

## Student Site Information

### 2013 CTY Residential Program at South Hadley, MA (Mt. Holyoke College)

Welcome to the 2013 CTY summer program at South Hadley! This packet contains important information about the site and preparations families need to make for the summer. Maps and directions are included. We look forward to a rewarding summer working with you.

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## Checklist of Things to Do

✓ Item	Date Due	Send To/Correspond With:
<input type="checkbox"/> Pay tuition balances (Payments are <i>not</i> accepted at the sites.)	Refer to Invoice	Mail to: Johns Hopkins University Center for Talented Youth PO Box 64710 Baltimore, MD 21264-4710 <b>or</b> Click on the MyCTY link at <a href="http://cty.jhu.edu">http://cty.jhu.edu</a>
<input type="checkbox"/> Make an appointment with your child's pediatrician.	ASAP	Not applicable
<input type="checkbox"/> Make travel arrangements.	ASAP	Not applicable
<input type="checkbox"/> Submit Shuttle Request (if needed). See page 10.	May 15	Click on the MyCTY link at <a href="http://cty.jhu.edu">http://cty.jhu.edu</a> and select Manage Enrollments
<input type="checkbox"/> Submit Medical Information Form and a copy of your <input type="checkbox"/> Medical Insurance card (front and back) and a prescription card (if you have one). See page 19.	Due 15 business days after receipt of this packet	Click on the MyCTY link at <a href="http://cty.jhu.edu">http://cty.jhu.edu</a> and select Student
<input type="checkbox"/> Submit Physician's and Parents' Consent Form. See page 23.	ASAP No later than May 15	
<input type="checkbox"/> If your child has a learning, physical, or medical disability, call summer programs staff.	ASAP Contact no later than May 15	Call 410-735-6215 or email <a href="mailto:cty-disabilities@jhu.edu">cty-disabilities@jhu.edu</a>
<input type="checkbox"/> If your child has food allergies or special dietary requirements call the program manager.	ASAP Contact no later than May 15	Contact Karen Weeks 410-735-6218 <a href="mailto:karen.weeks@jhu.edu">karen.weeks@jhu.edu</a>
<input type="checkbox"/> Duplicate copies of Medical Information Form and Physician's and Parents' Consent Form  <input type="checkbox"/> Child's prescription medications in original containers with proper labels (if applicable) <b>written in English</b>  <input type="checkbox"/> Authorization to Visit/Take Students Off Campus Form  <input type="checkbox"/> Key deposit \$15 check ( <b>no cash</b> )	Opening Day	Bring to the site or send with your child.

Please direct questions about registration, financial aid, or account balances to 1-800-393-6095.

Si usted necesita hablar con un representante en español, por favor llame al 1-800-548-1180 y escoja opción #2.

# Schedules

## Student Check-In

Student check-in will take place in the Chapin Auditorium from 10:00 a.m. to 2:00 p.m. on Sunday, June 23 (Session 1) and Sunday, July 14 (Session 2). Room assignments, keys, and additional program information will be provided at that time. Students unable to check-in by 2:00 p.m. on Sunday should report to the CTY office in the Blanchard Campus Center upon arrival.

## Tentative Schedule for Arrival Day (Session 1 - Sunday, June 23; Session 2 - Sunday, July 14)

10:00 a.m.	- 2:00 p.m.	Student Check-In in Chapin Auditorium
10:00 a.m.	- 4:00 p.m.	College bookstore open for textbook and OneCard (laundry card) purchases
11:30 a.m.	- 1:00 p.m.	Lunch available in Rockefeller and Buckland Dining Commons
2:30 p.m.	- 3:15 p.m.	Opening ceremonies in Chapin Auditorium (doors to residence halls are clocked during this time. Parents meet with instructors and administrators on the west side of Chapin (College Street).
3:30pm		Students go with their RAs.
4:00 p.m.		Parents depart
5:00 p.m.	- 6:30 p.m.	Dinner
6:30 p.m.	- 7:30 p.m.	General student meeting
7:30 p.m.	- 9:00 p.m.	Hall Meeting and hall time.
9:30p.m.		Lights out

## Tentative Schedule for Departure Day (Session 1 - Friday, July 12; Session 2 - Friday, August 2)

7:30 a.m.	- 8:30 a.m.	Breakfast
9:00 a.m.	- Noon	Final class meeting
Noon	- 1:00 p.m.	Lunch. Final meal at program for students. Lunch is available for parents in the college cafeteria on a cash basis.
1:00 p.m.	- 2:00 p.m.	Closing ceremonies (parents invited)
2:00 p.m.	- 4:00 p.m.	Final checkout and conferences. Students should be prepared to depart. Parent-teacher conferences will be held during this time period as an opportunity for parents to meet with the instructors (optional).
4:00pm		Parents and students depart by 4:00 p.m.

**A final schedule will be provided upon your arrival at the site.**

## Typical Weekday Schedule

7:30 a.m.	- 8:15 a.m.	Breakfast
9:00 a.m.	- 11:20 a.m.	Class (with 15 minute break)
11:20 a.m.	- 12:15 p.m.	Lunch
12:20 p.m.	- 2:30 p.m.	Class
2:30 p.m.	- 2:45 p.m.	Afternoon break
2:45 p.m.	- 4:15 p.m.	Late afternoon class session
4:20 p.m.	- 5:30 p.m.	Activity 1
5:30 p.m.	- 6:15 p.m.	Dinner
6:30 p.m.	- 6:55 p.m.	Hall time
7:00 p.m.	- 8:30 p.m.	Activity 2
8:35 p.m.	- 9:30 p.m.	Hall meeting and hall time
9:30 p.m.		Lights out.

## Living on Site

### Housing

Students are housed in Mount Holyoke College residence hall rooms with double or single occupancy; in rare instances, students may also be assigned to triple- occupancy rooms. There will be one Resident Assistant (RA) for approximately every 14 students. The residence halls have defined boundaries for male and female students. Cross-hall visitation is not permitted without a CTY staff member. Students are placed in residence hall rooms according to age and course. Specific roommate requests are discouraged and cannot be guaranteed under any circumstances.

Students are provided with a bed, desk, dresser, and closet space. Mount Holyoke College provides a linen service at no extra charge, which includes a pillow, pillowcase, two flat sheets, a blanket, and towels. Beds are single-size (twin). Residence hall rooms are NOT air-conditioned. We recommend that students bring a fan to keep their rooms comfortable at night.

### Roommate Requests

We discourage roommate requests because we find that students benefit from the opportunity to befriend new people. Roommate requests are accepted only after you have received your course assignment packet. Parents of both students must send a roommate request in writing or via email to the program manager whose name is listed on the front of this packet. Please do not assume that any correspondence you may have enclosed with your program application is sufficient for making a roommate request since the CTY Registration Office is responsible only for processing course choices.

Housing assignments are complex and involve a number of factors. As a result, while we will consider roommate requests, we can rarely honor them. Please do not come to the program with the expectation that you will have the roommate you requested. We cannot guarantee a roommate to any student.

An important component of the CTY program is the educational benefit that our students derive from meeting and living with others who have diverse backgrounds, experiences, and characteristics. In the event of a roommate conflict, as a matter of policy, we will make a change only if we determine that such a change is in the best interest of all students involved and that all options for resolving the conflict have been exhausted. Decisions to make roommate changes are at CTY's sole discretion.

### Keys/Key Deposit

All residence hall rooms are secured with individual room keys and a locked exterior door. Keys will be distributed at Student Check-in. Each student will receive a lanyard, and keys must be kept on lanyards at all times.

Mount Holyoke College policy requires a \$15.00 key deposit. Each student must bring a check made out to Mount Holyoke College for the key deposit; cash and credit card are **not** accepted for this deposit. The deposit must be paid at Student Check-in before a key is distributed. When the keys are returned on the last day of the session, the deposit will be returned to the family. The minimum charge for key replacement is \$15.00 for a room key. After the session, the college immediately re-cores the locks for rooms with missing keys. Therefore, if you leave the site without returning your key, a lost key charge will be billed to your CTY account, even if you later return the key.

### Meals

Lunch on Arrival Day is the first meal provided for students by CTY each session; the final meal is lunch on Departure Day. Three meals are provided each day with a variety of menu selections. Students and staff members eat their meals in the college dining hall. Staff members sit with their students at meals.

**Vegetarian Meals:** Meatless entrees are available on the regular menu. The meatless entrees may contain animal products (milk, cheese, eggs). Students who prefer not to eat animal products may choose from items on the regular menu and the salad bar. Special, no-

animal-product menu plans are not available at the South Hadley site.

**Specific Food Allergies:** Please provide details on the enclosed Medical Form. Most students with food allergies manage by selecting from the wide variety of items available on the regular menu and salad bar. Families of children with very special dietary needs or severe allergies should call the program manager, Karen Weeks, at 410-735-6218 or summer programs staff at 410-735-6215 to discuss your child's needs. There may be a fee of \$100 to accommodate such needs.

**Kosher Meal Requests:** Commercially prepared, frozen entrees are available for students keeping kosher. The cost is an additional \$100 per session. Please call your site program manager, Karen Weeks, at 410-735-6218 to make arrangements. Arrangements must be made at least three weeks prior to the start of the session to allow Mount Holyoke time to order the meals.

**Halal meals:** Halal meals are not available at this site. Please contact the program manager, Karen Weeks, at 410-735-6218 to discuss an alternative arrangement.

## Laundry

Washers and dryers are readily available for students to wash their own clothes. RAs will help students who are unfamiliar with using machines. The laundry facilities are not coin-operated and require OneCards. OneCards will be available at the bookstore for students on opening day; they come preloaded with a small amount of money. This card may also be used for purchases in the campus bookstore. Students need at least \$6.00 (two washing cycles and two drying cycles) on the card for laundry. It will be possible for students to put additional money on their card as needed. Any funds put on the card are not refundable and must be spent at the site.

## Contacting Your Child

### Telephones/Phoning Home

The student dorm rooms at Mt. Holyoke College do not have active telephone service during the summer. Each RA group will have access to one telephone for outgoing calls. Using this phone, your child will be able to make outgoing calls with a calling card, credit card, or by calling collect. These common area phones are not equipped with voicemail. If the ability to leave a voice message for your child is important to you or if you want more direct phone contact with your child, you may want to consider sending your child with a cell phone.

Students are permitted to have cell phones at the site, but only under very strict guidelines. Cell phones may be used only in student rooms or other designated areas on campus, and only during specified times. Otherwise, cell phones must remain off, and should be accessible for emergencies only. Cell phones used outside of designated hours or areas (such as in class or during activities), for playing games, or for inappropriate reasons such as prank calling, may be confiscated, and students may be subject to discipline. For the purposes of this policy, cell phones include all mobile communication devices; use includes sending and receiving text messages, sending and receiving email, and accessing the Internet. CTY assumes no responsibility for lost, stolen, or damaged cell phones, or for their misuse, including exceeding plan limits or use by unauthorized persons.

In general, we urge students and parents to make calls no more than once or twice per week. Parents should pre-arrange particular days and times for phone calls. The best times are 7:00 a.m. – 8:30 a.m. and 8:45 p.m. – 9:15 p.m. Students may not receive phone calls after 9:30 p.m.

## **Internet Access**

Students are only permitted to access the Internet under staff supervision, as a part of their course work or part of a sanctioned activity. Students using the Internet to view inappropriate web sites, or to bully and intimidate other students, or for other inappropriate reasons, will be subject to discipline.

## **Mail and Care Packages**

Mail will be picked up and distributed daily (Monday through Friday). Mail should be addressed in the following manner: (note: no nicknames, please USE CAPS AND NO PUNCTUATION).

**JOHNS HOPKINS CTY PROGRAM  
MOUNT HOLYOKE COLLEGE  
BLANCHARD CAMPUS CENTER  
ATTN: RESIDENT ASSISTANT'S NAME  
(available on first day of program)  
STUDENT'S NAME  
50 COLLEGE STREET  
SOUTH HADLEY, MA 01075**

## **Visitation Policy**

CTY students enjoy their time at a CTY site, especially on weekends when a full range of activities is planned and students have time to relax with new friends. We therefore strongly discourage visiting students while the program is in session. Only a student's parent, guardian, or an authorized adult may visit the site (complete the Authorization to Visit/Take Student Off Campus Form at the end of this packet). Visitors pay for any meals on campus and may not stay overnight.

For security reasons, site administrators must be aware of any visitors on campus, including parents; we also must know of any plans to take students off campus. All visitors must sign in and out at the CTY site office on campus and show identification. If a student must leave campus, the student must inform the site director, and may leave only with a parent or guardian after signing out at the CTY site office. CTY will release students to individuals other

than the parent or guardian only with written permission on the Authorization to Visit/Take Student Off Campus Form. Former CTY students or unaccompanied minors are not permitted to visit the site.

Homesickness is often intensified by frequent calling and/or visits. If your child becomes homesick at CTY, contact the academic counselor at the site to discuss strategies for helping your child.

## **Custody Issues**

Please indicate any issues you believe we should be made aware of on the Authorization to Visit/Take Student Off Campus Form, and attach copies of pertinent legal documentation.

## **Contacting the Site**

The number for the CTY office at the South Hadley site is 413-538-3350 and will be active beginning June 17, 2013. This phone normally will be attended from 8:30 a.m. to 9:30 p.m. daily. The site director may be reached at this number.

In case of emergency: If you have an emergency and cannot reach CTY staff, you may use the following number to reach campus security: 413-538-2304. This number is operational 24 hours a day and is for emergencies only.

In general, we urge students and parents to make calls no more than once or twice per week. Parents should pre-arrange particular days and times for phone calls. The best times are 7:00 a.m. – 8:30 a.m. and 8:45 p.m. – 9:15 p.m. Students may not receive phone calls after 9:30 p.m.

## **Expenses**

### **Textbooks/Bookstore**

Fees for textbooks are not included in the tuition or room and board payments. Students will be able to purchase textbooks at the Mount Holyoke Bookstore. The cost of books per

course averages \$75, but can be as high as \$250. Titles of required textbooks will be available on Arrival Days. Because titles can change at the last minute, students should not purchase their textbooks in advance.

Occasionally instructors may require materials not available through the bookstore; in these cases, students will be billed through the CTY Accounts Receivable office. You will be notified of these expenses on opening day at the site.

Directions to the campus bookstore will be provided at Student Check-in. The Mount Holyoke Bookstore is open from 11:00 a.m. to 4:00 p.m. on Arrival Day; students who arrive after 4:00 p.m. purchase texts with the help of their Teaching Assistant before classes begin on Monday morning. The bookstore accepts cash, traveler's checks, personal checks (made payable to "Mount Holyoke Bookstore"), MasterCard, Visa, American Express, and Discover.

For students who travel to the site unaccompanied, there are several options for payment: cash, traveler's checks issued in the student's name, or a blank personal check made payable to Mount Holyoke Bookstore. Since the texts and prices are subject to change, the amount on a personal check should be left blank and filled in by the student at the time of purchase.

In addition to textbooks, instructors may require basic school supplies such as pens, pencils, colored pencils, USB flash drive, notebooks, loose-leaf paper, rulers, etc. You will get a list of required supplies at Student Check-in and those supplies will be available at the bookstore. However, we strongly recommend that you bring basic school supplies you already have with you to the site, in order to help lower your bookstore costs.

### **Spending Money/Check Cashing**

Students should bring approximately \$50 - \$75 spending money for each three-week session for laundry, school supplies, and occasional snacks (\$6-\$12 for laundry, which will be loaded

onto your child's OneCard). This does not include money for books or the key deposit check. Students should bring a limited amount of cash, traveler's checks, and/or gift/debit cards issued in the student's name. Students must budget their spending money carefully. If your child needs extra money during the session, send additional traveler's checks or a money order. Do not send cash in the mail!

## **Packing Guidelines**

You will find a list of recommended items on page 25 of this packet. We recommend that you label all items with your student's name. Please also pay careful attention to our list of prohibited items found in the policies section of this packet as well as on bottom of the packing list.

### **Clothing**

In general, dress at the site is casual (shorts or jeans, t-shirts, sneakers). Students should dress in a manner that is appropriate for a classroom environment. Some students enjoy dressing up a little more for dances and closing ceremonies. Students should also bring rain gear, a sweater or jacket for occasional cooler temperatures, and a swimsuit. Students in science classes must wear long pants and closed shoes in the laboratories.

### **Athletic Equipment**

While basic athletic equipment is provided, students might want to bring their own tennis rackets, lacrosse sticks, baseball gloves, etc. No bicycles, skateboards, in-line skates, free weights, or roller skates are permitted. Students should label their personal athletic equipment.

### **Musical Instruments**

Students are responsible at all times for the safe storage of their musical instruments and equipment. There will be no formal extracurricular music program, but students are welcome to form their own music groups.

## Bringing Personal Electronics

In general, any electronic equipment required for a student's course work will be provided on site. In the rare circumstance where students are expected to bring equipment, there will be information noting this in the catalog course description or in this packet. Students must follow any appropriate use policies set by CTY or our hosts. Students may elect to bring a laptop, but the vast majority of students do not, and instructors do not expect students to have them. Please refer to Computers/ Homework below for more information.

We want students to work and socialize with each other without the other potential distractions posed by personal electronic devices (cell phones, smart phones, iPods, etc.). For this reason, students may use these devices only at certain times and for specific purposes. For example, at designated times, students may use personal electronics to communicate with their families. CTY has chosen to be a no TV / no video / no electronic games environment. The only exception is that, on occasion, students may watch films or other visual media as part of the formal academic or activities program.

As you think about whether to send your child with personal electronics, please consider:

- Students have sole responsibility for the safekeeping and appropriate use of their belongings. Neither CTY nor our host institutions are responsible for the loss, damage, theft or misuse of any student belongings. Do you have insurance that will protect you if the item is lost, stolen or damaged? What are your financial risks if your child misuses the device (for example, how costly would it be if your child were to exceed plan limits)?
- At CTY, students move from place to place frequently and do not always return to their rooms between different program activities. Is your child prepared to be responsible for a valuable item under these circumstances?

- Does your child have the self discipline to use personal electronics only at designated times and only for sanctioned purposes?

Please note students are **prohibited** from bringing the following to CTY:

- televisions
- video game consoles
- portable gaming devices
- DVD/Blu Ray/VHS players
- video or computer games/DVDs

Students stay very busy at CTY. The times that students may communicate with their families will be available to families on Arrival Day. Families should expect to hear from students only during designated times, and we ask that families refrain from calling or texting students outside those hours. Because the schedule is so busy, we urge students and parents to limit communication to once or twice per week.

Besides communicating with families under the guidelines described above, students may use personal electronics to take photos with the permission of the person being photographed. In addition, during the very brief times of day that solitary activities are appropriate, students may use personal electronics to read or listen to music. Staff members will let students know when this use of personal electronics is appropriate. Students are expected to silence their phones and refrain from viewing and sending text messages or email during class and activity times.

At no time may students use personal electronics in such a way that violates CTY, host institution or other policies applicable to CTY students; that is disruptive to others; or that distracts students from participating appropriately in any program activity. At all of our site locations, students will be asked to sign and abide by the **CTY Policy on Appropriate Use of Computing Technologies**. Students are subject to discipline, up to and including dismissal from the program, if they use any device, their own or others', in a way that violates this policy, CTY's honor code, or any



other policies or standards of conduct applicable to CTY students.

If staff members find that a student is using a personal electronic device not in keeping with our guidelines or policies, or if, in their judgment, such use is distracting the student from the program, staff may, at their discretion, confiscate the device and hold it in a secure location until the end of the program; CTY is not responsible for the loss, theft, damage, or misuse of the device, even under these circumstances.

Please keep in mind that it is impossible for CTY to constantly monitor a student's use of electronics, including the content students may access. Students are responsible for their own actions at all times. CTY will respond to incidents as we become aware of them, but we cannot offer comprehensive supervision in this area. Please speak with your child about appropriate conduct with regard to use of electronics, and instruct your child to tell a staff member if another student is sharing material that makes him or others uncomfortable or is otherwise using electronics in a way that is inappropriate. Parents are solely responsible for monitoring their children's activity on social networking sites.

### **Computers/Homework**

Students are permitted to have laptop computers at the site, but only under very strict guidelines. Laptops may be used only for academic purposes and under staff supervision. CTY can provide help with printing only to students who must use a laptop as an accommodation for a documented disability. Laptops used outside of instructional times for non-academic purposes such as playing games or viewing DVDs; or for inappropriate reasons such as sending prank emails or IMs, may be confiscated and students may be subject to discipline. CTY assumes no responsibility for lost, stolen, or damaged laptops, or for their misuse, including use by unauthorized persons.

Students complete all of their academic work, including homework, in their classrooms.

Homework in many of the classes consists of reading, problem sets, and short exercises. Even with longer assignments, instructors are accustomed to reading handwritten work and do not require or expect typewritten essays. If there are extenuating circumstances, such as a learning disability, please contact summer programs staff at 410-735-6215 or email [cty-disabilities@jhu.edu](mailto:cty-disabilities@jhu.edu) to discuss what arrangements can be made to accommodate your child.

If, after talking with summer programs staff, you decide to have your child bring computer equipment, we urge you to verify that it will be covered under your homeowner's or renter's insurance while your child is at CTY. CTY is not responsible for lost, stolen, or damaged computer equipment.

### **Personal Belongings/Lost & Found**

Students are responsible at all times for the safe-keeping of their personal belongings. We urge students to label all their belongings, including clothing, with their first and last names and "JHU-CTY." Neither CTY nor Mt. Holyoke College can be responsible for theft or other losses of, or damages to, students' personal belongings, including athletic equipment, musical instruments, or computers. When considering whether to bring an expensive item, families may wish to investigate possible coverage under their own homeowner's or renter's insurance. In general, we recommend that students leave valuables at home.

The CTY site office will maintain a lost and found box. Clearly labeled items are the most likely to be successfully returned. Neither CTY nor Mt. Holyoke College can be responsible for items left behind at the end of the session.

## Travel Information

### Directions to Mt. Holyoke College

#### BY CAR:

A campus map can be found later in this packet (page 12). Parents may park in Mount Holyoke College conference and student parking lots. Parents should not park in staff parking lots and be careful to observe the no parking signs and areas. Since parking near the dorms is extremely limited we ask that parents move their cars immediately after unloading. Mount Holyoke College security will be patrolling no parking zones, including in front of the residence halls, and will ticket cars that are in violation of no parking regulations. More specific parking directions will be provided once you arrive at the site on Student Check-In Day.

From the South: Travel north on Interstate 91, to Route 202 (Exit 16, Holyoke/South Hadley). Head north on 202 through Holyoke; across the Connecticut River, and around the rotary to the exit marked South Hadley Center—Amherst, Route 116 north. The College is approximately 2.5 miles from the exit.

From the North: Travel south on Interstate 91, take Exit 16, and follow the directions above.

From the Massachusetts Turnpike (east or west): Take Exit 5 (Holyoke/Chicopee) and bear to the right. At the end of the ramp, turn left of Route 33 for five miles to Route 116. Turn right onto 116 and drive approximately 1.5 miles north to the College.

#### BY BUS:

Peter Pan offers service from Boston and New York City to South Hadley, with transfers in Springfield. For schedules and rate information, call 800-343-9999 or visit their website [www.peterpanbus.com](http://www.peterpanbus.com)

#### BY PLANE/TRAIN:

South Hadley is served by Bradley International Airport in Connecticut, 34 miles south of South Hadley on Interstate 91 (45 minutes by car). The Amtrak station nearest to South Hadley is in Springfield, Massachusetts.

A shuttle service is available. For more specific instructions and detailed travel information, visit our website at [www.cty.jhu.edu/summer/travelguide.html](http://www.cty.jhu.edu/summer/travelguide.html) See below for important scheduling information.

Note: Exceptions to the official arrival and/or departure dates are available only in the most extenuating circumstances. The cost for early arrival and/or late departure is \$75 per day. Please call the program manager for your site, Karen Weeks, at 410-735-6218, to make a request. Because most staff leave on the last day of Session 2, late departure from Session 2 is not an option.

#### Shuttle Service

We can make arrangements to pick up a student traveling alone to designated airports and train stations. This service is available on arrival and departure days only and is for residential students only (not other family members). If you will accompany your child, you must plan to rent a car or use public transportation. Daily shuttle service for commuter students is not available.

For this site, shuttle service is available from the following airports/stations only: Bradley International Airport in Connecticut and the Amtrak Station in Springfield, Massachusetts. Please schedule your child to arrive between 10:00 a.m. and 6:00 p.m. and to depart between 10:00 a.m. and 4:00 p.m. If you cannot make this window, please call the site program manager, Karen Weeks, at 410-735-6218, to make arrangements. Students are shuttled in groups, which means that arriving students may have some wait time before traveling to the site, and departing students may be required to leave the site significantly earlier than their

flight time. Waiting students are supervised by CTY staff (see below).

The fee for shuttle service is \$60 (one-way or round-trip) and is nonrefundable. In order to request CTY's shuttle service, please log in to your MyCTY account (as a parent) at [www.cty.jhu.edu](http://www.cty.jhu.edu), click on the Manage Enrollments link, and then click on the link for requesting shuttle service. The online shuttle request service will be available beginning February 15.

Unlike in previous years, students requesting early arrival or late departure may use the online shuttle request form. Early arrival and late departure require permission from the site's program manager, whose phone number and email address are on the front page of this packet. You must obtain this permission prior to using the online shuttle request form. The deadline for requesting shuttle service is May 15. If you do not receive confirmation by June 15, please call us at 1-800-393-6095.

You may also use the online shuttle service request system to make any needed changes. For any changes made after June 17, please call the site office directly. Site phone numbers will be posted on our website ([www.cty.jhu.edu/summer](http://www.cty.jhu.edu/summer)) and will be available by calling 410-735-6277 (Mon-Fri, 8:30am – 5pm Eastern Time only).

Students requesting shuttle service will be met just outside the security checkpoint by staff members wearing CTY T-shirts. In the unlikely event that the student does not immediately see the staff member, it is very important that the student wait at the checkpoint until the staff member arrives. Call the site office immediately if there is any last-minute change in the flight schedule. Departing students are checked in and escorted to the security checkpoint by staff members. Because of airport regulations, the staff member will not be able to accompany the students to the gate. Students and staff will be given instructions on what to do if a flight is cancelled or significantly delayed.

Please note: Students under twelve may be considered "unaccompanied minors" by the airline, and you may be required to pay an extra fee (contact your airline for details). The airlines will require the name of the CTY staff person who will meet such students upon arrival. We cannot provide this in advance; instead you must contact the site office the day before the flight to get the staff member's name. Remember, site phone numbers are available on our web site ([www.cty.jhu.edu/summer](http://www.cty.jhu.edu/summer)) or by calling 410-735-6277 (Mon-Fri only).

### **Hotel Accommodations**

Mount Holyoke College is about 45 minutes from Bradley International Airport; there are many hotels in that area. A list of accommodations closer to the South Hadley site, created by the Mount Holyoke College admissions office, may be found at this website [www.mtholyoke.edu/cic/about/lodging.shtml#shadley](http://www.mtholyoke.edu/cic/about/lodging.shtml#shadley)

In addition, the local Chamber of Commerce may be helpful in securing lodging or dining accommodations at 413-532-6451. CTY provides this information as a convenience and makes no representation as to the hotels and motels listed or to those which you may be referred.

## Campus Map – Mt. Holyoke College

Families should report to Chapin Auditorium for registration. The above map shows only part of the Mt. Holyoke campus. For a more complete map, please visit: [www.mtholyoke.edu/campusmap/](http://www.mtholyoke.edu/campusmap/)



## **Information for Commuting, International, and Two- Session Students**

### **Information for Commuters at Residential Sites**

Students who will be commuting to a residential site will receive a mailing with additional information by the end of May. The same information is also available online at [cty.jhu.edu/summer/commuter.html](http://cty.jhu.edu/summer/commuter.html).

### **International Students**

If you are a non-US citizen, or will be traveling to the United States from abroad for the summer program, the International Students Resource Guide is included in your Course Assignment Packet. Please refer to this resource for special considerations as you prepare for the summer.

Students who are not US citizens may need to acquire a student visa to travel to the US for the CTY Summer Programs. Contact the American

Embassy or Consulate office in your country of residence to find out whether your child will need a visa. For information about US entry and visa requirements for your particular country, please visit the U.S. Department of State website:

[http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html).

Please begin the process as early as possible since it can take up to six weeks in certain cases to obtain a visa.

### **Intersession Accommodations**

For students attending both sessions, we recommend that students spend the intersession weekend off campus with family or friends in the area. However, intersession accommodations are available on the campus for a fee of \$75 per day. This fee includes room, board, and supervision. Students will be housed in temporary quarters, then move into their second session rooms on Sunday. Storage for luggage and other belongings is available on campus for all students staying for Session 2.

## Registration, Tuition, and Financial Aid

### Requesting Course/Site/Session Changes

It is possible to request changes in courses and sites, but, except in extenuating circumstances, we can make changes only after we have completed the course assignment process for the regular registration deadline in late April. Whether or not we can make a change will depend upon whether the desired course/site/session has space available. To request a course change, please log in to your MyCTY account at [www.cty.jhu.edu](http://www.cty.jhu.edu), click on the “Manage Enrollments” link and then click on Course Change Request. If you have questions regarding this process, please contact the Registration Office at 1-800-393-6095 or [CTYRegsumm@jhu.edu](mailto:CTYRegsumm@jhu.edu).

All requests to change to a course that is already full will be handled through the **Wait List**. To request to be placed on the wait list, please log in to your MyCTY account at [www.cty.jhu.edu](http://www.cty.jhu.edu), click on the “Manage Enrollments” link and then click on Course Change Request and select the Wait List box. **Please note:** You can only select this box if you are enrolled in a class. If you request to be put on the Wait List, you will receive a confirmation letter from the Registration Office, listing the course(s) you have asked to be moved to, if possible. If you have questions about the Wait List, please contact the Registration Office at 1-800-393-6095 or [CTYRegsumm@jhu.edu](mailto:CTYRegsumm@jhu.edu).

Your child will be considered for new choices and placement from the wait list as part of the next regular weekly course assignment run. Remember, each week the number of students requesting a course could exceed the space available. For this reason, placement in one of the new choices is NOT guaranteed. If your child is placed in a new course, you will receive a new course assignment notice.

**Important:** If you received an assignment for any course that you listed on your application, you

will not receive a refund if you decide to withdraw from the program.

### Requesting a Second Course Assignment

Requests for an additional session may be submitted using a paper form, posted at [cty.jhu.edu/summer/forms.html](http://cty.jhu.edu/summer/forms.html), or online through MyCTY. At this time, our online application does not accommodate requests for an additional session. Students may submit requests as soon as they have received an initial course placement. However, we will not begin considering students for assignment to an additional session until February 28. Students whose forms are received in our office by Wednesday of a given week will be notified of their status by email on Friday of that week. They will be considered for placement using the same computer ranking system described under “How Courses are Assigned” in the catalog.

### Requests to Attend with Siblings or Friends

If you have siblings or friends who wish to attend the same site, all of their course choices should have been for the same site. Otherwise, as a result of our automated assignment process it is quite likely that they were assigned to different sites. If siblings or friends wish to attend together and they were assigned to different sites, please call the CTY Registration Office immediately (see above, “Requesting Course/Site/Session Changes”). While we are happy to try to make a change, we cannot guarantee that siblings or friends will be placed at the same site.

### Tuition Policies

You can log in to your MyCTY account at [www.cty.jhu.edu](http://www.cty.jhu.edu) to make a credit card payment, obtain your account balance, or view detailed financial transactions. Check payments are also accepted and should be mailed to the address on the invoice. All payments are due in accordance with the due dates on the invoice and registrations may be withdrawn if balances are unpaid. Any questions concerning your invoice should be directed to 1-800-393-6095.

## **Financial Aid**

If you submitted a complete financial aid application, which would have included a copy of your parent's federal income tax forms, you should receive notification of your financial aid eligibility within 30 days of your course assignment. If we have not received your parent's federal income tax forms yet, you will be notified of your financial aid eligibility after we have received these documents. If you have any financial aid questions, please call the CTY Financial Aid Office at 1-800-393-6095.

A note about travel expenses: If you have been assigned to a course which requires travel by air or train, you will want to make travel arrangements as early as possible for cheaper rates. Financial aid **does not** cover travel costs.

*Financial aid funding may be more limited than in previous years; consequently, families may be expected to contribute more to the cost of the program.*

# Refund Policy

<b>Before course assignments are made</b>	Tuition and non-application fees paid will be refunded in full.		Application and international fees will not be refunded under any circumstances.
<b>After course assignments and before session begins</b>	January	Tuition and non-application fees paid will be refunded in full.	Application and international fees will not be refunded under any circumstances.
	February*	Tuition and non-application fees paid, less 25% of the deposit, will be refunded	
	March*	Tuition and non-application fees paid, less 50% of the deposit will be refunded.	
	April*	Tuition and non-application fees paid, less 75% of deposit will be refunded.	
	May thru July*	Tuition and non-application fees paid, less 100% of deposit will be refunded.	

*\* Tuition and non-application fees paid are fully refundable only in the following circumstances: if a student withdraws for a medical reason and provides us with appropriate documentation from a physician; the student did not receive sufficient financial aid; the student is not assigned to any of the courses requested; or all the requested courses are canceled.*

<b>After the session begins**</b>	Week 1	If the student withdraws or is dismissed, room and board will be refunded on a prorated basis.	Application and international fees will not be refunded under any circumstances.
	Weeks 2 & 3	No refund	

*\*\*If a student withdraws due to a medical reason and appropriate documentation from a physician is provided, a refund will be given on a prorated basis.*



## Expectations for Student Conduct

We expect our students to meet the highest standards of behavior, both in personal deportment and in dedication to academic pursuits. At each site, students learn about our standards for behavior, including site rules, on the first day. While specific rules vary somewhat from site to site, community standards throughout our summer programs are basic and consistent. They apply both in and out of the classroom. They include a commitment to academic and personal integrity, respect for all members of the community, regard for the basic rules of physical safety, and cooperation with adult supervision. To this end, students must adhere to our Honor Code (see below). We cannot accommodate students who are unwilling or unable to live up to these expectations. Please discuss the meaning of this code with your child.

### Center for Talented Youth Honor Code

CTY's summer programs provide a unique opportunity for intellectually curious people from diverse backgrounds to come together in pursuit of academic challenge and growth, within a supportive community built on respect, responsibility, and trust. In order to create and sustain such a community:

I promise to uphold academic and personal integrity, to respect the ideas and property of others, and to ensure that those around me do the same; and

I promise to follow the Expectations for Student Conduct:

- Strive to do the best academic work possible.
- Respect individuals of different races, cultures, religions, genders, sexual orientations, ages, disabilities, and national origins.
- Behave in a friendly, cooperative, safe, and responsible manner toward all persons in the CTY community and in the larger campus and local communities.
- Attend all class sessions, meals, activities, and meetings.
- Take responsibility for my own work and actions.
- Cooperate with adult supervision.
- Observe rules for physical safety and all other rules for student conduct.

I understand that my actions will shape our site community, and that my membership in the community depends on my honoring this code.

### Academic Expectations

Our program is fast-paced, and a component of the Center for Talented Youth Honor Code is that students strive to do the best academic work possible. When a student is not meeting our expectations, CTY staff will seek ways to help him or her succeed, including consulting with parents. However, a repeated pattern of poor performance on academic assignments will result in a negative final course evaluation or possible early dismissal from the program.

### Dismissal Policy

Rules and regulations concerning student conduct will be explained during the orientation period at the beginning of each session. The rules define visitation guidelines, curfews, campus boundaries, safety policies, and so on.

Students may be dismissed from the program for any of the following reasons:

- not attending to their academic work in a satisfactory manner
- cheating, plagiarizing, or committing other acts of academic dishonesty
- being in restricted areas of campus, or leaving campus, unaccompanied by a staff member
- being on an opposite-sex hall
- leaving their halls after lights-out
- stealing or vandalizing property
- keeping prescription or non-prescription medication in their possession (some limited exceptions found on page 20 of this packet)
- possessing or using tobacco, alcohol, or drugs
- engaging in bullying, hazing, or harassing behavior
- not cooperating with adult supervision
- undermining the safety or wellbeing of self or others (including threats).

We reserve the right to ask a student to leave the program for disciplinary, medical, or other reasons. If a student is asked to leave, parents must arrange for the student's transportation from the site immediately.

No tuition refunds will be made to students dismissed from the program for disciplinary reasons. If a student damages property, the cost of repair or replacement is added to the student's account balance. CTY provides clear guidelines and careful supervision, but students are ultimately responsible for their own conduct. Disciplinary issues are handled by site administrators.

### **Prohibited Items**

The following items must not be brought to the sites:

- weapons of any kind (including pocket knives and martial arts devices)
- any flame-producing device (including matches, lighters, and firecrackers)
- high energy drinks, such as Red Bull, Monster, and Amp
- role-playing game books or other items associated with role-playing games
- trading cards
- pets of any kind
- televisions, computer/video games, or DVDs
- bicycles, skateboards, roller blades, skates, scooters, or shoes with wheels
- water guns
- halogen lamps, refrigerators, or cooking devices
- staff lanyards from current or previous summers.

In addition to the above list, we reserve the right to confiscate for the length of the program any items that, in our judgment, demonstrate the potential for distracting students from the goals of the program, pose undue risk to the safety and wellbeing of people, or pose undue risk to property.

Please note: Students are issued bright colored lanyards for identification and safety purposes. Staff lanyards are designated black or white in order to help identify staff. Students are not to be in possession of staff lanyards at any time and should not bring staff lanyards or reproductions to the site.

# Medical Forms and Medical Care

## Medical Forms

CTY requires medical forms to be completed for each student attending Summer Programs.

**Medical forms can be found by accessing your MyCTY account. Students who have not submitted properly completed forms will not be permitted to participate in the program.** For more information on how to submit these forms to CTY Registration, please refer to the instructions on page 23 (and that can be found accompanying the forms online). Completion of this information is essential to our ability to care for your child this summer.

The parent or guardian must complete and submit the **Medical Information Form within 15 business days of receipt of this packet.** This form is completed and submitted online via your MyCTY account. This form contains information about emergency contacts, health insurance, allergies, medical history, and liability release.

The **Physician's and Parents' Consent Form** needs to be submitted to CTY and requires the signatures of both the child's physician and parent or guardian. This form is due to CTY Registration by **May 15** to allow time for parents and guardians to make appointments with the child's physician, if necessary. A physician must sign for each student **every year**, so if you have not already scheduled an appointment with your physician, please do so right away. If your child has had a physical examination within the past two years, your physician may be willing to complete the form without a new office visit. However, **a current signature (12 months prior to the start of the session) is still needed.** It is up to your child's physician to determine if the information from a physical prior to the current academic year is still reflective of your child's health. Please take special note of the required vaccinations as detailed on the *Physician's and Parents' Consent Form*.

If your child is not vaccinated for religious, philosophical, or other reasons, please contact your site program manager. Please understand that in the event of an outbreak of a disease for which we require immunization (including

varicella/chickenpox), students without proper vaccination will be required to leave the site.

Please keep backup copies of these forms. Keep one copy at home and send another copy with your child to have on hand at Student Check-in on Opening Day. We also request that you submit **copies of your medical insurance and (if applicable) prescription cards.** Be aware that not all providers accept all insurance or prescription plans, but they will nevertheless require this information before seeing your child.

## Medical Care at the Site

The CTY administrative staff is responsible for providing first aid and for distributing prescription and nonprescription medication in compliance with local regulations and as authorized by signatures on the appropriate medical forms. The administrative staff includes at least one nurse. One or more health assistants may be present at some sites. Health assistants are not licensed professionals, but assist with health logistics and communications; they maintain medical records, escort students to medical appointments, and may help with the medication distribution protocol.

A nurse is on duty at least part time; nurses screen medical complaints and, when needed, refer students to local physicians, clinics, or emergency rooms for treatment. When a nurse is not on duty, students who need treatment are taken directly to walk-in clinics or emergency rooms. When students are referred to local providers, whether taken there directly or referred by the nurse, a CTY staff member accompanies them, and parents are informed as soon as possible.

## Payment for Medical Services

The parent or guardian who signs the *Medical Information Form* is responsible for all costs incurred as a result of medical care provided, including the cost of prescription drugs. CTY does not provide medical insurance of any kind for students. Contact your health insurance company to determine your coverage for care your child may receive while attending CTY. Although we request that all students send in a

photocopy of their insurance and/or pharmacy cards with their medical forms, not all providers accept all insurance plans. Few local providers will bill your insurance company directly. Instead, they will require full payment from you, and provide you with documentation so that you may file a claim with your insurance provider. Nevertheless, having complete insurance information and a copy of your insurance card on file facilitates our ability to help your child in the event medical care is necessary. In some cases, payment will be required at the time services are rendered. Any costs incurred and not paid by the family at the time of service will be billed to the student's account. CTY regrets that it cannot accommodate requests to use a specific health care provider.

## Injections

CTY staff members do not give injections except in life-threatening situations; students on injectables are expected to self-administer. If this is an issue, please contact your site's program manager to explore other arrangements immediately. Generally, it is not possible to arrange allergy shots.

## Medication Policies and Procedures

In order to maintain a safe environment for students, CTY has strict policies for handling, distributing, and storing medications. Policies are subject to change each year and can vary from site to site depending on local regulations. Please take note of the medication policies and procedures below. If you have questions or concerns, do not hesitate to contact your site's program manager or assistant program manager.

- **Students who take medications regularly during the school year should continue to take them at the program as prescribed.** The daily schedule and demands of the program require at least as much focus and energy as needed during the typical school day. To have the greatest opportunity for success, students should keep to their regular protocols for the school year.
- **Students are strongly encouraged to bring only those medications that are absolutely essential.** For example, we strongly urge

families to leave vitamins and supplements at home.

- **Students are not permitted to keep any medications, whether prescription or nonprescription, in their possession; this includes topical creams, growth hormone serums, vitamins, and herbal or dietary supplements.** Exceptions are made only for emergency-use medications, such as rescue inhalers, and EpiPens®. Violating this policy is grounds for dismissal.
- **CTY will have common nonprescription medications for occasional use**, such as Advil, Benadryl, throat lozenges, Imodium, Robitussin, Sudafed PE, Tums, Tylenol, and Visine. Please refer to the *Physician's and Parents' Consent Form* for a complete list. For this reason, unless students take a nonprescription medication on a regular basis as directed by a physician, we ask that students leave these medications at home. ***The Physician's and Parents' Consent Form must list all medications brought to CTY***, whether prescription or nonprescription.
- **Upon arrival at the site, students must turn in all medications to CTY staff.** The medications will be kept in a secure location in the health office (refrigerated, if necessary), and students will report to this office at the appropriate times to take them.
- **All prescription medications must be in their original pharmacy containers with the student's name and dosage instructions written in *English* and clearly legible.** This is true even if the medication is from a non-U.S. pharmacy.
- **All nonprescription medications also must be in their original containers with dosage instructions written in *English*.** They will be distributed only as indicated on the package. We ask that students bring nonprescription medication only if they take it on a regular basis as directed by a physician.
- **Medication without proper labels or physician authorization will not be distributed.** If your child is taking the medication in a manner other than what is

written on the medication container, you will need a signed prescription from your physician.

- Parents should be sure to send enough medication for the length of the program.

### **Meningitis Vaccine**

You may have read about college students and the risk of meningitis. At CTY summer programs, the risk of bacterial meningitis is extremely low. There has never been a documented case in our summer programs, and **we do not require that students get the meningitis vaccine**. However, as our students do live in residence halls, we are providing you with a summary of information recommended by the American College Health Association.

Bacterial meningitis is a serious infection of the membranes surrounding the brain and spinal cord. The most common cause of this disease in young adults is the bacterium *Neisseria meningitidis*, also known as meningococcus (meh-NIN-joh-caucus). Recent evidence shows that college students residing in dormitories are at higher risk for meningitis than are college students as a whole. Due to this finding, the CDC has recently recommended that undergraduates planning to reside in dormitories consider getting the meningococcus vaccine. The vaccine is very safe, and immunity lasts from 3-5 years. Please ask your pediatrician for more information and advice about the vaccine.

### **Tuberculosis Screening**

Tuberculosis screening is required for all students as indicated in the *Physician's and Parents' Consent Form*. Further skin test, blood test, or chest X-ray results, depending on circumstances may be required for most **students traveling from outside the US**. If a student was born outside the U.S. or has traveled abroad s/he may also need to be tested. However, certain countries are exempt from this requirement. Please refer to the Physician's and Parents' Consent Form or International Student Packet for further information. To assist you with determining if your child needs TB testing, you may also refer to the TB Screening Diagrams in [http://cty.jhu.edu/summer/docs/CTY\\_TB\\_testing\\_flow\\_charts.pdf](http://cty.jhu.edu/summer/docs/CTY_TB_testing_flow_charts.pdf).

#### **Students traveling from outside the U.S.**

Please be sure that any prescription medication you need is in the original pharmacy container and that **label is written in English** or that **dosage instructions are written in English and signed by the prescribing physician**. In addition, please double check that you have your medication with you before leaving home.

## Information for Students with Disabilities or Special Needs

### Students with Learning, Physical, or Medical Issues

Open communication between CTY and parents is essential to meeting students' needs. **If your child has a learning, physical, dietary, mental health or other medical issue, contact CTY staff at 410-735-6215 or [cty-disabilities@jhu.edu](mailto:cty-disabilities@jhu.edu) to notify us and then discuss those needs in the context of the academic, social, and residential aspects of the CTY program.**

CTY is committed to providing reasonable, appropriate, and necessary accommodations for qualified students with disabilities. It is important to contact our office **every year**, even if your child received accommodations in a past CTY program or was evaluated by CTY's Diagnostic and Counseling Center. Information of this nature is privileged and is not shared between departments at CTY without your written release.

### Documentation and Accommodations

For reasonable accommodations to be provided, current documentation from a qualified professional knowledgeable about the student's disability should be submitted to our office by **May 15**. Requests made outside of this timeline may adversely affect our ability to provide accommodations and in certain circumstances may prevent a child from participating in our program. The sooner you can discuss the services your child needs, the better. You should also disclose any disabilities on the *Medical Information Form*.

Documentation should include the diagnosis of the disability, a description of the specific functional limitations as they pertain to both the academic and residential settings, and recommended accommodations. Further guidelines on documentation can be found at <http://cty.jhu.edu/disability/documentation/index.html>. The privacy rights of students with disabilities are honored to the fullest extent possible.

Costs for personal attendants, personally prescribed devices, or services which involve travel and other expenses are the responsibility of the student's family. If you have questions

that are specific to site accessibility for any family members or friends who may visit the site, please contact the site's program manager at the number listed in this document.

### Students with Allergies and Medical Dietary Needs

If your child needs special dietary accommodations due to severe allergies or other medical issues, contact CTY staff at 410-735-6215 or [cty-disabilities@jhu.edu](mailto:cty-disabilities@jhu.edu) by **May 15** in order to discuss reasonable accommodations in the context of the CTY program and site your child is attending.

If your child has been prescribed an epinephrine auto-injector for possible anaphylaxis, please complete **CTY's Allergy Action Plan** with your physician and submit it along with the medical forms. For further information on food allergy management at CTY and to download the **Allergy Action Plan**, visit: <http://cty.jhu.edu/disability/accommodations/allergies.html>. You can also download an *Allergy Action Plan* via your MyCTY account.

You may submit an Allergy Action Plan your child uses during the school instead of *CTY's Allergy Action Plan* if it includes a physician's signature.

Refer to the Food Allergy Information for Parents and Students document to help in determining if accommodations/supports will be needed. This can be accessed at: <http://cty.jhu.edu/disability/accommodations/allergies.html>.

# Student Services 2013

## Medical Forms: Instructions

\* Indicates form is required for all students for participation in the programs.

<b>*Online Medical Information Form</b>	due <b>15 business days</b> after receipt of this packet
Copy of Medical Insurance Card Copy of Prescription Card (if you have one) (Be sure to submit front and back of each card.)	due <b>15 business days</b> after receipt of this packet
<b>*Physician's and Parents' Consent Form</b>	due no later than <b>May 15</b>
<b>(if applicable) CTY Allergy Action Plan</b> If your child carries an epinephrine auto-injector for possible anaphylaxis, this form is required.	due no later than <b>May 15</b>

### Where to find the Forms

- Online *Medical Information Form*: Login to student's MyCTY account to access and complete.
- *Physician's and Parents' Consent Form*: Login to student's MyCTY account to download.
- *CTY Allergy Action Plan (if applicable)*: Login to student's MyCTY account to download.

### Directions for completion:

1. Fill out the appropriate portions of each form.
  - The *Online Medical Information Form*: **Parents/guardians** complete all portions of this form.
  - The *Physician's and Parents' Consent Form*: **Parents/guardians** complete shaded-gray portions of form. **Physicians** complete the rest of the form.
  - *CTY Allergy Action Plan* (If applicable): **Take this form to your physician** along with the *Physician's and Parents' Consent Form* to be reviewed and signed.
2. Complete and submit the *Online Medical Information Form* **within 15 days of receiving this notice**. Do not wait to submit this form along with the *Physician's and Parents' Consent Form*.
3. Call your child's physician to have the *Physician's and Parents' Consent Form* and (if applicable) *CTY Allergy Action Plan* completed. **Please Note:**
  - a) The *Physician's and Parents' Consent Form* must include a physician's signature from within the 12 months prior to the start of your child's CTY session.
  - b) If your child has an *Allergy Action Plan* from the current school year that contains the same information as *CTY's Allergy Action Plan* (including a physician's signature), this may be submitted instead of *CTY's form*.
4. Make two copies of and submit the *Physician's and Parents' Consent Form* and (if applicable) *CTY's Allergy Action Plan*

### Forms can be submitted:

- *Online Medical Information Form*: (electronically only) via student's MyCTY account
- *Physician's and Parents' Consent Form* and *CTY Allergy Action Plan* (if applicable)
  - **Electronically** (Login to student's MyCTY account to upload- **preferred method**)
  - **Fax**: 866-548-8022
  - **Email**: [ctyregsumm@jhu.edu](mailto:ctyregsumm@jhu.edu)

### Please be aware of CTY's Medication Policies:

- All medications (including prescription, nonprescription, vitamins, homeopathic supplements, and topical medications) **MUST** be listed on the *Physician's and Parents' Consent Form* and approved by **BOTH** the parent/guardian and physician.
- All prescription and nonprescription medications (including vitamins, supplements, etc.) **MUST** be in their original containers with prescriptions and packaging in English.
- Scheduled medications are distributed based on the frequency directed by labels/instructions during five medication rounds at breakfast, lunch, 3PM, dinner, and bedtime. Scheduled medications are typically not distributed outside of these regular rounds.
- All medications (including vitamins, supplements, etc.) must be turned in to CTY staff on registration day. Students are not permitted to keep any prescription or nonprescription medication, herbs, vitamins or supplements on their person or in their residence hall at any time with the exception of approved emergency use medications.

Students are strongly encouraged to bring only those medications that are absolutely essential.





## Checklist: What to Bring

### Clothing

- Casual clothing for classes and activities
- Jacket or sweater
- Bathrobe, pajamas, slippers, shower shoes
- Dressier clothing for farewell social (if desired)
- Swimsuit and towel
- Clothes hangers
- Rain gear
- Athletic shoes
- Science students only: Long pants and closed shoes for laboratories

### School Supplies

- General supplies (paper, notebooks, pens, pencils, USB flash drive, highlighters, etc.)
- Dictionary (recommended)
- Scientific calculator (if you already own one; math, computer science, and science students only)
- Backpack or book bag

### Bedding Needs

Linen service will be provided by Mt. Holyoke College for every student at no additional charge. If you choose to use bedding from home you may want:

- Sheets (twin size)
- Pillow and pillowcase
- Blanket or comforter

### Laundry supplies

- Detergent/Dryer Sheets

### Bath Supplies

- Bath towels and washcloths
- Toiletry items in caddy: toothbrush, toothpaste, soap, shampoo, plastic cup, etc.

### Miscellaneous

- Any necessary medications in their original containers
- Copy of medical forms (important!)
- Copy of pharmacy and insurance cards
- Key deposit check (\$15)
- Cell phone or calling card
- Spending money (\$50 to \$75 recommended, not including money for books or key deposit)
- Alarm clock
- Radio (if desired)
- Stationery and postage for letters
- Books for pleasure reading
- Musical instruments (if desired)
- Sports equipment, if desired (frisbee, etc.)
- Roll-on insect repellent (recommended)
- Sunscreen (also consider a long-sleeved shirt, a hat, and sunglasses)
- Science students who wear contact lenses only: eyeglasses to wear in the laboratories

### IMPORTANT NOTE:

**The residence halls are not air-conditioned. We recommend that students bring a fan and a water bottle should be weather become extremely warm**

## Checklist: What Not to Bring

### Prohibited Items Include

- Weapons of any kind (including pocket knives and martial arts devices);
- Any flame-producing device (including matches, lighters, and firecrackers);
- High energy drinks, such as Red Bull, Monster, and Amp;
- Role-playing game books or other items associated with role-playing games;
- Trading cards;
- Pets of any kind;
- Televisions, computer/video games, or DVDs;
- Bicycles, skateboards, scooters, roller blades, skates, or shoes with wheels;
- Water guns;
- Halogen lamps, refrigerators, or cooking devices;
- Staff lanyards from current or previous summers

## **The Center for Talented Youth Honor Code**

CTY's summer programs provide a unique opportunity for intellectually curious people from diverse backgrounds to come together in pursuit of academic challenge and growth, within a supportive community built on respect, responsibility, and trust. In order to create and sustain such a community:

I promise to uphold academic and personal integrity, to respect the ideas and property of others, and to ensure that those around me do the same; and

I promise to follow the Expectations for Student Conduct:

- Strive to do the best academic work possible.
- Respect individuals of different races, cultures, religions, genders, sexual orientations, ages, disabilities, and national origins.
- Behave in a friendly, cooperative, safe, and responsible manner toward all persons in the CTY community and in the larger campus and local communities.
- Attend all class sessions, meals, activities, and meetings.
- Take responsibility for my own work and actions.
- Cooperate with adult supervision.
- Observe rules for physical safety and all other rules for student conduct.

I understand that my actions will shape our site community, and that my membership in the community depends on my honoring this code.