

Welcome to
"Le Club EFBA"
Packet for Grown-ups



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Welcome to “Le Club EFBA”!

This handout will walk you through the basics of supporting your child through this virtual Winter camp adventure!

In this welcome packet you will find information on the tools and tips to help your child have a great experience at “Le Club EFBA”.

Please read this document in detail at least 1 to 2 days before virtual camp starts!

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We want to make every experience at EFBA a rewarding and exciting journey for your child. Our 3 main educational goals at “le Club EFBA” are:

"We want campers to remain active and to move!"

"We want campers to generate French language!",

"We want campers to create social / emotional connections with their peers and with camp counselors!"

Introduction

The first thing you need to know is that our Winter Camp program will be done through Google Classroom and Zoom together.

Our Camp Counselors will use two forms of communication with you and your child(ren):

1. **Zoom** - Camp Counselors will interact with your child(ren) during a live online stream. We chose this platform to make sure that your children are safe online and protected from cyber predators and inappropriate content. **A Meeting ID or Personal Link Name and passcode or direct ZOOM link which only your child(ren) will have access to will be provided by their teachers on the Google Classroom stream commenting section.** This is to help prevent outsiders from accessing and interrupting the classroom.
2. **Google classroom** - Camp Counselors can share a printable PDF list of items/activities to prepare for camp, and it also allows your child(ren) to share their art, pictures, etc. We also chose Google Classroom because it's integrated with all the other Google apps, so teachers can add direct links from our internal drive. Additionally, Google Classroom provides a space where we can legally share copyrighted materials in a limited way under our educational status.
 - It allows digital copies in course management systems such as Google Classroom, under a specific set of conditions:
 - Text and images may be transmitted (displayed) in amounts comparable to online instructions.
 - Music and video may be used in portions; entire songs may be used if "non-dramatic."
 - Access must be restricted to students registered in the course, and notice that the material is protected must be given.
 - Technological measures to prevent the material from being retained after the course is over or copied to others are required. Streaming of music and video is a good way to meet this requirement.

If you need assistance, please email us at support@efba.us and if it is an emergency email tech@efba.us call (415) 318 6774

Creating your child(ren)'s EFBA account

Note: If your child(ren) has an existing EFBA account, please skip. If you don't remember your child(ren) password, please [contact support@efba.us](mailto:support@efba.us) to reset.

Google Education accounts are special Google accounts intended to provide a **safe learning** environment for children of all ages. Each student will need their own dedicated efba.us account. Think of this as their "virtual school ID." EFBA will create for your child an EFBA account (or use their existing EFBA account if they have previously attended our other programs such as After-School, Summer Camp and Summer Classes). The EFBA account is a way for us to identify that your child(ren) are registered into our virtual programs

Instructions on creating EFBA account for NEW campers:

1. Once you (parent/guardian) have gotten a **confirmation of enrollment** into our Winter program from our admissions department, EFBA will send you a separate email on "creating your child(ren)'s EFBA account **up to 48 hours** (please check your SPAM in case you do not receive it). If you don't receive it after 48 hours, please contact support@efba.us
2. You (parent/guardian) should see the instructions on your personal email (example below)

Message:

Dear Parent / Guardian,,

I'm reaching out on behalf of EFBA's IT department.

Your Google Account with the efba.us organization is ready for you. To get started, please activate your EFBA account:

Your username

st.firstname.lastname@efba.us

Login page

www.gmail.com

Temporary password

5Mh>a63Z

*You will be asked to set a password at first login. To keep your account secure, follow these [password guidelines](#).

Please follow the instructions laid out on the email from our IT department

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on creating your child(ren)s EFBA account.

Please note that the **temporary password expires within 48 hours** so it is best to create your child(ren)s account as soon as you receive the instructions. If you need help to re-set, please reply to the original email from our IT department

4. Once you have access, you will be on the main email page where you may or may not see further communication from your Camp Counselor and able to access Google classroom (please continue onto the next part on how to access Google classroom).

Accessing Google Classroom

Your child(ren) will need to use his/her/their new EFBA account to access Google Classroom.

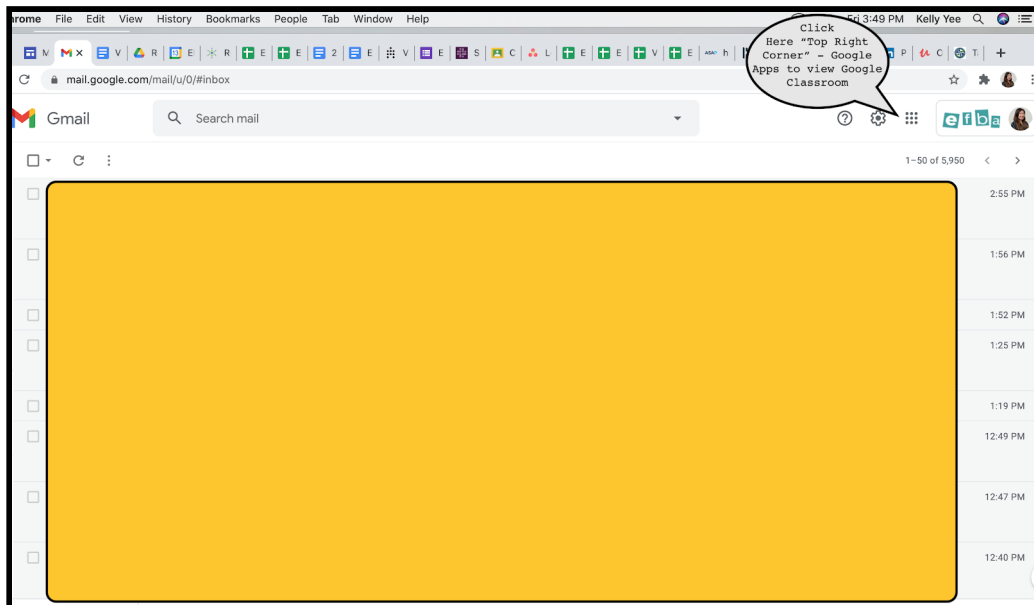


Google Classroom

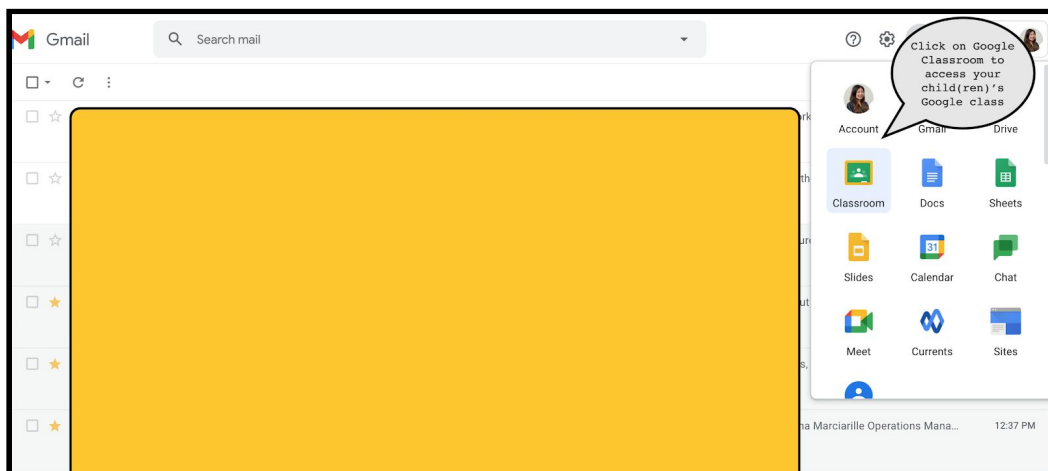
Instructions on accessing Google Classroom:

1. Click on the top right hand corner of your child(ren)'s EFBA email (see screenshot below) to the Google Apps logo

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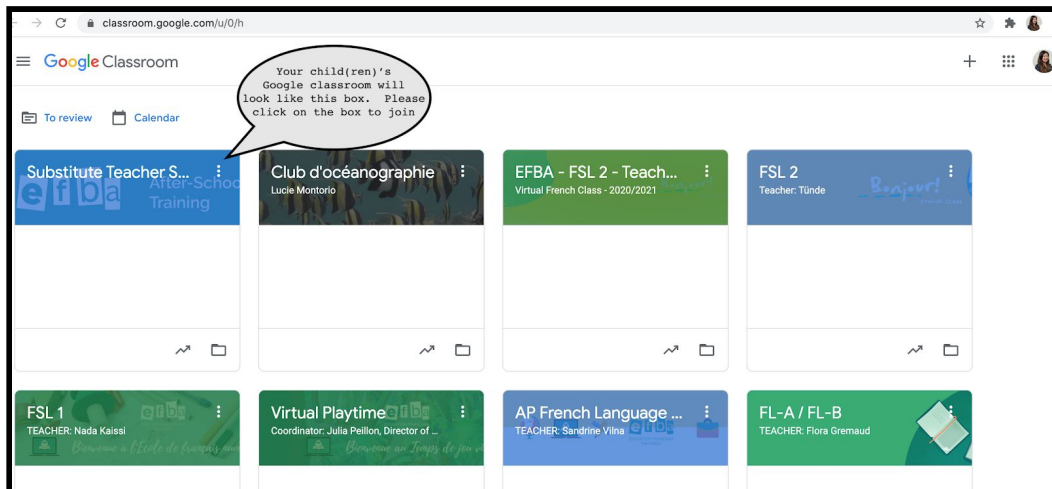


2. Hover over Classroom and click on the icon.

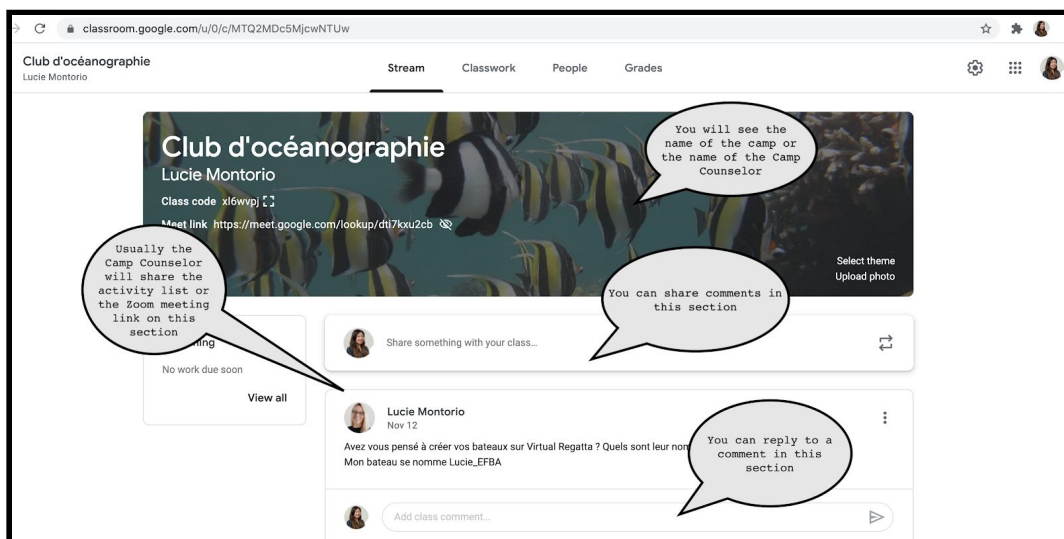


3. Click on the Google classroom (box shape) that your child(ren)'s Camp Counselor has already created (see screenshot below) and has added your child(ren) as a student.

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- Once you “click” to join the Google classroom, the classroom will look like the example picture below.



Google classroom Guide:

- The Camp Counselor will share the activity or supplies list in the stream tab / comment section to help prepare for camp
- The Camp Counselor will also share the private Zoom link details on the comment section for you to access the live stream
- You are welcome to add comments on the commenting section for your child(ren); however, if it's related to the way the Camp Counselor is behaving or instructing, you can directly reach out to the Camp Counselor or to the Camp Director at camp@efba.us Please note that the comments you write, other students/parents can see it too so please be considerate.

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4. We suggest for you to test out your child(ren)'s EFBA student account and Google classroom before Camp starts. This is a way to stay prepared, organized, and not run into any last minute issues where it may be disruptive to the Camp Counselors or other campers. If you do run into technical issues, please reach out to support@efba.us

For more guidance on how to use Google classroom, please see the below or go directly to [Google help center](#) for more information.

- [How to join a Google classroom using IPAD](#)

How To Use ZOOM

Please ensure to install [ZOOM](#) onto your MAC or PC if you haven't already.

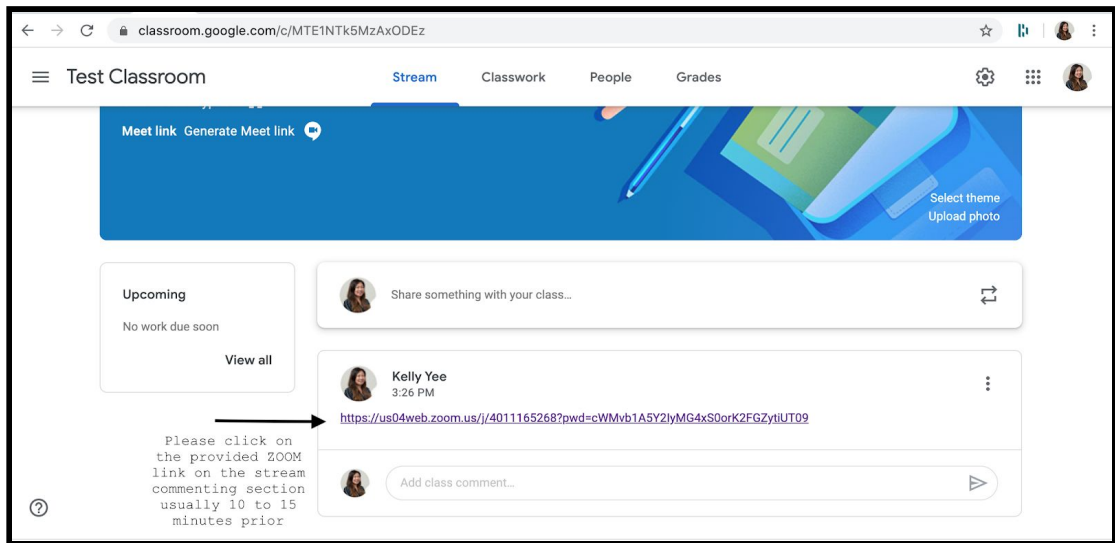
This allows quick access and log-in.



Your child(ren) can use their existing Zoom account; however, please ensure that their full name is displayed so that our Camp Counselors know that your child(ren) is a registered camper of EFBA. If you prefer to have a separate Zoom account for them, please create a new Zoom account using their EFBA username. The format of all EFBA usernames is st.firstandlastname@efba.us. This will also help identify that your child(ren) is an EFBA camper.

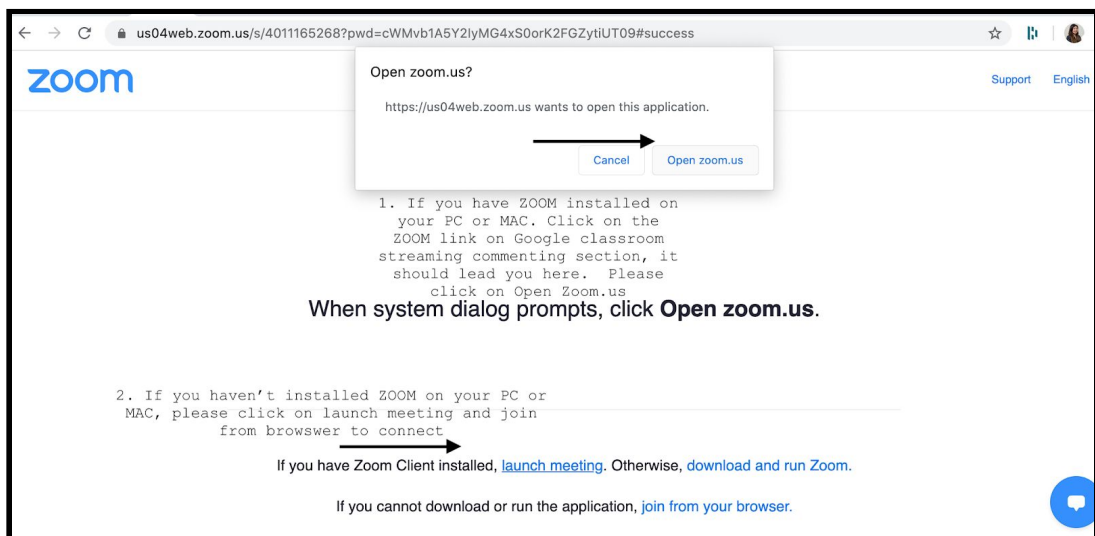
1. Please click on the ZOOM meeting "link" communicated to you by your Camp Counselor on Google Classroom stream commenting section.

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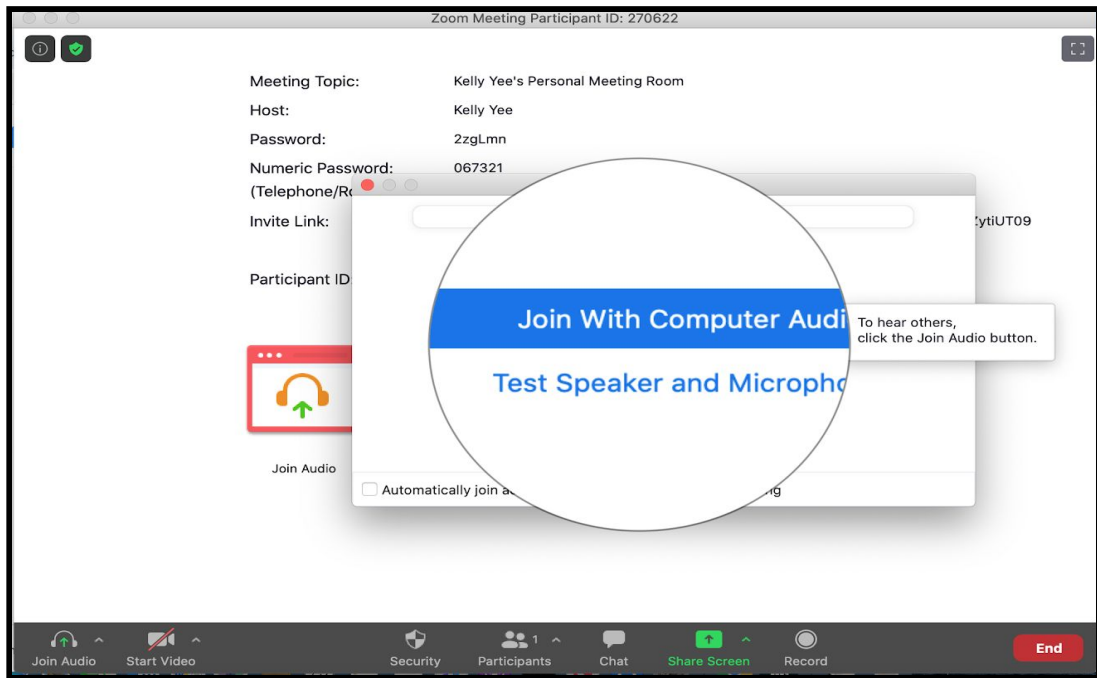
It will direct you to a new page shown below. If you have already installed Zoom, click on “Open zoom.us”. This is marked by the number one on the screenshot below.

If you have not installed Zoom, click on “download and run Zoom”. This is marked by the number two on the below screenshot.



2. Don't forget to click “join by audio” to ensure the microphone is on and activate “start video” to ensure the video is live. Please see screenshot below.

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***Important Note** for using both Google and ZOOM classroom: Please do **not** ever share your child's camp "classroom" link to external parties who are not registered with "Le Club EFBA". Our program is specific to our campers who have an EFBA email account. This is paramount to avoid intruders. Please also remind your child(ren) not to share inappropriate comments or photos on either the stream section or the chatroom as it can be offensive and disruptive.

For more guidance on how to use Zoom, please click below references or go to the [help center](#) for more information.

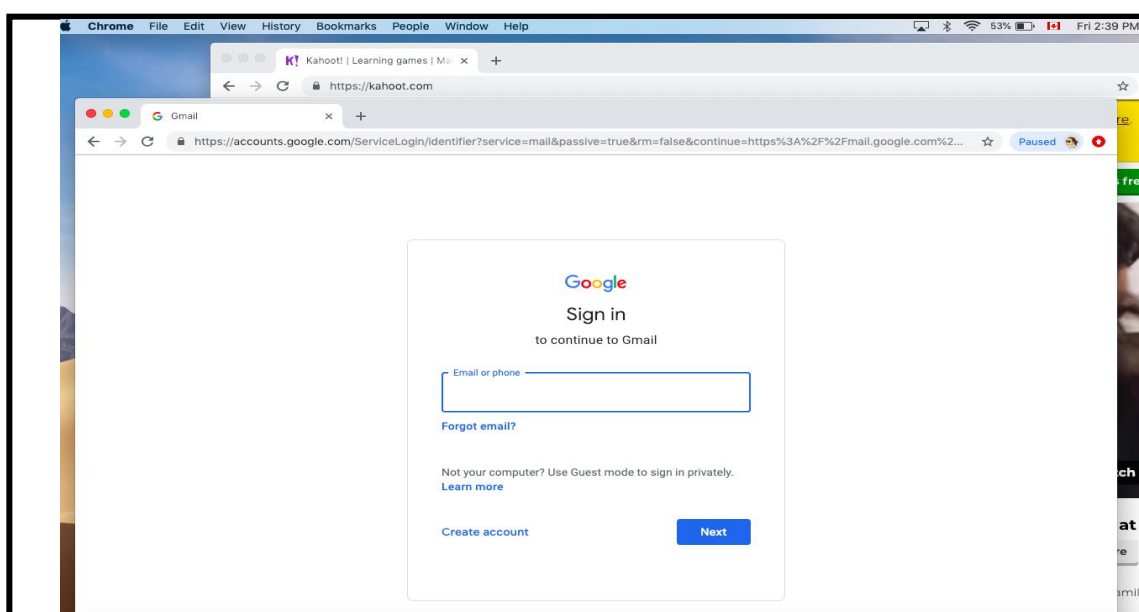
- [How to join a meeting](#)
- [How to join a meeting using the APP on my IPAD or Phone](#)

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(Optional)

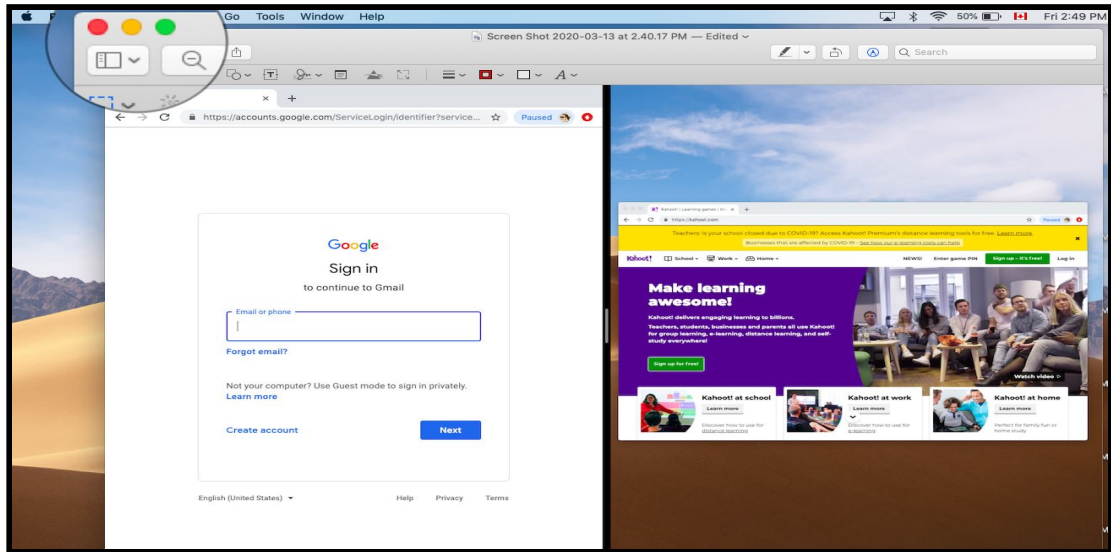
How-to-Split Screens on MAC:

1. To begin, open two or more Mac windows that you want to divide into two screens. Example: 1 - Google Log-in, 2- Kahoot screen. Pick one window to start with 1- Google Log-in as the main window while Kahoot screen is behind it (please see below screenshot).

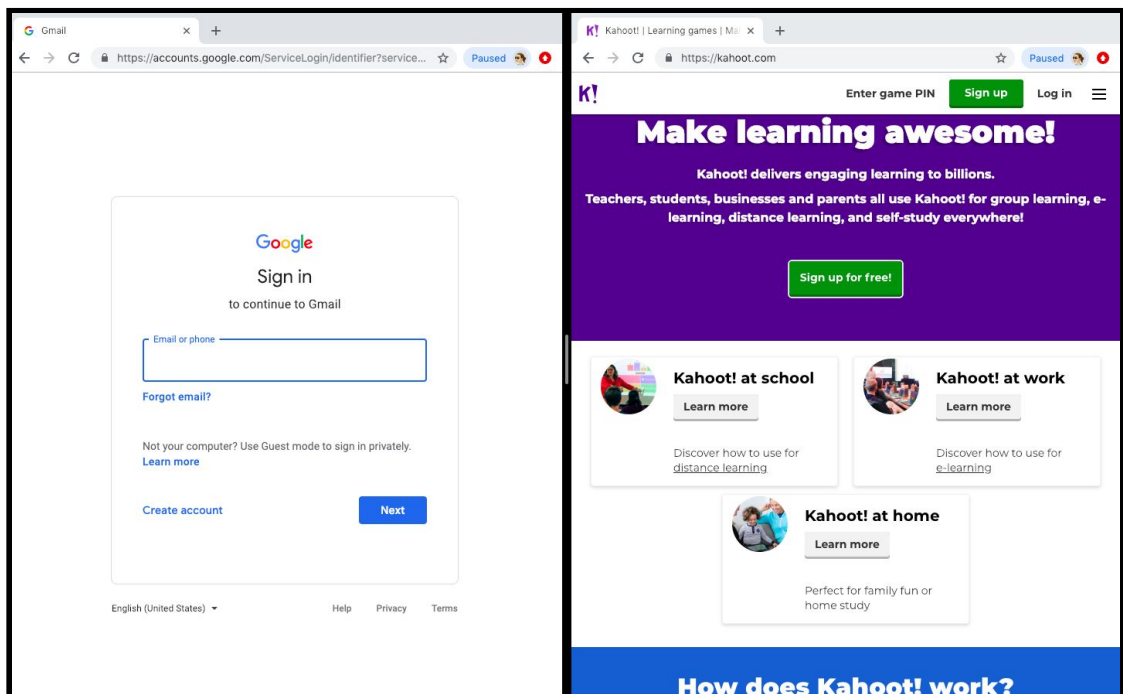


2. If you hover over the green dot (found on top left hand corner, please see circled picture below), you'll see it has two small expand arrows. This is the button you want. Hold down on the green dot and you'll get some options: *Enter Full Screen*, *Tile Window to Left of Screen* and *Tile Window to Right of Screen*. Select either the second or third option and the window will fill that portion of your display.

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3. One half of your Split View is done. You'll see the first app on one half of the screen, with thumbnails of any other open windows on the other side. Now select the other window that you want to use in Split View mode. This window will resize to cover the other side of your screen, completing the Split View experience. You can tap either window to switch focus back and forth as needed.



For more visual guidelines, please watch this step by step instructions on YouTube [video](#)

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How to split screen on Windows on PC/IPAD:

PC

The operation depends on the version you have.

There are several ways to split a screen in Windows 10, but the easiest is with Snap Assist.

This feature has to be enabled in Start > Settings > System > Multitasking, although it should be enabled by default.

Snap Assist lets you drag a window to a corner or side of the screen to “snap” it there, which in turn makes room for other apps to be snapped in the resulting empty screen space. To know more about splitting your screen on Windows PC, click here: <https://www.lifewire.com/split-screens-in-windows-4160920>

IPAD

Please watch the tutorial here:

<https://www.youtube.com/watch?v=nSBZKr5kXYM>

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Activities & Supervision

Our Camp Counselors will also create fun, exciting and interactive activities that are safe for your child to participate in, whether they are learning arts & crafts, cooking (without using stove top), story-telling, etc. to learn and develop new skills.

The Camp Counselors might also play games that involve dance moves, or running around the house to find specific objects, shapes or look for a certain color, etc. Our Winter camps are play-based, and we will be using creative ways to maintain the core principles of our pedagogy.

Campers between ages 5 to 7, may require supervision and we ask of you, the parents, to supervise to ensure that your child stays engaged and safe.

Campers older than 7, may require less supervision; however, you are welcome to supervise or check on your child having fun learning French.

Our goal and mission is to see that your children practice French and continue loving the French language!

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Parent/Guardian Pro Tips to “Le Club EFBA”

Transitioning from traditional day camp to “Le Club EFBA” does not have to be challenging. This guide provides some recommendations to help make the adventure successful for your children

We highly suggest for you to follow the below tips and give it a try at least 1 day before camp starts.

- **Dedicate a space in the house as a “camp space”.** This can be any space where the camper won’t be interrupted while doing activities for camp. When choosing a space, consider that you may need to supervise or help your child.
- **Charge the device** that you will be using to join the video call
- **Make sure the camera and microphone are on and working to enable your child to interact with camp counselors and other campers.** If you are experiencing technical difficulties during the “test run” 1 to 2 days before camp starts, please look at this [tutorial](#) on YouTube as a guide. If your child(ren) is experiencing technical difficulties during camp, do not panic. Please let your child know to inform the Camp Counselor and Camp Administrator (if there is one administrator for the camp) that he/she/they will be right back, and quietly log-off without disrupting the other campers and test the camera/microphone/network before logging back on.
- **Close unnecessary tabs**
- Ensure that your child's screen **is not locked automatically or go into dark screen/save mode.**
- **Encourage others in the house to respect this camp time by controlling the noise levels** and discouraging others in the household from streaming videos (like netflix or youtube) during the live lesson. It might decrease the quality of the video and sound for your child.

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- **Have a shelf, bin, or designated place for your child to store their camp supplies** - paper, color pencils and/or crayons, paint, costumes, books, etc. also available for activities.
- **Already prepare the supplies**, crafts that are required for the activity of the 1 week ahead of your scheduled camp date.
- **Participate!** Plan to be present, or arrange for another adult **to supervise and support** your child during screen time. **We highly recommend children between ages 5 to 7 to be supervised.**
- Make sure your **child has eaten and used the bathroom before** starting camp.
- Give your child space: being present does not mean you do the work in their place. *In French if you are able*, ask questions, help them scaffold their own reasoning, let them come up with the answer.
- **Encourage your child to get dressed like they would to go out.** Although we are in an online environment, this is still camp and should be taken seriously.
- **Stay positive and breathe:** take it easy, your child might enjoy this new setting more than you do and it's okay! Please also **encourage your child prior to camp starting to engage, participate and have fun** with the other campers.
- If you dislike something, **do not criticize the camp counselor in front of your child.** Give feedback to the Camp Counselor later.
- **Communicate with and provide feedback to your Camp Counselor** about how online learning is going for your child.
- Over dinner/lunch/breakfast, **ask your child how "Le Club EFBA" went. What did they learn? What did they enjoy?**

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