

## Student Site Information

### 2009 CTY Residential Program at Bethlehem, PA (Moravian College)

Welcome to the 2009 CTY summer program at Bethlehem! This packet contains important information about the site and preparations families need to make for the summer. Maps and directions are included. We look forward to a rewarding summer working with you.

#### **Site Program Manager**

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#### **Assistant Program Manager**

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## Checklist of Things to Do

✓	Item	Date Due	Send To/Correspond With:
<input type="checkbox"/>	Pay tuition balances (payments are <i>not</i> accepted at the sites).	Refer to Invoice.	Johns Hopkins University Center for Talented Youth PO Box 64710 Baltimore, MD 21264-4710 Or click on the MyCTY link at <a href="http://cty.jhu.edu">http://cty.jhu.edu</a>
<input type="checkbox"/>	Make an appointment with your child's pediatrician.	ASAP	Not applicable
<input type="checkbox"/>	Make travel arrangements.	ASAP	Not applicable
<input type="checkbox"/>	Submit Shuttle Request Form (if needed).	May 15	Click on the MyCTY link at <a href="http://cty.jhu.edu">http://cty.jhu.edu</a> and select Manage Enrollments.
<input type="checkbox"/>	Submit Math Questionnaire (if enrolled in Individually Paced Math Sequence).	May 15	CTY Registration McAuley Hall 5801 Smith Ave., Suite 400 Baltimore, MD 21209 Fax: 866-548-8022 Email: <a href="mailto:ctyreg@jhu.edu">ctyreg@jhu.edu</a>
<input type="checkbox"/>	Submit Medical Information Page, St. Luke's Hospital Minor Consent Form, and a copy of your Medical Insurance card (front and back) and prescription card (if you have one).	Due two weeks after receipt of this packet	
<input type="checkbox"/>	Submit Physician's Signature Page.	ASAP No later than May 15	
<input type="checkbox"/>	If your child has a learning, physical, or medical disability, call summer programs staff.	ASAP Contact no later than May 15	Call 410-735-6215 or email <a href="mailto:ctydisabilities@jhu.edu">ctydisabilities@jhu.edu</a> .
<input type="checkbox"/>	If your child has food allergies or special dietary requirements call the program manager.	ASAP Contact no later than May 15	Contact Program Manager.
<input type="checkbox"/>	Duplicate copies of Medical Information Page, Physician's Signature Page, and St. Luke's Hospital Minor Consent Form.	Opening Day	Bring to the site or send with your child.
<input type="checkbox"/>	Child's prescription medications in original containers with proper labels (if applicable) <b>written in English</b>		
<input type="checkbox"/>	Authorization to Visit/Take Students off Campus Form		
<input type="checkbox"/>	Key Deposit payment (see site packet for instructions and amount)		

Questions regarding Registration, Financial Aid, or Account Balances should be directed to 1-800-393-6095. Si usted necesita hablar con un representante en español, por favor llame al 1-800-548-1180 y escoja opción #2.

## **Logistical Information**

### **Registration**

Registration will take place in the Hauptert Union Building (#11 on the Moravian College campus map) from 10:00 a.m. to 3:00 p.m. on Sunday, June 28 (Session 1) and Sunday, July 19 (Session 2). Room assignments, keys, lanyards, and additional program information will be provided at that time. Students unable to register by 3:00 p.m. on Sunday should report to the CTY office in the Hauptert Union Building upon arrival. Math Sequence students should try to arrive by noon.

### **Tentative Schedule for Arrival Day**

(Session 1 – Sunday, June 28; Session 2 – Sunday, July 19)

10:00 a.m.	–	3:00 p.m.	Registration in the Hauptert Union Building (HUB)
10:00 a.m.	–	3:00 p.m.	College bookstore open for textbook purchases
10:30 p.m.	–	1:30 p.m.	Brunch in the HUB cafeteria
3:00 p.m.	–	4:00 p.m.	Parent Orientation in the Johnston Hall Gymnasium Instructional staff will be available afterwards to meet parents and answer questions. All students remain with CTY/CAA residential staff in dorms; final goodbyes should be said before Parent Orientation.
4:00 p.m.			Parents depart.
3:00 p.m.	–	5:30 p.m.	Hall meeting, ice breakers, and campus tour for students RAs take students to see their classrooms and meet their instructors and TAs.
3:30 p.m.	–	5:30 p.m.	Math Sequence testing for 5 <sup>th</sup> and 6 <sup>th</sup> graders (YS)
5:30 p.m.	–	6:30 p.m.	Dinner
6:30 p.m.	–	7:30 p.m.	All-site meeting
7:30 p.m.			Time for students to unpack and relax followed by hall meeting
9:45 p.m.			Lights out for CTY young students
10:30 p.m.			Lights out for CAA students

### **Tentative Schedule for Departure Day**

(Session 1 – Friday, July 17; Session 2 - Friday, August 7)

7:00 a.m.	–	8:30 a.m.	Breakfast
9:00 a.m.	–	11:00 a.m.	Final class meeting
11:00 a.m.	–	12:00 p.m.	Students finish packing and cleaning rooms
12:00 p.m.	–	1:00 p.m.	Lunch in HUB cafeteria (available for parents and guests on a cash basis)
12:30 p.m.	–	2:20 p.m.	CTY YS Parent/Instructor Conferences
1:00 p.m.	–	2:00 p.m.	CAA Closing Ceremonies in front of Reeves Library
2:30 p.m.	–	3:30 p.m.	CTY YS Closing Ceremonies in front of Reeves Library
2:20 p.m.	–	4:30 p.m.	CAA Parent/Instructor Conferences

*A final schedule will be provided upon your arrival at the site.*

### **Typical Weekday Schedule for CAA**

7:30 a.m.	–	8:45 a.m.	Breakfast
9:00 a.m.	–	12:00 p.m.	Class
12:00 p.m.	–	1:00 p.m.	Lunch
1:00 p.m.	–	3:00 p.m.	Class/Lab
3:15 p.m.	–	5:30 p.m.	Activity I; Activity II
5:30 p.m.	–	6:30 p.m.	Dinner
7:00 p.m.	–	9:00 p.m.	Evening Class Session
9:00 p.m.	–	10:30 p.m.	Hall Meetings & Social Time
10:30 p.m.			Lights out

## Typical Weekday Schedule for CTY Young Students

7:30 a.m.	–	8:45 a.m.	Breakfast
9:00 a.m.	–	11:30 a.m.	Class
11:30 a.m.	–	12:30 p.m.	Lunch
12:30 p.m.	–	2:15 p.m.	Class/Lab
2:15 p.m.	–	2:30 p.m.	Hall Time
2:30 p.m.	–	3:45 p.m.	Activity I
4:00 p.m.	–	5:30 p.m.	Late Afternoon Class Session
5:30 p.m.	–	6:30 p.m.	Dinner
6:30 p.m.	–	7:00 p.m.	Hall Time
7:15 p.m.	–	8:45 p.m.	Activity II
9:00 p.m.	–	9:30 p.m.	Hall Meeting/Students In Their Rooms
9:45 p.m.			Lights out

## Housing

Students are housed in Moravian College residence hall rooms with double occupancy; occasionally students may be assigned to triple- or single-occupancy rooms. There will be one Resident Assistant (RA) for approximately every 15 or 16 students. The residence halls have defined boundaries for male and female students. Cross-hall visitation is not permitted without a CTY staff member. Students are placed in residence hall rooms according to age and course. Specific roommate requests are discouraged and cannot be guaranteed under any circumstances.

Students are provided with a bed, desk, dresser, and closet space. Students are provided with a pillow, blanket, bed, desk, dresser, and closet space. We recommend that students bring a desk or reading lamp. Beds are single-size, although they are extra long. Extra-long sheets or flat sheets are recommended. We also recommend that CAA students each bring a fan to keep their rooms comfortable at night since their dorms are not air-conditioned.

## Keys/Key Deposits

All residence halls are secured with individual room keys and a locked exterior door. Keys will be distributed at registration. Each student will receive a CTY/CAA lanyard and must keep his or her key on this lanyard at all times.

Moravian College policy requires a \$50 key deposit. Each student must bring a check made out to Moravian College for the key deposit. When the keys are returned on the last day of the session, the deposit will be returned to the family. The minimum charge for key replacement is \$50 for a room key. After the session, the college immediately re-cores the locks for rooms with missing keys. Therefore, if you leave the site without returning your key, a lost key charge will be billed to your CTY/CAA account even if you later return the key.

## Student ID

The CTY/CAA lanyard that each student receives at Registration will serve as identification and will allow admission to other campus facilities during available hours (including the dining hall). Students must wear their lanyards at all times.

## Meals

Lunch on Arrival Day is the first meal provided for students by CTY each session; the final meal is lunch on Departure Day. Three meals are provided each day with a variety of menu selections. Students and staff members eat their meals in the college dining hall. RAs sit with their students for the first few days.

**Vegetarian Meals:** Meatless entrees are available on the regular menu. The meatless entrees may contain animal products (milk, cheese, eggs). Students who prefer not to eat animal

products may choose from items on the regular menu and the salad bar. Special, no-animal-product menu plans are not available.

**Specific Food Allergies:** Please provide details on the enclosed Medical Form. Most students with food allergies manage by selecting from the wide variety of items available on the regular menu and salad bar.

**Kosher Meal Requests:** Commercially prepared, frozen entrees are available for students keeping kosher. The cost is an additional \$100 per session. Please call your site program manager, Boyd White, at 410-735-6181 to make the arrangements.

**Halal meals** are not available at this site. Please contact the program manager, Boyd White, at 410-735-6181 to discuss an alternative arrangement.

### **Clothing and Laundry**

In general, dress at the site is casual (shorts or jeans, t-shirts, sneakers). Students should dress in a manner that is appropriate for a classroom environment. Some students enjoy dressing up a little more for dances and closing ceremonies. Students should also bring rain gear, a sweater or jacket for occasional cooler temperatures, and a swimsuit. Students in science classes must wear long pants and closed shoes in the laboratories. Black-soled shoes are not permitted in the gymnasium.

Washers and dryers are readily available for students to wash their own clothes. The machines are coin- or card-operated. We recommend that students bring approximately \$10 in quarters to cover laundry costs for each three-week session. RAs will help students who are unfamiliar with using machines.

### **Contacting the Site**

The number for the CTY/CAA office at the college will be available at Registration. The phone is normally attended from 8:30 a.m. to 11:00 p.m. daily. The site director may be reached at this number.

**In case of emergency:** If you have an emergency and cannot reach your child or CTY/CAA staff, you may use the following number to reach the Moravian College Department of Campus Safety: (610) 861-1421. This number is operational 24 hours a day and is for emergencies only.

### **Telephones/Phoning Home**

Each residence hall room will have phone access, but the college does not provide phones. We recommend that each student bring a phone and a wire for a phone jack. Any damage to, or loss of, the telephone will be the student's responsibility. Students may make long distance calls on a collect or calling-card basis only. Student phone numbers will be available on Registration Day. For students who do not bring phones with them, a limited number of pay phones are available for use.

Students are permitted to have cell phones at the site, but only under very strict guidelines. Cell phones may be used only in student rooms or other designated areas on campus, and only during specified times. Otherwise, cell phones must remain off, and should be accessible for emergencies only. Cell phones used outside of designated hours or areas (such as in class or during activities), for playing games, or for inappropriate reasons such as prank calling, may be confiscated, and students may be subject to discipline. For the purposes of this policy, cell phones include all mobile communication devices; use includes sending and receiving text messages, sending and receiving email, and accessing the Internet. CTY assumes no responsibility for lost, stolen, or

damaged cell phones, or for their misuse, including exceeding plan limits or use by unauthorized persons.

In general we urge students and parents to make calls no more than once or twice per week. Parents should pre-arrange particular days and times for phone calls. The best times for CAA students are 7:00–8:30 a.m. and 9:30–10:00 p.m.; the best times for CTY young students are 7:00–8:30 a.m. and 8:45–9:30 p.m. CAA students may not receive phone calls after 10:15 p.m.; CTY young students may not receive phone calls after 9:30 p.m.

### **Textbooks/Bookstore**

Fees for textbooks are not included in the tuition or room and board payments. Students will be able to purchase textbooks at the Moravian College Bookstore. The cost of books per course averages \$60, but can be as high as \$200. Titles of required textbooks will be available on Arrival Days. Because titles can change at the last minute, students should not purchase their textbooks in advance.

Occasionally instructors may require materials not available through the bookstore; in these cases, students will be billed through the CTY Accounts Receivable office. You will be notified of these expenses on opening day at the site.

The Moravian College Bookstore is located in the basement of the Hauptert Union Building. The bookstore is open from 10:00 a.m. to 3:00 p.m. on Arrival Day; students who arrive after 4:00 p.m. (and all Math Sequence students) purchase texts before classes begin on Monday morning. The bookstore accepts cash, traveler's checks, personal checks (made payable to "Moravian College Bookstore"), MasterCard, and Visa.

Students who travel to the site unaccompanied and all Math Sequence students should bring cash or traveler's checks issued in the student's name. Parents may also send a personal check signed and made payable to the "Moravian College Bookstore"; however, the amount on a personal check should be left blank since the student will fill this in at the time of purchase. The bookstore will also accept credit card charges from students (even if the card is issued in the parent's name) if the student supplies the name, card number, and expiration date.

In addition to textbooks, instructors may require basic school supplies such as pens, pencils, crayons, notebooks, loose-leaf paper, rulers, etc. You will get a list of required supplies at Registration and those supplies will be available at the bookstore. However, we strongly recommend that you bring basic school supplies you already have with you to the site, in order to help lower your bookstore costs.

### **Computers/Homework**

Students are permitted to have laptop computers at the site, but only under very strict guidelines. Laptops may be used only for academic purposes and under staff supervision. CTY can provide help with printing only to students who must use a laptop as an accommodation for a documented disability. Laptops used outside of instructional times for non-academic purposes, such as playing games or viewing DVDs, or for inappropriate reasons, such as sending prank emails or IMs, may be confiscated, and students may be subject to discipline. CTY assumes no responsibility for lost, stolen, or damaged laptops, or for their misuse, including use by unauthorized persons.

Students complete all of their academic work, including homework, in their classrooms. Homework in many of the classes consists of reading, problem sets, and short exercises. Even with longer assignments, instructors are accustomed to reading handwritten work and do not require or expect typewritten essays. If there are extenuating circumstances, such as a learning

disability, please contact summer programs staff at 410-735-6215 or *ctydisabilities@jhu.edu* to discuss what arrangements can be made to accommodate your child.

If, after talking with summer programs staff, you decide to have your child bring computer equipment, we urge you to verify that it will be covered under your homeowner's or renter's insurance while your child is at CTY. CTY is not responsible for lost, stolen, or damaged computer equipment.

### **Internet Access**

Students are only permitted to access the Internet under staff supervision as a part of their course work or part of a sanctioned activity. Students using the Internet to view inappropriate web sites, or to bully and intimidate other students, or for other inappropriate reasons will be subject to discipline.

### **Mail and Care Packages**

Mail will be picked up and distributed daily (Monday through Friday). Mail should be addressed in the following manner:

Student's Name  
c/o RA's name  
Johns Hopkins CTY/CAA Program  
Moravian College  
1200 Main St.  
Bethlehem, PA 18018

### **Spending Money/Check Cashing**

Students should bring approximately \$50–\$75 spending money for each three-week session for laundry, school supplies, and occasional snacks (\$10 in quarters is useful for laundry). This does not include money for books or the key deposit. Students should bring a limited amount of cash and/or traveler's checks issued in the student's name. Students must budget their spending money carefully. If your child needs extra money during the session, send additional traveler's checks or a money order. Do not send cash in the mail!

### **Athletic Equipment**

While basic athletic equipment is provided at the site, students might want to bring their own tennis rackets, lacrosse sticks, baseball gloves, etc. No bicycles, skateboards, in-line skates, scooters, or roller skates are permitted. Students should label their personal athletic equipment.

### **Musical Instruments**

Students will have limited access to music practice rooms on a daily sign-up basis as available. Students are responsible at all times for the safe storage of their musical instruments and equipment. There will be no formal extracurricular music program, but students are welcome to form their own musical groups.

### **Personal Belongings/Lost and Found**

Students are responsible at all times for the safe-keeping of their personal belongings. We urge students to label all their belongings, including clothing, with their first and last names and "JHU-CTY." Neither CTY nor Moravian College can be responsible for theft or other losses of, or damages to, students' personal belongings, including athletic equipment, musical instruments, or computers. When considering whether to bring an expensive item, families may wish to investigate possible coverage under their own homeowner's or renter's insurance. In general, we recommend that students leave valuables at home.

The CTY site office will maintain a lost and found box. Clearly labeled items are the most likely to be successfully returned. Neither CTY nor Moravian College can be responsible for items left behind at the end of the session.

## **Packing**

You will find a list of recommended items on page 31 of this packet. We recommend that you label all items with your student's name. Please also pay careful attention to our list of prohibited items found in the policies section of this packet as well as on bottom of the packing list.

## **Travel Information**

### **By Car:**

A campus map can be found later in this packet (page 10).

**From the North:** Take I-81 to I-380 to I-80 East. Take Exit 46A off I-80 onto Rt. 33 South. Follow Rt. 33 to Rt. 22 West into Bethlehem. To continue, see directions from Rt. 22 below.

**From the South:** Take the Northeast Extension of the Pennsylvania Turnpike to Exit 32 (Quakertown). Turn left after leaving the tollbooth; follow Rt. 663 to Rt. 309 in Quakertown; turn left (north). Follow Rt. 309 to Rt. 378 North into Bethlehem; exit at Main Street. Go north on Main; turn right onto Locust Street; follow the signs for JHU's CTY YS and CAA programs.

**From the East:** Take I-78 to Exit 3 in New Jersey; then go west on Rt. 22 into Bethlehem. To continue, see directions from Rt. 22 below.

**From the West:** Take I-78 to Exit 15; take Rt. 22 into Bethlehem. To continue, see directions from Rt. 22 below.

**From Rt. 22:** Exit at Center Street (Rt. 512); turn left off the exit ramp. Travel south for 2.4 miles and turn right onto Elizabeth Avenue at the traffic light. At the second traffic light after Center and Elizabeth, turn left onto Main Street; turn right at the next corner onto Locust Street; follow the signs for JHU's CTY YS and CAA programs.

### **By Plane:**

The CTY YS and CAA programs at Moravian College are served by Lehigh Valley International Airport. For more specific instructions and detailed travel information, visit our website at [www.cty.jhu.edu/summer/travelguide.html](http://www.cty.jhu.edu/summer/travelguide.html) A shuttle service is available (see below).

Note: Exceptions to the official arrival and/or departure dates are available only in the most extenuating circumstances. The cost for early arrival and/or late departure is \$75 per day. Please call the program manager for your site, Boyd White, at (410) 735-6181 to make a request. Because most staff leave on the last day of Session 2, late departure from Session 2 is not an option.

### **Shuttle Service**

We can make arrangements to pick up a student traveling alone to designated airports and train stations. This service is available on arrival and departure days only and is for residential students only (not other family members). If you will accompany your child, you must plan to rent a car or use public transportation. Daily shuttle service for commuter students is not available.

For this site, shuttle service is available from the following airports/stations only: **Lehigh Valley International Airport** (the airport code is ABE). Please schedule your child to arrive between 9 a.m. and 6 p.m. and to depart between 9 a.m. and 6 p.m. If you cannot make this window, please call the site program manager, Boyd White, at (410) 735-6181 to make arrangements. Students are shuttled in groups, which means that arriving students may have some wait time before traveling to the site, and departing students may be required to leave the site significantly earlier than their flight times. Waiting students are supervised by CTY/CAA staff (see below).

The fee for shuttle service is \$60 (one-way or round-trip) and is nonrefundable. In order to request CTY's shuttle service, please log in to your MyCTY account (as a parent) at [www.cty.jhu.edu](http://www.cty.jhu.edu), click on the Manage Enrollments link, and then click on the link for requesting shuttle service. We strongly recommend that students requiring a shuttle to the site use the online shuttle service request system. The online shuttle request service will be available beginning February 15. We have also included a paper form to request shuttle service in this packet if access to the online system is unavailable. Students requesting early arrival or late departure may not use the online shuttle request form. Early arrival and late departure require permission from the site's program manager, whose phone number and email address are on the front page of this packet. The deadline for requesting shuttle service is May 15. If you do not receive confirmation by June 15, please call us at 1-800-393-6095.

You may also use the online shuttle service request system to make any needed changes. For any changes made after June 22, please call the site office directly. Site phone numbers will be posted on our website ([www.cty.jhu.edu/summer](http://www.cty.jhu.edu/summer)) and will be available by calling 410-735-6277 (Mon–Fri, 8:30 a.m.–5 p.m. Eastern Time only).

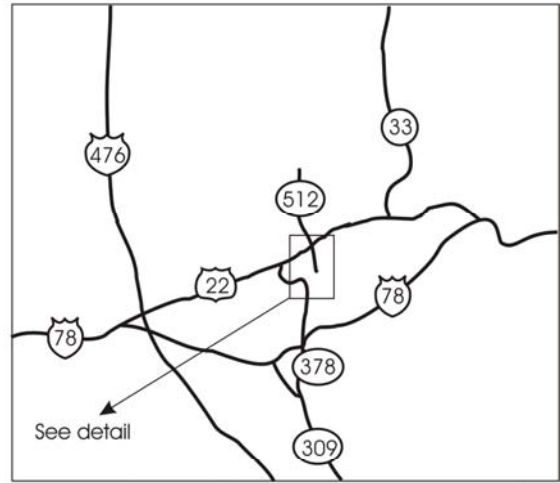
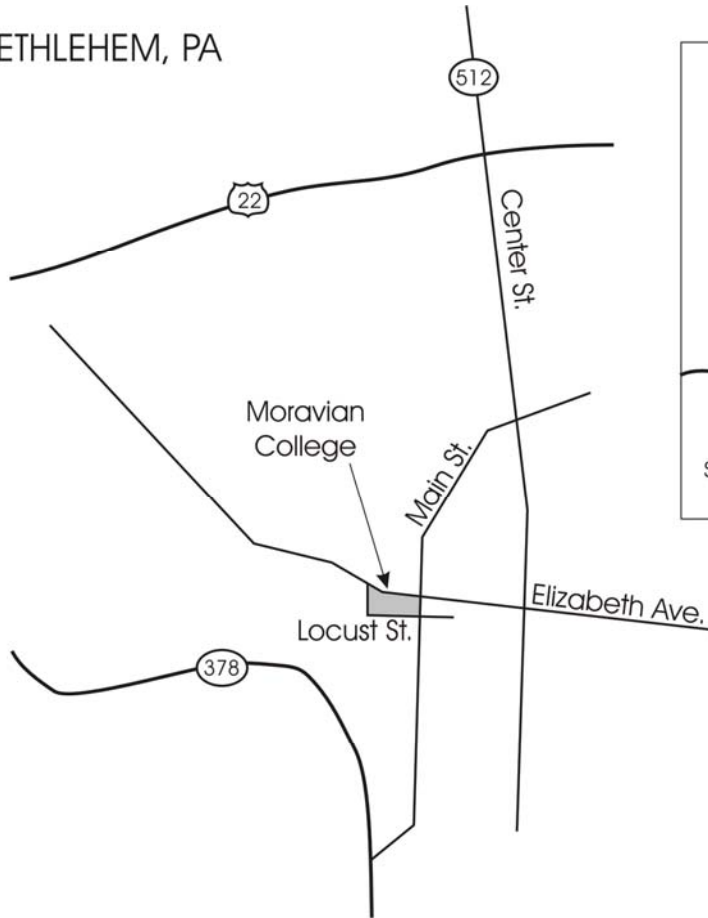
Students requesting shuttle service will be met just outside the security checkpoint by staff members wearing CTY T-shirts. In the unlikely event that the student does not immediately see the staff member, it is very important that the student **wait at the checkpoint** until the staff member arrives. Call the site office immediately if there is any last-minute change in the flight schedule. Departing students are checked in and escorted to the security checkpoint by staff members. Because of new airport regulations, the staff member will not be able to accompany the students to the gate. Students and staff will be given instructions on what to do if a flight is cancelled or significantly delayed.

Please note: Students under twelve may be considered “unaccompanied minors” by the airline, and you may be required to pay an extra fee (contact your airline for details). The airlines will require the name of the CTY staff person who will meet such students upon arrival. We cannot provide this in advance; instead, you must contact the site office the day before the flight to get the staff member's name. Remember, site phone numbers are available on our web site ([www.cty.jhu.edu/summer](http://www.cty.jhu.edu/summer)) or by calling 410-735-6277 (Mon–Fri only).

### **Hotel Accommodations**

The Lehigh Valley Convention and Visitor's Bureau may be able to help you with hotel or dining accommodations. Visit their web page at [www.lehighvalleyypa.org](http://www.lehighvalleyypa.org) or call 1-800-747-0561.

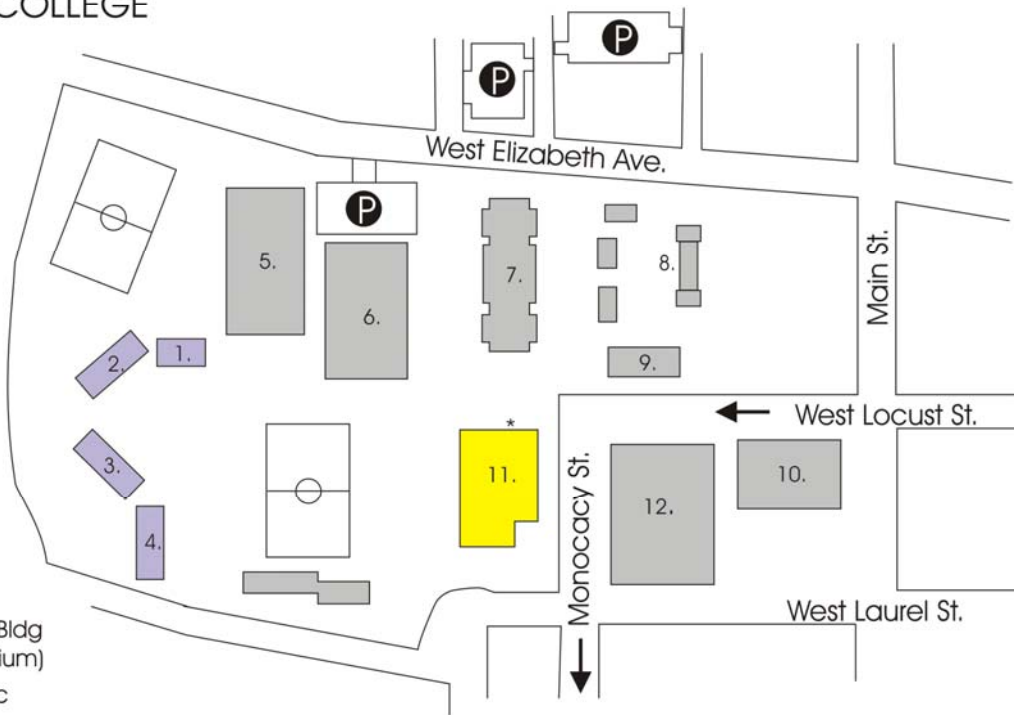
# BETHLEHEM, PA



# MORAVIAN COLLEGE

Residence halls:

1. Hassler Hall
2. Rau Hall
3. Bernhardt Hall
4. Wilhelm Hall
5. Breidegam Fieldhouse
6. Johnston Hall
7. Reeves Library
8. Comenius Hall
9. Memorial Hall
10. Collier Hall of Science
11. Hauptert Union Bldg (\*Prosser Auditorium)
12. Hurd Academic Complex



## **Important Policies**

### **Requesting Course/Site/Session Changes**

It is possible to request changes in courses and sites, but, except in extenuating circumstances, we can make changes only after we have completed the course assignment process for the regular registration deadline in late April. Whether or not we can make a change will depend upon whether the desired course/site/session has space available. To request a change, please contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

All requests to change to a course that is already full will be handled through the **Wait List**. Requests to be on the Wait List are handled by the Registration Office. If you request to be put on the Wait List, you will receive a confirmation letter from the Registration Office, listing the course(s) you have asked to be moved to, if possible. You will be notified about whether or not we have been able to move you off the Wait List in early May. If you have questions about the Wait List, contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

**Important:** If you received an assignment for any course that you listed on your application, you will not receive a refund if you decide to withdraw from the program.

### **Requesting a Second Course Assignment**

The summer program application has a box on the second page where you can indicate if you would like to apply to attend for both sessions. If you checked that box, you will automatically receive an application for a second course assignment in April, along with a list of the courses that are still available. If you did not check that box, but would now like to request a second course assignment, please contact the Registration Office at 1-800-393-6095 or CTYRegsumm@jhu.edu.

Requests for a second course assignment will be handled in April after we have tried to place every applicant in a course.

### **Requests to Attend with Siblings or Friends**

If you have siblings or friends who wish to attend the same site, all of their course choices should have been for the same site. Otherwise, as a result of our automated assignment process it is quite likely that they have been assigned to different sites. If siblings or friends wish to attend together and they have been assigned to different sites, please call the CTY Registration Office immediately (see above, "Requesting Course/Site/Session Changes"). While we are happy to try to make a change, we cannot guarantee that siblings or friends will be placed at the same site.

### **Roommate Requests**

We discourage roommate requests because we find that students benefit from the opportunity to befriend new people. Roommate requests are accepted only after you have received your course assignment packet. Parents of both students must send a roommate request in writing or via email to the program manager whose name is listed on the front of this packet. Please do not assume that any correspondence you may have enclosed with your program application is sufficient for making a roommate request since the CTY Registration Office is responsible only for processing course choices.

Housing assignments are complex and involve a number of factors. As a result, while we will consider roommate requests, we can rarely honor them. Please do not come to the program with the expectation that you will have the roommate you requested. We cannot guarantee a roommate to any student.

## Tuition Policies

You can log in to your MyCTY account at [www.cty.jhu.edu](http://www.cty.jhu.edu) to make a credit card payment, obtain your account balance, or view detailed financial transactions. Check payments are also accepted and should be mailed to the address on the invoice. All payments are due in accordance with the due dates on the invoice, and registrations may be withdrawn if balances are unpaid. Any questions concerning your invoice should be directed to 1-800-393-6095.

## Refund Policies

To withdraw your child from the program for any reason prior to arriving on site, **you must notify the CTY Registrar in writing. Withdrawals should be emailed to [CTYregwithdrawals@jhu.edu](mailto:CTYregwithdrawals@jhu.edu).** Once on site, you must notify the site director. Refunds take approximately 4–6 weeks to process from the time that the withdrawal notification is received by the CTY Registrar. Refunds are issued in the same method of payment (check or charge) used for the initial payment to CTY. Refunds are sent to the student's address on record. CTY refund policies are as follows:

**Application Fee:** The \$50 application fee is not refundable under any circumstances.

**Tuition Deposit—Before Course Assignments are Mailed:** The tuition deposit will be fully refunded if the withdrawal is received in our office before course assignment notification.

**Tuition Deposit—After Course Assignments are Mailed, Before Session Begins:** Once course assignments are mailed through the postal service and email, the tuition deposit is nonrefundable except in the following circumstances: the student did not receive sufficient financial aid; the student is not assigned to any of the courses requested; the student cannot come for medical reasons and has appropriate documentation from a physician; or all the requested courses are cancelled. Deposits are not refunded for students who receive one of their choices but not their first choice.

**Tuition Deposit and Payments—After Session Begins:** For commuter students, the tuition is nonrefundable. For residential students, for whom a portion of the tuition is for room and meals, the room-and-meals portion is refundable on a prorated basis. However, the remainder is nonrefundable except in cases of serious illness. In such cases, documentation from a physician is required, and refunds will be made on a prorated basis. Students who are dismissed from the program or who leave because of homesickness are refunded the room-and-meals portion of the tuition on a prorated basis.

## Financial Aid

If you applied for financial aid, you will find one of two letters in this packet. If you filed a **complete** Financial Aid application, your award letter is enclosed. If you did not submit a copy of your **prior year** Federal Tax Return with your Financial Aid application, an "Incomplete" letter is enclosed. You must submit this income documentation before your aid eligibility can be determined. If you have financial aid questions, please call the Financial Aid Office at 1-800-393-6095.

A note about travel expenses: If you have been assigned to a course which requires travel by air or train, you will want to make travel arrangements as early as possible for cheaper rates. Financial aid **does not** cover travel costs.

***Financial aid funding may be more limited than in previous years; consequently, families may be expected to contribute more to the cost of the program.***

## **Information for Commuters at Residential Sites**

Students who will be commuting to a residential site will receive a mailing with additional information by the end of May. The same information is also available on-line at [cty.jhu.edu/summer/commuter.html](http://cty.jhu.edu/summer/commuter.html)

## **International Students**

If you are a non-US citizen, or will be traveling to the United States from abroad for the summer program, the International Students Resource Guide is included in your Course Assignment Packet. Please refer to this resource for special considerations as you prepare for the summer.

Students who are not US citizens may need to acquire a student visa to travel to the US for the CTY Summer Programs. Contact the American Embassy or Consulate office in your country of residence to find out whether your child will need a visa. For information about US entry and visa requirements for your particular country, please visit the U.S. Department of State website: [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)

Please begin the process as early as possible since it can take up to six weeks in certain cases to obtain a visa.

## **Intersession Accommodations**

For students attending both sessions, we recommend that students spend the intersession weekend off campus with family or friends in the area. However, intersession accommodations are available on the campus for a fee of \$75 per day. This fee includes room, board, and supervision. Students will be housed in temporary quarters, then move into their second session rooms on Sunday. Storage for luggage and other belongings is available on campus for all students staying for Session 2.

## **Expectations for Student Conduct**

We expect our students to meet the highest standards of behavior, both in personal deportment and in dedication to academic pursuits. At each site, students learn about our standards for behavior, including site rules, on the first day. While specific rules vary somewhat from site to site, community standards throughout our summer programs are basic and consistent. They apply both in and out of the classroom. They include a commitment to academic and personal integrity, respect for all members of the community, regard for the basic rules of physical safety, and cooperation with adult supervision. To this end, students must adhere to our Honor Code (see below). We cannot accommodate students who are unwilling or unable to live up to these expectations. Please discuss the meaning of this code with your child.

## **Center for Talented Youth Honor Code**

CTY's summer programs provide a unique opportunity for intellectually curious people from diverse backgrounds to come together in pursuit of academic challenge and growth within a supportive community built on respect, responsibility, and trust. In order to create and sustain such a community:

I promise to uphold academic and personal integrity, respecting the ideas and property of others, and to ensure that those around me do the same; and

I promise to follow the Expectations for Student Conduct:

- Strive to do the best academic work possible.
- Respect individuals of different races, cultures, religions, genders, sexual orientations, ages, disabilities, and national origins.

- Behave in a friendly, cooperative, safe, and responsible manner toward all persons in the CTY community and in the larger campus and local communities.
- Attend all class sessions, meals, activities, and meetings.
- Take responsibility for my own work and actions.
- Cooperate with adult supervision.
- Observe rules for physical safety and all other rules for student conduct.

I understand that my actions will shape our site community, and that my membership in the community depends on my honoring this code.

### **Academic Expectations**

Our program is fast-paced, and a component of the Center for Talented Youth Honor Code is that students strive to do the best academic work possible. When a student is not meeting our expectations, CTY staff will seek ways to help him or her succeed, including consulting with parents. However, a repeated pattern of poor performance on academic assignments will result in a negative final course evaluation or possible early dismissal from the program.

### **Dismissal Policy**

Rules and regulations concerning student conduct will be explained during the orientation period at the beginning of each session. The rules define visitation guidelines, curfews, campus boundaries, safety policies, and so on.

Students may be dismissed from the program for any of the following reasons:

- not attending to their academic work in a satisfactory manner
- cheating, plagiarizing, or committing other acts of academic dishonesty
- being in restricted areas of campus, or leaving campus, unaccompanied by a staff member
- being on an opposite-sex hall
- leaving their halls after lights-out
- stealing or vandalizing property
- keeping prescription or over-the-counter medication in their possession (some limited exceptions found on page 17 of this packet)
- possessing or using tobacco, alcohol, or drugs
- bullying or hazing
- undermining the safety or wellbeing of self or others (including threats).

We reserve the right to ask a student to leave the program for disciplinary, medical, or other reasons. If a student is asked to leave, parents must arrange for the student's transportation from the site immediately.

No tuition refunds will be made to students dismissed from the program for disciplinary reasons. If a student damages property, the cost of repair or replacement is added to the student's account balance. CTY provides clear guidelines and careful supervision, but students are ultimately responsible for their own conduct. Disciplinary issues are handled by site administrators.

### **Prohibited Items**

The following items must not be brought to the sites:

- weapons of any kind (including pocket knives and martial arts devices)
- any flame-producing device (including matches, lighters, and firecrackers)
- role-playing game books or other items associated with role-playing games
- trading cards
- pets of any kind
- products that damage surface finishes

- televisions, computer/video games, or DVDs
- bicycles, skateboards, roller blades, skates, scooters, or shoes with wheels
- water guns
- halogen lamps, refrigerators, or cooking devices
- laser pointers.

In addition to the above list, we reserve the right to confiscate for the length of the program any items that, in our judgment, demonstrate the potential for distracting students from the goals of the program, pose undue risk to the safety and wellbeing of people, or pose undue risk to property.

## **Visitation Policy**

CTY students enjoy their time at a CTY site, especially on weekends when a full range of activities is planned and students have time to relax with new friends. We therefore strongly discourage visiting students while the program is in session. Only a student's parent, guardian, or an authorized adult may visit the site (complete the Authorization to Visit Form at the end of this packet). Visitors pay for any meals on campus and may not stay overnight.

For security reasons, site administrators must be aware of any visitors on campus, including parents; we also must know of any plans to take students off campus. All visitors must sign in and out at the CTY site office on campus and show identification. If a student must leave campus, the student must inform the site director, and may leave only with a parent or guardian after signing out at the CTY site office. CTY will release students to individuals other than the parent or guardian only with written permission on the Authorized to Visit/Take Student Off Campus form. Former CTY students or unaccompanied minors are not permitted to visit the site.

Homesickness is often intensified by frequent calling and/or visits. If your child becomes homesick at CTY, contact the academic counselor at the site to discuss strategies for helping your child.

## **Custody Issues**

Please indicate any issues you believe we should be made aware of on the Authorization to Visit/Take Student Off Campus Form, and attach copies of pertinent legal documentation.

## **Disability and Medical Information**

### **Students with Learning, Physical, or Medical Disabilities**

Open communication between CTY and parents is essential to meeting students' needs. **If your child has a learning, physical, or medical disability, you must contact summer programs staff at 410-735-6215 or [ctydisabilities@jhu.edu](mailto:ctydisabilities@jhu.edu) to notify us and then discuss those needs in the context of the academic, social, and residential aspects of the CTY program.** Because accommodations must be reviewed and approved each year to ensure appropriate services are provided, you must call or email **every year**, even if your child received accommodations in a past CTY program, or was evaluated by CTY's Diagnostic and Counseling Center. Information of this nature is privileged and is not shared between departments at CTY without your written release.

CTY is committed to providing reasonable, appropriate, and necessary accommodations for qualified students with disabilities. A person with a disability is defined by the U.S. Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990 as an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment.

## Documentation and Accommodations

For reasonable accommodations to be provided, current documentation from a qualified individual knowledgeable about the student's disability must be submitted to our office by **May 15**. Requests made outside of this timeline may adversely affect our ability to provide accommodations and in certain circumstances may prevent a child from participating in our program. The sooner you can discuss the services your child needs, the better.

Documentation must include the diagnosis of the disability, a description of the specific functional limitations as they pertain to both the academic and residential settings, and recommended accommodations. You must also disclose any disabilities on the Medical Information Page (see page 21). The privacy rights of students with disabilities are honored to the fullest extent possible.

A current medical evaluation must be submitted if the disability is a medical condition, hearing impairment, or visual impairment. A current psychological or neuropsychological evaluation must be submitted if the disability is a learning disability, ADHD, non-verbal learning disorder, developmental disorder (including Asperger's Syndrome), or social/emotional issue such as depression. Although IEPs cannot serve as the sole piece of documentation, they may be helpful in combination with the medical or psychological evaluation. Further guidelines on documentation can be found at [www.jhuua.org](http://www.jhuua.org)

Costs for personal attendants, personally prescribed devices, or services which involve travel and other expenses are the responsibility of the student's family. If you have questions that are specific to site accessibility for any family members or friends who may visit the site, please contact the site's program manager at the number listed in this packet.

**All students on medication should continue to take their medication during the program as prescribed by their physicians.** Although the program occurs during the summer and often students may not take medications that they do during the school year, at CTY the daily schedule and demands of the program require as much focus and energy as needed during the typical school day. Thus, in order for students who regularly take medications during the school year to have the greatest opportunity for success at CTY, it is **imperative** that students keep to their regular medication schedule.

## Medical Forms

CTY requires medical forms to be completed for each student attending Summer Programs. Medical forms are located in this packet beginning on page 19. Students who have not submitted completed forms will not be permitted to participate in the program.

The parent or guardian must complete the enclosed **Medical Information Page** and submit the form to CTY Registration **within two weeks of receipt of this packet**. This form contains information about emergency contacts, health insurance, medications, allergies, medical history, and parental permission to treat. Completion of this information is essential to our ability to care for your child this summer.

Parents must also complete the enclosed **St. Luke's Hospital Minor Consent Authorization Form** and submit it to CTY registration **within two weeks of receipt of this packet**. St. Luke's Hospital is the closest medical facility adjacent to Moravian College, and the hospital requires a completed release form in order to see or treat minors for any reason. In the event of a medical emergency, CTY must have a completed St. Luke's Hospital Minor Consent Authorization Form on file for each child attending the program.

The **Physician's Signature Page** needs to be submitted to CTY and requires the signature of the child's physician. This page is due to CTY Registration by **May 15** to allow time for parents and guardians to make appointments with the child's physician, if necessary. A physician must sign for each student every year, so if you have not already scheduled an appointment with your physician, please do so right away. If your child has had a physical examination within the past two years, your physician may be willing to complete the form without a new office visit. However, a current signature (from the 2008-2009 academic year) is still needed. It is up to your child's physician to determine if the information from a physical prior to the current academic year is still reflective of your child's health.

Please bring or send with your child **duplicate copies of the medical forms** to the site. In addition to a copy of the medical forms, we request that you bring to the site or send with your child **a copy of your medical insurance card and prescription card (if you have one)** as it provides important information that will be necessary in the event that your child is taken to see a health care provider while enrolled in the program.

### **Medical Care at the Site**

Health staff are available to provide routine medical treatment including the dispensation of medication and the bandaging of cuts and scrapes. For more serious medical issues, students will be taken to local physicians, clinics, or emergency rooms for treatment.

Families are responsible for the costs of prescription drugs and any health care beyond what is provided by summer programs staff at the site. In most cases, the providers will bill the family for direct payment; claims for reimbursement should then be filed with the family's insurance company. In some cases, payment will be required at the time services are rendered. If you will be away from home during the time your child is in the program, please ask a relative or friend to be responsible for arranging immediate payment should it be required. CTY does not provide medical insurance of any kind for students. CTY cannot accommodate requests to use family HMOs or other family health care providers.

### **Allergy Injections**

Students who require allergy injections during the program will receive them under physician supervision at a local doctor's office. A CTY staff member will accompany students to the clinic. The cost of each injection will be the responsibility of the student's family. Students must bring the medication and home physician's orders with them to the site. The local doctor cannot administer injections without the appropriate serum and doctor's orders. If your child will require allergy injections, please call Boyd White at (410) 735-6181.

### **Medication Policies and Procedures**

Students are **not permitted** to keep medications of any kind, including prescription and over-the-counter medicines, vitamins, growth hormone serums, and herbal or dietary supplements, in their possession. Exceptions are made for topical skin medications, asthma inhalers, a single day's supply of Lactaid, and single doses of medications which may be needed urgently, such as insulin and EpiPens®. Students bringing prescription or non-prescription medications to the site must turn them in to CTY staff at the medical table at registration on Opening Day. The medications will be kept in a secure location in the health office, and students will report to this office at the appropriate times to take their medication under the supervision of a CTY staff member. Medications that require refrigeration are kept in a refrigerator in the health office. For the safety of all of our students, keeping medications in rooms or belongings is strictly forbidden and is considered grounds for dismissal.

All prescription medications must be in their **original pharmacy containers**, with the student's name and dosage instructions written in English and clearly legible; if your child is

taking the medication in a manner other than what is written on the bottle, you will need a signed prescription from your physician. **We request your child bring a photocopy of your medical insurance card and prescription card (if you have one) to the site**, in case he needs a refill or a new prescription during the session. Non-prescription medications must also be in their original containers, and can only be given according to package directions written in English. Make sure your child has enough medication for the entire session. It is imperative that students traveling internationally double-check to be sure they have their prescription medication before they leave home and that the label is **written in English** or dosage instructions are written in English and signed by the prescribing physician. We will keep a stock of common over-the-counter medications on hand for occasional use (Advil, Benadryl, Cepacol throat lozenges, Imodium, Robitussin, Sudafed PE, Tums, Tylenol, and Visine), so students are requested not to bring these to the sites.

**All students on medication should continue to take their medications during the program as prescribed.** Although the program occurs during the summer and often students may not take medications that they do during the school year, at CTY the daily schedule and demands of the program require as much focus and energy as needed during the typical school day. Thus, in order for students who regularly take medications during the school year to have the greatest opportunity for success at CTY, it is **imperative** that students keep to their regular medication schedule.

### **Meningitis Vaccine**

You may have read about college students and the risk of meningitis. At CTY summer programs, the risk of bacterial meningitis is *extremely low*. There has never been a documented case in our summer programs, and **we do not require that students get the meningitis vaccine**. However, as our students do live in residence halls, we are providing you with a summary of information recommended by the American College Health Association.

Bacterial meningitis is a serious infection of the membranes surrounding the brain and spinal cord. The most common cause of this disease in young adults is the bacterium *Neisseria meningitidis*, also known as meningococcus (meh-NIN-joh-caucus). Recent evidence shows that college students residing in dormitories are at higher risk for meningitis than are college students as a whole. Due to this finding, the CDC has recently recommended that undergraduates planning to reside in dormitories *consider* getting the meningococcus vaccine. The vaccine is very safe, and immunity lasts from 3-5 years. Please ask your pediatrician for more information and advice about the vaccine.

# Student Services 2009

## Medical Forms: Instructions

### Medical Forms to be submitted:

*Medical Information Page*                      **due two weeks after receipt of this packet**  
*St. Luke's Hospital Minor Consent Authorization Form*  
(requires parent or guardian signature)

*Copy of Medical Insurance Card*      **due two weeks after receipt of this packet**  
*Copy of Prescription Card (if you have one)*  
(Be sure to copy the front and back of each card.)

*Physician's Signature Page*                      **due no later than May 15**  
(requires a current physician's signature)

Send to:            ***CTY Registration***  
                         ***McAuley Hall***  
                         ***5801 Smith Ave., Suite 400***  
                         ***Baltimore, MD, 21209***  
                         ***Fax: 866-548-8022***  
                         ***Email: ctyreg@jhu.edu***

These three forms are **required** for your child to participate in CTY Summer Programs.

### Medical Forms Checklist:

Fill out the *Medical Information Page* and sign. Photocopy it, submit the original, and bring the duplicate copy to site.

Return this page within two weeks of receiving your child's course assignment. This form only requires a parent/guardian signature and general information about your child's medical history. **Do not wait to send in your *Medical Information Page* until the *Physician's Signature Page* is completed.** The CTY Registration Office uses the *Medical Information Page* to complete registration for your child.

Complete the *Physician's Signature Page*. Photocopy it, submit the original, and bring a duplicate copy to site.

Option 1: You may already have a health certificate or similar piece of documentation containing the same information that we request on the *Physician's Signature Page*. If you have this documentation with a physician's signature on it from the 2008-2009 academic year, you may simply attach this to our *Physician's Signature Page* and submit the form.

Option 2: If your child has had a physical examination within the past two years, your physician may be willing to complete the form without a new office visit. Contact your child's physician to determine if this is the case and make arrangements to have the physician complete and sign the *Physician's Signature Page*. Submit the form.

Option 3: Schedule an appointment with your child's physician. Have the physician complete the relevant portions of the *Physician's Signature Page* and sign. Submit the form.

Complete the *St. Luke's Hospital Minor Consent Authorization Form*. Photocopy it, submit the original within two weeks of the receipt of this packet, and bring a duplicate copy to site.

# Student Services 2009

## Medical Information Page – BETHLEHEM (BTH)

*This form is due **two weeks after receipt of your course assignment packet.**  
 Keep a copy of this form for your records and bring or send a duplicate copy to the site.  
 Send to: CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209  
 Fax: 866-548-8022 Email: ctyreg@jhu.edu  
 Fields marked with an asterisk (\*) **MUST** be completed.*

To be completed by parent/guardian		*Session student is attending (circle) <b>1      2      Both</b>	
*Student's name		*Student ID number	
*Address		*Birth date	*Gender <b>M / F</b>
*City	*State	*Zip code	
*Father/Guardian	*Mother/Guardian		
*Daytime phone	*Daytime phone		
*Evening phone	*Evening phone		
Cell phone/pager	Cell phone/pager		
*E-mail	*E-mail		
*Emergency contact #1 (other than parent/guardian; must be in the U.S.)	*Emergency contact #2		
*Relationship to student	*Relationship to student		
*Daytime phone	*Daytime phone		
*Evening phone	*Evening phone		
Cell phone/pager	Cell phone/pager		
<b>Medical Insurance</b>			
We request all students send to registration a photocopy of their insurance and/or pharmacy cards ( <b>front and back</b> ) and bring a duplicate copy to the site.			
*Medical insurance provider		*Policy/group #	
*Address of insurance co.			
*Name of policy holder		*DOB of policy holder	
Employer of policy holder		Prescription card #	
<b>Over-The-Counter Medications Provided by CTY</b>			
CTY will supply the following medications (or their generic equivalents) as needed for the symptoms indicated, and according to package directions. Check off those medications that your child <b>may</b> receive on an as-needed basis:			
<input type="checkbox"/> Advil for headache, pain, or menstrual cramps	<input type="checkbox"/> Benadryl for allergy symptoms	<input type="checkbox"/> Cepacol throat lozenges for sore throat	
<input type="checkbox"/> Imodium for diarrhea	<input type="checkbox"/> Robitussin DM for cough	<input type="checkbox"/> Sudafed PE for sinus congestion	
<input type="checkbox"/> Tums for stomach upset	<input type="checkbox"/> Tylenol for headache or pain	<input type="checkbox"/> Visine for eye irritation	

>>over>>

\*Student's name \_\_\_\_\_

\*Student ID number \_\_\_\_\_

### Medications You Will Bring to the Site

Medications are prescription medications, over-the-counter medicines, vitamins, and/or supplements.

My child **does not** take regular medications at this time.

My child **takes** regular medications. I understand that medications will be dispensed by CTY staff only, and that my child may not keep medications with him or her (with the exception of asthma inhalers, insulin, EpiPens, and topical medications). I understand that all medications must be in their original containers, and will be given according to physician or package directions **written in English**.  I attached additional information to this form.

Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, <b>OR</b> As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, <b>OR</b> As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, <b>OR</b> As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, <b>OR</b> As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, <b>OR</b> As needed
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### Adverse Reactions and Allergies

**Do not** give my child the following medications under any circumstances ( check if additional information is attached):

Allergies to medications, food, insect bites, environmental factors, etc:

Does your child carry an EpiPen for allergies?     YES                       NO

### Medical History

History of operations or serious illness:

Is your child under the care of a psychologist, psychiatrist, or counselor?     YES                       NO

If so, please provide contact information:

Please indicate your child's full medical history below. This information will be necessary in the event that your child needs emergency medical treatment. Check if history and provide details below or as an attachment:

<input type="checkbox"/> Hearing/vision impairment	<input type="checkbox"/> Gastrointestinal disorders	<input type="checkbox"/> Migraines/headaches
<input type="checkbox"/> Ear/sinus infections	<input type="checkbox"/> Urinary tract infections	<input type="checkbox"/> Depression/anxiety
<input type="checkbox"/> Asthma (carries inhaler <input type="checkbox"/> )	<input type="checkbox"/> Enuresis (bed wetting)	<input type="checkbox"/> Eating disorders
<input type="checkbox"/> Bronchitis/pneumonia	<input type="checkbox"/> Eczema/skin disorder	<input type="checkbox"/> Learning disability
<input type="checkbox"/> Heart defect/disease	<input type="checkbox"/> Chicken pox	<input type="checkbox"/> ADHD
<input type="checkbox"/> Hemophilia/anemia/blood disorders	<input type="checkbox"/> Musculoskeletal disorders	<input type="checkbox"/> Developmental disorders (e.g., NVLD)
<input type="checkbox"/> High blood pressure	<input type="checkbox"/> Neurological disorders	<input type="checkbox"/> Asperger's
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizures/fainting	<input type="checkbox"/> Other:

Details of conditions checked above ( check if additional information is attached):

### Students with Learning, Physical, or Medical Disabilities

You must contact the CTY Medical Disabilities Committee by May 15th at 410-735-6215 or [ctydisabilities@jhu.edu](mailto:ctydisabilities@jhu.edu) if physical, medical, classroom, dietary, or other accommodations will be needed.

### Permission to Treat

This is to authorize the medical personnel of the summer program site and/or off-campus medical facilities to provide necessary medical care to my child. The information I have provided on this form is accurate and complete. A photocopy of this form shall serve in the same capacity as the original document.

I give permission for CTY administrative staff to dispense prescription and nonprescription medications to my child, as indicated on CTY medical forms, as well as to arrange necessary transportation in order for my child to receive medical care. I give permission for the medical personnel of CTY, the host site, and the nearest or most appropriate medical facility, to provide routine health care for my child; to order x-rays, tests, or treatment; and to release any records necessary for insurance purposes. In the event that I cannot be reached in an emergency, I give permission for the medical personnel selected by CTY to secure and administer treatment, including surgery or hospitalization, for the student named above. I give permission for CTY to contact my child's medical provider for the purpose of confirming medical conditions/treatments or obtaining additional information in order to provide appropriate care. This authorization shall be in effect while my child is a student in the 2009 CTY Summer Programs. I understand that I am fully responsible for all medical costs incurred by my child.

Signature of parent or legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach extra pages if you wish to provide more details about any of the above items.**

# Student Services 2009

## Physician's Signature Page – BETHLEHEM (BTH)

*This form must be submitted no later than **May 15**.*

*Keep a copy of this form for your records and bring or send a duplicate copy to the site.*

**Send to: CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209**

**Fax: 866-548-8022 Email: [ctyreg@jhu.edu](mailto:ctyreg@jhu.edu)**

***You must have this page signed by your child's physician before coming to CTY and within the 2008-2009 academic year.***

### Part 1: To be completed by parent/guardian

Student's name	Student ID number
Site <b>Bethlehem, PA (BTH)</b>	Session

### Part 2: To be completed by physician (cannot be the child's parent /guardian)

Date of physical exam: (Must be within the last 2 years.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No Does the student have any disabilities, dietary restrictions, or mental or physical health issues of which CTY should be aware?	Details:	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are any physical activities to be restricted?	Details:	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is the student currently taking any medications?	Details:	
<b>Immunizations: Provide dates for the shots listed below.</b>		
*DPT 1st: 2nd: 3rd: 4th:	*MMR 1st: (must be after age 12 months) 2nd:	*Polio 1st: 2nd: 3rd: 4th:
*Last tetanus booster:	Meningococcus: (not required)	Hepatitis B: (not required)
Haemophilus Influenza Type B (not required):		
Varicella (chicken pox) (not required):		
Tuberculosis skin test (required for students traveling from outside the US) <input type="checkbox"/> Positive <input type="checkbox"/> Negative If positive, supply details of chest x-ray and/or treatment:		
To the best of my knowledge, the student is in good mental and physical health, is up to date with required immunizations, and should be able to complete a course of study and participate in casual recreational activities in a CTY program, unless otherwise noted on this form.	Physician's name, address, and phone number:	
_____ Physician's signature/stamp (Must be signed within the 2008-2009 academic year)	_____ Date signed	

**Your child will not be permitted to stay in the program without this form.**

This form is due two weeks after receipt of your course assignment packet. Keep a copy of this form for your records and bring or send a duplicate copy to the site. Send to: CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209 Fax: 866-548-8022 Email: [ctyreg@jhu.edu](mailto:ctyreg@jhu.edu)



## MINOR CONSENT AUTHORIZATION FORM

Allentown Campus     Bethlehem Campus     Miners Memorial Campus     Quakertown Campus     Other \_\_\_\_\_

( ) I \_\_\_\_\_ am the parent of the child(ren) listed below and there are no restrictions that would prohibit me from conferring the power to consent upon another person. Or

( ) I \_\_\_\_\_ am the legal guardian or legal custodian of the child(ren) by court order (copy attached if available) and there are no restrictions that would prohibit me from conferring the power to consent upon another person.

I, \_\_\_\_\_, do hereby confer upon, The Center for Talented Youth, residing at Moravian College, 1200 Main Street, Bethlehem, PA 18018, the power to consent to necessary medical or mental health treatment for the following child(ren): \_\_\_\_\_ residing at \_\_\_\_\_, and born on: \_\_\_\_\_ and on the child(ren)'s behalf do hereby state that the power to consent which I confer shall not be affected by my subsequent disability or incapacity.

The power which I confer is specifically limited to health care and mental health care decision making and it may be exercised only by the person named above.

The person named above may consent to the child(ren)'s (cross out all that do not apply): medical, dental, surgical developmental and/or mental health examination or treatment and may have access to any and all records, including, but not limited to, insurance records regarding any such services.

I confer the power to consent freely and knowingly in order to provide for the child(ren). This document shall remain in effect until it is revoked by notifying my child(ren)'s medical, mental health care and insurance providers, in writing, and the person named above that I wish to revoke it.

I witness whereof, I, \_\_\_\_\_, have signed my name to this medical consent authorization, consisting of \_\_\_\_\_ pages, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

PRINTED NAME

SIGNATURE

Witness No. 1: Printed Name and Address: \_\_\_\_\_

Witness No. 1: Signature: \_\_\_\_\_

Witness No. 2: Printed Name and Address: \_\_\_\_\_

Witness No. 2: Signature: \_\_\_\_\_

**BARCODE TO COME**

## Student Services 2009 Shuttle Request Form

We recommend that you submit your shuttle service request using the MyCTY function at *cty.jhu.edu*. For details, please see Travel Information in your site packet. The nonrefundable fee for shuttle service is \$60 (one-way or round-trip). You may pay by check or credit card (see following page).

Student's Name	Student ID Number
Site <b>Bethlehem, PA (BTH)</b>	Session
Select shuttle service to/from the following location(s): <input type="checkbox"/> <b>Lehigh Valley International Airport (ABE)</b>	
I will need a shuttle on Arrival Day: <input type="checkbox"/> Session 1: Sunday, June 28 <input type="checkbox"/> Session 2: Sunday, July 19	I will need a shuttle on Departure Day: <input type="checkbox"/> Session 1: Friday, July 17 <input type="checkbox"/> Session 2: Friday, August 7
<b>Travel Itinerary</b>	<b>Travel Itinerary</b>
Originating in (city):	Originating in (city):
Flight/Train Number:	Flight/Train Number:
Airline:	Airline:
Departure time: <input type="checkbox"/> am <input type="checkbox"/> pm	<b>Departure time:</b> <input type="checkbox"/> am <input type="checkbox"/> pm
<i>Connecting Flight (if applicable)</i>	<i>Connecting Flight (if applicable)</i>
Connecting through (city):	Connecting through (city):
Flight/Train Number:	Flight/Train Number:
Airline:	Airline:
Destination (city):	Destination (city):
<b>Arrival Time:</b> <input type="checkbox"/> am <input type="checkbox"/> pm	Arrival Time: <input type="checkbox"/> am <input type="checkbox"/> pm
Will student be designated as an "Unaccompanied Minor"? (Call your airline for details. Fees may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No	Will student be designated as an "Unaccompanied Minor"? (Call your airline for details. Fees may apply.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Parent/guardian contact <i>on the day of travel</i> :  Name: _____  Phone #(s): _____	Parent/guardian contact <i>on the day of travel</i> :  Name: _____  Phone #(s): _____

Please return this form with payment (see next page) by May 15 to:  
**Johns Hopkins University, Center for Talented Youth,  
 PO Box 64434, Baltimore, MD 21264**

## Payment Information for Shuttle Service

Shuttle service is \$60 (one-way or round trip). You must enclose payment when submitting this shuttle request.

Student's name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

- I have enclosed Check # \_\_\_\_\_ dated \_\_\_\_\_ 2009,  
made payable to JHU/CTY. Please include child's name and I.D.  
number on the check. Do not include balances owed for tuition  
or other fees in this check.

Name of person signing check: (please print) \_\_\_\_\_

- Charge my       MasterCard       Visa

Name of cardholder: \_\_\_\_\_

Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

# Student Services 2008 Authorization to Visit/Take Student Off Campus

Please complete this form if any person other than the custodial parent(s) or guardian(s) may visit your child or take your child off campus during the session(s) or on departure day(s).

Student's Name	Student ID Number
Site <b>Bethlehem, PA (BTH)</b>	Session
<b>The following people have my permission to visit and/or take my child off campus:</b>	
1. Name	Relationship
Address	Phone Number(s)
2. Name	Relationship
Address	Phone Number(s)
3. Name	Relationship
Address	Phone Number(s)
Please provide information about any custody issues that may affect your child's stay at the site. Attach copies of any relevant legal documents. In addition, please include the name, phone, fax, and address of your legal counsel.	
Signature of parent or guardian	Date

## CTY Checklist: What to Bring / What Not to Bring

### Bedding Needs

- Sheets (extra-long single bed size)
- Pillow and pillowcase
- Blanket or comforter

### Clothing

- Casual clothing for classes and activities
- Long pants and closed shoes for labs
- Jacket or sweater
- Rain gear
- Bathrobe, pajamas, slippers, shower shoes
- Dressier clothing for farewell social (if desired)
- Swimsuit and towel
- Clothes hangers
- Athletic shoes (no black soles)

### School Supplies

- General supplies (paper, notebooks, pens, pencils, highlighters, etc.)
- Dictionary (recommended)
- Scientific calculator (if you already own one; math, computer science, and science students only)
- Backpack or book bag

### Bath supplies

- Bath towels and washcloths
- Toiletry items in caddy: toothbrush, toothpaste, soap, shampoo, plastic cup, etc.

### Laundry supplies

- Detergent
- Quarters for laundry

### Miscellaneous

- Any necessary medications in their original containers
- Copy of medical forms (very important!)
- Copy of pharmacy and insurance cards
- Alarm clock
- Radio (if desired)
- Desk lamp
- Stationery and postage for letters
- Books for pleasure reading
- Sunscreen (also consider a long-sleeved shirt, a hat, and sunglasses)
- Roll-on insect repellent (recommended)
- Musical instruments (if desired)
- Any sports equipment desired (frisbee, etc.)
- Telephone (basic analog)
- Spending money (\$50 to \$75 recommended, not including money for books or key deposit)
- Key deposit check (\$60)

Students in science courses need to bring long pants and closed-toe shoes for the labs. Students who wear contacts should also bring eyeglasses to wear in the labs.

### Prohibited Items

Weapons of any kind (including pocket knives and martial arts devices); any flame-producing device (including matches, lighters, and firecrackers); role-playing game books or other items associated with role-playing games; trading cards; pets of any kind; products that damage surface finishes; televisions, computer/video games, or DVDs; bicycles, skateboards, scooters, roller blades, skates, or shoes with wheels; water guns; halogen lamps, refrigerators, or cooking devices; laser pointers.

## The Center for Talented Youth Honor Code

CTY's summer programs provide a unique opportunity for intellectually curious people from diverse backgrounds to come together in pursuit of academic challenge and growth, within a supportive community built on respect, responsibility, and trust. In order to create and sustain such a community:

I promise to uphold academic and personal integrity, respecting the ideas and property of others, and to ensure that those around me do the same; and

I promise to follow the Expectations for Student Conduct:

Strive to do the best academic work possible.

Respect individuals of different races, cultures, religions, genders, sexual orientations, ages, disabilities, and national origins.

Behave in a friendly, cooperative, safe, and responsible manner toward all persons in the CTY community and in the larger campus and local communities.

Attend all class sessions, meals, activities, and meetings.

Take responsibility for my own work and actions.

Cooperate with adult supervision.

Observe rules for physical safety and all other rules for student conduct.

I understand that my actions will shape our site community, and that my membership in the community depends on my honoring this code.