Rules and Regulations

Rigpé Yeshé Association
Programme for children and teenagers, without accommodation
On behalf of its members, the Rigpé Yeshé Association organises programmes without accommodation, for children and teenagers of all nationalities, welcoming them in age groups from 6 to 18 years old.

The Rigpé Yeshé Association is an association under the public law of 1901, founded in 2005 by the parents and the educators with the following objectives:

- To develop and offer programmes for children and teenagers to help them cultivate universal human values
- To offer tools for reflection and action to cultivate meditation, mindfulness, awareness and compassion;
- To create all the conditions which allow children and teenagers to develop a healthy sense of self-esteem and establish solid bonds of friendship.

In 2016, the Rigpé Yeshé Association requested and was granted accreditation for its programmes by the French government, Youth and Sports Department.

President of the association:
David Rycroft

Association headquarters:
4 rue Mirande, 34700 Fozières

This document sets down the rules of procedure at the location of the programme, as well as the rights and duties of parents, children, instructors and Rigpé Yeshé holders, in a spirit of tolerance and mutual respect.
Rules of procedure

Programmes

The programmes take place on the site of Lerab Ling, a Buddhist religious congregation recognised in 2002 by government decree, using the premises provided by Lerab Ling, located in L’Engayresque, 34650 Roqueredonde, Tel. 04 67 88 46 00.

The duration of the programme varies from 1 to 31 days, during school holidays, mainly in summer.

The daily schedule generally starts at 9 am and ends around 5pm, except for schedule changes mentioned on Lerab Ling’s announcement board.

Only children of parents that are members of the association may participate in the Rigpé Yeshé programmes.
For the attention of parents and legal guardians

Insurance and responsibility
The Rigpé Yeshé Association is insured by the “Mouvement Rural”, insurance policy number 3445761 K, for the activities held during its programmes in order to cover the cost of any damages for which it may be held responsible.

Nevertheless, parents must also insure both themselves and their children as required under civil responsibility.

Registration and admission formalities
Once the parents have joined the association, all their children are welcome to participate in the Rigpé Yéshé programmes. Registration is valid for the whole of the scheduled programme.

Registration deadline: registration must take place at least 4 weeks before the beginning of the Rigpé Yeshé programme.

The following documents need to be provided for each registration (at least once each year in the case of participation in several programmes):

- Health form, which includes information on the child’s health, allergies and other sensitive matters to watch out for (Form Cerfa n° 85-0233);
- Civil responsibility insurance certificate for the child for the current year;
- Parental authorisation for each child to have photos/videos taken and participation in outings;
- Parental authorisation allowing a specific person to drop off and pick up the child attending the Rigpé Yeshé Programme;
- Consent Form for the Rules and Regulations.

The parent(s), member(s) of the Association or the legal guardian, member, authorises the child or children to participate in all activities scheduled by the Rigpé Yeshé Association.

Registration is effective upon receipt of the dated registration form (including the above mentioned documents) and of full payment.

Payment is preferably made with the on-line registration, or, at the very latest, upon arrival.
**Arrival and departure of the children**
To ensure the safety of all, the parents/legal guardians/designated representatives are requested to:

- accompany their children to the meeting point every morning at least fifteen minutes before the start of the programme, personally entrusting them to the person in charge of the programme and to pick the children up at the end of the day,

- sign the attendance sheet in the morning and in the evening.

If, exceptionally, the parent(s) / legal guardian/ specially appointed representative pick(s) up their child /children during the day, they must sign the attendance sheet noting the time that their child/children left the programme.

- teenagers from 14 years old may fill out this form themselves, if their parents have given written authorisation to the manager of Rigpé Yeshé, on the first day of the programme.

Outside the times of the Rigpé Yeshé programme, parents are responsible for their own child /children.

If the child/children get(s) sick during their stay, then the parents must commit to keeping their child/children with them and not bring them to Rigpé Yeshé.

**Communication**
If any manner of problem occurs between the children and the Rigpé Yeshé holders or those responsible for Rigpé Yeshé, the parents must set up a meeting with the manager or one of the Rigpé Yeshé holders. There should be no discussion in front of the children.

**Outings**
When outings occur, parents or the legal guardian must sign a specific authorisation including a transportation authorisation.
Food
The meal is an important educational time. The Rigpé Yeshé holder has his or her meals with the children and he or she ensures good hygiene is respected around meals and that children learn good manners. During the meals, the children sit by age group. Parents must notify the management of allergy problems, intolerance to certain foods or specific diets.

Hygiene
Rigpé Yeshé holders ensure children learn good hygiene by carefully supervising washing. They also ensure the cleanliness of laundry and premises. Everyone wipes their feet when entering the dining room and washes their hands before and after meals and after using the toilet.

Health Provisions
Ongoing medical treatments should be communicated upon the child’s arrival, as well as being noted on the health form and transmitted by the parents to the holder in charge, along with a doctor’s prescription, dated and signed. Children must not have medication in their possession under any circumstances.

In case of illness or accident, the Rigpé Yeshé holder informs the parents so they can immediately pick up their children and take care of them for as long as necessary. If technically unable to contact the parents or in the case of an emergency, the Rigpé Yeshé association will call the emergency services who will dictate the necessary measures.

In the case of arrival or return after an infectious disease, a certificate of non-contagion must be provided.

The daily kit to provide for each child:
– water bottle
– hat
– sun cream
– sunglasses
– raincoat
– good walking or sports shoes
– backpack

Exclusion
If the behaviour of the child repeatedly and seriously disturbs the rest of the group, then exceptionally, and after discussion with the parents and the child, the child may be suspended for a temporary period of time (a day or more) or he or she may be suspended for the duration of the event their parent/parents are attending.
Mobile phones and other electronic devices
For children from the ages of 6 to 13 years old, mobile phones, smartphones and tablets are not authorised during the programme’s activities.

Teenagers, from 14 years old are allowed to use them, if the holder agrees, during specific times during the programme.

For the Rigpé Yeshé holders

It is the Rigpé Yeshé holder’s responsibility to make sure all of the following general rules are respected.

On the ‘Rigpé Yeshé’ site:

• to ensure that no child ever leaves the daily programme alone. They must be accompanied by their parent(s), legal guardian, or another person (previously indicated in writing by the parents, the legal guardian)

• to stop each activity fifteen minutes before the end of the daily programme so the materials used can be tidied up and put in the boxes provided. This needs to be done by the Rigpé Yeshé holders together with the children.

• to ensure that the parents, the legal guardian or the appointed representative signs the attendance sheet every day when the child arrives in the morning and is collected in the evening.

• Rigpé Yeshé holders must always have a charged mobile phone with them at all times
In the dining room:

- seat the children in age groups.
- eat meals with the children ensuring good hygiene and the observation of good habits (for example: hand washing before and after meals).

On the whole of the Lerab Ling site:

- ensure that the children are kept together with one holder at the front of the group and another at the back.
- make sure caution is taken on the small road between the Rigpé Yeshé site and the Lerab Ling dining room as cars sometimes drive there.
- be careful not to take any children on shortcuts. Only the path from the Visitors Centre to the registration tent is allowed.
- children are not allowed to buy drinks or ice creams at the Visitors Centre during the Rigpé Yeshé programme.
- toilets: children must inform their holder when they go to the toilet. The Rigpé Yeshé holder must ensure that the daily schedule allows for regular toilet breaks and the children wash their hands after use.

In the temple:

- special visits to the temple should take place only in a group accompanied by a Rigpé Yeshé holder. If a child needs to go to the toilet in the temple, he or she must be accompanied by a holder.
- ensure silence is respected in and around the temple.

For each outing you must always take:

- a first aid kit
- the children's attendance sheet
- the health forms of the children present
Recommendations specifically for the Rigpé Yeshé holders:

- to support an atmosphere of mutual respect between all young people and adults and restate this if necessary, in a loving and appropriate way. Make sure that verbal exchanges are appropriate and polite – no insults or swearing.

- check that the premises, towels, sponges and equipment are maintained in good order and that basic hygiene rules are applied.

Code of conduct for the Rigpé Yeshé holders:

- a detailed code of conduct for the Rigpé Yeshé holders – which must be signed and approved by each holder – will be distributed upon arrival.

Communication between Rigpé Yeshé holders:

- the main Rigpé Yeshé holder of each age group and each programme should verify that rules are respected: it is he or she who has the authority to make a final decision and who reports to the manager.

- any discussion or feedback regarding content, teaching method or the children themselves must be shared in the evening during the daily meeting – but never during the day and never in front of the children.

Staff file

- The staff must provide:
  - a photocopy of their professional diploma
  - a copy of their police-checked document
  - a full medical record certifying their professional ability to work in a group, a document certifying that vaccines are up to date and that they do not have a contagious disease.
APPENDIX to the Rules and Regulations

The Rigpé Yeshé Code of Conduct for People of All Ages

Respecting myself

• I want to be happy: I am learning how to be kind to myself.

• I can be happy and in harmony with myself and with everything I have or receive.

• I am able to rejoice when someone else has or gets something I want.

• I try to get along well with others and I want to resolve conflicts.

• I can express my feelings clearly and let others know what I want and what I do not want.

• If a problem occurs, I go to one of the programme Rigpé Yeshé holders and ask for help.

• I do not need to be hard on myself when I get something wrong or make a mistake.

• Recklessness is not bravery: I do not put myself in danger.

Respecting others

• I want others to be happy as well: I am learning how to be kind to them.

• I can put myself in another person’s shoes to see how they feel.

• I try not to hurt anyone either with words, (by lying, telling tales, using harsh or unpleasant words) or by actions (by pushing, pulling, hitting etc.), and I respect each person’s rest by not making any noise after 9pm around the retreat accommodations and the campsite.

• I respect the silence in and around the temple and in the courtyard.

• I do not hurt others and I do not annoy them.

• I am able to be helpful to all, especially to children younger than myself.
• I respect the decisions taken by the Rigpé Yeshé team and I do not leave the Rigpé Yeshé group without being accompanied by an adult.

Respecting the environment

• I take care of and pay attention to my surroundings.

• I do not touch the plants and trees.

• I do not climb the trees.

• I clean up and tidy up after activities and meals.

• I take care of the equipment, audio-visual materials, games and toys, furniture and premises at our disposal.

• If I am younger than fourteen years old, I do not bring my mobile phone, smartphone or tablet with me during the programme.

• I do not bring sticks or knives.

• I do not leave my belongings all over the place and I ensure I take them with me every evening.

Rules and Regulations written on: 25th of March 2016
Date of latest update: January 2017

The President of the Association:
Mr David RYCROFT
For the teenagers

NO TOBACCO
We do not smoke anywhere at any time of the day, either inside the premises nor in the tents. The only exception is a specifically designated place in the car park accompanied by a holder and never in front of younger children.

NO ALCOHOL
We do not consume alcohol under any circumstances.

NO DRUGS
No trafficking, no consumption of plants, drugs, or narcotic products or substances will be tolerated.

SILENCE IS GOLDEN
Calm is required on site at all times of the day and night. Please do not make any noise or play music in the camping area of Lerab Ling and avoid shouting or speaking too loudly.

R-E-S-P-E-C-T
Respect the environment of Lerab Ling and tidy up and clean up after you have been somewhere, including in the dining room and in the camping area.

NEW TECHNOLOGIES
During the sessions in the temple, we do not use smartphones, computers or other similar devices. With the permission of the Rigpé Yeshé holder, their use is allowed at certain times of the day.

ENTIRE DAY
Rigpé Yeshé offers a programme for the entire day. The teenager’s attendance is mandatory for the whole duration of the daily programme unless they are sick or with their parents. Sometimes, it is possible to leave the programme during the lunch break. Check the daily schedule which will indicate if this is the case.

The President of the Association:
Mr David RYCROFT, 25th of March 2016