



Student Handbook
2017

Packing

Clothing

Campus dress is casual, but must be tasteful and appropriate. Shorts, t-shirts, and jeans are fine. A sweater, sweatshirt, or a jacket will be necessary for cool evenings and some air-conditioned classrooms. Rain gear is almost always needed. You may want to bring your “best” outfit for special occasions (formal dress is not required, but there is a dance and other occasions for which students may want to dress up). In any case, the list below will help you plan for your weeks on campus. Some items are certainly optional. Keep in mind – you will have to transport all of your items from the car up to your room, and you will be sharing a small space with a roommate. Plan accordingly!

Accommodations

Linens – sheets, a pillow, and a blanket – are provided by the dormitory and may be changed weekly at the DeJope Information Desk, although you may prefer to have your own. Most students decide to bring another “heavier” blanket for the air-conditioned rooms. Towels are not provided. Laundry is available in the dorm. During move-in day, you will have the opportunity to put money on your meal card for laundry. Each room has a small refrigerator. Please do not bring too much money or anything of great value.

Suggested Packing List

Clothes and Linens	Other Basics	Optional
informal class clothes sweater, jacket, sweatshirt swimsuit semi-formal outfit shower shoes (flip flops) comfortable shoes Sports/active clothes Sleepwear hat/sunglasses towels/wash cloths (couple) clothes hangers beach towel extra blanket umbrella or rain poncho	water bottle sunscreen/aloe backpack insect repellent pocket money alarm clock notebook pens/pencils/general school supplies/ binder laundry detergent toiletry articles (soap, shampoo, deodorant, etc.) medicine (to be given to UHS during check-in)	cell phone/charger books camera board games “Dress up day” clothes sports equipment dress up day clothes movies (G and PG) snacks (nut-free)

Electronics and Cell Phones

STEP students are allowed to bring cell phones to camp and will be informed of the appropriate and inappropriate times for phone use during the camp rules meeting on the first day. In general, phones are only allowed to be used as alarm clocks as well as be carried during off-site field trips. Phones will NOT be allowed during class time or during recreational activities/community time. Phones will be required to remain in the students’ rooms. If a phone becomes an issue during one of those times, the phone will be placed in a locked drawer in the site office for the remainder of camp and will be given back on the closing day. Students are NOT allowed to bring; laptops and tablets, or other electronic devices to camp. For these two weeks, we expect our students to foster community through face to face interaction. Students will still have access to computer labs during some recreational times and will be able to call home using WCATY phones on the weekend. Students **may** bring cameras.

DO NOT BRING: Tablets, laptops, TVs, video game consoles, anything with an exposed heating element, microwaves, skateboards, bikes, roller blades If staff members encounter any of the above items, they will be confiscated for the duration of the program.

Living on Campus

Daily Schedule

7:30 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:00 a.m.	Morning Meeting, walk to class
9:00 a.m. - 11:30 p.m.	Class
11:30 p.m. - 12:30 p.m.	Lunch
12:30 p.m. - 3:00 p.m.	Class
3:00 p.m. - 5:00 p.m.	Recreational Activities
5:00 p.m. - 6:30 p.m.	Dinner
6:30 p.m. - 8:30 p.m.	Recreational Activities
8:30 p.m. - 9:00 p.m.	Block Meetings
9:00 p.m. - 10:30 p.m.	dorm time, preparation for bed
10:30 p.m. - 7:30 a.m.	Quiet Hours & Room Checks

At lights out each day, students are expected to be in their own dorm rooms and going to sleep. Friday and Saturday, lights out is moved to 11:30 p.m. Students have a range of events scheduled on Saturday and Sunday.

Housing

STEP students are housed in Bradley Hall, on campus. Double rooms are the norm, and students will be assigned a roommate. We will do our best to match students with their requested roommate and/or someone at the same age level. A full (shared) bathroom is located on each floor that is shared with floor-mates. Individual rooms are air-conditioned; fans may help with circulation, but they are not essential. The residence halls have various common lounge areas open to all genders. Please inform us of any special needs that may require accommodations. It is important that students keep track of their keys to maintain security in the residence hall. **For security reasons, it is necessary to replace lost keys. A student will be billed \$40 to cover the replacement key. Please don't lose your keys! You will be charged for keys not returned at the end of the program.**

Meals

All meals during the program are provided for residential students. Students will eat most meals in the cafeteria. Alternate arrangements are made on occasion, but students will be notified by the RAs in advance of any changes. Ample choices of food, including vegetarian options, are available at the cafeteria. Students who require a special diet or have dietary restrictions are advised to contact WCATY as soon as possible to determine if special arrangements can be made. UW-Madison is very accommodating; however, they need at least two weeks to investigate ingredients and make changes. Please visit: <http://www.housing.wisc.edu/dining/nutrition> for more information.

Residential Assistants

Each student will be assigned to a Residential Assistant. Traditionally, the RAs are college-aged or young professionals of whom many are former WCATY students. Each RA will be responsible for approximately 12-14 students and will live within their students' section of the residence hall. The RAs are responsible for the residential aspects of camp and will be working closely with the students to create a fun and educational atmosphere at camp. Students should communicate all issues, concerns, and ideas with their RA.

Recreation

Playing fields, courts and general amenities in Madison give students a great range of recreational opportunities. To take advantage of these facilities, be sure to bring a swimsuit, baseball glove, tennis racket, Frisbee, volleyball, etc. Students who play a musical instrument should consider bringing it! There will be an option to schedule time to practice during activity time. There are additional activities that may require an out of pocket expense from the student. There will always be alternate activities that do not require an additional fee.

Religious Observation

Services for most major religions are within walking distance of the campus. Students who want to attend services will have the opportunity to make arrangements with the residential staff during the program.

Transportation

Parents are responsible for transporting students to and from the program. For the duration of the program, students walk to class and other activities. Some public and private transportation will be provided for special events/field trips. Residential students are not allowed off campus without prior approval from the Site Coordinator. Please see page 12 for details.

Pocket Money

Experience has taught us to leave the decision about how much pocket money to bring to campus up to the individual students and their families. Students choose different activities, and the program activity fee for each program covers most of students' expenditures. Students should not initially bring more than **\$50 in cash** with them. Free ATMs are available on campus. **Each student will be responsible for his or her own money. Some special arrangements for delivery of checks or cash may be made with the Site Coordinator.**

The following is a list of activities and their approximate costs for which pocket money could be used:

- State Street Ice Cream/Souvenirs \$10
- Field Trip Souvenirs \$10 - 30
- Farmers Market \$10
- Monroe Street (ice cream, comic book shop, etc.) \$10
- Zoo Trip- Free admission but \$5 for snacks or souvenirs
- Goodman Pool \$5
- Union South Bowling \$2.50 for shoes and \$3.95 per person per game

Health Services

University Health Services will provide health service staff for the program. UHS maintains health and treatment records for students, will dispense *all* medication, and provide 24/7 care. **If you have an emergency inhaler, epinephrine pen, etc. you will be allowed to keep that on your person at all times.** All students must submit a health form (online, through CampDoc.com) prior to camp to be reviewed by UHS and WCATY staff. Please make us aware of any possible health concerns or of any disabilities so that our staff is prepared for medical situations or is able to make any necessary modifications. **Due to university-wide policies, all medication will be dispensed by UHS staff.**

Treats

Too many sweets and snack foods make for very unhappy campers! We will encourage students to drink plenty of water throughout the day and discourage the use of the vending machines for soft drinks and candy. We ensure that students get everything they need at meal times and prefer that students do not keep a supply of snack food in the residence halls. Unlike a family vacation schedule, the students do have to be alert, eat on a schedule, and remain healthy to keep up with challenging classes and a very full slate of residential activities. We feel quite strongly that University of Wisconsin-Madison Housing will provide enough food and special "treats" throughout the program.

If treats do come in, we will only ask that students share them with their roommates. (It is not necessary for you to provide treats for the larger group.) These should be kept in zip-lock bags or closed tins. Also, please be aware that some students have food allergies and special needs related to food; WCATY may have to limit the content of care packages, and we will do our best to keep you updated on special issues. **NO NUTS PLEASE!**

Dance

There is an all-camp dance on the last Friday evening of camp. Many students choose to dress up for the dance, but it is not mandatory. Students many suggest appropriate songs during the week leading up to the dance. If a student is not interested in dancing, board games and other activities will be brought to the area. Students have the ability to bring their own activities as well to the area.

Staying in Touch

We realize that this might be the first extended period of time that your child is experiencing away from you. However, for most children, two weeks away from home at this age is quite manageable and very beneficial to social and emotional development. Before coming to camp, it is important that parents and students discuss any questions or concerns that living at camp, in a place where there are different rules and students with different family backgrounds, may bring up. Please know that past WCATY students have done well in their adjustment to camp and report that a summer with WCATY is an outstanding experience that will not be forgotten!

By E-Mail

Students will have access to the Internet during activity time, if they sign up for that activity option. They will not have a campus e-mail address. If students would like to receive e-mail, we suggest that they set up a private e-mail account prior to their arrival.

By Mail

Kids (and staff) love mail and care packages! It helps them know that people are thinking of them and is an inexpensive way to send forgotten items. Please send all letters and care packages to:

Student Name - WCATY
Bradley Hall, Room #
650 Elm Dr.
Madison, WI 53706

By Phone

Even though cell phones are allowed at camp during appropriate times, it is requested that families make an intentional effort to help their child disconnect from the outside world and focus on making meaningful connections at camp. To create a more positive separation for both parents and students, we ask that parents not make arrangements to get in touch with children by phone - either by trying themselves to call their children, or asking that children make calls home - before the sixth day (Saturday) of the program. By that time, children have developed bonds with other children and staff and will feel more comfortable in their new surroundings. During the first few days, calls home tend to be disruptive and usually serve to unnecessarily delay adjustment to the program. This is their opportunity to see how they can get along on their own, and we know this to be a valuable part of the WCATY experience. If a child is not coping with the separation, a WCATY staff person will get in touch with the parents. Instead of calling or texting your child, help them experience camp by sending them packages or mail. If a family chooses not to send their child to camp with a phone, WCATY supports your decision. On the middle weekend of STEP, students will have the opportunity to call home using camp phones. However, students are not required to call home, and many choose not to!

In Person

We request that there be no visits during the program. Students will be kept very busy, and we are striving for a sense of community and continuity in the program. Visits and phone calls from parents frequently intensify, rather than lessen, feelings of homesickness, and interfere with the building of a sense of community and the participation in program activities. We expect some students to go through a short period of homesickness. This is normal, and the counselors will be prepared to help the students through it, especially during the first few days. Parents will certainly be notified if there are any out-of-the-ordinary problems or concerns as soon as they arise and are welcome to check in with the Site Coordinator for an update on their child's activities.

Contacting Staff

During programs, our staff members are usually away from their desks, so please allow a few hours for messages to be returned. The best way to reach the Program Director and Site Coordinator is via email. You may also reach staff by phone at the site office phone number. There is voicemail available if the Site Coordinator is out. Messages left between 8:00 a.m. – 5:00 p.m. will be returned within a few hours. Non-emergency questions or concerns may be addressed in email. Please allow 24 hours for the Site Coordinator to respond. For emergency situations, you may contact the emergency cell phone (please see contact list).

Forgotten Supplies Drop Off:

If there is a need to drop off forgotten or additional items to camp, we ask that you drop off the items at the information desk in Dejope Hall (640 Elm Dr, Madison, WI 53706). They are open from 7:00 a.m. to 10:00 p.m. daily. The phone number for this desk is 608-890-4895. When you walk into the building from Elm Drive, you will walk through the main doors and the desk will be straight back. Please make sure you have the following things clearly labeled:

- WCATY-Bradley Hall
- Student Name

The WCATY RA staff picks up the mail and packages each day at approximately 6:00 p.m. and they are distributed to the students during night meeting. A student should talk to their RA if they know something has been dropped off for them.

Opening and Closing Days

Opening Day

(Go to <http://www.map.wisc.edu> for a campus map). Residential students will be housed on campus and commuter students will have access to the hall during the program. We will be ready to check you in from 12:30 through 2:30. Please make sure to have all medications ready to hand over to UHS. We cannot accommodate early registrations except with prior arrangements. Please arrive by 2:30 so that we can get everyone checked in before the Opening Ceremony. At 3:00 the Opening Ceremony will begin. If you plan to arrive after 2:30 please contact the site coordinator to make arrangements.

Parking: On the weekends, free parking is available on the street and in Lot 62 just across Observatory Drive. The parking spaces outside the residence halls are also reserved for WCATY and other camps from 12:30 – 4:30 p.m. Please make sure to move your vehicles from the loading and unloading areas prior to opening ceremonies. There will be UW staff members outside to help with parking as well. Additional public parking info can be found here:

<http://www.cityofmadison.com/parking/parking.html>

12:30 – 2:30 p.m.	Arrival and registration
2:00 - 3:00 p.m.	Instructor – Meet your instructor
3:00 – 4:00 p.m.	Opening Ceremony
4:00 - 5:00 p.m.	Students attend their first class meeting, parents depart
5:00 – 6:00 p.m.	Dinner
6:00 – 7:00 p.m.	Camp Orientation
7:00 – 9:00 p.m.	Activities
9:00 – 10:30 p.m.	Commuter students depart/Block meeting and dorm time
10:30 p.m.	Lights out

Closing Day

From 8:00 - 11:00 a.m., students will participate in exit interviews with their instructors. Parents are invited to attend the exit interviews, but the main communication will be between the student and instructor. The exit interview is a recap of the student's performance in the course and a review of any portfolio materials. Please note that performance will be discussed during the Exit Interview; however, final transcripts will be sent to families in August. The Closing Ceremony is scheduled for 11:15 a.m. and is required for all students. This is important closure for the program; instructors will hand out certificates and students will have a chance to say good-bye to friends. Students will be able to depart by about 12:15 p.m.

8:00 – 11:00 a.m.	Exit interviews / preparation for departure: While students are participating in exit interviews, other students will be cleaning up their rooms and packing. Your exit interview time was included in this mailing and will be posted in the residence halls on the last day. Please be on time! The meetings are short, and we must complete all of them by 11:00 a.m.
11:15 – 12:15 p.m.	Closing Ceremony
12:15 p.m.	Depart Campus

Depending on the time of your exit interview, you may be packing up prior to or after the meeting. The residential staff will be on hand to check students out of their room and will be supervising your child only until you arrive to pick them up. Parents, please plan to meet your child at their residence hall room prior to the interview time. Once you have picked up your child at the residence hall, they will be under your supervision for the rest of the day. Again, we strongly encourage parents to attend the exit interviews; however, if this is not possible, please contact WCATY before-hand to make alternate arrangements. For those of you who have early timeslots, plan to pick up your child at least 15 minutes before the exit interview. If you have a later meeting, still plan to arrive in time to pack before the exit interview. Some of our students will pack quickly on their own, while some will need additional help!

COMMUTER SPECIFIC INFORMATION

Daily Schedule

8:15 a.m.	Drop off and check in with RA
8:30 a.m. - 9:00 a.m.	Morning Meeting, Walk to Class
9:00 a.m. – 11:30 p.m.	Class
11:30 p.m. – 12:30 p.m.	Lunch
12:30 p.m. - 3:00 p.m.	Class
3:00 p. m. - 5:00 p.m.	Activities (commuters may choose to depart at 5p.m.)
5:00 p.m. - 6:30 p.m.	Dinner
6:30 p.m. - 8:30 p.m.	Activities
8:30 p.m.	Remaining commuter students must depart

Check-in and Check-out

Commuter students must check in and check out with their Commuter RA each day. Parents are also responsible for signing their child in and out with their child’s assigned Commuter RA. Students have the option to leave at the end of the afternoon or evening activity time. Because students must check out with their RA, they must commit to staying for an entire recreational time. Once a student leaves camp for the day, they may not return. The daily schedule is used Monday – Thursday. On Friday, students will have extended activity time for the night.

Weekends

Commuter students are welcome to participate in camp activities on Friday, Saturday, and Sunday. On Friday, students have extended activity time for the night. Students have a range of events scheduled on Saturday and Sunday, including a ropes course, trips to State Street, and other activities. A detailed schedule of weekend events and check-in/check-out times will be provided at camp. Additional costs for dinner are not included in tuition, so students who stay must pay \$10 for each meal.

Residence Halls

Residential students are housed on campus and commuter students will have access to the lounges in the residence halls. Due to housing policy, commuter students will not be given keys.

Residential Assistants

Commuter students are assigned to a Commuter RA. Commuters must check in and out with this individual each day. The RAs are responsible for the recreational aspects of campus life and will be working closely with the students to create a fun and educational atmosphere at camp.

Transportation

Commuter students must provide their own transportation to and from camp each day. There is parking outside of the hall for parents to use while dropping off and picking up their child each day.

Meals

Lunch is included in the commuter tuition; however, breakfast and dinner are not. Students who plan to attend the evening activity session must pay either pay \$10 for dinner or bring a sack dinner. Commuter students are welcome to stay for dinner on Friday, Saturday, and Sunday but must purchase those meals as well. Students are also welcome to bring a sack lunch or dinner.

Packing

It is recommended that commuting students bring a backpack with some daily items for the duration of camp. The students are able to put their backpack in an RA storage room when it is not needed during the day. Here are a list of items commuting students have found helpful to have at camp:

Water bottle	Extra set of clothes	Towel	Cell phone charger
Spending money	Tennis Shoes	Sunscreen/Bug Spray	Raingear/Umbrella

WCATY Safety and Security

Guidelines

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the program. Common sense behavior regarding safety is a must. Students must also sign a rules contract.

- You are to remain on campus at all times. Campus boundaries are clearly defined during orientation. Approved trips with staff members are the only exception to this rule.
- You must sign up for **all** activities, other than those involving the entire program. The residential staff will carefully monitor this procedure and students will be held accountable.
- Students must always walk with their group going to and from class, during activity times, and during any other outings.
- Notify a staff member immediately if you see someone you do not know in the residence hall. Do not let people you do not know into the residence hall. The only people allowed in the residential areas of the residence halls are students and staff of STEP. University Housing Staff will also be in the building and will be identified by a University Housing name tag. (Note: This is another reason why unannounced family visits create problems.)
- Notify a staff member immediately if you are approached by a stranger.
- To protect valuables, students should keep their room door locked whenever they are not in their room, and they must be responsible for their own keys.
- Students should wear a watch, use an alarm clock, and must be prompt at lights out and other meeting times. It is their responsibility to know what time to be at what place. If they don't know, they should ask an RA.
- Residential staff will conduct room checks each night at lights out, and during the night if necessary.

Thefts

Yes, they do happen, even at a small summer program like STEP. We cannot overemphasize the fact that students need to be careful with their belongings and be respectful of others. Please keep in mind that you are sharing a room with another person. Treat their belongings with the same respect as you would your own. WCATY is not responsible for any lost or stolen items. We suggest you follow the list below.

- Do not keep large amounts of cash on your person or in your room.
- **Keep your room door locked at all times**, and do not lose your keys. Also, do not prop doors open. Secure your items even when you are gone for only a few minutes.
- Keep accurate descriptions and serial numbers of your property.
- Backpacks, books, coats, and other items have been stolen from libraries, Unions, and other UW facilities. Keep your property with you or lock it up when unattended.

Lights Out

Wear a watch, and be prompt at lights out and other meeting times. It is your responsibility to know when and where you should be. If you don't know, ask your RA. Residential staff will conduct room checks each night at lights out.

Behavior Expectations

Below are the general behavior expectations at WCATY Summer Programs. Before students are allowed to participate in the program, the Student Rules Contract must be signed. Please familiarize yourself with the Rules Contract before arriving at camp. These rules are designed to maintain a friendly camp atmosphere where students are expected to be safe, include everyone, respect others, challenge themselves and have fun.

The WCATY Honor Code is based on an expectation of respect for self, others, and the program.

General Policies

- WCATY Summer Programs are first and foremost academic programs. Students are expected to commit themselves to serious and honest work during their two weeks at the program. We expect you to attend all classes and academic functions and complete all homework assignments.
- Students are expected to adhere to the daily schedule and be present and on time to required activities.
- Students will shower daily, wear clean clothes, and keep their residence hall rooms and common areas clean. The physical structure of the residence hall, furniture, walls, etc. should be respected.
- Since other groups will be on campus during the summer, WCATY students are expected to act in a mature fashion. Students should be respectful of other classes and faculty at all times.
- Students should read and adhere to the policies concerning appropriate items to bring to STEP. Students who bring restricted items will have them confiscated and returned on the final day of camp.
- Students are expected to bring concerns to their RA each day during block meetings in order to contribute to the comfort and well-being of all members of the STEP community.
- As with any community, some rights and privileges students may enjoy at home must be put aside for the good of the group.

The following include rules that if violated, may result in dismissal from the program:

- Be safe, include everyone, respect others, challenge yourself, and have fun.
- Residential students must obey curfew, stay within the program boundaries at all times, and be in their rooms from lights out until 7:00 a.m.
- Participants in the program will conduct themselves in an appropriate manner and will dress appropriately at all times while at meetings, classes, meals, on field trips, or during any other activities, including free time.
- Students of the opposite sex are not allowed in residence hall rooms. One lounge is coed.
- Violation of any city, state, or federal law will not be tolerated. The following are not allowed: gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition; sex; harassment of any kind. Destruction of campus or personal property will not be tolerated and any damages will be charged to the student/family.

Please note: The program directors may establish additional rules as behavior warrants. These and additional specific camp rules will be addressed with the students the first evening of the program. If an issue should arise with a student not following the camp rules/guidelines, parents/guardians will be notified.

FORMAL DISCIPLINARY PROCEDURES

1. First time violations of most policies will be handled by the student's residential staff member or teacher as appropriate. Offenses may result in restricted privileges. A written report is filed in the student's records.
2. Residential staff or teachers will refer more serious or repeat offenses to the Site Coordinator for counseling and discipline. Parents may be contacted.
3. The following procedures apply to students who repeatedly violate rules or who are suspected of having committed a major violation as per the WCATY Student Rules Contract:
 - a) The student is notified of the alleged violation and of the date, time, and place of a disciplinary hearing. Student may be removed from program activities.
 - b) The parent is notified by the Site Coordinator of the alleged violation and of the date, time, and place of a disciplinary hearing. The student is not required to contact the parent until after the hearing has taken place. It is the student's choice whether he/she will call home prior to the hearing.
 - c) The Site Coordinator convenes the Disciplinary Review Board (DRB), which consists of representatives from among WCATY Summer Program staff, and will always include the Site Coordinator, an RA or instructor, and may include the WCATY Director and other summer program staff.
 - d) The student presents his or her case to the DRB. The student may choose a representative from the program to support his or her case.
 - e) The DRB will discuss immediately after the hearing and will notify the student of the decision; the DRB decision is final.

Behavior	Potential Consequences
Minor Infractions Tardiness (to class, study hall, activities) Disruption in the cafeteria Forgetting to sign in/out Not being in the location specified on sign-out Violation of classroom or residence hall rules Classroom/residence hall pranks Noise/disruption after lights out Disrespect towards anyone/anything Intentional non-compliance with staff	Loss of Activity Time Early Bedtime
Major Infractions Physical violence and theft Harassment Vandalism and destruction of campus or personal property Not obeying curfew or going outside of program boundaries Continued disrespect for the rights and property of others	Disciplinary Review Board Hearing
Zero Tolerance Violation of any city, state, or federal law Gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition	Dismissal from program

Visiting and Off-Campus Trips for Residents

The program in which your student is enrolled provides a carefully planned and supervised schedule of events. The residential program is designed to fill students' time during afternoons, evenings, and weekends in constructive and enriching ways, and to help them succeed in our demanding academic program. WCATY's Visiting and Off-Campus Trips Policy is designed to ensure the safety and promote the academic progress and social integration of your child into our program.

For this reason, **WCATY requests that all residential students remain in residence at the program throughout the two weeks of the program.** Exceptions to this policy are infrequent and will be made through the WCATY office. **Requests must be made on our Off Campus Request Form by June 15th; please email WCATY to request a form or check the summer forms page on the website.** Off-campus trips with family or friends should be planned for before Opening Day or after Closing Day of the program. For the continuity of the program experience, we ask that you try to avoid all occasions where your child might leave the program during the two weeks that he or she is living on campus. However, we ultimately leave it up to the parents' discretion as to what circumstances warrant a departure from campus during the program.

Should you have a family emergency such as illness or death in the family that requires your child's presence, please use the contact numbers (provided on our contact page) to make arrangements with the Site Coordinator.

Beyond emergencies, we strongly discourage off-campus visits, and we appreciate your understanding and compliance with this policy. We discourage these visits for the following reasons:

1. The visits are often disruptive to students' integration into the residential program.
2. Visits make supervision more difficult. We are responsible for knowing where all students are at all times. When one student or a small group of students make arrangements to leave campus, the tracking becomes very complex. It is difficult to know who is arriving when, with whom, and who needs to check in with staff.
3. Activity planning is compromised. Weekends often involve group trips or activities. If we plan to take students off campus for a program trip, it is nearly impossible to accommodate individuals' requests to leave at various times throughout the day. A student cannot leave campus or return to campus without a staff member meeting him or her to assure the student's safety.

If you feel strongly about visiting your child during the program because of a particular event or activity, be aware that you **must** make the arrangements **prior** to the program. We cannot accommodate spontaneous visits. Students will not be allowed to leave during class time, as participation in class is critical to success.

Parents may make arrangements to drop off special or time-sensitive items (things accidentally left at home, birthday treats, etc.) by calling the Site Coordinator's office. We will be sure to celebrate student birthdays and special events during the program.