

Welcome to CTY's second year in Madrid, Spain!

Housed at the Universidad Francisco de Vitoria, a beautiful, private university located on the outskirts of the city, CTY-Madrid combines the strength of CTY's summer programs with the benefits of studying and living in a historically rich and important European capital. In courses designed to take advantage of Madrid's rich cultural heritage and contemporary environment, U.S. and Spanish students will be challenged academically with topics ranging from Spanish architecture and mathematical modeling to the culture, history, and literature of Spain.

This packet contains important information about the site and outlines preparations families will need to make for the summer. This document is structured to anticipate common questions you may have about preparing for the international program, but if you have further questions, we encourage you to contact us directly.

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CONTACTING CTY BEFORE THE SUMMER

Director, CTY International
 Simeon Brodsky
 sbrodsky@jhu.edu
 410-735-6204

IN CASE OF EMERGENCY DURING THE SUMMER

Two emergency numbers will be available at the start of the summer. During office hours (8 a.m.—11 p.m. in Spain), call the site office. When the site office is closed (11 p.m. – 8 a.m. in Spain) we will have a cell phone specifically for emergency calls. (This phone will be turned on only when the site office is closed.) See page 7, "CTY Office," for details on when and how to find these numbers.

TRAVEL AND PROGRAM DATES

Sunday, July 5	Group departure date from JFK
Monday, July 6	Arrival Day
Friday, July 24	Final program day
Saturday, July 25	Departure date for all students

For detailed travel information, see "Traveling to the Site" on pages 11—12 of this packet.

ARRIVAL AND DEPARTURE DAY

Schedule for Arrival Day (Monday, July 6)*

11:00 a.m.	-	1:00 p.m.	Registration (non-group travel students)
1:00 p.m.	-	2:00 p.m.	Students meet with RA group for ice breakers and campus orientation
2:00 p.m.	-	3:00 p.m.	Lunch
3:00 p.m.	-	4:00 p.m.	Class Introductions
4:00 p.m.	-	5:00 p.m.	Student site meeting
5:00 p.m.	-	8:00 p.m.	Campus tours and group activities
8:00 p.m.	-	9:00 p.m.	Dinner
9:00 p.m.	-	10:00 p.m.	Hall meeting, hall activities
10:00 p.m.			Lights out (first day only)

*Schedule may be adjusted for student jet lag.

Saturday, July 25, is the departure and travel day.

Student activities end Friday, July 24, at lights out. If families are traveling to the site and are interested in a parent-teacher conference on either July 24 or July 25, please e-mail (ctymadrid@jhu.edu) during the session to make arrangements.

THE CTY MADRID PROGRAM

THE UNIVERSIDAD FRANCISCO DE VITORIA

Founded in 1993, the Universidad Francisco de Vitoria combines modern day facilities with a lush, green campus. Located in Pozuelo de Alarcón, a small suburb just outside of Madrid, the university's facilities include excellent classrooms and dormitory rooms with in-suite facilities. All facilities are air-conditioned.

For more information about the Universidad Francisco de Vitoria: www.ufv.es

WEEKDAY SCHEDULE

Students are required to attend all classes and activities, and there is little unstructured time. Generally, students attend class from 9:00 a.m. to 4:00 p.m. Monday-Friday, with short breaks in the morning and afternoon and a longer break for lunch. Between the end of class and lights-out, students return to class for a roughly two-hour evening session, attend recreational activities, have dinner, and enjoy some social time. Each day concludes with a hall meeting. Lights-out is at 11:00 p.m.

Typical Weekday Schedule

7:30 - 8:30	Morning preparations/breakfast
9:00 - 2:00	Class (with break)
2:00 - 3:00	Lunch
3:00 - 4:00	Class
4:30 - 6:15	Evening class session
6:30 - 8:30	Activity I; Activity II
8:30 - 9:30	Dinner
9:30 - 10:30	Social time and hall meeting
11:00	Lights-out

ACADEMIC PROGRAM

Purchase Textbooks and Supplies Prior to the Program

Fees for textbooks and supplies are not included in tuition or room and board payments. **Students are required to purchase their textbooks and supplies before traveling to the site.**

CTY will contact each family with a list of required texts and supplies by mid May. You will need to purchase new/used student books from an online retailer, directly from the publisher, or from your local bookseller. In addition to any required texts, you should plan to bring basic school supplies to the site (papers, pens, notebooks).

The cost of books per CTY course averages \$60, but can be as high as \$200. Occasionally, instructors may require materials not available through a bookstore; in these cases, students will receive the materials at the site and be billed through CTY Accounts Receivable. Students will be notified of these expenses once on site. Invoices will likely arrive after the program has concluded.

Spanish as a Second Language Course

In order to assess students' Spanish level, and before the beginning of the course, they have first to complete an on-line placement test:

http://ave.cervantes.es/prueba_nivel/default.htm?Idioma+ing

Once the students have completed the placement test and their level has been determined, they can send the exam results (Beginner, Intermediate, Advanced or Proficiency) to info@cty.es

Please write "CTY Madrid" in the subject line and your name and placement level in the body of the e-mail.

Field trips

For some courses there will be curriculum-related field trips. All students will travel in and around Madrid as part of the residential program. See "Residential Program."

RESIDENTIAL PROGRAM

Recreational Activities

Outside of class, students participate in a variety of activities facilitated by the residential staff, including sports, games, arts, and crafts. Offerings at the CTY Madrid site will reflect the local culture and include such activities as flamenco dancing, visits to local parks, and a trip to the Museo Nacional Del Prado. Activities are designed so that there is something for everyone.

When venturing beyond the Universidad Francisco de Vitoria, students will travel supervised on foot, by public transportation, or on chartered buses.

Individual training programs and practice schedules cannot be accommodated. Students are not permitted to use campus weight rooms.

Weekends

Classes do not meet on weekends, with the exception of Sunday evenings. Instead, all students participate in a full schedule of recreational and social activities, which are supervised by the RAs and administrative staff. In addition to sports and games, weekend activities include special events such as dances, movies, and a talent show. Weekends are also a time when students will explore sites in Madrid and the surrounding area.

Students also have some time on weekend mornings to catch up on laundry or just relax and talk with friends. Weekends conclude with a two-hour class session on Sunday evenings.

Housing

All participants live in one residence hall on campus, in single-sex groups with their resident assistants (RAs). Each RA group has approximately 15 students. Most students are assigned to double rooms; however, we cannot guarantee a particular housing arrangement to any student. Residence halls are air conditioned. During supervised recreational time, students may socialize in identified common spaces; however, at no time are students permitted to enter opposite-sex bedrooms.

While a key deposit is not required an Arrival Day, CTY will bill families for lost keys at the end of the summer. **Linens are provided.** If students wish to bring their own linens, we recommend extra long twin sheets or two flat sheets.

Laundry

Washers and dryers are readily available for students to wash their own clothes. RAs will help students who are unfamiliar with using the machines.

Meals

Students and staff members take their meals in the Universidad Francisco de Vitoria dining facility. Three meals are provided each day. The first meal is breakfast on Arrival Day; the final meal is lunch on Departure Day. The dining service serves a selection of entrees and side dishes. Their menus are typical of a Spanish diet and are varied and include vegetarian options. Vegan, kosher, or halal meal plans are not available.

Specific Food Allergies

Food allergies may be more difficult to accommodate at CTY Madrid. Please immediately contact Simeon Brodsky (sbrodsky@jhu.edu, 410-735-6204) with any concerns.

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 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. 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

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.

HEALTH, SAFETY, AND SECURITY

MEDICAL COVERAGE AND PAYMENT

CTY administrative staff will provide basic first aid and dispense prescription medications students bring with them to the site. If students need to see a health care provider, they will be taken to nearby health care providers and if necessary local hospitals.

CTY administrative staff will stock a variety of over-the-counter medications that will be dispensed free of charge according to the indications on the students' Medical Information Page.

Families are responsible for the costs of any prescription drugs or health care that students may receive during the program, including the costs of drugs or care provided. In most cases, payment will be required at the time of service; if you will be away from home during the time that your child is in the program please ask a relative or friend to be responsible for arranging immediate payment (by credit card) should your child require care at the clinic. Documentation will be provided should you desire to file for reimbursement with your medical insurance provider. Families are encouraged to consider taking out full international insurance to cover students in the event of illnesses or injuries requiring ER visits or hospitalizations.

GENERAL HEALTH GUIDELINES

Medical Forms

The Medical Information Page and Physician's Signature Page must be filled out and submitted to the program before you arrive at the site. Both forms can be found at the end of this packet.

The parent or guardian must complete the **Medical Information Page** as soon as possible. This page contains information about emergency contacts, health insurance, medications, medical history, and parental permission to treat. Completion of this information is essential to our ability to care for your child this summer. The Medical Information Page must be received at CTY by **March 26**. It is very important that you complete the form by the appropriate deadline. Students who have not submitted complete medical information by the deadline **will not be permitted to participate in the program**.

You will also need to complete a **Physician's Signature Page** which requires your physician's signature. The Physician's Signature Page must also be received at CTY by March 26. We need a physician's signature for each student every year, so if you have not already scheduled an appointment with your doctor, please do so right away. If your child has had a physical examination within the past two years, your doctor 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

Student Medications

Because we will be so far away, **it is especially critical for information regarding student medications to be accurate and complete**. It will be more difficult to track down missing or inaccurate medical information given the time differences between the site and students' homes and physicians.

Students are responsible for administering their own medication up to and including Arrival Day. Students should have access to all medication they will need while traveling and on their first day (through lunch) in Spain.

Once on site, students are **not** permitted to keep medications of any kind, including prescription and over-the-counter medicines, vitamins, growth hormone serums, and herbal supplements, in their possession. Exceptions are made for topical skin medications, asthma inhalers, 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 upon arrival. The medications will be kept in a secure location in the office, and students will report to the 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.

Any prescription medications must be in their **original pharmacy containers**, with the student's name and dosage instructions written in English (using the letters of the Roman alphabet) 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.

Even though it might not be used, we suggest that your child bring a photocopy of your medical insurance card and prescription card (if you have one) to the site, 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. Non-prescription medications must also be in their original containers, and can only be given according to package directions written in English. We will keep a stock of common over-the-counter medications on hand for occasional use (Advil, Benadryl, Cepacol throat lozenges, Imodium, Robitussin, Sudafed, Tums, Tylenol, and Visine), so students are requested not to bring these to the sites. It is imperative that students traveling internationally double-check to be sure they have their prescription medication before they leave home. **All students on medication should continue to take their medications during the program as prescribed.**

Allergy Injections

The CTY Madrid site is not able to accommodate students requiring allergy injections.

Meningitis Vaccine

You may have read recently 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 the following information as 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.

SPAIN-SPECIFIC HEALTH GUIDELINES

Vaccinations for Spain

It is **critical** that parents/guardians work with a physician to ensure the student is properly protected during his/her travels. We suggest consulting a travel medicine clinic. You may find the information at the following websites useful.

- You can find the location of a nearby travel clinic at www.travelersvaccines.com
- You can read health information for travelers to Spain at the Center for Disease Control website at <http://wwwn.cdc.gov/travel/destinationSpain.aspx>

Some recommended vaccinations may require multiple doses. Therefore, **we suggest making an appointment as soon as possible.**

Physical Examination

As required for the Physician's Signature Page, an up-to-date physical exam, including all necessary medical screening tests appropriate to an individual of the student's age and sex, should be completed before arriving in Spain. Any health maintenance measures deemed necessary by the physician should be completed before the student travels to Spain.

Dental Exam

An up-to-date dental exam is highly recommended, and any dental problems should be taken care of before you travel to Spain. Dental services are available in Madrid but are difficult to arrange and are expensive.

Chronic Illnesses

Given the increased distance from home, we ask that students with chronic or recurrent illnesses or severe allergies discuss with the student's physician the probability that the student's condition will worsen in Spain, and establish an updated regimen if necessary.

Questions about chronic or recurrent illnesses must be addressed immediately to Simeon Brodsky (sbrodsky@jhu.edu, 410-735-6204).

SAFETY AND SECURITY

CTY is committed to ensuring a safe and stable environment for all of our students. Both on and off campus, students will always be accompanied by CTY staff.

As with any summer program, students should not bring any items whose theft or loss would cause them grief. Families should check whether or not items brought to CTY

Madrid are covered under their current insurance. Neither CTY nor the Universidad Francisco de Vitoria is responsible for lost or stolen items. Security guidelines will be discussed during student orientation on Arrival Day.

PLANNING AND PACKING

You will find the "CTY Madrid Summer Packing Checklist" at the end of this document.

MONEY

The currency in Spain is the euro (EUR), the new single European currency. At the time of writing, the exchange rate for US dollars (cash) hovers around 0.75 EUR to US \$1.00. The exchange rate is slightly better for travelers' checks.

We will take students to exchange money during the first few days of the program.

Automated Teller Machines (ATMs)

ATMs that can access bank accounts in other countries are very common, and are a very convenient way to get cash while in Spain.

If you have a bank account and a bank card (with a PIN) with the **MasterCard** logo (which uses the Cirrus, Maestro, and Pulse ATM network systems), there are banks in Madrid which have ATMs that allow you to debit your bank account directly and receive EUR cash. Bank cards with the **VISA** logo (which connects to the more numerous VISA ATM networks like Plus, Interlink, Electron, etc.) can be used in more places than bank cards with the MasterCard logo and network.

The ATM bank card system may have a per-use and/or daily limit, regardless of your home bank's daily transaction limit. Your bank may also charge an international ATM usage fee (perhaps as much as US \$5.00 per transaction).

Travelers' Checks

Using travelers' checks is another reliable way to obtain cash in Spain. The exchange rate is usually better for traveler's checks than for US cash, even taking into consideration the original purchase fee (if you had to pay one), but given the students' daily schedule they may be more difficult to convert.

Do not mail or ship money to the program in Spain, as it may arrive after students depart.

MUSICAL INSTRUMENTS

There will be no formal extracurricular music program, but students are welcome to form their own music groups. Students are responsible at all times for the safe storage of any musical instruments they bring to the site.

ATHLETIC EQUIPMENT

CTY will provide any equipment necessary to utilize the facilities at the site. And while basic athletic equipment is

provided, students might want to bring their own Frisbee, Hacky Sack, or other small recreational gear. No skateboards, in-line skates, or roller skates are permitted. Students should label their personal equipment.

CLOTHING

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 social functions. Students should also bring rain gear, a sweater or jacket, and a swimsuit—there may be a time where students opt to get wet. (See the “CTY Madrid Summer Packing Checklist” at the end of this document.)

Summer in Madrid is warm to hot and relatively dry. All facilities at the Universidad Francisco de Vitoria are air-conditioned.

BRINGING COMPUTERS AND ELECTRONICS

Personal Laptop Computers

Students will have access to the internet for e-mailing home. Internet access is provided free of charge and is accessible throughout the Universidad Francisco de Vitoria. Students may want to bring their own laptop computers for their convenience, but limited access will be made available for students who do not bring computers. Students may access the internet by data port or by wireless. If students plan to access a wireless network, their computers must already have a built-in wireless connection.

There will be time and place restrictions on use of the internet, regardless of whether students bring their own computers or use a shared one. Students will receive specifics on arrival day. Students may not use their computers to play computer games at any time while at the program. In addition, once at the site, all students must read and sign CTY’s “Policy on Appropriate Use of Computing Technologies.” Students who violate the restrictions and/or the policy may have their computers confiscated for the duration of the program.

We understand that these restrictions may be an adjustment for students accustomed to significant internet use each day. However, this policy is an important part of maximizing each student’s CTY experience during the three short weeks of the program. As such, we ask students and families to give the restrictions appropriate consideration before choosing to participate in the program.

Students complete all of their academic work, including homework, in their classrooms. Students who bring computers for course work will have access, albeit somewhat limited access, to printers at the Universidad Francisco de Vitoria. Students planning to print should bring a thumb drive to help facilitate printing. The limited printer access makes use of computers for academic work very difficult logistically, and computers are not necessary.

Coursework consists primarily of readings, journal writings and short essays, and group projects. 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.

We urge you to verify that computer equipment brought to Spain 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 (or any other personal belongings, including iPods and other expensive electronic equipment).

iPods/Personal Listening Devices

In general, students are discouraged from bringing any non-essential valuable items to the program. Students may bring personal listening devices at their own risk, but should understand that these items can pose a safety hazard (both as a theft risk and in limiting awareness of one’s surroundings). Also, the use of these devices can negatively impact the sense of community in the program. As a result, students may not wear or use personal listening devices while off campus or while participating in an organized academic or residential program activity. We encourage students and families to be thoughtful about these issues before bringing such devices to the program.

Electricity

Voltage in Spain is 220, as opposed to 110 in the USA. Most new laptops already have an internal converter. Check your owner’s manual for details. Even if your electronic device has an internal converter, you will likely need a plug adapter.

GOODS YOU CAN EXPECT TO FIND IN MADRID

If students run out of toiletry items they will be able to find replacements for most (though not always brand specific ones).

Students will not be allowed off campus on their own but will have opportunities to purchase necessities under staff supervision.

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
- skateboards, roller blades, skates, or scooters
- water guns

- halogen lamps or cooking devices
- laser pointers.

Beyond 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.

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 the Universidad Francisco de Vitoria 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 the Universidad Francisco de Vitoria can be responsible for items left behind at the end of the session.

KEEPING IN TOUCH

E-MAIL

E-mail will be the most reliable means of communicating with students and with site administrators. As mentioned above, students will be able to access their e-mail using their own network-ready laptops or by sharing a limited number of computers CTY will make available for checking e-mail. Students will need their own e-mail accounts.

To contact site administrators, families should e-mail ctymadrid@jhu.edu **from June 30 through July 26 only**. Questions before or after these dates should be directed to the full-time CTY contact whose contact information is listed on the front page of this packet.

PHONES

CTY Office

The numbers for the CTY Madrid office and the site emergency cell phone will be distributed on Arrival Day. You may also obtain the number by contacting CTY's main office in Baltimore (410-735-6185) or visiting our website (cty.jhu.edu/summer/enrollment-links.html) after July 1st. The CTY Madrid office number and the site emergency cell phone number constitute the emergency contact information for CTY Madrid.

The CTY Madrid office phone normally will be attended from 8:00 a.m. to 11:00 p.m. daily. The site director can be reached at this number. Outside of office hours you may leave a non-urgent message to which (given the time

difference between Spain and most callers) we will respond within 24 hours.

Student Rooms

Students can receive calls in their rooms and make calls from the public access phones found on each hall. Students may buy phone cards from vending machines in the residence halls.

The direct dial number for calling students in Spain is:

011-34-91-XXX-XXXX

011 - International Dialing Code
 34 - Country Code for Spain
 91 - City Code for Madrid
 XXX - Prefix
 XXXX - 4 digit room extension

3-digit prefixes and 4-digit room extensions will be made available on or before Arrival Day. Calling options are described below.

Mobile Phones

Some mobile phones brought from the US will receive or make calls in Spain. We urge you to check with your provider for coverage, network compatibility, and rates before assuming this a reliable or cost effective means of communicating. **Depending upon the plan, students can quickly run up a many hundred dollar bill.**

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.

When to Call

The chart on the following page aligns US time zones with site activities. CTY Madrid office hours are highlighted in gray. The best time to call students is an hour or so before lights out (9:30 - 10:00 p.m.) but no later than 10:15p.m. The breakfast period (7:00 - 8:30 a.m.) is another good time. To avoid missing students, parents should pre-arrange particular days and times calls. In general, we urge students and parents to make calls no more than once or twice per week. **NOTE: Chart adjusted for daylight savings.**

CALLING OPTIONS

Inexpensive Calling Options from the US to Spain

There are many discount international calling cards on the market. For instance, Nobel (www.nobelcom.com) was recommended as the best source for prepaid calling cards in 2006 by Kiplinger's.

If you are using these services for the first time and decide to shop around, be sure to take each of the following into account: rates, connection fee, service fee, maintenance fee, and rounding. (Quality of service will vary.)

Calling Options from Spain to the US

It is possible to use US calling cards in Spain. Students may also buy calling cards from the residence hall vending machines.

US Carriers and Calling Cards Used in Spain

The AT&T International Calling Card and USA-Direct make it possible for students to call the United States directly from the hall phone through the AT&T operator by dialing 900-99-0011. These services can be used to charge calls to any other country. Students may also make collect calls to the US using AT&T without a card. If you are interested in this calling option, we suggest contacting your local or long distance carrier and consulting AT&T product and service information in advance of the program. For more information about AT&T services, visit www.att.com.

Sprint (www.sprint.com) and MCI/Verizon (www.mci.com) also offer services in Spain. Students can use either carrier's services in the same manner as AT&T by dialing 900-99-0013 for Sprint and 800-099-357 for MCI. If you use these services in the US or if you think you will want to use them in Spain, be sure to make arrangements to have the necessary calling/credit cards available for use from Spain.

Collect Calls from Spain to Countries Other than the US

Students may also use the Spanish international operator to place collect calls directly from their room **to countries other than the US**. The international operator is contacted by dialing 1005. This tends to be among the most expensive options.

NOTE: Chart adjusted for daylight savings.

LA	Chicago	NYC	SPAIN
10:00 PM	12:00 AM	1:00 AM	7:00 AM
11:00 PM	1:00 AM	2:00 AM	8:00 AM
12:00 AM	2:00 AM	3:00 AM	9:00 AM
1:00 AM	3:00 AM	4:00 AM	10:00 AM
2:00 AM	4:00 AM	5:00 AM	11:00 AM
3:00 AM	5:00 AM	6:00 AM	12:00 PM
4:00 AM	6:00 AM	7:00 AM	1:00 PM
5:00 AM	7:00 AM	8:00 AM	2:00 PM
6:00 AM	8:00 AM	9:00 AM	3:00 PM
7:00 AM	9:00 AM	10:00 AM	4:00 PM
8:00 AM	10:00 AM	11:00 AM	5:00 PM
9:00 AM	11:00 AM	12:00 PM	6:00 PM
10:00 AM	12:00 PM	1:00 PM	7:00 PM
11:00 AM	1:00 PM	2:00 PM	8:00 PM
12:00 PM	2:00 PM	3:00 PM	9:00 PM
1:00 PM	3:00 PM	4:00 PM	10:00 PM
2:00 PM	4:00 PM	5:00 PM	11:00 PM
3:00 PM	5:00 PM	6:00 PM	12:00 AM
4:00 PM	6:00 PM	7:00 PM	1:00 AM
5:00 PM	7:00 PM	8:00 PM	2:00 AM
6:00 PM	8:00 PM	9:00 PM	3:00 AM
7:00 PM	9:00 PM	10:00 PM	4:00 AM
8:00 PM	10:00 PM	11:00 PM	5:00 AM
9:00 PM	11:00 PM	12:00 AM	6:00 AM

Breakfast
CTY office opens

Best time for calls
Lights out

MAIL

Because transit and processing time for mail and express packages is unpredictable, we recommend that you **do not send care packages or letters to the site**.

The CTY Madrid staff does not arrive in Spain until July 22. For this reason, the site cannot accept packages or mail sent in advance of the program.

If you plan to send letters or packages by regular post to or from Spain, please address them as follows:

Student's Name
Johns Hopkins CTY Program
UNIVERSIDAD FRANCISCO DE VITORIA
Carretera Pozuelo-Majadahonda, km. 1,8
Pozuelo de Alarcón
28223 Madrid (SPAIN)

ADDITIONAL CTY 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 call 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 were able to move you off the Wait List in early May. If you have questions about the Wait List, please call 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.

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 e-mail 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.

MAKING PAYMENTS

You can log in to your MyCTY account at 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.**

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 of record unless you request that it be sent to a different location. Refunds are sent to the student's address of record. CTY's refund policies are as follows:

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

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

Tuition Deposit and Payments—After Course Assignment Notification but before March 22: Once course assignments are mailed, through the postal service and e-mail, 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 canceled. Deposits are not refunded for students who receive one of their choices but not their first choice.

Tuition Deposit and Payments—After March 22: Tuition deposits and balance payments are nonrefundable, except in cases of serious illness. In such cases, documentation from a physician is required. Students who are dismissed from the program or who leave because of homesickness do not receive a refund.

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.

Financial aid generally does not cover travel costs.

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.

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

We reserve the right to ask a student to leave the program for disciplinary, medical, or other reasons. Because of the distance and complexity of the CTY Madrid program,

please discuss the importance of strict adherence to all CTY rules and policies prior to the summer. **If a student is asked to leave, parents must arrange for the student's transportation from the site immediately.**

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 (see "Student Medications," p. 4, for exceptions)
- possessing or using tobacco, alcohol, or drugs
- bullying or hazing
- undermining the safety or wellbeing of self or others (including threats).

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.

VISITATION POLICY

Parents or friends may wish to visit students while they are abroad. This can be a wonderful experience for the student, family or friends. However, we strongly urge that the visit take place after the program's conclusion. During the program, students follow an intense schedule of classes and residential activities. Any visits must be prearranged through Simeon Brodsky (sbrodsky@jhu.edu).

Based on our experience, we know that parental visits can cause significant time and emotional conflicts for students, while also interrupting the intensity and uniqueness of their experience in Chinese culture and in the academic and social aspects of the CTY program itself. This is why we suggest that visits occur following the completion of the program.

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 a site administrator 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.

TRAVELING TO THE SITE

What follows is a two-part overview of traveling to Spain from the US. The first section covers travel in general (passport, visa, and the like), and the second covers the logistics of getting to the program in Madrid.

TRAVEL DOCUMENTATION

Students must travel to Spain with a valid passport. Citizens from other EU countries will only need an identity card.

Passport

All students must travel with a valid passport. It is the responsibility of each student to obtain a passport for international travel. To find out how, visit the US State Department's Passport Web Site (www.travel.state.gov/passport). There are ways to expedite the passport process but they entail additional cost, inconvenience, or both. To avoid these concerns, we strongly recommend that passports be obtained well in advance of the summer. Allow up to twelve weeks for normal processing.

Spanish regulations require that personal identification be carried on one's person at all times. In practice, this means that students should carry a photocopy of their passport with them. (Students should bring this with them to the site.) The photocopy should include the passport photo and information page.

Non-US Citizens Traveling to Spain

Please note that participants who do not hold a United States passport may have differing visa requirements, including transit visas to pass through certain countries en route to the program. This is the responsibility of the student's family to determine.

Please begin the process as early as possible since, depending upon individual circumstances it can take several weeks or more to obtain a visa.

TRAVEL TO AND FROM MADRID AND CTY

In mid-March, CTY will send a list of the other families attending the Madrid site, including their zip codes and telephone numbers. Using this list you are welcome to coordinate your domestic and/or international flight arrangements. If you would prefer for your information to not be sent out to other families, please e-mail CTYRegsumm@jhu.edu before March 8 asking to be removed.

Group Travel

CTY has made arrangements with World Travel Service for group travel from John F. Kennedy International Airport (JFK). Students who elect the group travel option arrange and pay for their travel to the gateway airport. At the gateway airport, they connect with other CTY students and with CTY staff who will chaperone the students to the Universidad Francisco de Vitoria from the gateway airport and back to the US gateway airport at the conclusion of the program.

CTY Chaperones will meet group travelers at the Iberian Airlines ticketing area beginning four hours before the scheduled flights from JFK (see schedule below). Students must meet the chaperones at least two hours before the scheduled departure.

Students traveling as part of the group must fill out the **Group Travel Reservation Form** at the end of this packet. The cost of the travel (\$1,500) includes the student's flight from the gateway airport to Madrid Barajas International Airport and shuttle service to and from the Universidad Francisco de Vitoria. It does not include travel to or from the gateway airport. The quoted cost of travel may fluctuate due to fuel costs. Space is limited, so if you are interested in this option please return the reservation form as soon as possible.

If you need to book travel to/from to the gateway airport or fly in/out of different airports, we suggest using World Travel Service. They are familiar with the group flights and can advise on appropriate connections. Remember that flights to/from the gateway airport are your responsibility.

World Travel Service
 Contact: Teresa Zotikos
 1200 18th St. NW, Ste 600
 Washington, DC 20036
 Phone: 202-728-4040, 800-633-8822 x106
 Fax: 202-466-2884
 E-mail: teresaz@worldtravelservice.com

New York, NY (JFK) Gateway

Flight	Date	Departure	Arrival
IB 6250	5 July	JFK 6:00 p.m.	MAD 7:10 a.m. (July 6)
IB 6187	25 July	MAD 1:55 p.m.	JFK 4:05 p.m.

Important Notes About Flights

- Flight numbers and times may fluctuate.
- The flights listed have been blocked out by World Travel Service and will only (slightly) change if the carrier changes.

- We will post any changes we are aware of on our website. For group travelers, adjustments are absorbed.
- If you are arranging your flights on your own, remember to plan for time for flight changes, recheck-in, customs, etc.
- Prices quoted are per person USD and all-inclusive with all fees and taxes. Prices subject to change per individual airline contracts.

Package to include

- Air, tax & service.
- \$200,000 FREE Aviation insurance for travelers.

Independent Travelers

We recognize that the timing or routing of the group flight may not work for everyone. Some students may choose to travel independently to and/or from the host country. (World Travel Service can also help make these arrangements.)

Students traveling separately from CTY group travelers can request shuttle service from the Madrid airport to the Universidad Francisco de Vitoria. Shuttle service from the Madrid airport to the Universidad Francisco de Vitoria will be provided for a \$100 fee. (To request this service, submit the **Shuttle Service Form for Independent Travelers** included at the end of this packet.)

CTY shuttle students should proceed to baggage claim in Madrid (MAD). As soon as students exit the baggage claim area, readily-identifiable CTY staff members will be in the

meeting area to greet students. Students should not leave the meeting area without a CTY staff member.

CTY Shuttle Service for Parents and Guardians

When notified in advance, CTY will extend shuttle service to parent(s) and/or guardian(s) who will be accompanying students to the site. This is a one-way service. **If you are interested in this option, contact Simeon Brodsky (sbrodsky@jhu.edu) no later than May 1.**

CTY will not, however, be able to provide return shuttle service to Madrid Barajas International Airport (MAD) for parents/guardians. Taxi cards will be available at the site with instructions, in Spanish, for the ride back to the airport.

There are no overnight accommodations at the Universidad Francisco de Vitoria for parents/guardians.

Taxi Travel To and From the Universidad Francisco de Vitoria

Parents/guardians who plan to bring the student directly to the program in Madrid may choose to hire a taxi. If you plan to do this and do not speak Spanish, please use the taxi card (on the next page) that will direct your driver to the Universidad Francisco de Vitoria.

The Madrid Barajas International Airport (MAD) is located approximately 40 kilometers outside of Madrid. A **metered taxi** from the airport to the Universidad Francisco de Vitoria costs about 50 EUR. With fluctuating foreign exchange rates, the prices and costs in Spain may fluctuate.

HOTEL INFORMATION

There are numerous hotels in Madrid. Hotel information can also be found online at sites such as Trip Advisor (www.tripadvisor.com) and online discount travel providers (Expedia, Travelocity, SideStep, etc.). Travel guides such as Lonely Planet and Frommers will also have information on local accommodations.

CTY Madrid Address Card

The information below contains the directions to the Universidad Francisco de Vitoria and is designed to be presented to a taxi driver at the Madrid Barajas International Airport (MAD) airport. You will be dropped off at the residence hall for the Universidad Francisco de Vitoria. A trip to the campus costs approximately 50€, and one should always ask the taxi driver about supplements, night and/or holidays fares, etc.



The University is located close to the M-40 (the highway belt that surrounds Madrid), which is the fastest way to come by car. You can also access the University via the «Carretera de Castilla» and the A-6 (A Coruña Highway).

Via the «Carretera de Castilla»: towards the A-6 («A Coruña») as well as towards «Puente de los Franceses» (Madrid), you must take the «Pozuelo-Majadahonda» exit. After four roundabouts, you need to take the exit 13 (Carretera Pozuelo-Majadahonda) until km. 1,800, where you can easily see the entrance to the campus.

Via the A-6: you need to take the M-40 through exit 11, towards the A-5. Once in the M-40 you need to take exit 41 towards «Pozuelo» (M-503) and a little bit later the exit to the «Carretera Pozuelo-Majadahonda».

Via the M-40: if you go towards the A-5 (north-south) you need to take exit 41 «Pozuelo» (M-503) and a little bit later the exit to the «Pozuelo-Majadahonda» road. If you go towards the A-6 (north-south) you need to take the exit nr. 40 Pozuelo (M-503) and a little bit later the exit for the «Pozuelo-Majadahonda» road.

El Campus de la Universidad Francisco de Vitoria se encuentra situado en el término municipal de Pozuelo de Alarcón, zona residencial contigua a Madrid, en la Carretera M-515, que une Pozuelo de Alarcón y Majadahonda.

- Si tienes un dispositivo GPS, las coordenadas que debes introducir son: N 40.43879°, W 3.83662°
- Por Carretera de Castilla: Salida Pozuelo-Majadahonda y pasadas 4 rotondas, salida nº 13 (M-515).
- Por M-40 (Desde la A-5): Salida 40: Pozuelo (M-503) y desvío M-515.
- Por **A-6**: Salida 11 a M-40 (dirección Badajoz N-V), en la M-40 tomar la salida 41: Pozuelo (M-503) y desvío M-515.

CTY CHECKLISTS AND FORMS

CTY Madrid Summer Planning Checklist

TO DO



<input type="checkbox"/>	Arrange for student medical needs	ASAP	Make an appointment with your child's physician. Our medical form requires a recent exam and the physician's signature. We also encourage contacting a travel medicine clinic.
<input type="checkbox"/>	Make travel arrangements	ASAP	Make travel arrangements independently or commit to group travel via a gateway airport. See "Traveling to the Site," pp. 10—12.
<input type="checkbox"/>	Ensure student has a valid passport	ASAP	See "Traveling to the Site," pp. 10—12. Your passport must have at least six months of remaining validity and at least one blank visa page. Allow up to six weeks for normal processing.
<input type="checkbox"/>	Ensure medical insurance and coverage	ASAP	Call your insurance provider to fully understand your coverage in Spain. See "Medical Care at the Site" and "Medical Coverage and Payment," both on pp. 3—4.
<input type="checkbox"/>	Discuss any dietary restrictions with CTY staff	ASAP	If the student has food allergies or special dietary requirements, contact Simeon Brodsky no later than March 26 . See front page of this packet for contact information.
<input type="checkbox"/>	Discuss any Learning, Physical, and/or Medical Disabilities with CTY	May 15	Call CTY. See "Students with Learning, Physical, or Medical Disabilities," p. 3.

SEND TO CTY



Due

<input type="checkbox"/>	Final tuition payment	Refer to Invoice	Send to the address on invoice.
<input type="checkbox"/>	Medical Information Page	March 26	Send the original form to CTY Registration. Bring a copy with you to the site. See form for mailing address.
<input type="checkbox"/>	Physician's Signature Page	March 26	Send the original form to CTY Registration. Bring a copy with you to the site. See form for mailing address.
<input type="checkbox"/>	Photocopy of medical insurance card	March 26	Send front and back copy of student's medical insurance card to CTY Registration. Note the site (SPN) and Student ID on the photocopy. Bring the original to the site.
<input type="checkbox"/>	Photocopy of passport	March 26	Send copy of the photo and information page . Note the site (SPN) and Student ID on the photocopy. Bring the original to the site.
<input type="checkbox"/>	International Program Release Form	March 26	Send the original form to CTY Registration. See form for the mailing address. Both forms must be filled in for participants 18 and over.
<input type="checkbox"/>	Group Travel Reservation Form	March 26	For students who purchase their international flights through CTY. (See "Group Travel," p. 11, for more information.) Space is limited.
<input type="checkbox"/>	Shuttle Service Form for Independent Travelers	April 8	For students traveling independently from CTY and requiring transportation between the airport and the site. (See "Independent Travelers," p. 11, for detailed information.)

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.

CTY Madrid Summer Packing Checklist

Travel Documents and Paperwork

- Passport**
- Photocopy of passport (see pp. 10—11)
- Photocopy of Medical Information Page
- Photocopy of Physician's Signature Page
- Front and back photocopy of student's medical insurance card
- Authorization to Visit/Take Student Off Campus form

Medication and Eyewear

- Prescription medications in original containers, properly labeled (see p. 4)
- Over-the-counter medications in original containers, properly labeled (see p. 4)
- Anaphylaxis kit if allergic to bee (or other hymenoptera) stings
- Eyeglasses (consider an extra pair or bring prescription)
- Extra contact lenses

Clothing

- Casual clothing for classes and activities (we suggest at least one outfit made of breathable material for when students are in the field)
- Jacket or sweater
- Long-sleeved shirt, a hat, and sunglasses for sun protection
- Rain gear
- Bathrobe, pajamas, slippers, and shower shoes
- Dressier clothing for farewell social (if desired)
- Swimsuit (there is no pool on campus)
- Clothes hangers

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, scooters, or shoes with wheels; water guns; halogen lamps, refrigerators, or cooking devices; laser pointer.

School Supplies

- General supplies (paper, notebooks, pens, pencils, highlighters, etc.)
- Spanish-English Dictionary (recommended)
- Scientific calculator (if you already own one; math and science students only)
- Backpack or book bag
- Books (you must order your course books and bring them with you to Madrid)

Toiletries

- Toiletry items in caddy: toothbrush, toothpaste, dental floss, soap, shampoo, deodorant, plastic cup, etc.
- Bath towel and wash cloth
- Sun block or sunscreen
- Mosquito repellent (roll-on)

Miscellaneous

- Battery-powered alarm clock
- Umbrella
- Books for pleasure reading
- Musical instruments (if desired)
- Any small sports equipment desired (frisbee, etc.)
- Plug adaptor and voltage convertor
- Spending money (\$50 to \$75; see "Money," p. 5)

Medical Forms: Instructions

Medical Forms to be submitted:

Medical Information Page **due two weeks after receipt of this packet**
(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 March 26**
(requires a current physician's signature)

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

Both of these 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.

Student Services 2009

Medical Information Page – Madrid (SPN)

*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: Susie Maynard, 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)	
		1	2
		Both	
*Student's name	*Student ID number		
	*Birth date	*Gender M / F	
*Address			
*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		
Medical Insurance			
We request all students send to registration a photocopy of their insurance and/or pharmacy cards (front and back) 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 #	
Over-The-Counter Medications Provided by CTY			
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 may 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, OR As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
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Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
-----------------	------	--

Medication name	Dose	Time (circle as many as apply) breakfast, lunch, 3 PM, dinner, bedtime, OR As needed
-----------------	------	--

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 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 – Madrid (SPN)

This form is due no later than March 26, 2009.

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

**Send to: Susie Maynard, 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.*

Part 1: To be completed by parent/guardian

Student's name	Student ID number
Site Madrid (SPN)	Session 1

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:	
Immunizations: Provide dates for the shots listed below.		
*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:		
<p>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.</p> <p>_____ Physician's signature/stamp (Must be signed within the 2008-2009 academic year)</p>	<p>Physician's name, address, and phone number:</p>	
<p>_____ Date signed</p>		

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

Student Services 2009

Group Travel Reservation Form – Madrid (SPN)

This form is for students who have purchased their international flight to Madrid through CTY (see “Travel To and From Madrid and CTY,” p.12). If you fill out this form, **do not also submit** the “Student Shuttle Form for Independent Travelers.” You may send in this form to reserve a seat on a chaperoned flight before you finalize the connecting flight information. Once you’ve finalized the connecting flight information, you must e-mail the flight information to CTYRegsumm@jhu.edu.

Student’s Name	Student ID Number
Site Madrid (SPN)	Session 1
Select which gateway airport you will be flying through:	
<input type="checkbox"/> New York John F. Kennedy International Airport (JFK) * <u>Departure Date</u> <u>Return Date</u> Saturday, July 5 Saturday, July 25 <input type="checkbox"/> <i>I am requesting a vegetarian meal.</i>	
Domestic Itinerary to Gateway Airport	Domestic Itinerary from Gateway Airport
If flying to or from the gateway airport by plane, please provide your domestic flight itinerary below.	
Originating airport:	Originating airport: JFK
Airline:	Airline:
Flight Number:	Flight Number:
Departure time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Departure time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<i>Connecting Flight (if applicable)</i>	<i>Connecting Flight (if applicable)</i>
Connecting through (city):	Connecting through (city):
Airline:	Airline:
Flight Number:	Flight Number:
Destination airport: JFK	Destination airport:
Arrival Time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Arrival Time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
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 complete payment information (see following page) and attach a copy of your itinerary and return this form by March 26 to: **Susie Maynard, CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209.** You may also fax this form to 1-866-548-8022.

Payment Information for Group Travel Service

The group travel rate is \$1500 and includes shuttle service to and from the Universidad Francisco de Vitoria. The cost of the travel does not include travel to or from the gateway airports. The quoted cost of travel may fluctuate slightly due to fuel costs.

You must enclose payment when submitting this group travel 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: _____

Group Travel Refund Policy for Spain

Up to 91 days before your departure date of July 5, 2009, a full refund will be given.

From 90 days and less before your departure date, a full refund will be given only if CTY can fill your seat on the plane. Otherwise, any refund will be net of all penalties and administrative costs incurred by CTY. In the latter case, refunds will be processed after final settlement of travel costs associated with the CTY Madrid Summer Program. Please be advised that this process could extend beyond the program end date of July 25, 2009.

Student Services 2009

Shuttle Service Form for Independent Travelers – Madrid (SPN)

This form is for students who are traveling independently and not part of the CTY group (see “Travel To and From Madrid and CTY,” p.12). If you are traveling independently, do not use MyCTY to submit your request for shuttle service. The nonrefundable fee for shuttle service is \$100 (one-way or round-trip). You may pay by check or credit card (see reverse).

Student's Name	Student ID Number
Site Madrid (SPN)	Session 1
I am requesting shuttle service to/from the following location: <input type="checkbox"/> Madrid Barajas International Airport (MAD)	
I will need a shuttle on Arrival Day: <input type="checkbox"/> Session 1: Monday, July 6	I will need a shuttle on Departure Day: <input type="checkbox"/> Session 1: Saturday, July 25
Travel Itinerary	Travel Itinerary
Originating in (city):	Originating in (city): Madrid, Spain (MAD)
Airline:	Airline:
Flight Number:	Flight Number:
Departure time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Departure time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<i>Connecting Flight(s) (if applicable)</i>	<i>Connecting Flight(s) (if applicable)</i>
#1 Connecting through (city):	#1 Connecting through (city):
Airline:	Airline:
Flight Number:	Flight Number:
#2 Connecting through (city):	#2 Connecting through (city):
Airline:	Airline:
Flight Number:	Flight Number:
Destination (city): Madrid, Spain (MAD)	Destination (city):
Arrival Time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Arrival Time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
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> :	Parent/guardian contact <i>on the day of travel</i> :
Name: _____	Name: _____
Phone #(s): _____	Phone #(s): _____

Please attach a copy of your itinerary and return this form with payment (see following page) by April 14 to:

Susie Maynard, CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209
 You may also fax this form to 1-866-548-8022.

Payment Information for Shuttle Service

Shuttle service is \$100 (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 2009

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). You do not need to send this form to CTY in advance of the program. The student may carry this form to the site.

Student's Name	Student ID Number
Site Madrid (SPN)	Session
The following people have my permission to visit and/or take my child off campus:	
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

Susie Maynard, CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209

You may also fax this form to 1-866-548-8022

International Program Release Form 2009 – SPN

Parent Signature required for All Students

This form must be completed by a parent/guardian for all students attending the program.

My child, _____ (*print first and last name*) is a participant at The Johns Hopkins University Center for Talented Youth summer program in Madrid, Spain for summer 2009.

I understand that there are a wide variety of risks associated with any travel to and living in a foreign country, including but not limited to: lack of access to health care comparable to that available in the United States; crime; and dangers associated with public or private transportation and the safety of road systems and other means of transportation. I understand that each country has its own laws and cultural norms and that my child is responsible for her/his own actions, activities and behavior while she/he is participating in this program.

I represent that my child is covered throughout the CTY-Madrid program and throughout her/his absence from the United States by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries my child may sustain or experience while abroad. I release Johns Hopkins University from any responsibility and liability for my child's injuries, illness, medical bills, charges or similar expenses.

If I choose for my child to fly to the program as part of CTY's group, I understand that I am responsible for her/his travel to and return from the gateway airport. While traveling, I understand that my child is responsible for handling her/his required documentation, administering her/his medications until reaching the Universidad Francisco de Vitoria, and purchasing her/his meals. CTY's chaperones will help facilitate my child's travel and will accompany my child from the gateway airport to the Universidad Francisco de Vitoria. CTY, Johns Hopkins University, and Iberia Airlines will not be liable for delays or cancellations caused by strikes, labor disputes, government actions, weather, or any other cause beyond our respective control. Iberia reserves the right to change equipment or schedules, and I hereby release and waive any claims against CTY, Johns Hopkins University, or Iberia regarding cancellation or schedule change.

I have voluntarily signed up my child for this program and agree to release and indemnify, defend and hold harmless Johns Hopkins University and its employees and agents from any and all liability and damages or losses I or my child may suffer to our persons or property or both which arise out of or occur during my child's participation in the CTY-Madrid program except if the damages or losses are caused by the gross negligence or willful misconduct of university employees.

I understand that if I voluntarily choose for my child to stay in Spain before the program begins or after the program concludes, I take full responsibility for my child's safety and well being, and the Johns Hopkins University has no responsibility whatsoever for anything that happens to my child.

I agree that this Student Release is to be construed in accordance with the law of the State of Maryland, and that if any portion of this agreement is held invalid, the remainder of the agreement shall continue in full force and effect. I acknowledge that I have read this entire document, and I agree to its terms.

Name of Parent/Guardian (please print)

Signature

Date

Send the original of this signed form to CTY by March 26.

Susie Maynard, CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209

You may also fax this form to 1-866-548-8022

International Program Release Form 2009 – SPN

Students age 18 or older

This additional form must be completed by any student who will turn 18 at any time during travel or while the program is underway.

I, _____ (print first and last name) am a participant at The Johns Hopkins University Center for Talented Youth summer program in Madrid, Spain for summer 2009.

I understand that there are a wide variety of risks associated with any travel to and living in a foreign country, including but not limited to: lack of access to health care comparable to that available in the United States; crime; and dangers associated with public or private transportation and the safety of road systems and other means of transportation. I understand that each country has its own laws and cultural norms and that I am responsible for my own actions, activities and behavior while I am participating in this program.

I represent that I am covered throughout the CTY-Madrid program and throughout my absence from the United States by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries I may sustain or experience while abroad. I release Johns Hopkins University from any responsibility and liability for my injuries, illness, medical bills, charges or similar expenses.

If I choose to fly to the program as part of CTY's group, I understand that I am responsible for my travel to and return from the gateway airport. While traveling, I understand that I am responsible for handling my required documentation, administering my medications until reaching the Universidad Francisco de Vitoria, and purchasing my meals. CTY's chaperones will help facilitate my travel and will accompany me from the gateway airport to the Universidad Francisco de Vitoria. CTY, Johns Hopkins University, and Iberia Airlines will not be liable for delays or cancellations caused by strikes, labor disputes, government actions, weather, or any other cause beyond our respective control. Iberia reserves the right to change equipment or schedules, and I hereby release and waive any claims against CTY, Johns Hopkins University, or Iberia regarding cancellation or schedule change.

I have voluntarily signed up for this program and agree to release and indemnify, defend and hold harmless Johns Hopkins University and its employees and agents from any and all liability and damages or losses I may suffer to my person or property or both which arise out of or occur during my participation in the CTY-Madrid program except if the damages or losses are caused by the gross negligence or willful misconduct of university employees.

I understand that if I voluntarily choose to stay in Spain before the program begins or after the program concludes, I take full responsibility for my safety and well being, and the Johns Hopkins University has no responsibility whatsoever for anything that happens to me.

I agree that this Student Release is to be construed in accordance with the law of the State of Maryland, and that if any portion of this agreement is held invalid, the remainder of the agreement shall continue in full force and effect. I acknowledge that I have read this entire document, and I agree to its terms.

Name of Student (please print)

Signature

Date

Send the original of this signed form to CTY by March 26.
Susie Maynard, CTY Registration, McAuley Hall, 5801 Smith Ave., Suite 400, Baltimore, MD, 21209
You may also fax this form to 1-866-548-8022