

2023

CREATIVE SEMESTER  
PARTICIPANT HANDBOOK



BERRIDGE PROGRAMS

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## WELCOME

A very warm welcome from all of us at Berridge Programs and the Creative Semester team! We are very excited to have you with us in France for what is sure to be the experience of a lifetime. This handbook contains all of the information you will need to have an enriching and safe gap year program with us. 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

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## FACULTY & STAFF

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Brandon DeLany, Film/Film Production

Joe Boothe, Screenwriting/Film

Duane Daniels, Acting

Brian Dwyer, Filmmaking

Emily Dwyer, Acting, Musical Theatre, Voice

Laurens Boersma, Studio Art

Phoebe Kaniewska, Studio Art/Photography

Judith Kempe, Studio Art

RJ Root, Guitar/Instrumental Music, Music Production

Shauna Medinah, Vocal Music, Music Production

Devin Ampola, Artist in Residence (Studio Art)

Cage Pierre, Artist in Residence (Acting/Arts Management)

AmBer Montgomery, Artist in Residence (Theatre/Arts Management)

Jay Browne, Dean of Students

Bogdan Silaghi, Head Chef

Joe Eckersley, Head of Household

## ESSENTIAL ELIGIBILITY CRITERIA

- Participants should have a good level of English language proficiency as all of our programs are taught in English
- Participants should be open-minded and tolerant of the views and opinions of others
- Participants must be willing to follow the rules, guidelines, and policies 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/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 of behaviour in order to protect the community, promote consideration and respect for individuals of our community and support the aims of the program.

1. BCS participants are expected to be well-behaved and show courtesy and respect to everyone they encounter at all times. Participants will endeavour to be respectful of other participants and staff, be conscious and accepting of differences and patient with the opinions and needs of others.
2. BCS requires participants to uphold high standards of creative/academic integrity. Participants are expected to 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 shall not take part in or facilitate discrimination or use 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.

4. Participants are expected to respect other participants and not to 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.
5. Romantic or sexual relationships between staff members and participants are prohibited. BCS discourages amorous relationships between participants as it may jeopardise the integrity of the program experience.
6. Participants shall not engage in any form of sexual harassment in person or online. Sexual harassment is any unwelcome verbal or physical behaviour 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 are expected to respect property associated with BCS. Participants shall not borrow, use or disturb items belonging to other participants, staff, BCS or others without clear prior permission. Participants are expected to show respect for and take reasonable care of our residence, other facilities and equipment and furnishings. Participants shall not engage in any unauthorized entry, use or occupation of facilities not for use by our participants. Participants may not possess, duplicate or use keys to such facilities without the appropriate authority.
8. Participants shall not commit acts of violence on persons or property or threaten to commit any acts of violence.
9. Participants shall not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
10. Participants shall not use, 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.
11. Responsible Alcohol Consumption Policy: The legal drinking age is 18 in France. Participants may consume alcohol but must do so responsibly in a manner which 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.
12. Participants shall abstain from selling, purchasing, producing or possessing for use any weapons, explosives, fireworks or incendiary devices.

13. Participants are expected to know and to follow all rules listed in this Participant Handbook, as well as the rules presented by BCS staff and those in positions of authority.

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

1. The program reserves the right to enter or inspect any room or any suitcase/personal belongings of all participants when, at the discretion of a responsible staff member, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This applies particularly to the rules around possession of drugs.
2. Unacceptable participant behavior may result in disciplinary action, such as impositions of certain conditions for continuing residence or removal from the program at BCS's discretion. Continued unacceptable or dangerous behaviors will result in dismissal from the program and the participant will have to return to the custody of the parent or guardian or to an adult member of the participant's immediate family. NOTE: All expenses connected with the dismissal of a participant, including travel, are the responsibility of the participant and his/her family. No program fees will be refunded.
3. Your participation in the program implies understanding of these policies and agreement to uphold and abide by these policies for the duration of the program, including 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.
4. The faculty and staff of Berridge Programs cannot be responsible for dispensing any prescription medications. We can provide basic over-the-counter medications with the permission of a parent. We will transport participants to a doctor or medical facility for any illness more serious than a cold and notify the parent immediately.
5. A participant whose physical or psychological status demands, or comes to demand, more care than can normally be provided by the program may be required to leave the program at the discretion of the Director and at the family's expense. Berridge Programs is not responsible or liable for any incident resulting from undisclosed medical or conditions, physical or psychological.

## PRE-DEPARTURE INFORMATION

### Flights/Passports

Please book your flights on or before Dec 15th, 2022. 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.

### Insurance

Every participant is required to have proper overseas medical insurance in place before they come to France. Do not assume your current health provider will cover you. You will need to call them and check if you are covered overseas, your length of coverage and your policy limits. You will need to provide proof in writing that your current insurer covers you for the duration of the program otherwise you will need to purchase Travel Medical Insurance. We recommend using [www.insuremytrip.com](http://www.insuremytrip.com) to receive quotes. The cost of your insurance will vary depending on the value you place on your trip (ie/just flight cost or claiming your tuition cost as well). Please obtain a policy that has at least the following coverage limits: Medical Limit \$50,000, Evacuation Limit \$250,000. Please check that your policy includes coverage for Covid-19 related illness.

### Covid-19 Vaccination Proof

All Creative Semester participants will need to show proof of Covid-19 vaccination to participate on our program. We also strongly recommend, for your protection, that you have a Covid-19 booster within the last 6-9 months of arrival on the program. Please bring your original vaccination card and take a picture of your card with your phone. You should also leave a copy of your vaccination card at home. Our full Covid-19 Protocols will be sent to all participants closer to the time of departure.

### 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 in the late Autumn. You will also need your family physician to complete and sign the Berridge Medical Form that you will receive via email with the forms link. Please be accurate and truthful on these forms as they will be instrumental in keeping you safe and well during your time with us.

### 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. We will hold on to your passport in our safe as you should not 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 course materials for taught classes/workshops
- All breakfasts
- Lunches 5 days per week.
- Dinners 6 days per week while living at the chateau, 5 days per week while living at La Palmeraie.

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 as a group (Budget 25-40 euros)
- Dinner 1 day per week while living at La Palmeraie if you plan on eating out that evening. You may also cook in that evening.
- Course materials for independent projects (i.e. Studio Artists wanting to do large canvases or work in mediums other than those on hand)

Total recommended supplementary meal budget is between 400 – 800 euros depending on where you eat and what you order (i.e hamburger or pizza vs. a three course sit down meal) Suggestions for all budgets will be made.

### **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.

### **Pre-Departure Checklist**

- ✓ Complete Berridge Medical Form by family doctor (before Dec 15<sup>th</sup>, 2022)
- ✓ Supply proof of out of country medical coverage or purchase travel medical
- ✓ Online forms filled out (before Dec 15<sup>th</sup>, 2022)

- ✓ 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 Wifi)

Phone charger

Printed copy of your plane ticket

Wallet and some cash (euros or other)

Passport

Covid-19 vaccination card

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 for 6 days that you can handle yourself. For security, laptops will not be allowed or required on the Paris trip.

Weather in Normandy Jan – April: Although Normandy has relatively mild winters (low 40's in Jan to mid-60's) it can be very wet and feel colder than you expect because of the dampness. We ask you to come prepared with both cold weather and wet weather clothing.

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  
Basic over the counter medications for cold, headache, sore throat 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, 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, sweat pants, 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 Adobe Premiere installed (Free versions are available) and an external hard drive (1TB is sufficient) This is for dumping and storing your film footage and finished films.

Art/Design Concentration

We will have basic supplies in the studio (coloured pencils, markers, acrylic paints) and we can purchase other supplies, papers, canvases and fabrics as needed. Feel free to bring any materials you really like to work with such as pencils, pens, small paint sets or favourite paint brushes, if you are willing/able to travel with them. There is an excellent art store in Cherbourg and we will make a trip there in the first week so you can pick up a sketchbook and any other materials you might want.

## RESIDENCE INFORMATION

Participants are divided into two cohorts between two residences, Chateau le Mont Epinguet in Brix and La Palmerie in Bricquebec. Each participant will spend 4 weeks at each residence with our Paris trip in the middle. Students living at La Palmerie in Bricquebec will be brought to the chateau by private transport from Tuesday – Friday for workshops, classes, studio time, lunches and dinners prepared by our in-house chef. (Please see “Meals” sections below for information on the other days) Both residences are fully supervised by our faculty and staff who are located on site at both locations to support our students for the duration of the program.

### **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 in the chateau with staff housed in the mews and carriage houses.

**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. Sheets, blankets, pillows and towels are provided.

**Kitchens:** The main kitchen in the chateau is where all of our meals are prepared and participants will not have access to this kitchen outside of meal times. Participants are not allowed to use any stoves/cookers unsupervised in the chateau residence at any time. There is a coffee/tea and snack area at the breakfast bar which will be kept stocked throughout the day.

**Studio Spaces:** The main rooms of the chateau will be converted into creative studios for workshops, classes and participant use. This includes: Writers Room/Screening Room, Acting Studio, Art/Design Studio, Music Room and Fireplace Room. Most studios will be open for free use outside of class time. Participants are asked to respect the scheduling of these rooms and to keep these rooms clean and free of clutter.

**Wellness Space:** We do not have a gym onsite but yoga mats, free weights and meditation cushions will be available in the Acting Studio.

**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 at the Chateau**

Meals at the chateau are fully catered with the exception of Thursday which is our dinner out night. A reminder that participants are responsible for the cost of their own meal on dinner out nights. Suggestions will be made for all budgets.

**Breakfast Bar:** Breakfast is serve-yourself, buffet style with a variety of cereals, breads/pastries, fruits, yoghurt, coffee/tea, eggs and porridge available.

**Lunch Buffet:** Lunch will offer a variety of sandwiches, soups, salads and hot entrees served buffet style.

**Dinner:** Dinner is a sit-down meal prepared by our in-house chef. 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.

**Between meals/snacks:** Coffee, tea, fruit and bread are available at all times at the breakfast bar and there is a refrigerator for participants to keep food.

**Special Diets:** We can accommodate vegetarian, vegan, Keto 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.

### **Laundry**

There are two washing machines at the chateau but no dryers. This is not uncommon in European houses. You will need to hang your laundry to dry on drying racks provided.

### **Leaving the Chateau Grounds**

Participants may leave the grounds during daylight hours to walk/exercise in the local area. We have a check-in and check-out procedure in place to leave the grounds which will be explained in orientation. Participants are not permitted to leave the grounds after dark or overnight at any time during the program.

### **Wifi**

The chateau has Wifi for students to use however, please note that it is not fibre optic and therefore not fast. You will be able to text, use wifi calling and video chat with no problem but you will not be able to stream any media during your time at the chateau. Please make sure that any media is downloaded to your laptop prior to arrival on the program.

### **La Palmeraie - Campus Information**

La Palmeraie is a 19<sup>th</sup> century mansion located in the town of Bricquebec, about a 15-minute drive from the chateau. Bought by the Waddell family in 2001, the mansion has been sympathetically restored into a comfortable, characterful residence. Bricquebec is a small village (pop. 4,000) centred around a 12<sup>th</sup> century castle ruin. It is a quaint, French market town with cafes, shops, restaurants, grocery stores and an authentic, outdoor, French market every Monday morning. Our residence is on private property securely set back from the main road and surrounded by grounds and gardens. We have exclusive use of all of the facilities for the duration of our program.

La Palmeraie is located at the following address:

La Palmeraie

1 Rue des Frères-Frémine  
50260 Bricquebec  
FRANCE

**Buildings:** There are two residential buildings onsite: the mansion house and the annex house attached to the mansion house. Gap year participants will be housed in the mansion house and faculty/staff will be housed in the annex.

**Bedrooms/Bathrooms:** Participants are roomed in doubles or triples with most rooms sharing a bathroom in the hallway between 4 participants. Bathrooms are single occupancy. Beds are a mixture of single and double beds. Sheets, blankets, pillows and towels are provided.

**Kitchen:** There is a kitchen on site for student use. Please also see the Meals section below for a full explanation of how meals will work.

**Grounds:** The mansion is surrounded by an acre of lawns, gardens and woods which students are welcome to enjoy. There is a gate which leads on to a public park for walking.

### **Meals at La Palmeraie**

Meals at La Palmeraie are fully catered with the exception of Thursday evening which is our dinner out night and Saturday evening where students are free to cook in the kitchen or go out to a local restaurant. A reminder that participants are responsible for the cost of their own meal on dinner out nights. Suggestions for all budgets will be made.

**Breakfast Bar (in residence):** Breakfast is a serve-yourself, buffet style with a variety of cereals, breads/pastries, fruits, yoghurt, coffee/tea, eggs and porridge available.

**Lunch Buffet (at chateau):** Lunch will offer a variety of sandwiches, soups, salads and hot entrees served buffet style.

### **Dinner:**

Tuesday, Wednesday and Friday: Dinner at chateau with the group

Thursday: Dinner out with the group

Saturday: Option to cook for yourself or dinner out in Bricquebec

Sunday and Monday: Dinner brought in to La Palmeraie from chateau kitchen

**Special Diets:** We can accommodate vegetarian, vegan, Keto 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.

### **Laundry**

There is a laundry room on site with two washing machines and two dryers. There is also a coin laundry within walking distance.

### **Leaving the La Palmeraie Grounds**

Participants may leave the grounds to walk into town and there is a 9PM curfew in residence (everything closes around this time in the village). We have a check-in and check-out procedure in place to leave the grounds which will be explained in orientation. Participants are not permitted to leave the grounds overnight at any time during the program.

## **Wifi**

La Palmeraie has Wifi for students to use and will be able to text, use Wifi calling and video calling. It is high speed however, with the number of students living in residence it may not be possible for everyone to stream media all at once.

## **Other Residential Information**

### **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 house at all times. The Household Manager 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 to both locations will reach us fairly easily and there is a post office within walking distance from La Palmeraie. 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.

### **Rooming Request**

An online form will be sent before the program starts where you can request a particular facility (single room for medical reasons, close to a bathroom etc) as well as your preference for female, male or all gender rooming. We will do our best to accommodate your request.

### **Conflict Mediation**

If a conflict arises with a roommate or another participant, please speak to the Program Director in confidence as soon as possible to assist with resolving the issue. We can provide conflict mediation and work together towards an amicable solution.

### **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 three designated First Aiders on the program:

Andrea Mardon, Program Director

Simon Purse, Dean of Faculty

Emily Firth, Faculty/Residential Director (La Palmeraie)

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 (Chateau)

Emily Firth, Faculty/Residential Director (La Palmeraie)

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. Attendance on all activities is mandatory except in the case of illness. We will stay as a group for the majority of our time in Paris however, participants will be given some time each day to explore on their own, often at meal times, with suggestions of where to eat for every type of budget. Parents please note that this is unsupervised time where participants are free to make their own decisions about meals including alcohol consumption. We will return to the residence as a group by 9PM each evening and participants will not be allowed to leave the residence after this time.

**Meals in Paris:** Breakfast is included at the residence each day. Lunch will be on your own with suggestions made. Dinner will be included on the first and last day of the Paris trip. Dinners on days 2 through 5 will be on your own. 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  
All transportation (Including train ticket and 5-Day metro pass)  
Linens (including sheets and towel)  
Breakfast daily at residence  
Dinner on the first and last evening (this will be as a group)  
All entrance fees to museums/attractions on our itinerary (including Museum Pass)

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

Lunch (budget-friendly suggestions made each day)  
Dinners on Days 2 through 5 (budget-friendly suggestions made each day)  
Entrance fees to attractions not on our itinerary  
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 creative workshops, classes in your concentration and studio time to develop personal work. 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

#### Creative Days

Workshops, classes and studio time will run Tuesday to Friday and generally follow this schedule:

- 8.15 - 9.00 – Breakfast in your residence
- 9:15 – 9:30 – Arrival of La Palmeraie group and morning meet up
- 9:30 – 11:00 – Morning Workshop I
- 11.00 – 12:30 – Morning Workshop II
- 12.30 – 1.30 – Lunch at chateau
- 1.30 – 4.30 – Artistic Concentration (A/C)
- 4.30 – 5.45 – Studio Time OR French Lessons
- 5.45 – 7.00 – Dinner at chateau
- 7.30 – La Palmeraie group departs for residence

**Morning Workshops:** A variety of workshops will be offered for participants to learn new skills, hone technique and meet artists across the disciplines. Workshops will include Painting, Life Drawing, Improv Acting, Shakespeare, Digital Photography, Ceramics, Writing for Stage and Screen and more.

**Artistic Concentration:** Each participant will choose 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.

**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:** Any participant can join our French language classes which will take place two times per week. These classes offer essential travel French, vocabulary and grammar from beginner to advanced and time to practice conversation with the teacher and the group.

#### Other Programming

**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.

Weekends: As most Saturdays will be field trip days Sunday/Monday will be our weekend.

Market Day/Mondays: Market Day is every Monday in Bricquebec. Students who live at the chateau will be shuttled to Bricquebec on Market Day to join the students who live in Bricquebec to explore the market, have lunch at a café or shop. We will aim to do Market Day every other Monday. The remainder of our Mondays are reserved for experiences around the Normandy Peninsula such as visiting a Cider Making farm, our bakery tour, climbing the Gatteville Lighthouse and other local experiences.

### **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**

### **Insurance**

Every participant is required to have medical insurance in place before they come to France. You will need to provide proof to us in writing that your current insurer covers you for the duration of the program otherwise you will need to purchase Travel Medical Insurance. Please see the section above under "Pre-Departure" for more details.

### **Immunization Requirements**

All participants are required to have the Covid-19 vaccine to enter France and attend the program. We encourage participants to have had a Covid-19 booster within the last 8-12 months. You will need to bring your original vaccination card with you to the program. Please keep a copy in our phone and/or at home. In addition, participants must also provide proof of immunization for Measles, Mumps, Rubella (MMR) and Meningitis if they have them on the Medical Form to be completed and signed by their family doctor. If you do not have proof of these vaccines, a waiver can be provided.

### **Covid-19 Protocols**

We will set Covid-19 protocols closer to the start date of the program. This may include pre-departure Covid testing and/or testing upon arrival in France.

### **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 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 support prior to the start of the program including arranging any ongoing care needed to be provided on a remote basis with your health care professional in your home country. We ask that participants be forthcoming about any mental health challenges both before and during the program. 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 behaviour 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 shall not engage in any form of sexual harassment or sexual violence. Sexual harassment is any unwelcome verbal or physical behaviour 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**

Responsible Alcohol Consumption Policy: The legal drinking age is 18 in France. Participants may consume alcohol but must do so responsibly in a manner which does not endanger their welfare or the welfare of others and in a manner that does not compromise their program experience and/or the experience of other participants. 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. Decisions with regards to what defines responsible or irresponsible behaviour with regards to alcohol consumption will be at the discretion of the Program Director.

### **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 the residence or in conjunction with any program event or activity. 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.

### **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. Any absence over two full days if the program will require a doctor's visit.