



CENTER
FOR
CREATIVE
YOUTH

*2017
STUDENT
HANDBOOK*

THE CENTER FOR CREATIVE YOUTH

2017 Summer Residency
at Wesleyan University

STUDENT and PARENT HANDBOOK
June 25– July 22, 2017

Website: www.crec.org/ccy

Summer Address: CCY at Wesleyan University
45 Wyllys Avenue (Office in Hewitt 8)
Middletown, Connecticut 06459
PHONE: (860) 685-3307
FAX: (860) 685-3311
E-mail: ccy@crec.org

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Hartford CT 06106
PHONE: (860) 757-6391
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E-mail: ccy@crec.org

A program of the Capitol Region Education Council (CREC)

The Capitol Region Education Council (CCY is a program of CREC) offers equal educational opportunities to students regardless of race, color, national origin, age, sex, sexual preference or disability. If you feel that discrimination has occurred on the basis of race, religion, color, national origin, age, sex, sexual preference or disability, please contact Regina Terrell, Compliance Coordinator at 860-524-4030 and/or complete the Civil Rights Grievance Form, which is available in the CCY office.

The Center for Creative Youth is grateful for the generous help in covering educational costs provided by:

Introduction: Program and Purpose

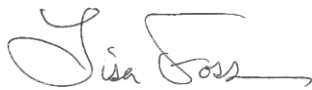
CCY is a four-week, pre-college experience. Professional artists provide coaching, problem-solving in the arts, and college guidance. Students also receive weekly leadership training classes, which will prepare them to create and carry out arts leadership projects when they return to their home schools/communities. Your progress at CCY will be documented in written evaluations. Some Connecticut School districts will award .5 - 1.5 high school credits for successfully completing the program. Curriculums align to “Accomplished” and “Advanced” National Core Arts Standards in all disciplines. Artistic learning is composed of production, reflection, and comprehension of the learning that has occurred. In both major and interdisciplinary classes you will have the opportunity to participate in structured learning experiences, and to record your reflections in a journal and/or a sketchbook. These will help you to understand and value your own artistic thought processes, both the flashes of insight and the steady development of ideas over time.

Residential Advisors will be your closest mentors. Take time to get to know them well. 99% are former CCY participants, who have experienced the program, carried out leadership projects, and continue to pursue both artistic and academic studies in college or beyond. Each has learned the value of ensemble, small group learning and collaboration, and has a great deal to share with you.

We strive to emphasize process over product, by giving maximum attention to developing your skills and creativity through participatory exercises rather than formal lecturing. CCY’s philosophy of teaching nurtures variety of work and independence of thought rather than uniformity, and is particularly well suited to the development of individual abilities. Please bear in mind, however, that such intellectual and artistic freedom demands much responsibility from you—the extent of your personal growth will depend on the commitment, concentration and hard work you are willing to invest in your studies this summer.

As you pack your suitcases, we hope you will prepare to take full advantage of the program we have planned for you. Please look over the information in the handbook and reach out to us if you have any questions. Good communication is key to getting the most out of your residency! We are here to create a summer experience that will be as impactful as it is “packed-full!”

On behalf of the entire CCY staff, we welcome each of you to the CCY family!



Lisa Foss, Program Coordinator



Kim Stroud, General Director

Our track record of success.....in the words of our students:

“I feel so appreciated and accepted here. This place is home ♥”

Danique Ashley Gordon '13

“CCY is a life-changing experience. It has not only made me a better actress, but a more open, confident and hardworking human being.”

Elizabeth Harris, Theater '02

“The R.A.'s and teachers definitely lead by example. Hearing their stories from CCY, their leadership projects, up to where they are now, definitely put a lot of things into perspective and helped me get a grasp on what to expect from the next few years of my life.”

Keith Cobb, Creative Writing, Bridgeport '03

“I have never experienced anything like this before. I have a deeper understanding and respect for all artists.”

Ashley Kirk, Music Vocal '06

“I am more responsible and mature. If I make a mistake, I just admit it and then fix it. I am also a lot more confident in myself and what I do.”

Patrick Fagan, Theater '09

“My teachers and TAs pushed me and were honest. I need that. I don't want anything to be sugar-coated. Being pushed makes me want to push myself and my art even more.”

Karrigan Pothier, Visual Arts '14

“Something I've noticed recently is the two sides of social life vs. studies. I've seen kids who put all their efforts into their social lives, and not succeed as well in their work. I've also seen kids who work all the time and rarely hang out with friends, and therefore, might not have gained the experience they were looking for. Finding a balance between the two is what I've been trying to do since day one. I think this will be something I work on even when I continue to college.”

Rhianna Burns, Visual Arts '14

“Most importantly, CCY has made me fearless. This experience has changed my life in ways I could never even begin to imagine four weeks ago. And even though writing is my passion, I truly have no words even slightly adequate to begin to express how amazing that feels.”

Ivy, Creative Writing '15

CCY is a program that contains the most creative, supportive, and beautiful people that have ever stepped foot on our planet. Meeting people at CCY created bonds and friendships for me that will last a lifetime.

Raven Soumpholphakdy, Filmmaking '15

“Every artsy person I know should go here.”

Maia Ross Trupin, '13

REGISTRATION INFORMATION

Sunday, June 25, 2017
Hewitt Lounge
Wesleyan University, Middletown, CT 06459

12:00 - 2:00pm **Registration:** Room assignments and move-in. Hewitt Lounge.

Please arrive at the time listed below, according to the first letter of your last name to reduce time spent waiting in line.

After students register, a CCY staff member will direct you to a location to drop off luggage and belongings.

<u>Last Name Letter</u>	<u>Time</u>
A through G	12:00 - 12:30pm
H through Q	12:30 - 1:00pm
R through Z	1:00 - 1:30pm

Late arrivals can only be accommodated under special arrangements.

Please contact the office so we can assign a staff member to check you in at an alternate time. We will work with you – but we need to be prepared.

NOTE: Park in the “E” lots off Wyllys Avenue, in Lot “V” off Vine Street or on the street (Vine street or Mt. Vernon Street) and then report to the Registration Area. **After** Registration, where you will receive your dorm keys, you can move your car to the Foss Hill Circle, where you will find the area sectioned off for unloading suitcases, etc. You must unload everything, leave the student with belongings, and then re-park the car before moving the student into their room. This will greatly help the traffic flow and efficiency of the day – so thank you in advance for your cooperation.

2:45pm Parents say goodbye to students.

3:00pm **Parent Meeting*** in CFA Hall. (*optional, not mandatory!)
Student Orientation and Campus Tours beginning on the Hewitt Patio.
(mandatory)

5:00 - 6:00pm **Dinner** for students and RA staff at USDAN University Center.

7:00pm **Evening Improv program/ RA Open Mic Night** ('92 Theater)

10:30pm **Curfew**

For parents or guardians wishing to stay overnight in the Middletown area, there are many options in the area, a few of which are listed below:

The Inn at Middletown – (860) 854 – 6300
Radisson Hotel, Cromwell (Route 372)- (860) 635-2000
Comfort Inn, Cromwell (Route 372) - (860) 635-4100
Courtyard by Marriott, Cromwell (Route 372) – (860) 635-1001
Ramada Inn, Meriden (275 Research Parkway) – (203) 238-2380

TRAVEL INFORMATION

For detailed travel information, visit <http://www.wesleyan.edu/about/traveltowes.html>

- TRAIN:** Amtrak train service arrives and departs from Meriden, about eight miles from campus. Call (800) 872-7245. Taxi service is available from Meriden with advance reservations.
- BUS:** Follow this link: <http://www.middletonareatransit.org/busschedules.php>
- CAR:** Connecticut state highways 9, 17, 66, and 372 converge in Middletown. The Merritt/Wilbur Cross Parkway (CT Route 15), I-84, and I-91 are the superhighways which come within a few miles of Middletown.

From Hartford and points north: Take I-91 South to Exit 22 South on to Route 9 South. From Route 9 take Exit 15 which puts you on Route 66 West (Washington Street). Drive over train tracks and follow Washington Street to the 4th stoplight, turn left onto High Street, follow to second light (Church Street), turn right on to Church St., go slowly and take right turn on to Vine Street. and park in the lot on the left, or find nearby street parking.

From New Haven and points south: Take I-95 to I-91 North to exit 22S. From Route 9 take exit 15 which is Route 66 West (Washington Street). Drive over train tracks and follow Washington Street to the 4th stoplight, turn left onto High Street, follow to second light (Church Street), turn right on to Church St., go slowly and take right turn on to Vine Street. and park in the lot on the left, or find nearby street parking.

From Waterbury and points west: Take I-84 East to I-691. Follow to I-91 North. Please follow directions above from 'points south'.

From Boston and points northeast: Take the Mass Pike (I-90) West to I-84 West. Take I-91 South at Hartford to exit 22 South, Route 9 South. Please follow directions above from 'points north'.

- PLANE:** Bradley International Airport(BDL), located north of Hartford, is about 40 minutes away from Middletown.

Service is also available to the Radisson Hotel in Cromwell through Radisson's "preferred taxi service." Contact the Radisson at (860) 635-2000.

Eddy's Taxi, (860) 558-4825 connects from the Cromwell hotels to the Wesleyan campus. Call for reservations and schedule.

Connecticut Limousine, (800) 472-5466, makes connections to JFK, LaGuardia and Newark Airports, departing from Hartford and New Haven.

AA Cab & Livery service available from Bradley Airport to Wesleyan University campus (860) 573-6916.

Please go to the website for Wesleyan University, which will have additional detailed information about getting to and from campus, as well as area accommodations and points of interest!
<http://www.wesleyan.edu/about/index.html>

ARTS – AS PARTICIPANT AND AUDIENCE

EXPECTATION OF BEHAVIOR AND STUDENT PARTICIPATION

In any community, organization is necessary. Structure protects the rights of every individual and, at the same time, promotes community spirit; it exists to serve you. You are expected to adhere to the guidelines set by the faculty and staff and respect the rules and boundaries of the program.

CLASSES

Listening, participating, studying, and completing assignments are essential to learning as much as possible from your classes. We ask that you consistently put forth your best effort in all classes and workshops. CCY values “process” over “product” in our approach – because when you invest fully in the process, your product will ultimately be more refined.

BEHAVIOR

Please behave at all times in a manner which reflects pride upon you, your family, and CCY. We expect cooperation and appropriate behavior at all times during your stay. You must show respect for all instructors, visiting artists, residential staff, Wesleyan employees, and your fellow students.

ATTENDANCE AND PUNCTUALITY

You must be in class every day and on time. Four weeks gives us barely enough time to accomplish all that we would like. We expect you will take full advantage of this program by attending all classes and required activities and as many other activities as you can. Disciplinary action will be taken in the case of tardiness to or absence from class.

Each student registered for the Center for Creative Youth residency is expected to participate in all aspects of the program in order to fully benefit from the program. While attendance at some workshops may be voluntary, on-time attendance at all classes, performances, leadership classes, and other events is mandatory. Your attendance at these events is both a privilege and an obligation and should be taken seriously. Instructors will notify the CCY office of any absences or of chronic tardiness on a daily basis. RAs and administrative staff will decide on appropriate disciplinary action to promote responsible behavior by the student.

Families planning vacations or employment for their child during the residency should consider sending their children another summer. The intense CCY schedule makes it impossible for any student to both take outside employment and to attend CCY. Any student missing any portion of the program may not be able to perform on one or both of the Share Days, may have a reduction in scholarship assistance, or, in extreme circumstances, may be asked to leave the program.

JOURNALS

One of the personal tools of an artist is the skill of journal keeping. We encourage you to jot down ideas, thoughts, reactions, challenges, triumphs, etc. for your personal use. This may be required by your arts instructors. They will guide you in the use of the journal for their purposes. Previous participants have said that re-reading this record of a year in their lives has given them great insight.

MEETINGS

Students are required to attend all weekly meetings with their RAs, as well as periodic meetings with the Residential Director, Program Coordinator, and/or General Director.

ARTS ADVOCAY PROJECT PREPARATION

In addition to pursuing your major art area and exploring the relationships among the various arts in the interdisciplinary workshops, another important component of your CCY experience will be the planning and carrying out of an Arts Leadership Project in your school or community. Your RAs will meet with you as a community, and on an individual and small group basis, to assist you in planning your project. Fostering leadership skills useful to developing artists will be stressed in both morning and afternoon classes. What is the place of the arts in society? What is the role of artists, administrators and others in supporting the arts as a vital part of life? Through meeting and talking with artists of all kinds, as well as working with the CCY staff in planning your project, you will gain an understanding of who you are in relation to your art form and how, as an artist and leader, you can make others more aware of and receptive to the arts. You are encouraged to start thinking about a variety of ideas you might like to try. During the school year, the CCY staff will be available to discuss the progress of your Arts Leadership Project and to offer advice and criticism if requested. You will also be

asked to make regular reports to the CCY office, and you are encouraged to contact the office staff for assistance and advice.

COLLEGE PREPARATION

CCY faculty members and RAs can also provide you with the insiders' advice and information about arts careers and education from their professional perspectives. If you think you might apply to Wesleyan sometime in the future, note that the Wesleyan Office of Admission holds a special information session for CCY students and informal discussion with a Wesleyan Admissions officer who will speak to all interested CCY students in a group Q&A format. CCY's College Day brings representatives from over 30 colleges, universities, and arts programs to campus exclusively for our CCY students. These representatives will answer any questions you might have and can provide you with more information about applying to their institutions.

EVALUATIONS

At the end of the program, your major art form and interdisciplinary instructors will fill out evaluation forms assessing how well you met the objectives they set for their classes, taking into account your previous training, ability upon entering CCY, and progress observed during the summer. In addition, your Residential Advisors will assess how you handled the social and artistic responsibilities of the dormitory. These comments may offer constructive criticisms about areas for you to work on in the future and/or congratulations about good work accomplished during the summer. Evaluations are meant to help you continue to progress and to encourage you on to further studies. In the fall, the CCY office staff will prepare all the evaluation forms and mail copies to both you and your local school contact person. Look at them as documentation of your work and personal experience at CCY; if you put a lot of effort into the program, they will reflect your growth and development. Please feel free to attach these to your college applications or include them to support your requests for awards and scholarships. It has been our experience that the CCY evaluation and experience is a valuable component of a college application.

ACADEMIC CREDIT

There are currently dozens of Connecticut districts that have decided to award up to 1.5 credits to students who successfully complete the CCY summer residency and implement their Leadership/Community project in the year following the summer experience. This means that CCY will recommend which students should be awarded credit, but it is up to each Connecticut district to decide to award credit on student transcripts. To recognize the commitment each student makes during summer and in completing their leadership project, school systems may choose to award .5, 1.0 or our recommended 1.5 credits towards high school graduation requirements.

All students spend a total of at least 350 direct learning hours working on their major art form and elective intensive classes, open studio/practice hours, and leadership sessions. Classroom work is enhanced by the learning gained from over 30 hours of attendance at CCY summer workshops, performances and field trips. Students from outside of Connecticut are encouraged to discuss the matter of credit allocation directly with their Boards of Education. The state statute for Connecticut and the information in the preceding paragraph may be used as a guide; however each state adheres to their own rules and regulations regarding the awarding of credit. We recommend you begin the conversations with out-of-state districts as soon as possible. We will talk with representatives from your schools as needed.

OPEN CLASS/SHARE DAY

CCY welcomes families, friends, teachers and alumni to attend our Open Class Share Day. It will be held this summer on **Saturday, July 15 from 10:00AM to 4:00 PM**. This is a joyous day of sharing the process of art-making as our students demonstrate how much they have learned in just three weeks at CCY. Parents/Guardians and friends may have lunch with CCY students. You may bring a picnic lunch, or may purchase lunch in the Dining Hall.

All students who have lunch with family and friends are expected back in the arts buildings promptly after lunch to participate in the afternoon Interdisciplinary Classes' open classes.

RESIDENTIAL LIFE

THINGS TO BRING

Necessary items include:

- sheets (extra-long twin sheets work best)
- light blanket
- pillow
- towels
- alarm clock
- laundry bags & laundry soap
- clothes hangers
- art form-specific supplies
- cameras
- musical instruments and other necessary equipment, such as (small) amps, drumsticks, extra reeds, metronomes, guitar tuners, etc.
- portable fan: small standing or table fan (NOT a window fan or air-conditioner)
- umbrella or other rain gear
- water bottle (**Wesleyan does not sell bottled water.** Water fountains and water bottle filling stations are available in the dorms and other campus buildings.)
- toiletry articles, such as: toothpaste, soap, deodorant, shampoo, and Band-Aids. Sunscreen and insect repellent are highly recommended.

Optional personal and room decor items such as:

- books you might want
- reading or desk lamp
- athletic equipment (tennis racket, balls, games, Frisbees, etc.)
- writing supplies (including stamps and envelopes) for your personal use
- swim suit and bathing caps (required for both males and females in the Wesleyan swimming pool)
- small stereo or other music-playing device
- small refrigerators
- Coffee makers and water kettles are **only** allowed if they have an **automatic shut-off**.

The following are NOT allowed to be used during classes, meetings, performances or in the dining hall UNLESS SPECIFICALLY APPROVED BY A FACULTY OR STAFF MEMBER FOR AN ASSIGNMENT:

- Mobile phones/smartphones
- Headphones
- Laptop computers or tablets (except with special permission)

We want to encourage students to connect with their peers and engage the community. Respectful use of technology is strictly enforced.

Students are responsible for their own musical instruments and other personal property and equipment. Please see that all valuables (instruments, cameras, jewelry, etc.) are covered by your personal insurance. Please understand that **CCY cannot be held responsible for damage or loss of valuable personal property.** Students must follow the safety rules explained by Residential Advisors in order to assure the security of personal items.

THINGS NOT TO BRING

- Television
- Air conditioner
- Cooking devices (including hot plates, George Foreman grills, toasters, etc.)
- Candles and incense

PLEASE NOTE: If students bring these items, they will be taken and held until the end of the program.

CCY has a strict zero-tolerance policy for drugs and alcohol. Students found using or in possession of drugs and alcohol will immediately be expelled from the program. No exceptions.

DRESS

Casual wear (jeans, shorts, tee-shirts, sandals, sneakers) is appropriate anywhere on campus. Summers can be hot in Middletown and the dorms are not air-conditioned, so be sure to bring clothes that will keep you cool yet are appropriate for an academic setting.

All classrooms and other facilities are air-conditioned; the dorms are not.

Casual wear will not be permitted at evening concerts and may not be allowed for Open Class Family Day. We do not ask for formal attire, but appropriate clothing such as dresses, shoes, sandals, button-down shirts, and dress pants is required for public performance events: No flip-flops, tee shirts, torn or disheveled clothing. Also, all areas of the body must be covered appropriately.

You should bring old clothes for work in the studios, dancewear for the dance program. Another thing to consider is packing a few items that can serve as costumes and something fun to wear for Saturday night dances.

ROOMS AND ROOMMATES

Students should expect to live in single or double rooms. Roommate assignments will be made without racial, religious, or economic discrimination, but with an effort to blend different art form majors and geographic residents.

You will be informed of your room assignment when you register.

Dormitory halls are single sex.

The Hewitt residence halls, where you will be housed, have lounge areas, central bathroom facilities on each hall, and rooms containing furnishings adequate for your needs: beds, desks, desk chairs, limited closet space, dressers, and shelves.

Maid service is not provided, so be prepared to make your own bed, clean your own room, and keep the shared bathrooms tidy.

No pets of any kind are permitted in the residence halls.

Also, since the Hewitt dorm rooms are not air-conditioned. You are encouraged to bring a small standing or table fan (NOT a window fan or air-conditioner).

Students will be held responsible for all damage to or graffiti on Wesleyan property, including their rooms and halls. Any furniture or furnishings that are moved must be returned to the original positions by checkout. At check-out on that date, RAs will use a check-off list to make sure that all Wesleyan property in the rooms has been left in order, undamaged, and clean.

IDENTIFICATION CARDS

At registration, students are issued an identification card, which should be carried at all times. In addition to identifying CCY students, the card also gives students access to the dorm buildings, dining hall for meals, athletic facilities, laundry machines and may be used to check out library books. Guard it carefully and note section on keys and the high replacement costs. If you do lose yours, notify your Residential Advisor and the CCY office at once; they will help you check the lost-and-found and make arrangements for a replacement card. Money for laundry fees may be added to the ID cards in \$5 increments by bringing cash to Registration or to the CCY office.

KEYS

Each student will be issued two keys: a dormitory room key and an ID keycard. NOTE: If a dormitory room key is lost, the lock will be changed and the student will be charged **\$96 per key** (if the room is a double the new key charge is **\$125**) If the ID/dormitory/dining/athletic facilities keycard is lost, the fee for replacing this access card is **\$20**. **CCY will not cover the fees for lost keys**, so families are wise to discuss this issue and make sure students understand the need to be careful with their keys and cards. **Students with outstanding key fines will not receive their end-of-program evaluations until they clear their accounts.**

MEALS

Three meals a day, breakfast, lunch, and dinner, will be served at USDAN University Center, except for Sundays when brunch and dinner are served. Because mealtime is an important time for social exchange and general relaxation, all students are expected to be present at all mealtimes, unless they are on a field trip or special excursion.

Parents and guests are welcome on a cash basis on Sunday at Brunch only. Or families can bring a picnic and enjoy the campus!

Food allergies may be discussed with CCY and Dining Hall staff. Dining services is accustomed to serving vegetarian and vegan students and staff, as well as those with allergy restrictions.

TELEPHONES

Mobile phones for students are permitted, with some restrictions. Students may not use phones during class time or at performances or other mandatory events unless part of a specific assignment from their classes. Respectful use of technology is advised. Wesleyan is an open campus, and students must be take responsibility for their personal items, such as their phones.

CCY is not responsible for damage to or loss of phones or other property.

Important/ emergency messages for students may be left at the CCY office (860-685-3307) between 8:30a.m. - 4:30p.m. You may also send us an e-mail at lfoss@crec.org

Important: Do not use the Public Safety Emergency number (860)685-3333 unless you are truly faced with an emergency. Their number for routine calls is (860) 685-2345. If you need to contact Public Safety, please speak to a Residential Advisor first if at all possible and limit direct calls to emergency situations.

LAPTOPS AND TABLETS

Laptops and tablets are permitted only in the dorms, unless they are being used for a specific assignment from a faculty member. If laptops are requested for use outside the dorms, consent must come through the main office. **CCY is not responsible for damage to or loss of property.**

CURFEW AND QUIET HOURS

The curfew Sunday through Friday is 10:30 p.m. On Saturday curfew is 11:00 p.m. This means that you must be in the dorm and standing by your room on your hall by this time. RAs will do a check-in every evening. Quiet hours will be observed during the week from 11:00 p.m. to 7:00 a.m. and from 11:00 p.m. to 11:00 a.m. on Sundays. Each Residential Advisor will decide what constitutes an acceptable noise level and take appropriate action if the noise becomes excessive. Wesleyan Public Safety officers are on duty 24/7 for any emergencies.

SMOKING POLICY

It is the policy of Wesleyan University that smoking is not permitted in any campus building including all offices and work areas occupied by more than one person, University vehicles, hallways, conference rooms, elevators, athletic facilities, rest rooms, dormitories, etc. People who smoke in public areas outdoors should respect the wishes of non-smokers. Further, the Capitol Region Education Council policy prohibits smoking within the workplace or within any office facility and within the school during school hours and during any school activity. Students are only permitted to smoke in one designated area near the dorms.

LAUNDRY FEES

Washers and dryers, which are located in the dormitories, are operated with the ID/Activity card. Laundry fees are sold in \$5.00 increments. Each machine costs \$1.25 per use. (\$1.25 to wash, \$1.25 to dry = \$2.50 per "load.") Additional money can be added to these cards in \$5.00 increments. We recommend students begin with \$10.00 to cover all 4 weeks – Dancers may want to start with \$15.00. Please have this money (cash or check) ready at registration time. **Remember to bring your own detergent.**

MAIL DELIVERY

Student's Name
CENTER FOR CREATIVE YOUTH
Wesleyan University
45 Wyllys Avenue
Middletown, CT 06459

SPENDING MONEY

There is a very limited need for spending money. A convenience store is operated on campus, as well as some vending machines. If parents have signed a consent form, on the weekends students will be allowed to walk to downtown Middletown under RA supervision only. There are several restaurants, an ice cream shop, coffee shops, pharmacies, movie theaters, etc. Although extra money is really not needed, about \$20 per week spending money should be enough for personal needs and miscellaneous expenses. The cost of all activities sponsored by CCY is included in the tuition and room and board fees.

RECREATIONAL FACILITIES

During the limited amount of available free time, students may make use of Wesleyan's tennis, volleyball and basketball courts, playing fields, and running tracks with RA supervision. Your CCY/Wesleyan I.D. will enable you to use the Freeman Athletic Center, including the pool and the weight rooms. Freeman will be open 7:00 a.m. to 6:00 p.m., Monday through Friday, with the pool available from 7:15 a.m. to 8:30 a.m. and other times to be determined Monday through Friday.

NOTE: Per Wesleyan Policy: Students are ONLY allowed to use the pool with Residential Advisor approval and supervision. A swim cap is also REQUIRED per Wesleyan rules and regulations.

LIBRARY PRIVILEGES

CCY students may use Wesleyan University libraries. Before charging out books for the first time, students must bring their CCY/Wesleyan I.D. cards to Olin Library between the hours of 9 a.m. and 4 p.m. to be coded into the computer system. All books must be returned and all overdue fees must be paid by July 22nd. Heavy fines (\$85.00) will be charged by Wesleyan University for books that are not returned. We urge students to return books IN PERSON, and NOT through the night depository. CCY will not pay charges for unreturned books, and you will be billed directly if they are missing.

COMPUTING FACILITIES

PC and MAC computers are available for word processing (for Creative Writers and others) during the summer in three labs on campus, the libraries and the USDAN Student Center where we dine. Computers are equipped with Word Perfect and Microsoft Word for Windows. These computers can also be used for checking personal email. Wifi access is available throughout the campus and will be provided upon arrival on campus for all students.

For hours and locations see: www.wesleyan.edu/its/labs/hours.

RELIGIOUS SERVICES

Middletown has services for numerous religions; most are within a few blocks of campus. A parent/guardian permission note will suffice to allow student to attend services, unsupervised (not escorted by an Advisor), as long as the Advisor is told where and when student is going, and times for departure and return. Places of worship include Bethel Apostolic (520 East Main St.); Fellowship Baptist Church (Brooks Rd.); Church of St. Mary (19 South Main St.), St. John Church (19 St. John's Sq.), St. Sebastian R.C. Church (155 Washington St.) [Catholic]; Christian Science Church & Reading Room (63 Broad St.); First Church of Christ (190 Court St.) [Congregational]; Church of the Holy Trinity (381 Main St.) [Episcopal]; St. Paul (76 High St.) [Lutheran]; First United (24 Church St.) [Methodist]; Middletown Friends Meeting Clerk (30 Gordon Place) [Quaker]; Congregation Adath Israel (48 Old Church St.) [Synagogue].

RIGHT OF ENTRY

The Center for Creative Youth, its officers, employees, and agents shall have the right to enter all areas in and around the Residence Hall, including rooms and storage areas assigned for a Resident's use, without the Resident present for the purpose of routine inspection and repair, and the preservation of health, safety or quiet. School officials also have the right to enter all areas in and around the Residence Hall, including rooms and storage areas assigned for a Resident's use, when there are reasonable grounds to suspect that laws or school policies are being violated by the Resident.

VISITORS AND GUESTS GUIDELINES

Because the CCY schedule is packed full of activities and events, we respectfully ask that parents and families stay within the guidelines for visitation, to limit disruptions to the programming and staffing schedule.

- If family is dropping something off for a student, they may leave it in the CCY office during office hours **8:30am – 4:30pm**. Students may not miss/leave class or mandatory events to retrieve packages. Students will be notified when they have a delivery.
- Guests from outside of CCY are welcome on **Sundays** from 11:00 am until 5:00 p.m. **ONLY** please. Guests should meet students outside of the Hewitt Dormitories. **NO GUESTS ARE ALLOWED INTO THE DORMS**. If a parent or family member needs access to a student's room, a residential advisor must be present to escort them to and from the building.
- Guests are generally not permitted during the week or at CCY activities (i.e., classes, workshops, coffeeshouses, Saturday night dances), although guests are welcome to attend the Wesleyan CFA Summer Series events (open to the public), Tuesday Noon Time Talks and the July 15th Open Class Family Share Day.
- Sunday Guests should be introduced to Residential Advisors and must follow CCY rules while in the community. We ask parents and students to help respect these important safety and privacy rules.
- Absolutely **NO** overnight visitation is permitted.

LEAVING CAMPUS

If a student must leave campus for any reason, the student's parent or guardian must complete an official Leave Request.

- Prior to the leave date requested, you must submit a completed and **signed** Leave Request form, which may be found on the CCY website, or can be emailed to you.
- Any Leave Request to take a student off campus must be reviewed and **approved** by the Residential Director and/or the Program Director on a case by case basis.
- Phone requests will be accepted only in cases of emergency.
- At the time of departure, the student must notify their RA or Residential Director that they are leaving. **Please be sure they alert them when they return to campus, as well.**
- Note that students may not leave campus in a car with anyone but their parent/guardian or officially designated and approved adult over the age of 21. **Such an action may result in student suspension or expulsion from the program.**

CHECKOUT DAY PROCEDURES

On the final morning of CCY, checkout will take place in the same space where you registered on the first day. Checkout begins at 8:00am and generally ends by 11:00am.

- Parents will need to arrive on campus between 8:00am-10:00am, park in one of the designated areas, meet your child and enter the check-out line.
- Students must have their rooms inspected prior to checkout, and they will receive a checkout form signed by their Residential Advisor (RA). You may then move your car close to the dorm area for loading. Please move your car as soon as it is packed with your child's belongings.
- RAs will use a check-off list to make sure that all Wesleyan property in the rooms has been left in order, undamaged, and clean. Students will be held responsible for all damage to or graffiti on Wesleyan property, including their rooms and halls. Any furniture or furnishings that are moved must be returned to the original positions by July 25th.
- **Those owing books or key fines will not receive their end-of-program evaluations until they clear their accounts.**

HEALTH AND SAFETY

PARENT CONTACT

We must be able to reach you in case of emergency. The Directors of CCY require that families have an unblocked telephone number where family can be reached at all times in case of emergency. "Blocked" phone numbers must be unblocked for the four weeks of the program, or a different emergency number where parents/guardians can be reached must be provided. This is for your child's safety!

PERMISSIONS

If the general permission form has been filled out and signed by a student's parents/guardians, CCY reserves the right to take its participants to places of recreation and points of interest without further notice or consent from parents/guardians.

FULL DISCLOSURE

Parents/guardians of students with medical/emotional/behavioral health concerns that require special precautions of any sort should disclose this information on the health form. This includes students who are participating in a chemical dependency treatment or aftercare program. It is essential that parents/guardians, students and staff recognize any special needs in advance.

The Residential Director or the Nurse must be informed if a parent becomes aware of special medical/emotional/behavioral concerns that arise after a student has moved into the dorm.

A Special Needs Contract may be written to clarify specific needs and accommodations. Failure to abide by special needs contracts may result in review of needs and contract, and possible removal from the program.

A student's ability to register and enter the program is contingent upon the CCY health form completely filled out and signed by the examining physician and parent/guardian, and any other needed permissions, be filed in the CCY office.

HEALTH REQUIREMENT

A Connecticut statute requires that all students at post-secondary Connecticut institutions have proof on file at their school that they meet the criteria of adequate immunization against measles. The criteria are: two doses of measles vaccine, the first dose given after 1968 and after the student's first birthday, and the second dose given after 1979 with a minimum of 30 days between the doses, and one dose of rubella vaccine administered after the first birthday, OR a blood test showing measles and rubella immunity, OR a signed affidavit that an individual will not receive vaccines on religious grounds.

A student's ability to register and enter the program is contingent upon our approval of the CCY health form completely filled out and signed by the examining physician and parent/guardian, and any other needed signed permissions, to be filed in the CCY office by the deadline given.

PERSONAL RECORDS

Your student records are held as confidential information in the CCY office. This includes your application with all your audition information and supporting recommendations, your medical certificate and special nutrition and health needs form (which are filed for use by the nurse and the Residential Director), and your CCY evaluations which will be added to the file in the fall. If necessary, you may make an appointment to verify that this information is correct.

HEALTH SERVICES

CCY nursing staff will be on duty:

- Morning: 8:30am to 1:30pm, Monday through Friday for the duration of the program.
- Evening: 5:00pm – 10:00pm Monday through Friday for the duration of the program.
- Weekend: 10:00am – 12:30pm AND 6:00pm – 8:30pm.

The nurse may be consulted without charge for any treatment which can be given in her office or for purposes of referral to a physician, psychiatrist or psychologist for special treatment. Students will be referred to their physicians by the nurse in cases where she determines further treatment is necessary. When the RN/LPN is not on duty, students have the option of going to the Walk-In Clinic in Middletown. In an emergency, students will be taken by an RA and/or Wesleyan's Public Safety to the Emergency Room at the Middlesex Memorial Hospital, 28 Crescent Street, 3 minutes from campus. Parents will be billed directly for all walk-in clinic or emergency room visits.

INSURANCE

CCY students must be covered by their parents' or guardians' policies. Parents or guardians are responsible for all medical/dental costs incurred while the students are in residence. All information about the student's medical, dental and prescription insurance coverage must be filled out and returned to the CCY office, or else the student will not be allowed to register.

REMOVAL FROM RESIDENCE HALL - SUSPENSION, OR EXPULSION

CCY may immediately remove, suspend, or expel a student from the premises upon learning that student or parent has failed to make full and honest disclosure of the health and wellness information requested on the student application, or if the student's actions are found to be against Wesleyan University or CREC codes, or to be detrimental to the mental or physical well-being of herself/himself or other students.

Appropriate due process shall be provided to the student who is to be removed from the Residence Hall during the investigation period. The student or parent/guardian shall have the right to present evidence through self or witness testimony for the purpose of requested re-admittance. The General Director's decision is final and not subject to appeal.

The following conduct is prohibited. Any violations of these rules will automatically result in a conference with the General Director and/or Residential Director and may result in early curfews, removal from residency for 2-3 days, probation, suspension, or dismissal from the Center for Creative Youth.

- A. Theft of possessions—of fellow students, of the university, of the town residents, etc. Please respect other people's property. Do not "borrow" without asking.
- B. Vandalism, graffiti or damage to Wesleyan property (you will be required to pay costs for restoring any damages).
- C. Harassment—subjecting any person, group or class of persons to inappropriate, intimidating, abusive, threatening or demeaning actions, verbal statements, gestures, or physical contact based on race, religion, gender, disability, ethnicity, national origin or sexual orientation.
- D. Possession or use of illegal drugs, drug paraphernalia, unauthorized prescription drugs, or alcoholic beverages.
- E. Leaving the dorms after curfew.
- F. Leaving campus without permission. Under no circumstances may you leave campus in a car with anyone but your parents or other designated adult guardians and **only with a signed permission of your parent/guardian on file in the CCY office.**
- G. Walking downtown (off campus) without being accompanied by a Residential Advisor.
- H. Inviting guests from outside the CCY community into the dorms without permission.
- I. Maintaining or using a car during the program.
- J. Unexcused absence from or tardiness to classes, performances, workshops, etc.
- K. Trespassing in the Wesleyan tunnels (underground maintenance systems), in the cemetery after dark, trespassing in areas not designated for CCY use. This is grounds for immediate expulsion.
- L. Any other conduct that endangers persons or property or is disruptive of the educational process. In general, any conduct deemed by the Directors to be detrimental to the best interests of the program, its staff, and participants.

Students in the presence of any other student who is breaking CCY policy may be held equally responsible for violations.

The disciplinary action taken against violators of the above rules is left to the discretion of the Resident Advisor, the Residential Director and the General Director. The General Director reserves the right to immediately dismiss any student if this action is considered to be in the student's or in CCY's best interest.

OFFICE OF PUBLIC SAFETY

In case of emergency or imminent danger, blue lights throughout campus mark Public Safety telephones, which allow anyone to dial Public Safety, the CCY office or any other on-campus extensions. In case of true emergency, call Wesleyan's Office of Public Safety at (860) 685-3333.

Please report any problems to the CCY office, which will be open Monday through Friday from 8:30 a.m. to 4:30 p.m. The phone number is (860) 685-3307. Routine Public Safety calls should be made to (860) 685-2345.

Portions of the following information are quoted from Wesleyan's Director of Public Safety:

Uniformed Public Safety Officers and Guards, with their headquarters located at 208 High Street, patrol the campus 24 hours a day, 7 days a week, on foot, on bicycle and in marked cruisers. They are always ready to provide assistance or emergency services. In non-emergency situations, during nighttime periods, their red cruise lights identify the patrol cars. Wesleyan's campus is an open one. There are no protective boundaries or buffer zones, and therefore the campus is easily accessible to individuals not affiliated in any way with the University. There are times, however, when it becomes necessary for Public Safety Officers or Guards to request proper identification. The Office of Public Safety defines proper identification as the Wesleyan University/CCY Identification/Key card. Such requests for identification are not often made and are made only out of concern for the lives and property of community members. Public Safety is also concerned about your rights, and as members of the campus community you have a right to an explanation of the grounds for identification requests either from the Officer or Guard or from his/her supervisor. Please carry your identification with you at all times, especially during the nighttime hours.

SAFETY TIPS

In a pre-college program you are learning to take responsibility for yourself while away from home on campus. The Wesleyan Student Handbook suggests these general safety tips:

- Use well-lit, well-traveled walkways.
- Keep doors, rooms, windows and hall locked, especially when you leave your room or are asleep.
- Report all criminal incidents and suspicious people to the Office of Public Safety immediately. The sooner you report it the more likely that Public Safety or the Police will be able to apprehend the perpetrator.
- Do not leave belongings unattended.
- Your first obligation is to your own well-being. It is acceptable not to answer a question or acknowledge a request from a stranger. When in a potentially dangerous situation, it's okay to make a scene.
- Do not let anyone in your room unless you know the person is a fellow CCY student. Keep your door locked.
- Don't give your name, address or phone number to a stranger on the phone. If you receive an obscene or harassing phone call, hang up and notify your RA immediately. If the phone calls continue, contact Public Safety.
- When you walk, keep alert and walk with a purpose. Look as if you know where you are going and present an air of confidence.
- If you plan to do some walking, wear clothing and footwear that give ease and freedom of movement.
- Walk in the middle of the sidewalk rather than too close to the curb or to buildings.
- If you are being harassed from a vehicle, turn and walk in the opposite direction. Try to head for lights and people or look for a Public Safety Officer.
- Never walk alone at night. There really is safety in numbers.
- Never get in a car with a stranger.

REFUND POLICY

A complete four-week program of instruction and residency, including materials and staffing has been planned for your child. The policy of the Center for Creative Youth regarding refund of tuition and/or room and board payments in case of withdrawal or dismissal is as follows:

The obligation to pay the charges for the full length of the Center for Creative Youth program prior to registration is unconditional, and no portion of such charges will be refunded or cancelled, notwithstanding the subsequent absence, withdrawal, or dismissal of the student from the program.

EMERGENCY PROCEDURES

MEDICAL OR PERSONAL SECURITY EMERGENCIES

In the case of illness, accident, or other emergencies, CCY will make suitable arrangements for emergency care whether it is with your family physician, another physician or by any suitable medical facility.

First line of aid - Find a Residential Advisor at the CCY dormitories, classrooms, or offices, whichever is closest.

The Residential Advisor will call Public Safety (Ext. 2345) for transportation to the Wesleyan Davison Health Center, or to the Middlesex Memorial Hospital Emergency Room or an Urgent Care clinic.

The Residential Advisor will call the CCY office from the Emergency Room and report the status of the emergency to the Residential Director or the General Director.

If, for some unforeseen reason, you cannot find an Advisor right away and time is critical, then call Wesleyan Public Safety immediately and have them contact an RA or the Residential Director. Always notify a Residential Advisor of any emergency, even if you feel competent to handle it. A CCY Residential Advisor should always accompany a CCY student to the Emergency Room.

If you feel your personal safety is threatened, follow these guidelines:

Notify an RA immediately. Notify the nearest RA if yours is not nearby.

Call Public Safety: 685-2345 (from campus phone x 2345; in true emergency, 685-3333 or x 3333). Tell them your location first, then your name. Say you are from CCY and describe the problem.

Do not take your own initiative to investigate suspicious persons or situations. Go to your RA, your room with a friend or roommate. Your RA will report the incident to the Director.

A psychological emergency is a situation that makes you believe someone may do harm to himself/herself or to others, either because he/she is mentally unstable at the moment or because he/she is in a drug/alcohol induced state.

You should notify your RA immediately whether or not the person in question wishes you to do so.

Watch over the person until help arrives.

Your RA will notify the Residential Director.

If you care about the long-term effects of a friend's actions, you must solicit the advice and perspective of an RA or Director or Public Safety Officer

FIRE EMERGENCIES

All fires in rooms or near the dormitories should be reported to Public Safety at 685-2345 (from campus phone Ext. 2345; in an emergency, 685-3333 or Ext. 3333).

As you walk around campus, alert yourself to the locations of the Fire Department call boxes. In an emergency, activate the nearest one available.

The emergency number of the Middletown Fire Department is 911 (from campus phone dial 9-911).

If you activate a Fire Alarm or call the Fire Department, you also need to advise Public Safety and the Wesleyan Switchboard of the emergency by dialing the switchboard number, 685-2000 or from campus, 0.

In non-emergency situations, dial 346-8622 to reach the Middletown Fire Department.

It is essential to keep hall doors locked and closed. They are fire doors and keep fire from spreading.



DAILY SCHEDULE

Monday through Friday

7:30 - 9:00 am Breakfast
 9:30 - 12:30 pm Major Art Form Classes
 12:30 - 1:30 pm Lunch
 2:00 - 4:00 pm Interdisciplinary Classes
 4:00 - 5:30 pm Open forum, meetings, leadership training, studio and practice time, free time
 5:30 - 6:30 pm Dinner
 6:30 - 10:30 pm Studio and practice time, leadership meetings, Film Series, Summer Arts Series, Residential Advisor workshops, or free time
 10:30 pm Curfew - Students in residence halls

Saturday

11:00 - Noon Brunch
 Noon - 5:00 pm Residential Advisor workshops, downtown trips, free time
 5:00 - 6:00 pm Dinner
 8:00 pm CCY Dance (Themes may include: Superheroes, Decades, Halloween in July, etc.)
 11:00 pm Curfew

Sunday

11:00 - Noon Brunch
 Noon - 4:30 pm Families visits, Residential Advisor workshops, downtown trips, free time
 2:00 pm Residential Advisor Workshops
 5:00 - 6:00 pm Dinner
 6:00 - 10:00 pm Residential Advisor workshops, free time
 10:30 pm Curfew

CCY TELEPHONE DIRECTORY

Lisa Foss, Program Coordinator (860) 685-3307 (on campus)
 (860) 757-6391 (in Hartford)
 (860) 710-2005 (personal mobile)

Kim Stroud, General Director (860) 757-6319

Wesleyan Office of Public Safety Routine: (860) 685-2345
 Emergency: (860) 685-3333 or x3333

Emergency 911 (9-911 from campus)