

SUMMER
2023

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 France team! 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 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

Andrea Mardon, Program Director
andrea@berridgeprograms.com
In France: +44 7950684327

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
Duane Daniels, Contemporary Performance/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
Ramiro Cantu, Film Teacher
Bogdan Silaghi, Head Chef

ESSENTIAL ELIGIBILITY CRITERIA

- Participants should have a proficient 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 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 always encounter. 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, 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. The use of vaping devices will be cause for disciplinary action up to and including dismissal from the program.
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 and without the express consent of the student or parent, if 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, vaping, 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 25th, 2023. 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 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

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. We recommend the following coverages and limits:

-Medical Treatment Limit \$50,000

-Medical Evacuation Limit \$250,000 (many US providers DO NOT cover Medical Evacuation which is essential for overseas travel. It is strongly recommended that you have Medical Evacuation coverage)

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, 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 25th, 2023. 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, 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 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 25th, 2023)
- ✓ 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
- ✓ 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 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 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 hard drive (1 TB is sufficient)

Laptop (Ideally with Adobe Premiere or Final Cut installed. You can purchase a month-to-month student version of the Adobe Suite for \$19.99/month or download a free 7-day trial on the program for your final edit)

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 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

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 5 classes taught throughout the week on rotation: Acting Techniques, Contemporary Performance, 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. 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. Students 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. Students 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. 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.

Cherbourg/Carteret Beach: Saturday is market day in our local city of Cherbourg. We head down at 10AM and students 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, students 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 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, 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 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 unless it is a medical necessity. 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.

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 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 our meals are prepared, and participants will not have access to this kitchen outside of mealtimes. 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 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 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 always 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. BF 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, 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 contact 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 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 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.