



WALNUT HILL

SUMMER PARENT HANDBOOK

Welcome to Walnut Hill! We are excited that you have chosen to be part of our 2010 summer season. If you have never been here before you may have some questions. Please take advantage of this guide, which can answer many of those questions you will have in the weeks leading up to and during the summer. If you have a question that is not answered here, please e-mail Jillian Kohl, Director of Summer & Academy Programs, jkohl@walnuthillarts.org anytime, or call (508) 652-7817 during business hours. We look forward to meeting your son or daughter this summer.

PLANNING: BEFORE YOU LEAVE HOME

Packing

You should plan to bring only what your child will need for the weeks that he or she is in attendance. Storage space is limited in the dorms and students in doubles and triples may need to share closet space. Each student will be provided with his or her own bureau in every room.

Weather in New England

New England summers can be unpredictable! You should pack clothing appropriate for hot and cool weather, including a bathing suit for the pool as well as a sweater or jacket for cooler evenings, and a rain jacket. A window fan is highly recommended as the dormitories are not air-conditioned.

Basic Things to Bring

- twin bed sheets (extra long is fine)
- blanket or quilt
- pillow and pillow case
- small trash can for dorm room (trash cans in hallways and bathrooms if you cannot bring)
- alarm clock
- desk lamp (optional)
- window fan
- towels and wash cloths
- beach towel (optional, for the pool)
- t-shirts
- shorts
- long pants
- sweatshirt or sweater and a lightweight jacket
- at least one outfit appropriate for attending a professional performance
- swimsuit
- rain gear or umbrella
- comfortable sandals and walking shoes (bare feet are not allowed)

combination or key padlock (each student will have a dresser drawer that can be locked)
*padlocks are also available for purchase at the Walnut Hill Bookstore

*****Opera Program Participants**

In order to alleviate some of your weight limitations for international travel, you can store your pillow, pillow case and other linens at the school while you are abroad. These linens will be provided for you in Italy by the hotels. You still must bring your own linens to the campus for your use while in Natick.

Specific Equipment or Clothing

In addition to the list above, you will need to bring clothing and other equipment specific to your arts program. A list for your program will be sent by the Artistic Director of your program. You should contact that person directly if you have any questions about these items.

Valuables

Walnut Hill cannot be responsible for loss of valuable items. Students who bring items such as stereos, large CD collections, or personal electronics to Walnut Hill do so at their own risk.

Prohibited Items

The following items are **not** allowed in student rooms:

- refrigerators
- televisions
- microwaves
- hot pots, coffee makers
- candles, matches, lighters, or other sources of open flame

Housing

Dorm Supervision

Each dorm has at least two Resident Advisors who supervise the dorms and other on-campus facilities and are trained to help students have a successful experience at Walnut Hill.

Types of Rooms

Dorm rooms are single, double and triple-capacity rooms. Each of the dorms used in the summer has a different mix of room types.

Housing Requests

We cannot guarantee that students will be granted specific housing requests, including roommate requests. Students of similar age will be grouped together wherever possible, and we ask that you and your child complete the housing preference form together to assist us in making an appropriate housing placement.

Dorm Amenities

Each dorm is equipped with complementary laundry facilities (no coins needed). If your child has never done their laundry on their own before, the RA's are happy to assist on the first attempt! Please bring laundry detergent (or they can buy in school store) and any other accessories they might need for laundry usage.

Each dorm Common Room has a television, VCR/DVD player, microwave, and refrigerator. Each dorm also has pay phones in the hall or Common Room which are available for student use before in-room curfew.

Room/Key Deposit

The facilities department requires a cash, check or credit card deposit of \$75 on Registration Day for the room key and student ID. Every student is required to pay this amount during registration. Parents may handle this transaction or give the method of payment to their children if the student is traveling alone. RA's will collect the payment upon registration before handing the student their room key and ID. The full amount will be given back to the student upon check-out. If there is any damaged property in the room or a lost or damaged key or ID throughout the duration of a student's stay, the amount will be deducted from the \$75 deposit.

Phone Service

Students do not have individual phone service (landlines) in their rooms during the summer. Students may use the hall phones in their dorm or the pay phone in the Campus Center if they do not have a cell phone.

Students will be allowed to use personal cell phones in their rooms only before 10:30pm. Cell phones being used outside of dorm rooms, unless at allowed specified times and locations, will be confiscated for 24 hours. Additionally, cell phone use that a Resident Advisor believes is disruptive to other students' or an individual's success in the program may result in the phone being taken from the student and held by the Director of Summer & Academy Programs. If a student needs to reach his or her parents in an emergency, they may always use a school or Resident Advisor phone to do so.

Please speak to your students about cell phone etiquette before arriving at Walnut Hill. Also, please remember that it is very difficult for a student to not answer the phone when their parents or siblings are calling. However, there are times of day and night when cell phone usage is strictly prohibited. In order to alleviate any fear or disciplinary action, please make sure that all family members and friends know the cell phone policies of the school. This way, we can all work together in controlling the cell phone usage.

Email

The school computer lab is accessible by all students during posted hours each day. Students may also use the complementary wireless in the doors on personal laptops. Passwords and usernames will be distributed to the students on the first night of school.

Helpful Information for Parents on Communication

Students at the Walnut Hill summer programs are incredibly busy! Some programs have class/rehearsal from 8:00am – 10:00pm every day. Because of this intensive schedule, it is difficult for students to communicate with their parents and family members. We have a sophisticated system of attendance and tracking for our students. If a student is not in a class, rehearsal, scheduled activity or dorm at curfew, there is protocol that is followed by all adults on campus to find them immediately. Therefore, if you are not hearing from your student – DO NOT WORRY!!! They are probably so busy with their studies that they cannot find the time to return calls/emails. The school is always aware of where each student is on our campus at all times. If there is a family emergency and you must contact your student immediately, please call the Director of Summer & Academy Programs on the office line during work hours (8am – 5pm) 508-652-7817 or the emergency cell phone (5pm – 8am) 774-286-9513.

Finally, this is a time where students are discovering their individual independence, team dependency and dynamics and personal artistic talent. We allow them certain freedoms while always maintaining a supportive environment. We thank you for loaning your students to us as we look forward to cultivating that independence and talent throughout the duration of their program.

Homesickness

Homesickness can be an overwhelming experience for a child in an unfamiliar environment. It can also be an alarming experience for a parent receiving a call from a homesick child far from home. If you receive a homesick phone call in the first week of the program, reassure your child that you still love her (or him), that you have not forgotten about her (some kids believe this may be the case!). Please try to abstain from discussing the option of quitting and coming home. We have found that the advice of telling a child that she only needs to make it through one week, or that you will come to get her if she is truly unhappy will only encourage her to hang on to her unhappiness about being away from home. Also, **frequent**

phone calls to or from home only perpetuate the problem. Setting up a weekly time when you will connect helps the student focus on being in the program, away from home. While you should try to limit calls to your child, do not hesitate to contact the Office of Summer Student Life and let us know of your child's situation. Kids sometimes put on a "brave face" for other adults and kids, and we may not know that your child is feeling homesick. We will do everything we can to help your child work through this important developmental process, and to keep you informed as to how things are going.

Spending money

Spending Money

We recommend that students have about \$100-\$120 to spend while they are at Walnut Hill (\$15-\$20 per week). This money can be used to make purchases in the campus store (see below), or to be withdrawn as cash for weekend field trips or free time. **This money can also be used to pay for any prescription medications that Walnut Hill purchases for your child, pay for transportation should a medical trip be necessary or to cover any expenses incurred in the event that your child should cause damage to Walnut Hill property.** Any unspent money will be returned to you at the end of the program.

Creating a Spending Money Account

Parents or students may set up an account with the bookstore during registration. Students may withdraw cash from this account when the campus store is open, or charge purchases in the bookstore against it.

Students normally budget their own spending money quite responsibly; if, however, you would like to set a weekly limit on your child's account, we will limit weekly withdrawals to the amount you specify.

Campus Bookstore

Students typically purchase snacks, drinks, stamps, and phone cards in the campus store. Walnut Hill t-shirts and sweats are also available. The bookstore is open dependent on staff availability. If the store is closed for a few days, those hours/dates will be listed in advanced for the students to plan their purchases and bank withdrawals appropriately.

COMING TO WALNUT HILL (AND GOING HOME)

Program Dates

The **Summer Theater** dates are June 26th – August 1st, 2010.

The **Summer Opera** dates are June 27th – July 18th, 2010.

The **Summer Dance** dates are July 3rd – August 8th, 2010.

The **Summer Writing** dates are July 11th – July 24th, 2010.

The **Summer Youth Dance** dates are August 2nd – August 21st, 2010.

Transportation

Traveling to Walnut Hill

Arrival: **Registration is between 1:00 and 4:00 P.M. on the first day of your program.** Registration will be ongoing during this time and staff will be available to speak with you if you have any questions. If you need to arrive before or after this time, **please make prior arrangements** with the Director of Summer & Academy Programs. We base the students' orientation schedule on their arrival on campus during these hours. Please complete and return the arrival and departure form in the registration materials to confirm your transportation needs.

Airport Pickups

Please fill out the arrival and departure form included with the registration forms. *It is vital that we receive this information at least one week in advance if your child needs to be picked up at the airport.* If students

are flying into Logan Airport and are accompanied by an adult, we cannot provide the school shuttle to drive them to Walnut Hill. The shuttle is only provided to students flying into Logan Airport alone. Students are met at their baggage claim gate upon arrival by a Walnut Hill staff member, wearing a maroon and white t-shirt and holding a Walnut Hill sign. Further specific information will be emailed to the parents closer to the start date of your program. If your child has to fly as an “unaccompanied minor” due to their age, please be in touch with the Director of Summer & Academy Programs for further instructions.

Departure from Walnut Hill

Students should plan to depart Walnut Hill by noon on the last day of their program. *The only exception to this is the Summer Youth Dance Program. Students depart campus on the LAST DAY of the program after the 2pm performance.* If you need to make other arrangements, please contact the Director of Summer & Academy Programs. Please contact the Director of Summer & Academy Programs with any questions regarding transportation or departure days.

ONCE YOUR CHILD IS HERE

There are many people at Walnut Hill who contribute to your child’s summer experience. Below is a guide to whom you should call when you have questions or concerns.

Emergencies

Administrator On-Call **Cell Phone**

(774) 286-9513 (24 hours): to be used in case of **emergency only**.

General Contact Information

Main Switchboard

(508) 653-4312

Office of Summer Programs

(508) 652-7817 during office hours

When you arrive at Walnut Hill, you will be given information about which dorm your son or daughter will be staying in. Resident Advisors cannot be reached directly; Feel free to contact Jillian Kohl, Director of Summer & Academy Programs, with any questions or concerns via e-mail at jkohl@walnuthillarts.org anytime, or telephone at (508) 652-7817 during office hours. The Administrator On-Call phone number, listed above, can always be called in case of emergencies.

School Nurse

(508) 650-5030 during office hours

Physical Therapy

(508) 650-5051 Tuesday and Thursday 10:00 A.M. to 3:00 P.M.

Mail and Fax Information

All student mail should be addressed to:

[Student’s Name]
[Student’s Summer Program]
Walnut Hill School
12 Highland Street
Natick, MA 01760

You may send faxes to (508) 653-9593. Please include your child’s name and summer program on the first page of the fax.

Shipping Information

Shipping packages to campus can be a convenient way to lighten your traveling load and keep in touch with students over the summer. Boxes can be sent up to one week before the program starting dates to the above address. Students may ship boxes home from our switchboard via U.S.P.S. parcel post. Packages must be brown, weigh no more than 70 pounds, and have a combined measurement that does not exceed 130 inches. Our switchboard operators will be happy to measure and weigh boxes. You may reach the switchboard with any shipping-related questions at (508) 653-4312.

Daily routine

Programmed Time

Students in the **Summer Dance** and **Summer Youth Dance** take dance classes during the day, beginning at 9:30 A.M. There is a break for lunch and sometimes they will have rehearsals in the late afternoon and early evening. As the final performance nears, rehearsal time will increase. Dance students also take class on Saturday morning. There are performances at the end of the summer. Performance details are listed on the next page. Please see brochure(s) for detailed program information.

Students in the **Summer Theater** begin their classes at 9:00 A.M. and continue classes or rehearsal throughout the day. Rehearsals are generally held in the afternoon and evening, including Sunday evening. Students always break for lunch and dinner. Performances begin in the third week of the program, and students must attend all performances of each summer theater show. Please see brochure for detailed program information.

Summer Writing will hold classes in poetry, fiction and playwriting throughout the two weeks of their program. Students will also go on day field trips to renowned locations throughout New England that specialize in historical English composition. On the last evening of the program, there will be a Reading. All parents/friends/family are encouraged to attend. Please see brochure for detailed program information.

Summer Opera in Italy provides intensive training for vocalists in the art of vocal and opera performance, as well as scene work and study for two weeks on campus. Teachers and chaperones will give informational sessions about the travel to Italy. The group will depart from Walnut Hill and travel to Italy for an additional seven days. Students and faculty will then return to Walnut Hill and continue their studies in Natick. On the last evening of the program, there will be a Recital. All parents/friends/family are encouraged to attend.

Free Time

The Campus Center will generally be open during the day and evening (until curfew). Movies, games, and other activities will be supervised during the evening. This air-conditioned space is upstairs from the dining hall and bookstore. The space is periodically closed for private events for each program. During these times, students will be encouraged to visit other areas on campus.

Students may use the pool whenever a lifeguard is on duty.

On the weekends, students may walk to Natick Center or Tilly's (a local grocery store) during their free time. Students must walk in small groups (2-5) and must sign out and in with their Resident Advisors when they leave campus.

Movies may be viewed during weekends and evenings in the Dormitory Common Rooms and/or the Campus Center. Resident Advisors monitor what students are watching and may determine that a film is not appropriate for viewing in the dormitory or Campus Center.

Performances

Class and Rehearsal Schedules

The Artistic Offices of each program will send you information pertaining to class and rehearsal schedules. The performances will all be listed on the Walnut Hill website in June 2010. Any questions about performances can be answered by calling the Director of Summer & Academy Programs.

Leaving Campus

Weekday Campus Policy

Students may never leave campus during the week. The ability to leave campus on the weekends is dependent on a student's program.

Overnight Permissions

In our 5 week programs: Ballet and Theater, students cannot go home overnight in their first weekend. We encourage them to stay on campus, participate in the activities and familiarize themselves with their fellow students. However, students may leave campus weekends #2, #3 or #4. Weekend #5 is reserved for performances that keep the students busy and on campus.

In our Opera and Writing programs, students will leave campus as a group throughout the duration of their program. Ability to leave campus with other students, unsupervised, to the grocery store or Natick Center is determined after the program commences. Please contact the Director of Summer & Academy Programs with requests or questions.

In our Youth Dance program, students may leave campus for overnights weekend #2. Weekend #1 is a closed campus as we have found it helps homesickness to keep students busy and with each other. Weekend #3 involves rehearsal, performance and departure. *It is strongly encouraged to NOT take your students home on the first weekend. Homesickness is oftentimes most prevalent at this time. Although your child says that they want to go home, it is hard on them and their peers to have an interruption in their schedule.*

We take supervision of our students very seriously. If you have intentions of taking your student off campus OVERNIGHT on a weekend, you must adhere to the following procedures. Failure to do so results in an assumed lost child and involves all school administrators as well as the Natick Police Dept.

Please call the Director of Summer & Academy Programs by Thursday at 10pm for that weekend's permission. Your email or voicemail must include the following information:

- Student Name
- Guardian Name
- If someone other than parent is taking student, name of that person and relationship to parent or guardian
- When student will leave campus
- When student will return to campus

Students are not allowed to leave campus alone at any time. If a parent/guardian does not want their child to have permission to leave campus on a weekend day unaccompanied by an adult, please call and speak to the Director of Summer & Academy Programs.

Leaving campus on the weekends can only be permitted if it does not interfere with any scheduled activities (including rehearsals, classes, and required performances). Anytime a student leaves campus, they must follow Walnut Hill School's "Blue Card Policy". These procedures will be explained to students during their orientation.

Field Trips

There will be planned field trips on certain weekends during the summer program. Resident Advisors chaperone these trips, which may include excursions to the beach, Harvard Square, Faneuil Hall, and local shows and performances. The students on campus **MUST GO** on the field trip unless their parents have taken them home for the weekend. There is no additional cost for any field trip and a meal is provided on the field trip if the students cannot eat in the dining hall.

Visiting Times

Each weekend, parents and families will have the opportunity to visit with students. Students may leave campus during their free time on the weekends but **must not miss any scheduled activities (including classes, rehearsals, and required performances)**. Students may leave with adults other than their parents only if the school has specific written permission for them to do so: there is a permission form that you may return with your other materials. Permission forms will also be available on campus and may be faxed to the school at any time during the program. Requests may also be e-mailed to jkohl@walnuthillarts.org.

Medical services

School Nurses

Summer nurses are available in the Health Center throughout the week. When they are not in the Health Center, a nurse is on call 24 hours a day.

On-Call Doctor

Upon a nurse's recommendation, we take students to a local doctor's office or a clinic for any medical needs. The expense of this car service (always accompanied by a Walnut Hill Staff member) is additional. Typically, the cost runs between \$25 - \$50 per roundtrip. The school can accept check, cash or credit card information, billed through the bookstore for these expenses. The health center or Summer Office will be in touch with the parent if the student does not have the cash in their bookstore account. In addition, a physical therapist is available to students by appointment through the summer nurses. In the event of an emergency, there is a hospital five miles from campus.

Prescription Medications

In the event that your child should require us to purchase prescription medication for him or her, we will use the insurance information you provide us in paying for prescriptions. *It is vital that you provide us with a photocopy of both **the front and the back** of your insurance card to insure proper coverage of medical care and prescriptions before you arrive at Walnut Hill. Please attach photocopy to medical forms found on our website.* Any payment the school makes towards your child's prescription will be charged to his or her spending money account. Receipts will be saved for any prescriptions purchased and returned to you at the end of the program.

Physical Therapy

Performing artists put unusually high demands on their bodies. Through prevention, early intervention, and education, a physical therapist can help a student not only heal from an injury faster, but also learn how to deal with the recurring aches and pains that accompany the demands placed on his or her body. Physical Therapy is available to students enrolled in **Summer Dance** and **Summer Theater**, on campus, twice a week; a student need only make an appointment through our full-time nurses. Please refer to the physical therapy form for rate information.

ADDITIONAL INFORMATION

Directions to Walnut Hill

Directions to the school are included with the application packet you received. There is also information regarding accommodations in the area. If you need a new copy of this information, please visit www.walnuthillarts.org and click on the "Maps, Directions, and Accommodations" button located on the home page near the top.

Exploring Walnut Hill's School Year Program

Visit our website at www.walnuthillarts.org or call our admissions offices at (508) 650-5020. We will be happy to send you more information.