Introduction: Program and Purpose

Center for Creative Youth (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. Curricula 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 concentration and elective classes, you will have the opportunity to participate in structured learning experiences, and we encourage you to record your reflections in a journal and/or 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.

Classroom Assistants and Residential Advisors will be your closest mentors. Take time to get to know them well. Many are former CCY participants, who have experienced the program 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.

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 program experience. 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 Manager
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 30, 2019
Hewitt Dorms 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.

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<thead>
<tr>
<th>Last Name Letter</th>
<th>Time</th>
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<tbody>
<tr>
<td>A through G</td>
<td>12:00 - 12:30pm</td>
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<tr>
<td>H through Q</td>
<td>12:30 - 1:00pm</td>
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<tr>
<td>R through Z</td>
<td>1:00 - 1:30pm</td>
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Late arrivals can 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 or on the street (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 may unload suitcases, equipment, etc. We suggest that you unload everything, leave the student with their belongings, and then re-park the car before assisting the student move 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 Ring Family 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** (for students only)

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
**TRAVEL INFORMATION**

**TRAIN:** Metro North train line runs between New York and New Haven, about 27.5 miles from campus. Call (800) 638-7646 for schedules.

Amtrak offers service into Meriden, about eight miles from campus, and Hartford, about 17 miles from campus. Call (800) 872-7245 for schedules.

**BUS:** Follow this link: [http://www.middletownareatransit.org/busschedules.php](http://www.middletownareatransit.org/busschedules.php)

**CAR:**

From Hartford and Points North: Take I-91 South, Exit 22S, to Route 9 South. At exit 15, turn right onto Route 66 West (Washington Street) and follow the signs to Wesleyan. Turn left onto High Street and take your first right onto Wyllys Avenue.

From New Haven, New York and Points South: Take I-91 North, exit 18 to Route 691/66 East OR the Merritt/Wilbur Cross Parkway (Route 15 North), exit 68 to I-91 North. Take exit 18 onto Route 691/66 East. Route 66 becomes Washington Street in Middletown. Follow the signs to Wesleyan and turn right onto High Street and take your first right onto Wyllys Avenue.

From Waterbury and Points West: Take Interstate 84 East, exit 27 to Route 691/66 East. Route 66 becomes Washington Street in Middletown. Follow the signs to Wesleyan and turn right onto High Street and take your first right onto Wyllys Avenue.

From Boston and Points Northeast: Massachusetts Turnpike (Interstate 90) West to Interstate 84 West to Hartford. Exit 57 to Interstate 91 South, exit 22S to Route 9 South. At exit 15, turn right onto Route 66 West (Washington Street) and follow the signs to Wesleyan. Turn left onto High Street and take your first right onto Wyllys Avenue.

You may park in the designated “Visitor Parking” spaces in Lot E.

**PLANE:** Bradley International Airport (BDL), located north of Hartford, is about 40 minutes away from Middletown. Taxi services to the Wesleyan Campus are easiest from this location.

Flights in and out of Boston or NYC may be less expensive for International and out of state students, but please remember **CCY does not provide transportation to and from airports.**

**TAXI:** Connecticut Limousine: Departs from various locations in Hartford and New Haven and from the Four Points Sheraton In Meriden - connects to Bradley, JFK, LaGuardia, and Newark airports. Call (800) 472-5466 for reservation and schedule.

Executive 2000 Taxi: a Middletown cab service, makes connections to train stations and the airport. Call (860) 635-8222 for reservation. **Train station charges:** $42.40 to Hartford, $64 to New Haven, metered rate around $25-30* to Meriden. **Airport charges:** $71 to Bradley International Airport. Accepts all major credit cards.

Please go to the travel page on the Wesleyan University website, which will have additional detailed information about getting to and from campus, as well as area accommodations and points of interest.

[https://www.wesleyan.edu/admission/openhouse/travel.html](https://www.wesleyan.edu/admission/openhouse/travel.html)
WHAT TO BRING...

**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
P**LEASE 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.**
IMPORTANT INFORMATION FOR FAMILIES...

OPEN CLASS/SHARE DAY
CCY welcomes families, friends, teachers and alumni to attend our Open Class Share Day. This summer, Open Class/Share Day will be on Saturday, July 20, 2019 from 10:00 a.m. - 4:00 p.m.

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 purchase lunch in the Dining Hall, or may bring a picnic lunch. All students who have lunch with family and friends are expected back in the arts buildings promptly after lunch to participate in the afternoon Elective Classes Presentations.

LAUNDRY FEES
Washers and dryers, which are located in the dormitories, are operated with the WES ID card. Each machine costs $1.25 per use. ($1.25 to wash, $1.25 to dry = $2.50 per “load.”) Additional money may be added to these cards in $5.00 increments. We recommend students begin with $10.00 to cover all 4 weeks. Please have this money (cash or check) ready at registration time. Remember to bring your own detergent.

MAIL
The Wesleyan Mail Room window will be open Monday through Thursday, 9:00am–3:00pm and on Friday from 9:00am—11:30am. It is located in the Usdan Campus Center, lower level. Students receive mail box numbers prior to arrival. Have all correspondence addressed to:

(Your Name)
Wesleyan University Center for Creative Youth
(Mailbox #)
45 Wyllys Avenue
Middletown, CT 06459

Please do not have students’ personal correspondence sent to other offices or fax numbers on campus. Personal correspondence will only reach students if mailed as instructed above.

If necessary, you may have boxes or trunks shipped to you before you arrive; please allow enough time to ensure that packages can arrive and be processed. Boxes should be clearly labeled as follows:

(Your Name) – Wesleyan PreCollege Study
c/o Continuing Studies Office
74 Wyllys Avenue
Middletown, CT 06459
Attn: Jennifer Curran

Please note: this is for boxes and trunks only, and only prior to the start of the session. Personal correspondence should be mailed to the student’s mail box (see Mail, above.)

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, parents/guardians 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/text 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 the student alerts 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.**

**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 at 74 Wyllys Ave. during office hours **8:30 a.m. – 5:00 p.m.** 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 a.m. 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 notified to permit them in and out of the building.

• Guests are generally not permitted during the week or at CCY activities (i.e., classes, workshops, open mic nights, Saturday night dances), although guests are welcome to attend the Wesleyan CFA Summer Series events (open to the public), Noon Time Talks and the July 20th Open Class 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 visits are permitted.**

**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 8:00 a.m.-11:00 a.m., 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 27th.

**Students owing books or key fines will not receive their end-of-program evaluations until they clear their accounts.**

**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 after June 14, 2019.
ARTS – AS PARTICPANT 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 students invest fully in the process, their 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 or Program Manager.
ARTS LEADERSHIP PROJECT PREPARATION
In addition to pursuing your major art area and exploring the relationships among the various arts in the elective classes, 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.

EVALUATIONS
At the end of the program, your major concentration art form and elective 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 months following the residency, CCY office staff will prepare all the evaluation forms and email copies to both you. 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 include these in 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 several Connecticut districts that have decided to award up to 1.5 high school credits to students who successfully complete the CCY summer residency and implement their Leadership/Community project in the year following the summer experience. 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. Each state adheres to their own rules and regulations regarding the awarding of credit.
**RESIDENTIAL LIFE**

**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. All areas of the body should 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, 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 (WESCard), 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 the replacement cost. If you do lose your WESCard, 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 by bringing money to the WESCard office on campus. **We recommend adding money in small amounts, as unused funds cannot be returned.**
KEYS
Each student will be issued two important items: a dormitory room key and a WES Card ID. 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 Wes Card ID is lost, the fee for replacement is $20. CCY will not cover the fees for lost keys and cards, 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
Breakfast, lunch, and dinner, will be served at the USDAN dining hall on weekdays, and brunch and dinner will be served on the weekends. Because mealtime is an important time for social exchange and general relaxation, all students are expected to be present at mealtimes, unless they are on a field trip or special excursion.

Parents and guests are welcome on a cash basis on Sundays at Brunch.

Dining services is accustomed on serving vegetarian and vegan students and staff, as well as those with allergy restrictions and will post alerts next to menu items in the dining hall and on their dining website, which lists daily menus.

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 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 (860-685-3341) between 8:30 a.m. – 5:00 p.m. You may also send us an e-mail at lfoess@wesleyan.edu Important: Do not use the Public Safety Emergency number (860)685-3333 unless you are truly faced with an emergency. The number for routine calls is (860) 685-2345.

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. 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 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 Saturdays and 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, athletic facilities, rest rooms and dormitories.
**SPENDING MONEY**

Students are strongly encouraged to bring debit/credit cards for any personal or supply purchases they may need to make while at Wesleyan. Banks and local businesses will not cash out-of-state personal checks or money orders. Wesleyan cannot cash checks for students. ATMs are available on campus and within walking distance of Wesleyan.

Alternatively, be sure to have enough cash on hand to cover the copay required by your medical insurance should you need to seek off-campus medical care.

**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 WESCard 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 the University libraries. All books must be returned and all overdue fees must be paid by the final day of classes. Heavy fines ($85.00) are charged 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.

**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.

**RIGHT OF ENTRY**

Wesleyan, at its discretion, may enter and search any room and its contents, including personal possessions, to:

1. Verify occupancy
2. Perform housekeeping and maintenance functions
3. Investigate and/or seize evidence of potential illegal activity or violations of college regulations
4. Conduct health and fire safety inspections, or
5. For any other reason and in any other situation in which Wesleyan University, in its discretion, deems it necessary to do so in order to protect the interests of the University or the general welfare of one or more of its students.

**HEALTH AND SAFETY**
**PARENT CONTACT**

We must be able to reach you in case of an 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!

**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 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 forms must be on file before students can be permitted to reside on campus.

**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.

**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 – 12:00pm AND 6:00pm – 8:00pm. or as deemed necessary.
The nurse may be consulted without charge anytime during office hours or for purposes of referral to a physician, psychiatrist or psychologist for special treatment. Students will be referred to their physicians by the RN in cases where she determines further treatment is necessary. When the RN 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 Wesleyan’s Public Safety to the Emergency Room at the Middlesex Memorial Hospital, 28 Crescent Street, 3 minutes from campus. Parents will be responsible for all charges at the walk-in clinic or emergency room visits.

**INSURANCE**

CCY students provide proof of insurance. **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.

**STUDENT CONDUCT**

This section of the handbook contains a non-exhaustive list of the violations that may lead to dismissal from the program. We require that both the students attending the Wesleyan Center for Creative Youth program and their parents/guardians read, understand and affirm these regulations and disciplinary procedures. The Center for Creative Youth program may, in its sole discretion, dismiss a student from the program.

**If a student is dismissed, a family member must pick up the student (or in the case of international students, arrange for their transportation home) within 24 hours of notice of the dismissal, at the family’s expense. No tuition or fees will be returned in the event of a dismissal.**

**VIOLATIONS:**

- Possession of alcohol or non-prescribed drugs (including tobacco, e-cigarettes, vaporizers, other nicotine products, etc.)
- Entering unauthorized areas of residence (roof, other floors, etc.) or of campus
- Leaving campus without permission
- Violating curfew
- Unauthorized guests in the residence hall
- Unexcused tardiness or absences from class
- Possession of weapons
- Vandalism/theft
- Conduct resulting in a fire or false alarm
- Violation of Dining Services regulations
- Conduct which could constitute a violation of civil or criminal laws, including assault or sexual misconduct
- Harassment
- Pet/fire safety/other residential violations
• Plagiarism or Academic Integrity violation

• Disruptive/behavioral issues in class

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, or if the student’s actions are found to be detrimental to the mental or physical well-being of herself/himself or other students.

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 5:00 p.m. The phone number is (860) 685-3341. 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.

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 Program Manager.

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.
CENTER FOR CREATIVE YOUTH

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  Elective Intensive 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 Manager: (860) 685-3341 (on campus)
(860) 710-2005 (personal mobile)

Residential Director: (860) 685-3307 (Hewitt RA office)

Mary Kelly, CCY Financial Aid: (860) 685-3334 (office)

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