

SUMMER
2024

BERRIDGE FRANCE
PARTICIPANT HANDBOOK



BERRIDGE PROGRAMS

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WELCOME

A very warm welcome from all of us at Berridge Programs and the Berridge Summer Acting and Film Program! We are excited to have you with us in France for what is sure to be the experience of a lifetime. This handbook contains all the information you will need to have a great summer 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 Summer Acting and Film Program (BSAF) 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

In France: +1 760-688-8447 (US Phone number, works internationally)

Phone numbers for all arrival day staff will be emailed to you.
2 weeks before the program start date.

FACULTY & STAFF

Andrea Mardon, Program Director

Simon Purse, Shakespeare/Film

Duane Daniels, Improvisation

Emily Firth, Acting Techniques/Musical Theatre

Greg Ainsworth, On Camera Acting/Writer/Performer

Kristy Hasen, On Camera Acting/Writer/Performer

Dan Milne, Movement/Directing

Brian Dwyer, Film Teacher

Bogdan Silaghi, Head Chef

ESSENTIAL ELIGIBILITY CRITERIA

The information below outlines the policies and procedures that guide our program and our expectations of our participants 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 Summer Acting and Film Program (BSAF) to a high standard to protect our community, promote consideration and respect for individuals and support the aims of the program.

1. BSAF 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. BSAF 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 BSAF. Participants will not borrow, use or disturb items belonging to other participants, staff, BSAF 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 BSAF 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 on field trips and dinner out nights but must do so in a manner that does not endanger their welfare or the welfare of other participants/staff or effect their attendance and participation on the program. Participants who are intoxicated to the point of slurring speech, falling down, needing to be carried or being sick will be immediately dismissed from the program with no refund of fees.
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 possess cigarettes or smoke or vape anywhere in and around the residence or on campus grounds. Cigarettes and vaping devices found in residence will be confiscated and repeated violations may result in program dismissal.

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. Reasons for dismissal will be given in writing both to the participant and parent. 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 participant 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.

Leaving the Program Early

Participants may choose to leave the program early for any reason at any time and this reason may be disclosed or undisclosed to the Program Director, Program Staff, or other participants at the

discretion of the participant. Participants who elect to leave the program early should be prepared to do so within 24 hours of their decision and be prepared to travel to Paris CDG airport independently without being accompanied by a member of staff. Our staff can assist with getting a participant to the local train station for their journey into Paris and make hotel and onward travel suggestions but all travel arrangements for train tickets, hotels, flight changes and taxis must be made by the participant or parent/guardian.

Dismissal at the Discretion of the Program Director

If a participant's needs become more than the program can accommodate, a decision may be made for that participant to leave the program early. Some reasons for this may be ongoing severe homesickness, ongoing issues with other participants, chronic lateness or non-participation, increased isolation, ongoing anxiety/depression, repeated difficult behaviors in class or in residence with other participants or any situation that makes the program untenable for a participant and demands an amount of time, attention or care that is more than the program can provide. This early departure decision is at the discretion of the Program Director and, although we prefer these decisions to be mutual, it may be made without the agreement of the participant or parent/guardian. If a participant is asked to leave the program early, the dismissal protocol outlined above will apply including no refund of fees.

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 on or before May 22nd, 2024 so you can include them in your forms packet. Although this seems like quite a few weeks before, it is 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.

Visas/Tourist Status

You will be coming to France as a tourist, not as a participant. It is important not to mistakenly represent yourself as a participant to French customs as this will be confusing and requires a complicated visa process. As a tourist, you have a maximum stay of 90 days in any 180 days in the EU or "Schengen Area" which is known as your "Schengen Allowance." United States and Canadian citizens do NOT need to apply for any formal visa to enter France. Their Schengen Allowance is activated once they have cleared customs and receive a stamp in their passport. Participants from other countries should check with their airline or consulate regarding necessary visas.

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 you are covered for Emergency Medical Evacuation which can carry a very high cost.

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. 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, providers, limits or deductibles. 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 these forms online on or before May 22, 2024. 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 both cash and credit. 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 always separate from your cards.

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, 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 always carries photo ID on them, and you may be asked for it when using your credit cards.

Do not bring:

More than three hundred euros in cash (or more than you would be prepared to lose!)

An American Express card as they not accepted in France.

Travellers Cheques

Apple Pay/Pay with Phone is accepted in some places, not all.

Arrival Day

Delayed Flight: If your flight is delayed before your board, try to contact the Program Director to let us know when you might be arriving. If you are delayed in flight, do not 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

- ✓ Overseas medical insurance secured
- ✓ Online forms filled out (before May 22, 2024)
- ✓ Copy of ACTUAL flight itinerary sent to Program Director
- ✓ Check luggage weight allowances with airline
- ✓ Have enough prescription medications to last 4 weeks
- ✓ Make a photocopy of your passport and give it to your parents
- ✓ Make sure your phone will have functional service in France including data
- ✓ Arrange credit card/access to cash that will work overseas
- ✓ Have another form of Photo ID other than passport
- ✓ Attend pre-departure zoom meeting

Have on your person and/or in your carry-on:

Contact numbers for Berridge staff (Printed copy)

Phone that has service in France (not just Wifi)

Phone charger

Printed copy of your plane ticket

Wallet and at least 50 euros in cash

Passport

Another Photo ID

Laptop (not recommended to put in your checked luggage)

PACKING LIST

Luggage Limits: Participants are asked to limit their luggage to one suitcase and one carry on item only. Your suitcase should be under the airline maximum weight, and you should be able to manage your luggage and lift it yourself with no problems.

Weather in Normandy June/July: Normandy can feel cool in the summer, especially those used to humid, hot American summers. The temperature ranges from 60 – 85 degrees and is variable sunny and rainy. Please come prepared with sweaters, rain jacket and long pants.

Essential:

*****Water bottle with your name on it***** (ESSENTIAL! to cut down on dishes/water use we do not have drinking glasses available on the program, we ask that participants use their water bottle during class and at mealtimes)

1 x towel

1x Standard Pillowcase

Warm clothing

Indoor house shoes/slippers
Bathing suit/beach clothing (we will aim for one beach day)
Dressy outfit for final dinner
Toiletries
Simple, white, US – France plug converters for phone chargers/laptops.
Headphones
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:

Shower Carry kit (Bathrooms are down the hall for most rooms)
Basic over the counter medications (Cold medicine, Tylenol etc)
Pens, pencils, notebook

We will supply:

Bed sheets/duvet cover
Hair dryers compatible with French sockets

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
Substantial amounts of cash (a general guideline is over 500 euros)
Multi-country plug converters (use simple, white plug converters only)

Acting Program:

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 Program:

External SSD (Solid State Drive) Hard Drive with 1TB of storage.
Laptop (Ideally with Adobe Premiere or Final Cut installed. You can purchase a month-to-month participant version of the Adobe Suite for \$19.99/month)

Note: It is highly recommended that you have at least 25% of your hard drive space FREE on your laptop hard drive. This will make it much easier to work with your film files. We recommend that you dump your hard drive photos, films and large files onto an external drive before you come to France to gain more room on your hard drive.

All cameras, lighting and sound equipment are provided. You do not need to bring a camera for the film program.

PROGRAM INFORMATION

Orientation

There will be a pre-departure meeting 2 weeks before the program start date and a full on the ground orientation in the first two days of the program. Parents are asked to attend the pre-departure zoom meeting. We will review the contents of this handbook in detail including emergency procedures, fire drill, local hazards, protocols for walking off campus, emergency contacts, and scheduling.

Daily Schedule

Our days will follow this basic schedule:

8.00 - 8:45: Breakfast
9:00: Meet-up in theatre
9:30 - 11:00: Period 1
11.00 - 12.30: Period 2
12.30 - 1.30 – Lunch
1.30 – 3.00 – Period 3
3:30 – 5.30 – Elective (Mon-Thurs)
5:45 - 6:30: Dinner
7.00 – 10.00 – Optional Activities, rehearsals, coaching

Teaching/Classes

Acting Program: There are 4 classes taught throughout the week on rotation: Acting Techniques, Movement, Shakespeare and On Camera. Each Acting Program participant chooses an elective from Musical Theatre, Improvisation, Directing or Writer/performer which meets 3 days per week in the afternoon. Each class culminates in a showcase of work and selected pieces will be featured in our Final Performance at the end of the program.

Film Program: Film Program participants meet as a group from 9:30-3:30 each day. In this time, they will write, produce, direct, shoot and edit their own short film from start to finish as well as crew on their fellow Film participants films. Shooting days will be longer with some days running from 7AM and extending after dinner. Each Film Program participant chooses an elective from Musical Theatre, Improvisation, Directing or Writer/performer which meets 3 days per week in the afternoon. The Film Program culminates in a Film Premiere for an invited audience.

Field Trips

There are three full day field trips. Please note we use only private hired buses for all our field trips:

D-Day Landing Beaches: We arrive at the American Cemetery at Omaha Beach Museum at 10AM for a self-guided tour of the museum and a walk through the cemetery grounds. Participants and staff remain together as a group on this field trip. We then move on to Bayeux.

Bayeux/Bayeux Festival: The town of Bayeux is closed to traffic the first weekend in July for the Bayeux Festival. We go as a group to the Bayeux Cathedral for a self-guided tour. Participants are then allowed to explore the Bayeux Festival on their own in small groups for about 2-3 hours, an area

of about two square miles that is closed to pedestrian traffic. Staff remain in the local area and can be easily contact in case of emergency.

Mont St Michel: Mont St Michel is a tidal island of about 1.5 square miles. We proceed in a group to the abbey and have an audio-guided tour. Participants are then free to explore on their own for 1-2 hours, have lunch and buy souvenirs. Staff remain in the local area and can be easily contact in case of emergency.

Cherbourg/Carteret Beach: Saturday is market day in our local city of Cherbourg. We head down at 10AM and participants are free to roam a traditional French market and have lunch at a variety of market stalls. We then go on to Carteret beach where, weather permitting, participants can swim and enjoy the beautiful sandy beaches of the West Normandy coast. (Please note, this is a lifeguarded beach)

Parents, please note that field trips include unsupervised free time where participants may not be in direct sight of a member of staff. We ask all participants to bring a working cell phone so that we may be in touch with you on field trips and in the event of an emergency. All our staff attend the field trips and remain in contact with participants throughout the day.

Meals

Breakfast: Breakfast is serve-yourself in your own house with a variety of cereals, breads/pastries, fruits, yoghurt, coffee/tea, eggs, and porridge available. A cooked brunch will be offered on Sundays with scrambled eggs, bacon, pancakes, French toast etc.

Lunch Buffet: Lunch will offer a variety of meats, cheese, sandwich fillers, soups, salads, and hot entrees served buffet style.

Dinner: Dinner is a hot, sit-down, two course meal prepared by our in-house chef. A variety of dishes are served from classic French dishes to American comfort food.

Between meals/snacks: Cereal bars, cookies, coffee, tea, fruit, and bread are available at all times at the breakfast bar.

Special Diets: We can accommodate vegetarian and gluten-free diets. Please indicate your preferences on your dietary form. We regret we cannot accommodate food preferences, Keto, Kosher, Vegan diets or allergies where there can be no cross contamination of any kind (ie very serious nut allergies).

Computers

You are encouraged to bring your laptop to the program, especially if you are a 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.

Wi-Fi

The chateau has Wi-Fi although it is not fibre optic and therefore not high speed. You will not be able to stream or download music or films while in residence so you may want to do this in advance of arrival. You will be able to stay connected with family and friends through video calling and texting with no problems.

Phones

For safety and security reasons, we require that each participant come to the program with a cell phone that has service in France including data. This may mean calling your current cell phone provider and arranging an overseas calling plan for your time in France. Some providers will charge \$50-\$100/month for this and, although it is expensive, it is an essential part of our safety protocols that every participant have a working phone.

Please note that we do not recommend or assist participants in buying and setting up French mobile phones or SIM cards. We simply have too many participants on the program to facilitate this.

Participants are asked to always have a charged mobile phone on their person so that we can communicate with the participant. 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.

RESIDENCE INFORMATION

Address

The program is located at the following address:

Chateau le Mont Epinguet
97 Rue du Mont Epinguet
50700 Brix
FRANCE

Mail

We ask that mail be limited to LETTERS ONLY. DO NOT SEND PACKAGES OF ANY KIND INCLUDING FEDEX, DHL, AMAZON unless it is a medical necessity/emergency. Packages take a long time to reach us, often get lost and always carry extra duty charges which is burdensome to program administration. We regret that any mail that arrives after the program departure date cannot be returned or sent on. In addition, we can post letters, but we do not facilitate the shipping of extra luggage, boxes, or packages for participants. We regret we cannot accept or facilitate Amazon packages for participants and they will be refused by our program staff. We simply have too many people in residence to field delivery of packages.

Facilities

Our Residence: Chateau le Mont Epinguet is 20 minutes from the city of Cherbourg (pop. 35,000). Our program is in an idyllic rural location which feels very isolated but is 5 minutes from the nearest doctor (who speaks English and knows us and our program) and 15 minutes from the nearest hospital. Our residence is on private property, and we have exclusive use of all the facilities for the duration of our program.

Buildings: There are three residential buildings onsite: the chateau, the mews house, and the carriage house. Participants are housed between the carriage house and the news house and have a sense of independent living with the staff in the chateau about 30 feet away. A member of staff lives in the bigger house with the participants to provide residential support.

Bedrooms/Bathrooms: Participants are roomed in doubles or triples with most rooms sharing a bathroom in the hallway between 6-8 participants. Bathrooms are single occupancy. Beds are a mixture of single and double beds and are assigned randomly. A duvet and cover, bottom fitted sheet and pillow is provided. Participants should bring 1 towel and 1 pillowcase.

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

Studio Spaces: The main rooms of the chateau will be converted into creative studios for classes and participant use. This includes Writers Room/Screening Room, Acting Studio, Library/Reading Room, Fireplace Room. Most studios will be open for free use outside of class time. The Acting Studio will need to be scheduled for 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.

Theatre Space: We have a 200-year-old barn that we convert into a simple theatre each summer. This space is used for meetings, classes, and performances and as a wellness space where we teach meditation and yoga in the evenings.

Please note we do not have a gym or fitness facilities.

Housekeeping/Residential Duties

Participants are responsible for housekeeping in the chateau and are expected to maintain cleanliness in their rooms. The Program Director will inspect chateau bedrooms on a regular basis to ensure that rooms are free of trash, clutter and that nothing constitutes a fire hazard. There is a kitchen team of three participants assigned to help each day for a half hour before and after each meal. Kitchen team duties include helping with meal prep, keeping the breakfast area clean and stocked, helping with dinner service and dishes.

Please note that none of the rooms in our residence lock. Participants will be responsible for the safety and security of their own belongings.

Laundry

There are two washing machines at the residence but no dryers. This is not uncommon in European houses. Clothes must be line dried. We will provide more details during orientation.

Room Assignments

Roommates are randomly assigned before the program starts. If you have a need for a particular facility (single room for medical reasons, close to a bathroom etc) please get in touch to let us know before the program starts. Please note that for reasons of safety participants are not allowed to change rooms with other participants or sleep in any other bedroom or space on the grounds that is not their assigned bedroom. Mattresses, duvets, blankets, pillows, and décor from your bedroom should not be removed to any other space during the course of the program.

Curfew and Bed Checks

Curfew is 10PM on weekdays and 11.30PM on weekends. Participants are asked to be in their rooms and maintaining quiet hours after this time. A member of staff will come and check on each room 30 minutes after curfew.

Leaving the 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 9PM or overnight at any time during the program.

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

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 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 chateau.
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 is 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

Simon Purse, Dean of Faculty

First Aid kits are located:

Fireplace room just outside the kitchen

Carriage house inside the front door

In every vehicle

The designated Fire Warden on the program is:

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.

HEALTH AND WELLNESS

Insurance

It is strongly recommended that you have overseas medical insurance in place to come to France. Please see the section above under “Pre-Departure” for more details.

Immunization Requirements

It is strongly recommended to have the Covid-19 vaccination and booster before you come to France. In addition, participants are advised to have all vaccinations listed on the online Medical Form including Measles, Mumps, Rubella (MMR), Meningitis and a recent Tetanus shot.

Self-Administration of Medication

Participants must keep their medications secure and not make them available to any other participant. BSAF assumes no responsibility for securing or administering medication and shall not be liable for any consequences that may arise because 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, BSAF may contact the participant's family. BSAF 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 and indicating any ongoing care in the participant's medical forms. BSAF does not have mental health professionals onsite but is prepared to handle emergency situations according to BSAF's mental health safety plans. We ask that participants be forthcoming about any mental health challenges both before and during the program. Meetings with your regular therapist online can be facilitated in the evenings.

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 contact the Program Director so we can understand the ways in which we can support you.

GENERAL

Diversity, Equity, and Inclusion

BSAF 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 to foster an inclusive educational community with a wealth of perspectives and experiences.

Disclosure of Information

BSAF requires that participants give permission to the BSAF 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 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, body or style of dress, conditioning opportunities on sexual favors, displaying pornographic images, cartoons or graffiti on computers, emails, mobile phones, social media, bulletin boards, etc., and making sexist remarks or derogatory comments based on gender.

Romantic Relationships

Participants may find their experience compromised if a romantic relationship becomes difficult or ends during your time on the program. For this reason, we strongly discourage any romantic and/or sexual relationships on the program. Please note that, in accordance with French and US law, participants ages 18 and over are prohibited from conducting any relationship of a sexual nature with any participant under the age of 18 and doing so will result in immediate dismissal from the program.

Alcohol

Program policy completely prohibits the consumption, possession, or provision of alcohol. ALL program participants must agree not to possess, use, or sell alcohol at any time either on the program grounds. Any participant found to be in violation of this policy will be sent home immediately 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 the residence or in conjunction with any program event or activity.

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 these three acts are classified as criminal offences in France and may result in prosecution.

Attendance

Participants are expected to attend all class sessions, field trips and kitchen duty sessions unless illness prevents them from doing so. Any illness must be reported to the Program Director before morning meeting at 9:30 or as soon as you feel unwell.