

Student Site Information

2009 CTY Day Program at Los Angeles, CA

The Windward School

Welcome to the 2009 Johns Hopkins University CTY summer program at Windward! This packet contains important information about the site and preparations families need to make for the summer. Maps and directions are included. With questions about the Windward site, please contact:

Program Manager
Raquel Hoyt Rivera
rriver10@jhu.edu
310-754-4112

Assistant Program Manager
Adena Rojas
arojas@jhu.edu
410-735-6216

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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).	See invoice	Johns Hopkins University Center for Talented Youth PO Box 64710 Baltimore, MD 21264-4710 Or click on the MyCTY link at http://cty.jhu.edu
<input type="checkbox"/> Make an appointment with your child's pediatrician.	ASAP	Not applicable
<input type="checkbox"/> Submit Medical Information Page.	Due two weeks after receipt of this packet	CTY Registration McAuley Hall 5801 Smith Ave., Suite 400 Baltimore, MD 21209 Fax: 866-548-8022 Email: ctyreg@jhu.edu
<input type="checkbox"/> Submit Physician's Signature Page	Due no later than May 15	
<input type="checkbox"/> Submit Math Questionnaire (if enrolled in Individually Paced Math Sequence).	May 15	CTY Registration See above.
<input type="checkbox"/> If your child has a learning, physical, or medical disability, call summer programs staff.	Due no later than May 15	Call 410-735-6215 or email ctydisabilities@jhu.edu
<input type="checkbox"/> If your child has food allergies or special dietary requirements call the program manager.	Due no later than May 15	Contact Program Manager
<input type="checkbox"/> Duplicate copies of Medical Information Page and Physician's Signature Page <input type="checkbox"/> Child's prescription medications in original containers with proper labels (if applicable) written in English <input type="checkbox"/> Authorization to Pick Up Student Form	Opening Day	Bring to the site.

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

Address

Windward is located at 11350 Palms Blvd., Los Angeles, CA 90066

Registration Sunday

Registration will take place at the tables set up in the Littlefield Plaza on Windward's campus, from 12:45 p.m. to 4:45 p.m. on Sunday, June 28 (Session 1) and Sunday, July 19 (Session 2). Additional program information will be provided at that time. **Note: The day will be split into three registration periods, according to course discipline, to make registration more efficient and to better serve families and students.**

Math Students: Please arrive to register between 12:45 and 1:45 p.m.

Science Students: Please arrive to register between 2:00 and 3:15 p.m.

Humanities and Writing Students: Please arrive to register between 3:30 and 4:45 p.m.

It is important that you register during the assigned period as this is the only time your student's instructor will be available to meet with you. After you check in, pick up your student's information, and purchase the required textbook(s). You may then go to the classroom to meet your student's instructor and/or you are welcome to tour the campus.

If you are unable to attend registration, please call the CTY Site Office at The Windward School. This number will be available on our website (www.cty.jhu.edu/summer) or by calling 410-735-6277. Before going to the classroom on Monday morning, you will need to check in at the CTY Site Office to receive your student's information packet and id tag. If, for any reason, you are unable to contact the site office, please do not hesitate to contact Raquel Rivera Hoyt, Program Manager (rriver10@jhu.edu, 310-754-4112) or Adena Rojas, Assistant Program Manager (arojas@jhu.edu, 410-735-6216).

Typical Weekday Schedule

7:30 a.m.		Office opens and Before-Care begins
8:45 a.m.		Students arrive
9:00 a.m.	– 11:30 a.m.	Class
11:30 a.m.	– 12:30 p.m.	Lunch and break time
12:30 p.m.	– 2:30 p.m.	Class
2:30 p.m.	– 3:45 p.m.	Activity period
3:45 p.m.	– 4:00 p.m.	Classes reconvene for wrap-up
4:00 p.m.		Students depart and After-Care begins
5:30 p.m.		After-Care ends and CTY office closes

Students will have a full day of class on closing days (Session 1 - Friday, July 17; Session 2 - Friday, August 7). Parents will be invited to attend a reception and open house at 2:00 p.m. on closing day.

July 3

This year, July 4 (the legal public holiday for Independence Day), falls on a Saturday. For most government and private sector employees, Friday, July 3, is the observed holiday. This is the case with our host school. This means that none of their staff will be on campus to support our program. In the interest of safety, the site will be closed on Friday, July 3, 2009.

Lunch

A lunch, with vegetarian option, is provided at no extra charge for students every day of the program and is served in the Windward Pavilion. Boxed lunches will be provided for students on field trips. Students with special food requirements and students who prefer not to eat the catered lunch may bring lunch from home. However, there is no reimbursement for students who choose to bring their lunches.

A complete menu for the entire session will be available at registration. We strongly recommend that each student bring a water bottle each day to fill from the water fountains.

Specific Food Allergies: Please provide details on the enclosed Medical Information form.

Snacks: Students may bring a non-perishable snack and drink for morning and afternoon breaks. Students in After-Care are given a snack and drink each day, neither is provided during Before-Care.

Student Drop-off and Pick-up

On Registration Sunday, you will receive specific information for dropping off and picking up your child each day. Each day, several hundred students are dropped off and picked from the Windward campus. To ensure the safety of each and every child we have a set of procedures in place. For the safety of our children, please adhere to the following:

During morning drop-off:

- **Please do not walk your child into the campus.** For the safety of your children, Windward's security team has been notified to ask any adult who does not work for CTY to leave the Windward campus. Please hug them goodbye before they leave your car and allow them to walk with the CTY staff who are there in the morning to welcome them to the site.
- **Please remain in your car.** CTY staff will open and close vehicle doors, retrieve bags, and help welcome your child to the site.

Morning drop-off begins at 8:45 a.m. Students dropped off earlier must go to Before-Care and will be billed for the service as noted below.

During pick-up:

- **Please do not arrive before 4:00 pm.** Our students are released at 4:00 pm. Cars will not be permitted to drive in the lots until after 4:00 pm. Cars will not be permitted to block traffic by lining up outside the Windward gates. If you happen to arrive before the students are released, we strongly suggest that you drive around the block or park at one of the many coffee shops or stores in the area and return after 4:00 pm.
- **Please do not park.** The vehicle queue will move very quickly if the moving queue is maintained. Attempting to park and later back-out during pick-up will cause severe delays and dangerous situations for our children. Please look for CTY staff who will be directing vehicles to pull into designated drop-off and pick-up points.
- **Please remain in your car.** CTY staff will open and close vehicle doors, load bags, and help to put your child quickly and safely in your vehicle. Note: If you have special circumstances that necessitate your walking on campus to pick up your child, it is imperative that you 1) make special arrangements with the site director during registration 2) park your vehicle in a legal space off campus 3) carry your car's colored CTY identification tag with you. Failure adhere to the rules above may result in substantial delays.

During pick-up students must be matched with drivers. Please be prepared for delays at pick-up, especially during the first week of the program. Generally once a routine is established pick-up moves quickly, but it is always slower than drop-off. Students not picked up within a reasonable amount of time after the students have been released will be taken to After-Care and will be billed for the services as noted below.

Before- and After-Care

Families may elect Before- and After-Care, which provides supervision for students who need to arrive early (before 8:45 a.m.) and/or depart late (generally after 4:15 p.m.), at an additional cost. Students may arrive as early as 7:30 a.m. and depart as late as 5:30 p.m. The charge for this service, determined by the number of days for which it is used, is:

<u>Usage</u>	<u>Before-Care</u>	<u>After-Care</u>
1-5 days	\$17.00	\$23.00
6-10 days	\$34.00	\$46.00
11-15 days	\$51.00	\$69.00

The days of usage need not be consecutive, but may be spread over the three-week session. Students picked up after 5:30 p.m. will be charged \$1.00 per minute extra. To ensure a safe hand-off of students and accurate billing, children must be signed in and out each day by their parents/guardians. At the end of the session, the days of usage will be tallied and families will be billed by the CTY Student Accounts office.

Carpooling

At the beginning of June, you will be sent a list of other families attending the Windward site, with their zip codes and phone numbers. Using this list you are welcome to make your own arrangements to carpool with other families. **Be sure to complete the Authorization to Pick Up Student form in the back of this packet.**

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. Students may wish to bring a sweater for very warm days when air conditioning is turned on in the classrooms. Students in science classes may need to wear long pants and closed shoes in the laboratories and on field trips. Black-soled shoes are not permitted in the gymnasium.

Contacting the Site

The number for the CTY office at the school will be available on Registration Sunday. During the sessions the phone is normally attended from 8:00 a.m. to 5:00 p.m. daily. The site director may also be reached at this number. Telephones are available in the CTY office for making and receiving official business and emergency calls.

Cell Phones

Students may not use cell phones at any time during the program day (9:00 a.m.–4:00 p.m.). Cell phones must remain off during those hours. If used, cell phones will be confiscated and returned just before students go home for the evening. Families who need to reach students during the program day should contact the site office. For the purposes of this policy, cell phones include all mobile communication devices; use includes sending and receiving text messages and email and accessing the Internet. CTY assumes no responsibility for the loss or damage of cell phones, or for the misuse of cell phones, including exceeding plan limits or use by unauthorized persons.

Textbooks/Supplies

Fees for textbooks are not included in the tuition. Instead, you will be invoiced through our student accounts office. The cost of books per course averages \$60, but can be as high as \$150. Books will be distributed to students on Registration Day, and you will be given a book list indicating the amount that will be invoiced. Because titles can change at the last minute, students should not purchase their textbooks in advance.

Some instructors may require students to purchase specific class supplies, such as a particular type of notebook. You will be notified in advance via mail or e-mail only if there are mandatory supplies that your child needs on the first day of class. General class supply lists will be available on Registration Day. Please plan to purchase these supplies at a local discount or office supply store.

The Windward School does not have a campus store. Occasionally, instructors may require materials not available through local stores, (for example, special dissection kits for a science class); in these cases, CTY will purchase those materials and students will be billed through the CTY Student Accounts office.

Students who miss registration will need to call the site ahead and notify the CTY site office so that site staff can make arrangements to have students' texts available on Monday morning before classes begin.

Homework/Computers

Students should plan for 60 minutes of homework each evening. Homework in many of the classes consists of reading, problem sets, and short exercises. Students enrolled in some courses may be required to go to a local library as part of their homework.

We strongly discourage students from bringing computers and other electronic devices to the site, except in such cases where CTY's disabilities committee recommends use of a device as an accommodation for an appropriately documented disability. Under no circumstances may students use computers and other electronic devices for games or other recreational purposes. Internet access is permitted only under staff supervision in public areas and only for course-related research. Devices used in violation of the policy may be confiscated and students may be subject to discipline.

Instructors are accustomed to reading handwritten work and do not require or expect typewritten essays. If you are concerned about expectations regarding handwriting, please contact your site's program manager to discuss arrangements that may be made to assist your child; contact information is on the first page of the packet. If you are requesting accommodations for a disability, you must contact CTY's disabilities committee at 410-735-6215 or ctydisabilities@jhu.edu.

CTY assumes no responsibility for lost, stolen, or damaged personal belongings, or for their misuse, including use by unauthorized persons. Families should determine whether their homeowner's or renter's insurance will cover items brought to the site and consider purchasing insurance if it does not.

Spending Money

There is no need for students to bring spending money to the site. However, for courses with field trips, students may have the opportunity to stop at a gift shop or snack bar; you may choose to provide your child with \$5 in spending money on field trip days.

Personal Belongings/Lost and Found

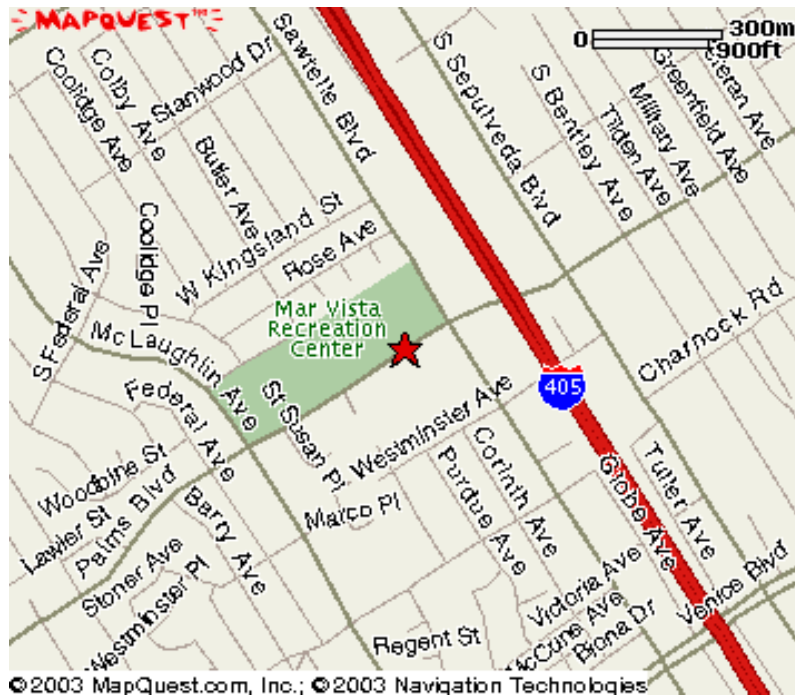
Students are responsible at all times for the safe-keeping of their personal belongings. We urge students to label all their belongings, including clothing, with their first and last names and "JHU-CTY." Neither CTY nor The Windward School can be responsible for theft or other losses of, or damages to, 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 Windward School can be responsible for items left behind at the end of the session.

Travel Information

Windward is located at 11350 Palms Blvd., Los Angeles, CA 90066 (see map below).

Directions to The Windward School, Los Angeles, CA



From the San Diego Freeway (405):

If you are headed **North** on the San Diego Freeway, exit at Venice/Washington. At the bottom of the off ramp, turn left onto Sepulveda Blvd. You will be headed north on Sepulveda. Drive two stoplights (approximately ½ mile) to Palms Blvd. and turn left. The school is two blocks west on the left side of the street. Pass the school and enter the Windward parking lot through the second driveway on your left.

If you are headed **South** on the San Diego Freeway, exit at Olympic & Pico. At the bottom of the off ramp, turn left onto Sawtelle Blvd. You will be headed south on Sawtelle. Drive three stoplights (approximately 1 mile) to Palms Blvd. and turn right. The school is located immediately on the left. Pass the school and enter the Windward parking lot through the second driveway on your left.

Hotel Accommodations

Note for families traveling from out of town:

We regret that we cannot provide or refer housing for families coming to stay in the Los Angeles, CA area for the summer programs. However, below you will find some recommendations on where to start your search for extended stay hotels or short-term rentals.

Neighborhoods reasonably close to this site include Culver City, Venice, and Marina del Rey. Housing and hotels that are further inland such as Culver City are generally less expensive than those on or near the beach (Venice and Marina del Rey.) The Windward School is located approximately 10 miles from the Los Angeles Airport (LAX) where there are hotels that offer extended-stay discounts.

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 were able to move you off the Wait List in early May. If you have questions about the Wait List, please 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 were assigned to different sites. If siblings or friends wish to attend together and they were 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.

Tuition Policies

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** 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 of record. Our 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.

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 2008 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 does not cover your 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.

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

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

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 academic performance, 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
- stealing or vandalizing property
- keeping prescription or over-the-counter medication in their possession (some limited exceptions are noted in the Medication Policies and Procedures section 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

These 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
- 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

Only a student's parent, guardian, or an authorized adult may visit the site (Please complete an Authorization to Pick Up Student form found at the end of this packet). 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 after signing out at the CTY site office.

Custody Issues

Please indicate any issues you believe we should be made aware of on the Authorization to Pick Up Student 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 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 US 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 we will be able to assist you.

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 at the end of this packet. 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.jhuuaa.org

Costs for personal attendants, personally prescribed devices, or services which involve travel and other expenses are the responsibility of the student's family. **All students on medication should continue to take their medication during the program as prescribed by their physicians.** 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 use 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 16. 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.

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 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 **duplicate copies of the medical forms** to the site on Registration Sunday.

Medical Care at the Site

A health assistant will be available throughout the day to address student complaints and injuries, and administer any necessary prescription medications. If a student is injured, becomes too ill to stay at CTY, or requires treatment by a physician, the parent or guardian will be called to pick up the child. In the case of an emergency, we will call an ambulance, and the parents will be contacted immediately.

Families are responsible for the costs of any health care beyond that provided free of charge at the site. CTY does not provide medical insurance of any kind for students.

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 on Registration Sunday. 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. 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.

Student Services 2009

Medical Forms: Instructions

Medical Forms to be submitted:

Medical Information Page **due two weeks after receipt of this packet**
(requires parent or guardian signature)

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

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 the 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 the duplicate copy to the 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 2007-2009 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 – WINDWARD (WIN)

*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: 866-584-8022 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 name		*Student ID number	
*Address		*Birth date	*Gender M / F
*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			
*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
-----------------	------	--

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

Authorization to Pick Up Student

Please complete and sign this form to indicate who will pick up your student. Include all family members and all drivers in your carpool, if applicable. Bring this form with you on Registration Sunday.

Student Name	Student ID Number
Site WINDWARD (WIN)	Session

Write the name of everyone **(including parents/guardians)** permitted to pick up the student.

Name	Relationship	Telephone Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Please provide a brief description or schedule of your carpool arrangements, if known, including the names of other students in your carpool.

continue on back

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

continue on back

Print name of parent/guardian

Signature of parent/guardian

Date

You must bring this form with you on Registration Sunday

CTY Checklist: What to Bring

- General supplies (paper, notebooks, pens, pencils, highlighters, etc.)
- Scientific calculator (if you already own one; math, computer science, and science students only)
- Backpack or book bag
- Any necessary medications in their original containers
- Physician's Signature Page (very important!)
- Authorization to Pick Up Student form
- A non-perishable snack and drink for morning and afternoon breaks
- A water bottle to use for drinking fountains

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

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.

Take responsibility for my own work and actions.

Cooperate with adult supervision.

Observe all 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.