

SUMMER  
2022

BERRIDGE FRANCE  
PARTICIPANT HANDBOOK



BERRIDGE PROGRAMS

**WELCOME/2**

Program Ethos  
Program Team

**ESSENTIAL ELIGIBILITY CRITERIA/3-4****PARTICIPANT CODE OF CONDUCT/3-4****RESERVED RIGHTS OF THE PROGRAM/5****PRE-DEPARTURE/6-9**

Flights/Passports  
Visas/Tourist Status  
Insurance  
Covid-19 Vaccination  
Medical/Dietary Forms  
Money and Identification  
Arrival Day  
Pre-Departure Checklist  
Packing List

**PROGRAM/9-11**

Orientation  
Daily Schedule  
Teaching/Classes  
Field Trips  
Meals  
Computers/Wifi/Phones

**RESIDENCE/11-13**

Address  
Mail  
Facilities  
Housekeeping  
Laundry  
Room Assignments  
Curfew and Bed Checks  
Leaving the Grounds  
Guests  
Emergency Procedures  
Fire Prevention

**HEALTH/WELLNESS/14-15**

Medical Insurance  
Immunization Requirements  
Covid-19 Protocols France  
Self-Administration Medication  
Physical Illness  
Mental Wellness  
Neurodiversity Support

**GENERAL/15-16**

Diversity and Inclusion  
Disclosure of Information  
Sexual Misconduct  
Alcohol  
Smoking and Vaping  
Illegal Substances  
Attendance

**COVID-19 PROTOCOLS/17-19**

## WELCOME

A very warm welcome from all of us at Berridge Programs and the Berridge France 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 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 France (BF) 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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Katie Royer, Associate Director  
Simon Purse, Shakespeare  
Duane Daniels, Acting Techniques/Improvisation  
Greg Ainsworth, On Camera Acting/Writer/Performer  
Kristy Hasen, On Camera Acting/Writer/Performer  
Dan Milne, Movement/Directing  
Brian Dwyer, Film Teacher  
Ramiro Cantu, Film Teacher  
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 must have a degree of independence and be comfortable managing their time, getting themselves to meals/classes and act in a safe, responsible manner on campus and on field trips.
- Participants must have the ability to work and create both independently and 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 class sessions
- 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 willing and able to ask for support and guidance when needed
- 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 from their home city to Paris CDG airport without the aid of BF staff

## PARTICIPANT CODE OF CONDUCT

The Participant Code of Conduct holds participants on the Berridge France (BF) to a high standard of behaviour in order to protect the community, promote consideration and respect for individuals of our community and support of the aims of the program.

1. BF 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. BF 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. 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.
6. Participants are expected to respect property associated with BF. Participants shall not borrow, use or disturb items belonging to other participants, staff, BF 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.
7. Participants shall not commit acts of violence on persons or property or threaten to commit any acts of violence. Participants shall not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
8. Participants shall not use, possess or distribute drugs including all Marijuana and Cannabinoid products. 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.
9. **Program policy completely prohibits the consumption, possession or provision of alcohol.** ALL program participants, regardless of the legal drinking age in France, must agree not to possess, use or sell alcohol at any time either on the program grounds or off the grounds on field trips. 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.
10. 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.
11. Participants will not sell, purchase or possess any weapons (including knives) explosives, fireworks or incendiary devices.

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

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

1. The program reserves the right to enter or inspect any room 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 includes the right to inspect rooms for compliance with regulations regarding drug, alcohol, smoking, weapons and fire hazards.
2. Unacceptable participant behavior may result in disciplinary action, such as impositions of certain conditions for continuing residence or removal from the program at BF'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 May 25<sup>th</sup>, 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.

### Visas/Tourist Status

You will be coming to France as a tourist, not as a student. It is important not to mistakenly represent yourself as a student 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

Every participant is required to have medical insurance in place before they come to France. You will need to provide proof in writing that your current insurer covers you for the duration of your time overseas 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 limits: Medical Limit \$50,000, Evacuation Limit \$250,000. Please check that your policy includes coverage for Covid-19 related illness. We strongly encourage all participants to consider insuring the entire amount of their trip, including their tuition and flights.

### Covid-19 Vaccination Proof

All travellers to France will need to provide proof of Covid-19 vaccination in order to enter France and to participate on our 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. Please make sure that you read our full Covid-19 Protocols at the end of this handbook carefully.

### Medical/Dietary/Travel Forms

You will need to fill out these forms online on or before June 1, 2022. Please be accurate and truthful on these forms as they will be instrumental in keeping you safe and well during your time with us. You will also need your family physician to complete and sign the Berridge Medical Form that you have received via email.

## 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 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, student 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 carry photo ID on them at all times and you may be asked for it when using your credit cards.

Do not bring:

More than 300 euros in cash (or more 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 accepted in France

## 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 Medical Form by family doctor (before June 1, 2022)
- ✓ Supply proof of out of country medical coverage or purchase travel medical
- ✓ Online forms filled out (before May 25<sup>th</sup>, 2022)
- ✓ Copy of 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
- ✓ 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  
Covid-19 vaccination card  
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 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** (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 meal times)

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  
Large 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: If you are able, please bring a laptop with Final Cut or Adobe Premiere installed (Free participant versions are available) and an external hard drive (1TB is sufficient) This is for dumping and storing your film footage and finished films.

## PROGRAM INFORMATION

### Orientation

There will be two online zoom orientation sessions before the program start date, one in mid-May and one pre-departure meeting 2 weeks before the program start date. Parents and students are asked to attend. Participant orientation sessions will take place during the first day of the program. We will review the contents of this handbook in detail including emergency procedures, contacts and scheduling.

### Daily Schedule

Generally, 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 4 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. Each Film Program participant

chooses an elective from Musical Theatre, Improvisation, Directing or Writer/performer which meets 4 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:

**D-Day Landing Beaches:** Our group has a morning with local WWII historian Ben Trumble and then a self-guided tour of the American Cemetery at Omaha Beach. Students and staff remain together as a group on this field trip.

**Bayeux/Bayeux Festival:** Our group has a walking tour of Bayeux in the morning with local historian Jonathan Dale and a self-guided tour of the Bayeux Tapestry. Students are then allowed to explore the Bayeux Festival on their own in small groups for about 2-3 hours, an area of about 2 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. Students 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.

**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 of our staff attend the field trips and remain in contact with participants throughout the day.

### **Meals**

**Breakfast Bar:** Breakfast is serve-yourself, buffet style 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, vegan, Keto and gluten-free diets. Please indicate your preferences on your dietary form. We regret we cannot accommodate Kosher or 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 Wifi 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 keep in touch 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**. Participants are asked to have a charged mobile phone on their person at all times 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 unless it is a medical necessity. Packages take a long time to reach us, often get lost and almost 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.

### **Facilities**

Our Residence: Chateau le Mont Epinguet is 20 minutes from the city of Cherbourg (pop. 35,000). Our program is located 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 of 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 in the chateau and carriage house with staff living in amongst the participants providing close supervision.

Bedrooms/Bathrooms: Participants are roomed in triples or quads 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 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 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 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 also 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 at all times. The Household Manager 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 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 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 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

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**

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 attend the program and to enter France. You will need to bring your original vaccination card with you to the program and show it to customs to enter France. 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 in France**

France currently does not have a mask wearing law however this has been known to change at a moment's notice depending on the current Covid-19 situation. We ask that participants come equipped with a supply of 10-15 disposable masks and be prepared to do so on field trips should the law, or the current infection rates, deem it necessary to do so. All participants and parents should familiarize themselves with our Covid-19 Protocols found at the end of this handbook.

### **Self-Administration of Medication**

Participants must keep their medications secure and not make them available to any other participant. BF 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, BF may contact the participant's family. BF 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. BF does not have mental health professionals onsite but is prepared to handle emergency situations according to BF's mental health safety plans. We ask that participants be forthcoming about any mental health challenges both before and during the program.

### **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**

BF 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**

BF requires that participants give permission to the BF 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.

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

## **Attendance**

Participants are asked 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.

## COVID-19 RISK MANAGEMENT

Updated April 10<sup>th</sup>, 2022

We ask that our participants carefully review this document with their families. Your signature on the online forms acknowledges that you understand the safety protocols outlined in this document and agree to abide by them and act in a responsible, safe and respectful manner with regards to Covid-19.

### **BEFORE TRAVEL TO FRANCE**

**Vaccination:** We require that all participants be fully vaccinated against Covid-19 including a booster within the last 6-9 months. Please send a copy of your Covid-19 vaccination card to the Program Director via email prior to arrival. Do not forget to bring your actual card with you to France as you will need it for customs control.

**Before Travel:** It is in the best interests of our community for all participants to guard their health very carefully in the 7-10 days before boarding the plane to Paris, France. This may include:

- Limiting contact with others
- Mask wearing in all indoor spaces
- Isolation at home if possible

A reminder that we regretfully cannot offer any refunds of tuition 30 days prior to the start date of the program. This includes Covid-19 related illness. We therefore strongly encourage all to consider insuring their tuition and flight in case they should be prevented from attending the program by Covid-19 related illness.

### **Current Entry Requirements for travel to France**

France is open to fully vaccinated travellers with no testing or quarantine requirement. Travel to France requires:

- A. Proof of Vaccination: You must be fully vaccinated against Covid-19 and provide proof of vaccination on arrival using your original vaccination card. Vaccines currently accepted in France include:

Pfizer-BioNtech 7 days after 2nd dose

Moderna 14 days after 2nd dose

Oxford-AstraZeneca 15 days after 2nd dose

Johnson & Johnson/Janssen 14 days after single dose

Persons 18 years of age and older must have received a booster vaccination within 9 months of entering France.

**Covid testing before arrival:** Currently the French government does not require fully vaccinated travellers to Covid-19 test before entering France. However, for the safety of our community, we are asking that all participants arrange testing the day before they fly. **This can be a lab or home Antigen testing kit.** Your test results will need to be emailed to the Program Director before your flight lands in Paris.

**Early arrival into Paris:** If you are arriving in Paris early and have arranged to meet up with our group at Paris CDG on June 25<sup>th</sup> you will also be required to arrange to take a

Covid-19 test 24 hours before you meet with our group and submit your results to the Program Director.

### **DURING TRAVEL TO FRANCE**

Please ensure that you guard your health carefully throughout your travel to France, wearing a mask at all times in the airport and on the airplane, frequent handwashing and social distancing.

### **AFTER TRAVEL TO FRANCE**

**Transport to Normandy:** We meet each participant at arrivals and use only private transportation from the airport to the chateau. You will be asked to keep your mask on for the duration of travel on the bus to Normandy.

### **WHAT IF A PARTICIPANT SHOWS SYMPTOMS OF COVID-19?**

Participants displaying symptoms of Covid-19 will be isolated and tested at the earliest available time using an Antigen lateral flow home test kit. If this test is positive, a PCR laboratory test will be arranged to confirm the results.

Any participant running a fever, having difficulty breathing, having persistent dry cough or loss of taste or smell will be automatically isolated in our isolation accommodation until such time as the participant is tested and results are made available.

We will have a supply of Antigen home test kits available on the program. Any participant wishing to be tested at any time can use one at their convenience. Any participant wishing to see a doctor during the program may do so, regardless of the guidelines above. We will facilitate appointments with the doctor on their behalf.

### **WHAT IF A PARTICIPANT TESTS POSITIVE FOR COVID-19 DURING THE PROGRAM?**

If a participant tests positive for Covid-19 that participant will go into isolation until they have recovered from the virus and are cleared by a negative test. This will be a 7-day isolation on the basis the participant can test negative on Day 6 and Day 7 with an Antigen lateral flow home test. Any positive participant wishing to arrange a Covid-19 PCR test off campus to confirm results or see a medical professional with regards to Covid-19 symptoms can do so at any time.

**On Campus Isolation Arrangements:** Our Covid-19 isolation accommodation is on campus. This will give participants the opportunity to continue participating on the program from their isolation should they be experiencing mild symptoms and feel that they want to continue on with their work. We will provide the participant with food and care during this time and they will be able to be outdoors, work on creative projects and work with faculty mentors in a socially distanced outdoor setting.

**Contact Tracing Protocols:** In the event that a participant tests positive, all other participants and staff on the program will also be tested for Covid-19 Antigen lateral flow home test kits. Any positive results will follow the same PCR testing and isolation protocols as above.

**Testing Positive Prior to Departure:** Should a participant test positive in the week before departure, the above protocols around isolation and testing will apply and a member of staff will remain with the participant until such time as they have recovered and are able to secure a negative test to fly home, even if this is after the program end date.

### **DEPARTING FROM PARIS CDG**

At this time, all participants who are departing from Paris CDG on April 1<sup>st</sup>, 2022 need to arrange a Covid-19 test to fly home. Currently this is an Antigen “rapid test” to enter the US which is quick and easy to arrange at a local pharmacy or at CDG airport. We will assist participants in making bookings for their Covid tests and ensure that they get to their test on time and have all the necessary results and paperwork to fly back to their home country.