

2023

# CREATIVE SEMESTER PARTICIPANT HANDBOOK



BERRIDGE PROGRAMS

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**WELCOME****BERRIDGE PROGRAMS**<sub>/1</sub>

A very warm welcome from all of us at Berridge Programs and the Creative Semester team! We are very excited to have you join us in France to be part of our creative community in Normandy, France. This handbook contains information you will find valuable both for your pre-program planning and while you are on the program. We ask that both parents and participants read this handbook carefully and reach out with any questions you may have.

### **PROGRAM ETHOS**

Since 2008, Berridge Programs has been bringing young people from around the world to Chateau le Mont Epinguet in Normandy, France to live in community with professional artists. Our programs use creativity as a platform for cultivating confidence, compassion, and community-mindedness. The aim of Berridge Creative Semester (BCS) is to empower young people with an expanded sense of self, passion for art and a wider perspective on the world.

### **PROGRAM TEAM**

Andrea Mardon, Program Director

[andrea@berridgeprograms.com](mailto:andrea@berridgeprograms.com)

In the US: (760) 688-8447

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### **FACULTY & STAFF**

Cage Pierre, Associate Director and Acting (Weeks 1- 10)

Amber Montgomery, Associate Director and Acting (Weeks 1-10)

Ramiro Cantu, Film (Weeks 1-10)

Ryan Mekenian, Film (Weeks 2-5)

Katie Royer, Film (Weeks 2-5)

Laurens Boersma, Studio Art (Weeks 1-10)

Phoebe Kaniewska, Studio Art/Photography (Weeks 1-2 and 6-10)

Lydia Knights, Studio Art (Weeks 3-5)

RJ Root, Guitar/Instrumental Music, Music Production (Weeks 2-5)

Shauna Medinah, Vocal Music, Music Production (Weeks 2-10)

Jay Browne, Technical Director (Weeks 1-10)

Bogdan Silaghi, Head Chef (Weeks 1-10)

## ESSENTIAL ELIGIBILITY CRITERIA

The information below outlines the policies and procedures that guide our program and our expectations of our students while they are on our program

- Participants must have a good level of English language proficiency as all of our programs are taught in English
- Participants must be open-minded and tolerant of the views and opinions of others
- Participants must be willing to follow the policies and procedures of the program
- Participants must be able to travel independently from their home city to Paris CDG airport
- Participants must have the ability to work and create both independently and collaborate willingly within a group
- Participants must be able to self-medicate without the aid of assistance
- Participants must be prepared to participate in and engage fully with the program which includes attending all group excursions, outings, and workshops
- Participants must be prepared for experiential learning in a variety of weather conditions including rain and cool weather
- Participants must be willing and able to be independent of program staff, particularly on field trip days where they will be encouraged to spend time exploring in small groups
- Participants must be willing and able to contribute to the running of our community which may include helping in the kitchen, maintaining our household and other day-to-day community tasks
- Participants must be willing to fully disclose all physical and mental health conditions on their registration forms
- Participants must be in sound physical and mental condition to attend the program and must not require any ongoing medical, mental or therapeutic treatment from a health professional while in France
- Participants must be willing and able to ask for support and guidance when needed

## PARTICIPANT CODE OF CONDUCT

The Participant Code of Conduct holds participants on the Berridge Creative Semester (BCS) to a high standard to protect our community, promote consideration and respect for individuals and support the aims of the program.

1. BCS participants must show courtesy and respect to everyone they encounter at all times. Participants must be respectful of other participants and staff, be conscious and accepting of differences and patient with the opinions and needs of others.
2. BCS participants must uphold high standards of creative/academic integrity. Participants should demonstrate a spirit of cooperation and exploration and to meet the intellectual challenges of the program through honest and hard work. Participants must refrain from all forms of dishonesty, including, but not limited to, cheating, plagiarism, supplying false information, or forgery.
3. Participants must respect property associated with BCS. Participants will not borrow, use or disturb items belonging to other participants, staff, BCS or others without clear prior permission. Participants must show respect for and take reasonable care of our residence, other facilities and equipment and furnishings. Participants must not engage in any unauthorized entry, use or occupation of facilities not for use by our participants.

4. Participants must know and follow all policies and procedures listed in the Participant Handbook, as well as the policies presented by BCS staff and those in positions of authority.

**Conduct leading to immediate dismissal from the program:**

5. Participants must not commit acts of violence on persons or property or threaten to commit any acts of violence.
6. Participants must not engage in any form of sexual harassment in person or online. Sexual harassment is any unwelcome verbal or physical behavior towards another person. Some examples of sexual harassment include unwelcome or inappropriate touching, threatening or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, displaying pornographic images on computers, emails, mobile phones, etc, or making sexist remarks or derogatory comments.
7. Participants must not possess or distribute drugs, the only exception is participants may possess and use those prescription and over-the-counter medications approved for use in France. Participation in an incident involving drugs is cause for an immediate dismissal, even if the participant did not consume or intend to consume these substances.

**Conduct leading to disciplinary action or dismissal from the program:**

8. Participants must not use, take part in or facilitate discriminatory language of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap, or intelligence.
9. Participants must not engage in any form of harassment or bullying in person or online. Harassment consists of conduct of any type (including, but not limited to, written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or which creates an intimidating, hostile or offensive learning, residential or working environment.
10. Participants must not possess or consume any alcohol in any of our residences at any time. Alcohol found in residence will be confiscated and repeat violations will result in dismissal from the program. The legal drinking age is 18 in France. Participants may consume alcohol off program grounds but must do so in a manner which does not endanger their welfare or the welfare of other participants/staff or effect their attendance and participation on the program.
11. Participants must not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
12. Participants must not engage in romantic or sexual relationships with faculty/staff members.

13. Participants must not sell, purchase, produce or possess for use any weapons, explosives, fireworks or incendiary devices, even if these items are considered decorative and/or not intended for use.
14. Participants must not smoke or vape anywhere in and around the residence or on campus grounds.

### **RESERVED RIGHTS OF THE PROGRAM**

1. The program reserves the right to enter or inspect any room when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect rooms for compliance with regulations regarding drug, alcohol, smoking, weapons and fire hazards.
2. The program reserves the right to inspect personal belongings including suitcases, backpacks, purses etc when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect belongings for compliance with regulations regarding drugs, alcohol, smoking, weapons and fire hazards.
3. The program reserves the right to take disciplinary action around participant behaviors deemed, at the discretion of the Program Director, as anti-social, unacceptable or dangerous either to the participant themselves or a member of the community. This may include the impositions of certain conditions for continuing residence or dismissal from the program at the discretion of the Program Director.
4. The program reserves the right to dismiss a participant whose physical or psychological health status demands, or comes to demand, more care than can be provided by the program.

### **Disciplinary Action**

Disciplinary actions may include routine room/personal belonging inspection, restrictive curfew, apology and/or reparation with faculty, staff or other participants, participating in conflict mediation and/or written agreements/plans of action for continuing participation on the program. Repeated violations of the Code of Conduct will result in dismissal from the program at the discretion of the Program Director.

### **Dismissal**

Dismissal from the program is immediate and a dismissed participant will be expected to leave campus within 2 hours of dismissal. Arrangements for travel and overnight accommodation if necessary, will be made by program staff. Please note all expenses associated with dismissal of a participant are the responsibility of the participant and his/her family. This may include travel costs, overnight accommodation, costs for a staff/faculty member to accompany the student and change fees for flights. No program fees will be refunded in the event of a dismissal. Dismissal of a participant and the reasons for dismissal may be shared with faculty, staff and other participants at the discretion of the Program Director if deemed necessary for the safety and well-being of the community.

### **Acknowledgement**

Participants are asked to acknowledge that they have read and understand all Eligibility Criteria, Code of Conduct and Reserved Rights of the Program and that they agree to abide by all of these policies and procedures for the duration of the program. This includes your understanding that all

costs associated with participant removal from the program are to be paid by the parent/guardian with no refund of fees at any time. Questions or concerns about these policies should be addressed with the Program Director before the start date of the program.

## PRE-DEPARTURE INFORMATION

### Flights/Passports

Please book your flights at least six weeks before the program start date. Although this seems like quite a few weeks before, it's very helpful for our advanced planning. In addition to filling out your arrival and departure details on the online travel form, please forward us a copy of your actual itinerary as soon as you have booked. Please open your passport today and make sure it does not expire for at least three months **after** your departure from France. The Immigration authorities at the airport can refuse you entry for that reason alone. United States, Canadian and EU citizens do NOT need a visa in order to enter the country but participants from other countries should check with their home country.

### Medical and Trip Insurance

It is strongly recommended that every participant have overseas medical insurance in place before they come to France. Please check with your current health insurance provider, some cover you overseas and some do not. Make sure that the limits, coverages and deductibles are within your comfort levels. Many US providers DO NOT cover Emergency Medical Evacuation which is essential for overseas travel. It is strongly recommended that you have Medical Evacuation coverage of at least \$250,000 USD.

We recommend that you travel with details of your coverage limits as well as phone numbers to contact overseas in case you need your medical coverage.

If you need to purchase additional coverage, there are many online providers who can facilitate this such as [www.insuremytrip.com](http://www.insuremytrip.com). It is not cost prohibitive to purchase additional insurance and again, we strongly recommend that you are fully covered for your entire time in France.

Please note that Berridge Programs cannot give advice on medical insurance coverage or providers, it is up to each family to secure their own overseas medical coverage and make sure that they are comfortable with the limits, deductibles, and coverages for their individual policies.

In addition, we strongly encourage all participants to consider insuring the entire amount of their trip, including their tuition and flights in the event of trip interruption and/or medical emergency.

### Medical/Dietary/Travel Forms

You will need to fill out Medical, Dietary and Travel Information forms at least 6 weeks before arrival on the program. These forms are all online and a link will be sent to you before your program start date. Please be accurate and truthful on these forms as they will be instrumental in preparing on how to best support you during your time in France.

### Money in France

You should arrange a minimum of two functional cards **in the participant's name** that provide access to debit, credit and cash. Credit cards may only function with a "chip and pin" system in Europe, not by swiping, so be prepared not to be able to use strictly credit everywhere. Know your pin numbers and keep them separate from your cards at all times.

**IMPORTANT:** Alert your bank that you are travelling in France and give them your dates. Many banks will disable cards being used in foreign places as a security measure.

**Identification:** Please bring with you another form of picture identification other than your passport. A driver's license, ID card, participant card will suffice. You will be expected to keep your passport

safe while you are in France and are asked not to carry your passport on your person during field trips. (Losing your passport overseas is a huge inconvenience!) It is French law that everyone carries a photo ID on them at all times and you may be asked for it when using your credit cards.

Do not bring:

More cash on your person than you would be prepared to lose  
An American Express card as they are almost universally not accepted in France  
Travellers Cheques  
Apple Pay/Pay with Phone is not widely available in France

### **Budgeting Guidelines**

What is included in the program tuition:

- All transportation to, from and during the program.
- All residential costs including Paris hostel.
- All activities, entrance fees, tour guide fees
- All equipment for taught classes/workshops (except Studio Art -please see below)
- All breakfasts
- Lunches 5 days per week.
- Dinners 6 days per week

What is NOT included in the program tuition:

- Lunches 2 days per week (On full and/or half field trip day. Budget 10-25 euros/meal)
- Dinner out 1 day per week (Budget 25-40 euros)
- Materials for any personal projects outside of taught classes/workshops
- Studio Art Essential Supplies Kit

Paris Trip - A more detailed breakdown of what is covered on the Paris trip and what you will need to budget for will be emailed to you 4 weeks before the program start date.

### **Arrival Day**

Delayed Flight: If your flight is delayed before your board, try to get in touch with the Program Director to let us know when you might be arriving. If you are delayed in flight, don't worry, we track the progress of every flight on which participants are traveling. A member of staff will meet you regardless of when you arrive, even if the rescheduled arrival is after the arrival day.

On arrival: We meet each participant as soon as they come out of the arrivals area at Charles de Gaulle Airport. A member of staff will be standing with your name on a sign so keep an eye out when you come out into arrivals. If you do not see us right away, stay where you are. Do not go wandering around the airport looking for us. Call one of the staff contact numbers if we have not found you right away to let us know where to meet you. If you are arriving in Paris before our scheduled arrival day, we will contact you 2 weeks before with our designated meet up point at Paris CDG for arrival day.

### **Pre-Departure Checklist**

- ✓ Online forms filled out
- ✓ Copy of actual flight itinerary sent to Program Director
- ✓ Check luggage weight allowances with airline
- ✓ Have enough prescription medications to last 12 weeks
- ✓ Make a photocopy of your passport and give it to your parents
- ✓ Make sure your phone will have functional service in France
- ✓ Arrange credit card/access to cash that will work overseas
- ✓ Have another form of Photo ID other than passport



Have on your person and/or in your carry-on:  
Contact numbers for Berridge staff (Printed copy)  
Phone that has service in France including data (not just Wi-Fi)  
Phone charger  
Printed copy of your plane ticket  
Wallet and some cash (euros or other)  
Passport  
Another Photo ID  
Laptop (not recommended to put in your checked luggage)

### **PACKING LIST**

Luggage and Luggage Limits: Participants are required to limit their luggage to whatever they can manage personally. This includes moving through the airport and lifting your suitcase(s) with no assistance. We encourage one large suitcase and one good-sized carry-on suitcase.

Paris Trip: **We will be travelling by train to Paris, and you will be limited to one carry on size ROLLING suitcase and one backpack ONLY.** You must be able to handle and lift all of your own luggage on the train and the Paris metro to our residence. You will not be allowed to bring a large suitcase so please make arrangements to bring appropriate luggage that you can handle yourself. For security, laptops will not be allowed or required on the Paris trip.

#### Weather in Normandy

Oct - Dec: Fall in Normandy is variable, and temperatures will start out in the high 60's and move towards the low 40's. It rarely snows in Normandy, but it can rain quite a bit. We usually experience a 50/50 of sunny and rainy days. Please be aware that the days will be getting considerably shorter as we move towards Dec with the sun setting at 5PM after daylight savings change.

Jan - April: Expect temperatures ranging from freezing to mid-60's towards springtime. Although it almost never snows in Normandy and winters are milder than most participants are used to, it can be very wet and feel colder than you expect because of the dampness.

#### Essential:

Warm sweaters, sweatshirts etc  
Comfortable, loose and warm clothing for indoors  
Indoor house shoes/slippers  
Waterproof winter coat  
Hat, gloves, scarf  
Waterproof rain jacket  
Waterproof boots and/or shoes  
Warm socks  
Sneakers/Trainers

#### Please also bring:

##### **Water bottle with your name on it**

Blank journal for "Creative Journal" project  
Toiletries (full sizes can be bought in the first week)  
Simple, white, US - France plug converters for phone chargers/laptops  
Headphones  
A supply of basic over the counter medications (Tylenol, Advil, cold medication etc)  
Any prescription medications for the duration of your stay

PLEASE NOTE: All prescription medications must be in the original, pharmacy-issued bottles with the patient's name, drug name and directions for use clearly labelled in English on the outside.

#### Recommended to bring:

Thermals (not essential but helpful if you like to be outdoors a lot!)  
Waterproof rain walking pants (not essential but helpful if you like to be outdoors a lot!)  
Shower Carry kit (Bathrooms are down the hall for most rooms)  
Pens, pencils, notebook

There will be a shuttle to Auchan (similar to a Walmart) starting the first weekend where you can buy any other toiletries you need or additional items too big to pack such as a bathrobe, extra towel or slippers.

We will supply:

All bedding, sheets and pillows  
Towel  
Hair dryers compatible with French sockets  
Flat irons or curling irons if needed  
Iron and Ironing board

Do Not Bring:

US hair dryers, curling irons or straightening irons  
US clothes irons including travel irons  
Vaping devices, alcohol, tobacco or any illegal or controlled substances  
Large amounts of cash (a general guideline is over 500 euros)  
Multi-country plug converters (use simple, white plug converters only)

Acting Concentration

Loose/comfortable/stretchy clothing (dance gear, yoga pants, sweatpants, etc)  
Dance shoes (if you have them)  
Socks you can get dirty  
Black pants, black t-shirt, black leggings or yoga pants

Film Concentration

Please bring a laptop with either Adobe Suite installed (Student versions are available for reasonable cost) and a SOLID STATE external hard drive (1TB is sufficient), not just an external hard drive but an SSD please. This is for dumping and storing your film footage and finished films.

Studio Art Concentration

Studio Artists will need to purchase all of their art supplies either before coming to France or on arrival. A recommended art supplies list will be sent to you 6 weeks before the program start date. You can either bring these supplies with you to France or purchase them at our local art supply store in the first week of the program. The estimated cost of the supplies list is between \$300-500 USD.

## RESIDENCE INFORMATION

### Chateau Le Mont Epinguet - Campus Information

Chateau le Mont Epinguet is an 18<sup>th</sup> century chateau located about 20 minutes from the city of Cherbourg (pop. 35,000). Restored by the Berridge family in 1991, the chateau is a unique historical residence and the creative heart of our program. The chateau is located in an idyllic countryside setting that feels remote but is only a few miles away from all essential services.

The chateau is located at the following address:

Chateau le Mont Epinguet  
97 Rue du Mont Epinguet  
50700 Brix

## FRANCE

**Buildings:** There are three residential buildings onsite: the Chateau, the Mews house and the Carriage house. Gap year participants will be housed Mews and Carriage houses and classes are held in the Chateau. The Mews and Carriage house provides an independent living experience for our participants where they can prepare their own breakfasts and socialize with their peers independent of the program staff.

**Bedrooms/Bathrooms:** Participants are roomed in doubles or triples with most rooms sharing a bathroom in the hallway between 4-6 participants. Bathrooms are single occupancy. Beds are a mixture of single and double beds. **Please note there are no single rooms on our program.** Sheets, blankets, pillows and towels are provided.

**Kitchen Access:** Both the Mews and Carriage house come with a fully equipped kitchen that students have access to. Breakfast is prepared independently by program participants in their home kitchens. (See Meals below)

**Studio Spaces:** The main rooms of the chateau will be converted into creative studios for workshops, classes and participant use. This includes Writers Room/Editing Suite, Acting Studio, Painting Studio and Music Studio. Participants are asked to respect the scheduling of these rooms and to keep these rooms clean and free of clutter. Please note that studios in the chateau close at 9 PM and students must be in their own residence at this time.

**Grounds:** The chateau is surrounded by 5 acres of lawns, gardens and woods which students are welcome to enjoy. We have exclusive use of the entire chateau and grounds for the duration of the program.

### **Meals**

All food is provided for on the program with the exception of our lunches and dinner out days. Breakfast is self-catered and lunch and dinner are fully catered 5 times per week.

**Breakfast:** Participant residence kitchens are stocked with basic breakfast items such as cereals, milk, bread, spreads, eggs, yoghurt, fruit, tea and coffee. Breakfast is self-catered and program staff will re-stock items as needed.

**Lunch Buffet:** Lunch is prepared by our in-house chef and will offer a variety of sandwiches, soups, salads and hot entrees served buffet style.

**Dinners:** Our in-house chef prepares a hot, sit-down meal 5 nights per week. This is served as a group in the chateau dining hall and staff and students dine together. We will explore classic French dishes as well as offer international dishes (Thai and Indian curries, English roast dinners) and some good American comfort food as well. One night per week we have a dinner out and one night per week participants organize, shop for and cook a group meal.

**Special Diets:** We can accommodate vegetarian, vegan and gluten-free diets. Please indicate your preferences on your dietary form. If you have a life-threatening allergy (i.e., gluten or nuts) please contact us immediately to discuss your needs and make sure that we can accommodate you.

**Purchasing Other/Personal Food:** Any additional foods outside of what we provide including snack foods, junk foods and sodas, can be purchased by program participants on our weekly Sunday morning grocery store shuttle.

### **Laundry**

There are washing machines in both houses but no dryers. You will need to hang your laundry to dry on drying racks provided or outside on the clothes lines.

### **Leaving the Chateau Grounds**

Participants may leave the grounds during daylight hours to walk/exercise in the local area. Ours is a community, residential experience and, as such, participants are asked not to leave the program grounds overnight.

### **Wi-Fi**

All residences have Wi-Fi for students to use however, please note that it is not fibre optic and therefore not fast. You will be able to text, use Wi-Fi calling and video chat with no problem but you will not be able to stream any media during your time with us. Please make sure that any media is downloaded to your laptop prior to arrival on the program.

### **Housekeeping/Residential Duties**

Participants are responsible for daily household and kitchen duties such helping with meal prep, keeping the breakfast area clean and stocked, helping with dinner service and dishes. Household duties include vacuuming of studio spaces, emptying trash/recycling and other light cleaning. A cleaner will come to both residences on Saturdays to clean all of the bathrooms and kitchen.

Participants are expected to maintain cleanliness in the houses at all times. The Program Director will inspect bedrooms on a regular basis to ensure that rooms are free of trash, clutter and that nothing constitutes a fire hazard. **Please note that none of the rooms in our residences lock.** Participants will be responsible for the safety and security of their own belongings.

### **Mail/Packages**

Letters reach us fairly easily. Packages are more difficult and delivery times vary. FedEx and UPS should be avoided unless it is an emergency (i.e., medication) This is because both carry taxes and duty charges into France which need to be paid on receipt and are often more than the value of the package. Amazon.fr will deliver to our residence with relative reliability although often not the next day.

### **Guests**

For reasons of safety and security, there are no unauthorized outside guests allowed within our program grounds at any time. There are no overnight guests allowed, including family members and friends. A list of accommodation nearby can be provided for visitors.

### **Emergency Procedures in all residences**

An emergency is an event which disrupts the normal running of the program including accidents, fire, natural disaster or any other major incident. If in any doubt about what constitutes an emergency, err on the side of over-cautious. Orientation will cover all of the safety and emergency procedures including fire drill, emergency air horn alert system, evacuation procedures and staff contacts/reporting procedures in the event of an emergency.

#### **Fire Emergency Protocol:**

1. On detecting smoke or a fire, alert as many people as possible. If necessary, use the emergency air horn system located at the end of each hallway in the residence.
2. Leave the building by the nearest exit - you should know the primary and alternative escape routes. If you do not, ask a member of staff
3. Check that no-one is in difficulty around you. Do not take anything with you.
4. If possible close doors and windows it will prevent the spread of the fire - but do not put yourself at risk
5. Go immediately to the fire assembly point which is on the lawn in front of the building.
6. Do not enter the building until authorised to do so by staff or emergency services.

7. Firefighting equipment is situated at points around the building for staff use.

### **Fire Prevention**

The following fire prevention procedures are to be followed by all participants:

- Attend orientation and know the emergency procedures
- Be familiar with the fire safety card in your rooms and the nearest fire exits
- Keep all doorways, hallways and fire exits clear of clutter
- Do not disable any smoke detectors or carbon monoxide detectors at any time. Alert a member of staff if a smoke detector appears to be malfunctioning.
- Do not use or possess anything with an open flame including candles, matches, lighters, incense or similar.
- Do not use any portable heaters in your room.
- Do not put any items of clothing on lightbulbs, lamps or radiators.
- Keep bedrooms, hallways and studios free of potential fire hazards such as paper litter and trash.
- Keep electrical items unplugged when not in use.
- Report any problems or anything that may seem dangerous to a member of staff immediately.

### **Designated First Aiders/Fire Wardens**

There are two designated First Aiders on the program:

Andrea Mardon, Program Director  
Bogdan Silaghi, Chef

First Aid kits are located:

In the main kitchen of each residence  
In every vehicle

The designated Fire Wardens on the program are:

Andrea Mardon, Program Director

The Fire Warden will conduct weekly checks of fire safety equipment and ensure that the fire prevention procedures are being upheld by all participants and staff. There will be weekly fire drills at an undisclosed time.

### **Emergency Contacts**

Emergency contacts for fire, police and ambulance can be found on the back of each bedroom door and on laminated cards throughout the residence. Cell phone numbers of staff will be distributed by email 3 weeks before arrival day to all participants and parents.

## **PARIS TRIP**

### **Maisons Internationales de la Jeunesse (MIJE) - Campus Information**

Our residence in Paris is located at:

MIJE Paris  
6 rue de Fourcy  
75004 PARIS

Bedrooms/Bathrooms: Bedrooms are dormitory style shared between 4-6 students with a bathroom in the hallway.

Supervision: Paris is a fully supervised trip, and our staff live in with participants and lead the daily activities. We will stay as a group each morning and afternoons are optional activities or time to explore on your own. Meal suggestions will be made each evening for every kind of budget. Parents, please note that this is unsupervised time where participants are free to make their own decisions about meals including alcohol consumption. Curfew in residence is 12 midnight.

Meals in Paris: Breakfast is included at the residence each day. Lunch will be on your own with suggestions made. Dinners are not included and will be participant choice with suggestions will be made to accommodate all budgets. Please also see the section above about budgeting for meals.

**What is included on the Paris Trip:**

Residence costs  
Metro tickets to planned excursions  
Linens (including sheets and towel)  
Breakfast daily at residence  
All entrance fees to museums/attractions on our itinerary

**What is not included on the Paris Trip:**

Lunch (budget-friendly suggestions made each day)  
Dinners (budget-friendly suggestions made each day)  
Entrance fees to attractions not on our itinerary  
Metro tickets for trips of your own choice  
Rental of audio guides

A full Paris itinerary will be provided closer to the program start date.

**PROGRAM INFORMATION**

**Orientation**

Participant orientation sessions will take place during the first week of the program. We will review the contents of this handbook in detail including emergency procedures, contacts and scheduling.

**Teaching/Mentoring**

The program offers classes and hands-on projects in your concentration as well as studio time to develop personal work. A variety of workshops are offered which are open to all participants regardless of Artistic Concentration. Participation in workshops and classes is mandatory except in the case of illness. Faculty are available for one-to-one mentoring by arrangement.

**Schedule/Programming**

Classes generally follow this schedule:

8.15 - 9.00 – Breakfast in your residence  
9:00 – 9:30 – Group Meeting (Tues/Thurs)  
9:30 – Class Period 1 (Mon/Tues/Thurs) OR Creative Workshop (Wed/Fri)  
12.30 – 1.30 – Lunch  
1:30 – Class Period 2  
3:30 – Class Period 3 (or Studio/Rehearsal Time)  
5.45 – 7.00 – Dinner

**Artistic Concentration:** Each participant chooses an Artistic Concentration from: Acting, Studio Art, Filmmaking, Music or Design for Stage and Screen (Set, Costume, Lighting). AC's will offer a variety of classes and time to complete creative projects.

**Creative Workshops:** A variety of workshops are offered throughout the program so that participants can learn new skills and cross over into other disciplines. These are offered as a series of three classes that participants sign up for in advance. There will be several options for you to choose from in each series. For example, Workshop Series I may offer Jewellery Design OR On Camera Acting OR Screenwriting. All participants must choose and attend a workshop in each series as well as attend all sessions.

**Studio Time:** This is designated creative time to work in the studio, rehearse, shoot, work with mentors and complete creative projects. Some AC's will span both AC time and Studio Time for example film shoots, which need additional time to complete.

**French language classes:** We offer conversational French at beginner and intermediate level for a one-hour session twice per week. Participants interested in French language are invited to a taster session in the first week and then asked to commit to a series of 6 one-hour classes so that they can progress in their language skills.

**Field Trips:** There are full day, and half day field trips each week during the program. The majority of our full day field trips will take place on Saturdays however, we want to leave flexibility in the schedule to allow us to move around the weather. Field trips both group activities and free time to explore the destination on your own. Parents, please note that field trips include unsupervised time where participants are free to make their own decisions about meals including alcohol consumption. All of our staff attend the field trips and remain in contact in the area in case of emergency.

### **Participation and Attendance**

Full participation in the program is required of all participants including all classes, workshops, field trips, group activities, group sessions, household/kitchen duties and information sessions. Participants are expected to attend unless illness prevents them from doing so. Any illness lasting two days or more will require a doctor's visit. Participants routinely missing classes, workshops, field tips or program activities will need to speak with the Program Director about their absences and conditions for continuing participation on the program may be discussed.

### **Computers**

You are encouraged to bring your laptop to the program, especially if you are a writer or filmmaker. You will need a simple US - France plug converter that can be bought inexpensively on Amazon. There is a printer and photocopier available for participant use.

The chateau has Wi-Fi although please be aware that it is not fibre optic and very slow by today's standards. You will be able to make/receive calls and texts with no problems, but you will not be able to stream music or movies on the program. Please come with media downloaded.

### **Phones**

For safety and security reasons, we require that each participant come to the program with a cell phone that has full, working service in France. Participants are required to have a charged mobile phone on their person at all times so that we can communicate with the participant. This includes roaming and data which is particularly important for our field trip days. You will need to speak with your provider to set this up before you come to France and be aware of what the charges are. We ask that you not use your phone during class time or at any other time that requires their attention to be directed toward program activities. Do not rely on purchasing a SIM card in Europe, you will not have phone service until this can be arranged and they are often difficult to set up (in French!) and unreliable.

## HEALTH AND WELLNESS

### Attendance

Participants are asked to attend all Workshops, Artistic Concentration sessions, field trips and group projects as part of the program unless illness prevents them from doing so. If a participant is going to miss class, the Program Director must be notified in the morning of that day. Any absence over two full days if the program will require a doctor's visit.

### Insurance

Every participant is strongly advised to have overseas medical insurance in place before they come to France. Please see the section above under "Pre-Departure" for more details.

### Immunization Recommendations

All participants are encouraged to have the Covid-19 vaccine and a Covid-19 booster within the last 8-12 months. In addition, we encourage participants to be up to date with all vaccinations as they are outlined on our medical forms including Measles, Mumps, Rubella (MMR), Meningitis and Tetanus.

### Self-Administration of Medication

Participants must keep their medications secure and not make them available to any other participant. BCS assumes no responsibility for securing or administering medication and shall not be liable for any consequences that may arise as a result of participants securing, or failing to secure, and administering, or failing to administer, medication. Participants must indicate any authorized medications in the participant health forms.

PLEASE NOTE: All prescription medications must be in the original, pharmacy-issued bottles with the patient's name, drug name and directions for use clearly labelled in English on the outside.

### Physical Illness

In the case that a participant is experiencing routine illness, they should alert the Program Director prior to any academic or program activities affected by their illness. We have excellent clinics and hospitals no more than 10 minutes away from our program. Any participant who requires medical care will be accompanied to the appropriate site - hospital or local clinic - by a member of program staff.

Participants are encouraged to be proactive in preventing routine illness by practicing healthy habits, including, but not limited to, getting plenty of rest, physical exercise and eating healthy food. In the case of an emergency or concern for a participant's health, BCS may contact the participant's family. BCS is not responsible for any fees associated with medical appointments, treatment or hospitalization.

### Mental Wellness

Participants and their families are encouraged to discuss and prepare for the potential challenges of attending a program that may be in an unfamiliar environment far from home. This preparation should include arranging for any necessary mental health assessments and support prior to the start of the program. We ask that participants be forthcoming about any mental health challenges both before and during the program. We ask participants to not attend the program if they are unsure about their current mental health. Please note that BCS does not have a mental health professional onsite and cannot facilitate access to mental health professionals in France.

### Neurodiversity Support

Our participants have a range of diversities in the way they function, process, focus, write, read, speak and/or express themselves. This may include diagnosed conditions such as ADHD or Dyslexia or anything that presents challenges in a traditional classroom, life skills and/or in social settings. If you are diagnosed with or believe you have any kind of neurodiversity, please feel



welcome to get in touch with the Program Director so we can understand the ways in which we can support you.

## **GENERAL**

### **Diversity, Equity and Inclusion**

BCS welcomes and strives for diversity—including but not limited to race, class, gender, sexual orientation, socio-economic background—in our participant body, faculty, and staff in order to foster an inclusive educational community with a wealth of perspectives and experiences.

### **Disclosure of Information**

BCS requires that participants give permission to the BCS Program Director to contact designated parents/guardians and emergency contacts to discuss and to share information concerning your personal behavior and health during the program. This may include medical information that may be shared without the participant's express consent if the Program Director deems it necessary for the safety and wellbeing of that participant.

### **Sexual Misconduct**

Participants will not engage in any form of sexual harassment or sexual violence. Sexual harassment is any unwelcome verbal or physical behavior based on a person's gender. Some examples of sexual harassment include unwelcome touching, engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, displaying pornographic images on computers, emails, mobile phones, social media, etc., and making sexist remarks based on gender.

### **Alcohol**

Participants will not possess or consume any alcohol in and around any of our residences at any time. Alcohol found in residence will be confiscated and repeat violations may result in dismissal from the program. The legal drinking age is 18 in France. Participants may consume alcohol off program grounds but must do so in a manner that does not endanger their welfare or the welfare of other participants/staff. Any participant found to be in violation of these policies will be subject to disciplinary action which may include being sent home at the parents' or guardians' expense, with no refund of fees.

### **Smoking and Vaping**

The program is strictly no-smoking, this includes the use of vaping devices. Smoking or vaping is not allowed anywhere in and around any of our residences at any time. Any participant found to be in violation of these policies will be subject to disciplinary action which may include being sent home at the parents' or guardians' expense, with no refund of fees.

### **Illegal Substances**

Possession, sale or use of illegal drugs is strictly forbidden and will result in immediate expulsion from the program. Please note that all of these three acts are classified as criminal offences in France and may result in prosecution. Any participant found to be in violation of these policies will be immediately sent home at the parents' or guardians' expense, with no refund of fees.