

# **CECCHETTI USA RESIDENTIAL SUMMER COURSE 2014**

## **CHAPERONE/PARENT GUIDELINES**

The Cecchetti Residential Summer Course Head Chaperone is Miss Karyn O'Toole. She is responsible for organizing and overseeing all the chaperones that have volunteered to serve CUSA. Miss O'Toole is also a faculty member and will be teaching classes throughout the week. If you have questions or concerns, please bring them to her attention as soon as possible. Miss O'Toole will be responsible for making all decisions regarding the welfare of students attending the Cecchetti Residential Summer Course.

Each Chaperone is responsible for approximately 10 students. Students must be accompanied by a chaperone at all times. No student under the age of 18 will be allowed to walk to and from classes, meals, activities etc. alone. Students of ages 18 and older may walk unaccompanied as long as they walk in pairs and have asked their chaperone's permission to do so. **Students who are between the ages of 18 and 21, if rooming with a student under the age of 18, will be expected to follow the rules of those under 18. CUSA, in order to provide a safe environment for all participants, reserves the right to place restrictions on students enrolled in the course.** Non-residential students will be placed with a chaperone during the day unless there is a parent on site. Every effort will be made to place chaperones with students from their own studios. Chaperones may have students from more than one studio in their group. Student placement is based on the needs of the entire student body.

When students are in class, chaperones may observe, dance or take personal time if necessary. Chaperones may leave the studios during class time to run errands only if there is another chaperone available to cover for them. Chaperones may take students off site during free time only if all members of their assigned group are covered by another chaperone. Only Cecchetti USA designated chaperones are permitted in the classrooms providing space is available. Chaperones must notify the Head Chaperone when leaving the studios or Crowne Plaza Hotel. Students will not be allowed to leave the hotel or studios with anyone other than a parent, chaperone, teacher or a Cecchetti Staff Member. All students wishing to leave the hotel or studios with a parent must check in with their chaperone before leaving and upon returning. Some students within each group may be in different levels and therefore on different schedules. Please allow enough time to get from the hotel in order to walk students to their individual classes. Should a student want to walk with another group they must ask their chaperone's permission.

Students may "visit" their friends in other rooms during free time. They must be in their own rooms by 10:00pm with lights out by 11:00pm. All residential guests must realize that we are sharing the hotel with others who are not in our group. Courteous and considerate behavior will be expected at all times, especially during the evening hours.

Chaperones/parents must familiarize themselves with the student guidelines. It will be the chaperone's responsibility to see that these guidelines are strictly enforced. The safety and well being of the students is of utmost importance and chaperones will be expected to be alert and observant at all times.

All chaperones must have cell phones in order to be able to communicate with each other. Within the classrooms, cell phone usage will be restricted to sending and receiving text messages. All conversations need to be taken outside of the classrooms.

In order to promote self-sufficiency and independence in our students and to encourage full attention at the Summer Residential Course, cell phone use will **NOT** be permitted by students under the age of 18 during daily class or evening activity hours. Chaperones will collect and hold student cell phones during these times. We respectfully request that students between the ages of 18 and 21 adhere to the rule as a courtesy to all. Should a parent need to contact their child in case of emergency they have been instructed to call Head Chaperone, Ms. Karyn O'Toole at: 860 303-4443 or CUSA Administrator, Judith Hawkesworth at: 803 420-7511.

**All chaperones must report for check-in no later than 5:00pm on Saturday, August 2. There will be a mandatory chaperone meeting in the hotel lobby from 7:00-8:00pm.** If you have any questions or problems See Miss Karyn O'Toole, Head Chaperone, cell# 860 303-4443 or Judith Hawkesworth, Cecchetti USA Administrator, cell # 803 420-7511.

**All parents accompanying students and residing in the hotel during the course must attend a mandatory parent meeting on Sunday, August 3, in the hotel lobby at 5:15 pm.**

**All persons attending the Residential Summer Course and occupying rooms in the Crowne Plaza Hotel must be registered guests with CUSA and will pay a full weekly room and board regardless of the number of days they occupy a room. Guests wishing to stay fewer than 6 nights have the option of booking separate rooms at the hotel and purchasing single meals in the hotel restaurant. No guests, including those receiving complimentary room and board, ie: faculty, staff and/or chaperones, will be permitted to share their rooms with anyone other than CUSA registered attendees assigned by the registrar.**

**I have read and agree to adhere to the guidelines and expectations of a CUSA chaperone.**

Name \_\_\_\_\_ Date \_\_\_\_\_