded Germany's Federal Order of Merit (Bundesverdienstkreuz), France's Ordre des Palmes académiques, Sweden's Royal Order of the Polar Star, and the U.S. Department of State's Superior Honor Award.

Jon Berndt Olsen is dean of Waldsee (first half), the German Language Village. Berndt has been on staff at Concordia Language Villages for 29 years and was a villager at both the German and Norwegian Language Villages. He is fluent in German and has studied Norwegian and Russian.

Berndt received his bachelor’s degree in German, Russian studies, and history from St. Olaf College, his master's degree in German and European studies from Georgetown University and his doctorate in German history from the University of North Carolina, Chapel Hill.

He has held fellowships from the National Endowment for the Humanities, the Fulbright Commission, the Robert Bosch Foundation and the Social Science Research Council. Berndt has held teaching positions at Texas Tech University, The College of William and Mary, George Mason University and is currently an Associate Professor of History at the University of Massachusetts at Amherst, where he specializes in German History and Digital History.

Eric Dario Dregni has been the dean of Lago del Bosco, the Italian Language Village, for 10 years. He is a professor of English and journalism at Concordia University in St. Paul and frequently leads student trips to Italy.

Among Dario’s published books are Weird Minnesota (2006), The Scooter Bible (2006), In Cod We Trust: Living the Norwegian Dream (2008), Zamboni: The Coolest Machines on Ice (2007), Never Trust a Thin Cook and Other Lessons from Italy’s Culinary Capital (2009) and Vikings in the Attic: In Search of Nordic America (2011). Dario earned a B.A. from Macalester College in St. Paul, an M.A. in Italian and an M.F.A. in creative writing from the University of Minnesota.

Masumi Masumi Hori is dean of Mori no Ike-Dent (second half), the Japanese Language Village. Masumi has been with Concordia Language Villages for 21 years and has worked in various positions including credit teacher and assistant dean. He has also worked at and led Japanese Village Weekends.

Masumi earned his B.A. in fine arts at Jamestown (N.D.) College and his M.Ed. in second languages and culture education at the University of Minnesota. He is a native speaker of Japanese and a citizen of Japan. Masumi taught Japanese for 3 years at Eastview High School and for adult community education in Apple Valley, Minn. He currently teaches Japanese at an International School in Tokyo.

Hanna Hana Brandt is dean of Mori no Ike (first half), the Japanese Language Village. Hana has been with Concordia Language Villages for 15 years as a counselor, credit teacher, abroad program leader and dean. She is currently the Academic Year Program Leader for Japanese youth, adult and family programs. Hana was a villager at Lac du Bois for four years before joining the Mori no Ike community.

Hana earned her B.S. in Japanese Language from Georgetown University. She also has a M. Ed. in elementary education from the University of Wisconsin-Madison and holds a license in Japanese language and culture education from the University of Minnesota. She currently teaches Japanese at Parkway Montessori Middle School in St. Paul, Minnesota. Hana has spent over three years studying and working in Japan.

Along with her husband, Hana also leads a family-week program at Camp Manito-wish YMCA in Northern Wisconsin.
KOREAN

Dafna Dahee Zur is the dean of Sup sogüi Hosu, the Korean Language Village. Over many summers, Dahee has been counselor, business manager, assistant dean, or acting dean (summer 2009) at Sup sogüi Hosu. Her B.A. in Asian Studies is from The Hebrew University of Jerusalem and her M.A. and Ph.D. in Korean Language and Literature are from the University of British Columbia (UBC). She is currently working on her first book on children’s literature in pre- and post-colonial Korea.

Dahee has been an assistant professor in the Department of East Asian Languages and Cultures at Stanford University since 2012. Prior to Stanford, she taught for a year at Keimyung University (South Korea). A scholarship and fellowship recipient from the Korea Foundation, UBC, and the International Communication Foundation in Korea (among other awards and honors), she has published a number of journal articles, contributed chapters to academic publications, presented papers at national and international conferences, given invited lectures and workshops, and translated short stories and books.

NORWEGIAN

Tove Tove Dahl is dean of Skogfjorden, the Norwegian Language Village. She has been on staff for 38 years and was a villager for four years. Tove is fluent in Norwegian. She has also studied Russian, French, Spanish and Dutch. She was named a Knight of the First Class of the Norwegian Order of Merit by King Harald V of Norway in 2008 for the advancement of Norwegian language and culture in the United States.

Tove earned her bachelor’s degree in English at Augsburg College in Minneapolis, Minn. She completed her doctorate in educational psychology at the University of Texas at Austin. Tove studied music at Svanvik Folkehøgskole in Svanvik, Norway, and developed a spinning and weaving curriculum for Skogfjorden while at the Statens Lærerhøgskole i Forming in Oslo.

Tove is an associate professor in educational psychology at the University of Tromsø, Norway. She has taught and done research in peace education and has served on the board of Norway’s Centre for Peace Studies. Her current research focus is on the psychology of experience. This is part of the Northern InSights project – a collaborative venture with a large consortium of researchers from six different institutions in the High North.

RUSSIAN

Lara Lara Ravitch is dean of Lesnoe Ozero, the Russian Language Village. She has been on staff for 16 years and was a villager at Lesnoe Ozero for two years. She has worked in the kitchen and as program staff at both the Russian and the French Language Villages. Lara lived in Moscow for three years. She is fluent in Russian and French and has studied Spanish and Czech.

Lara graduated from Connecticut College with an international studies certificate and a bachelor of arts in Russian and European studies and theater. She studied at the Moscow Art Theater and then taught English in Russia for several years. Lara completed her M.A. in teaching foreign languages (Russian), with a language program administration concentration from the Monterey Institute of International Studies.

In addition to her work at CLV, Lara has taught and administered language programs in community college and university settings and is a frequent presenter at language education conferences. She currently works as the coordinator of the Intensive English Program at the University of Oregon.

PORTUGUESE AND SPANISH

Kirsten Addison is the dean of both Mar e Floresta, the Portuguese Village, and El Lago del Bosque, the Spanish Language Village at Cass Lake. She goes by Salome at Mar e Floresta and Cristina at El Lago del Bosque. Kirsten has been on staff at Concordia Language Villages for 29 years, serving as dean in various Villages since 1996. She has been dean of the Spanish Language Village for many summers, dean of the French Language Village for one summer, and she continues as dean of Year Round Spanish programs (academic year programs). Fluent in Portuguese, Spanish and French, she graduated an Honours Bachelors of Arts in Political Science and Spanish from the University of Western Ontario and studied at the University of Salamanca in Spain and the University of Lisbon in Portugal. Kirsten was a Rotary Exchange student to Mérida, Yucatan, Mexico. Most recently, she graduated from Northwestern Health Sciences University as a chiropractic physician.

SPANISH

Gustavo Gustavo Sanchez Messo is dean of El Lago del Bosque-Marine on St. Croix (second half), the Spanish Language Village. He has worked at the Spanish Language Village for 20 years, as senior counselor, staff counselor, assistant dean and dean. In 2008 he was also the land operator for the credit abroad program in Argentina. He was the native assistant in the Spanish department at Concordia College in 1997-98.

His B.A. in business (emphasis in tourism, with language studies) is from I.E.S. Colegio Universitario. He is the general manager of the Hotel del Carmen in Villa Carlos Paz, Argentina.
Diane Diana Tess is dean of El Lago del Bosque-Bemidji, the Spanish Language Village. Diana has been on staff at Concordia Language Villages for 41 years. She is fluent in Spanish and has studied Italian. Diana earned her bachelor’s degree in Spanish and history from the University of Wisconsin-Eau Claire and her master’s degree in curriculum and instruction from the University of Wisconsin-Milwaukee. She has taken post-graduate classes at Cardinal Stritch and Viterbo College. Diana teaches Spanish at Nicolet High School in Glendale, Wis., and has traveled with students to Spain, Mexico and Argentina.

Emily Kajsa Pyenson is the dean of Sjölunden. Kajsa was a Swedish villager and has been a staff member for 16 years. Most recently, she has been assistant dean and has been involved in curriculum development and grant applications to support Sjölunden. Kajsa earned her B.A. (interdisciplinary studies in globalization and development) from Emory University. Her master’s degree (cultural identity studies, focusing on bilingual youth) is from University of St Andrews in Scotland, supported by a scholarship that is one of Emory’s highest honors. She also has a teaching credential, including ESL authorization, earned at St Mary’s College of California.

In addition to teaching in California, Kajsa served as volunteer coordinator for the Olympic and Paralympic Assistant Program, recruiting and training volunteer assistants for each team competing in the 2010 Winter Games in Vancouver, BC, Canada. She currently lives in the Washington DC area.