



Behavioral Guidelines and Contract

1. Since the locals will form an impression of RAMCC, Hong Kong and the participants' own nationality from their behavior during the trip, participants will at all times:
 - Be patient and polite with people they meet during this trip.
 - Treat all people they meet with respect.
 - Speak in clear low tones. Excessive loud noise in public places like hotel rooms, hallways, lobbies, restaurants, trains and public places is discourteous.
 - Have good table manners. Wasting and playing with food is rude and may make other people feel uncomfortable.
 - Be respectful and pay close attention when the local guide/instructor is speaking.
 - Show respect for the property of others.
2. For the individuals and the group's safety, participants will follow the instructions of their adult leaders or those adults who are responsible for their welfare.
3. Participants will always be with a buddy and always ask permission from their adult leaders to go somewhere out of sight of the group or beyond pre-set group boundaries.
4. Adults will hold all student participants' passport/Hui Xiang Zheng and/or HKID card except when they are passing through customs; but participants will take care of their own spending money.
5. Participants will report any illness or injury to others or themselves to the adult leaders. An unreported illness or injury may become more serious with consequences that do not only affect the individual, but also the entire group.
6. A nurse will not accompany the trip.
 - In all emergency medical situations, adult leaders will make all reasonable attempts to contact the child's parents before authorizing any major medical care. If adult leaders cannot reach parents/guardian and/or other emergency contacts, and immediate decisions in a life-threatening situation are required, the adult leaders will use their best parental/professional judgment to make the best decision regarding the child's health and welfare.
7. Emergency evacuation scenarios where parents are responsible for additional expenses include:
 - If a situation requires the adult leaders to accompany the child back to Hong Kong, parents/guardian are responsible for all expenses incurred by the trip leaders to travel to Hong Kong and back to rejoin the trip.
 - If a personal illness or injury requires the child to return home, but the reason does not "require" the medical evacuation criteria of SOS policy, the child will return home at the parents/guardian's expense. If an adult leader needs to accompany the child, parents/guardian are responsible for all expenses incurred by the adult leader to travel



to Hong Kong and back to rejoin the trip.

- **We highly recommend that all participants purchase appropriate health/travel insurance plan for their child's individual needs.**

8. Reasons for additional repatriation expenses:

- If a child's behavior is illegal; endangers the group or self; is unresponsive or disrespectful; and/or the child repeatedly and greatly hinders the group's objectives, the child may be sent home at the parents/guardian's own expense to cover the child's and the adult leader's additional costs.
- In disciplinary situations, the child's parents/guardian are responsible for the expenses of the child's return to Hong Kong and all of the accompanying adult leader's expenses to Hong Kong and to rejoin the trip.

9. Participants will not purchase knives, swords, guns, or any other dangerous items.

10. Participants will not bring a hand held gaming system (like NDS, Playstation) on this trip. If discovered, trip leaders will confiscate it and it will be returned in HK. If the confiscated item is lost or stolen, neither the adult leaders nor HKIS shall be held liable.

11. If participants bring an iPod, iPad, laptop and/or camera, they will:

- Be responsible for keeping it secure at all times.
- Only use the iPod/iPad at allowable times (e.g. long train or bus rides).
- Label the camera, player and any MP3 devices' with their name.

12. Participants will not use room service, make any long distance telephone calls or charge anything to their hotel rooms. Parents/guardian may call their child during night at a time set by the trip leaders. We would like our students to focus on learning, therefore, we discourage parents/guardian to call during daytime. We recognize that some parents/guardian would feel better if their child carried a mobile. If parents/guardian prefer their child to bring a mobile, please understand the following:

- Calling times and phone usage will be strictly regulated. The adult leaders will determine appropriate times of the day for making and receiving calls on the participant cell phones.

13. Participants are responsible for paying the cost of any damage incurred to their accommodation during their stay. This includes paying for lost hotel keys and items missing from their room.

14. Eating and sleeping well are important. Participants will not bring any junk food on the trip and will strictly adhere to the "curfew" and "lights out" times of the trip.

- Adult leaders will determine appropriate lights-out times as well as curfews.
- After lights out participants will remain in their designated sleeping location unless specifically approved to do otherwise by the adult leaders.
- Participants will keep their room door open when they have a person in their room of the opposite sex, except when doing group work under the supervision of an adult.



15. Participants need to try their best to be positive, flexible, kind and considerate in their behavior and attitude during the trip.

- Participants will be on time for all meetings, activities and meals.
- Participants will actively participate in all group decisions.

Declaration and Signature:

All participants are expected to attend and participate in all activities and to comply with the above behavioral expectations.

Student Participant: Please confirm your commitment to this trip.

Name: _____ Signature: _____ Date: _____

Parent: Please confirm your permission for your child to commit to this program.

Name: _____ Signature: _____ Date: _____

Trip Leader: Please endorse this contract.

Name: _____ Signature: _____ Date: _____

CONTACT INFORMATION

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