GENERAL INFORMATION FOR BOARDING PARTICIPANTS

ACCOMMODATIONS -You will stay in **single room** dormitories on campus. Each dorm has a lounge, and central bathrooms. Each room has a desk, a chair, a bed, and a chest of drawers. Our main dorm is air-conditioned. If you are assigned to a dorm that does not have AC, then a box fan will be provided. Participants will be assigned single rooms, unless a roommate is requested.

Each dorm has a washing machine and dryer. You will need a laundry card to do your laundry. Please come to the TEC office to sign out a card. Please return the card as soon as possible so other participants can also do their laundry.

LINEN - You will be provided with 2 sheets; 1 pillow and pillowcase; a blanket; towels and washcloths. Additional blankets, towels and pillows can be requested.

REGISTRATION - **Boarders, please be at The Taft Educational Center between <u>4:30PM and 6:30PM</u> on the Sunday of your workshop. Please refer to your acceptance letter for the dates of your workshop. CHECK THE DATE CAREFULLY.**

BOARDERS will enter the main campus of The Taft School from Route 6 and take a left into the headmaster circle. You will be greeted by the TEC Staff and directed where to complete your registration. On sunny days the registration takes place outside and on rainy days the registration table is moved inside the doors from the headmaster circle. We have TEC staff that will help you move your luggage into your dorm room, if you require assistance. You will then be directed on where you can park your car.

PARKING - We must ask you not to park in the campus circles, near the dorms, or in reserved areas. After unloading on registration day, boarding participants will be directed on where to park their car for the week. We will need your car license plate number if you are parking a car on campus or in the assigned parking lots. **Please bring your license plate number with you for registration.**

NAME TAG- Security mandates that all participants wear their nametags while on campus. Also, other participants want to know who you are and which workshop you are taking.

ITEMS YOU MAY WANT TO BRING – A Laptop computer; computer charger and phone charger; extra pillow; a mattress pad; an alarm clock; reading lamp or flashlight; extra towels and washcloths; tennis racket and balls; basketball and running shoes, golf clubs and shoes. Informal attire (shorts, T-shirts, etc.) is appropriate for all activities and classes during the week. If you feel chilled in air-conditioning, bring a light jacket or sweatshirt.

GRADUATE CREDIT - A registration form and instructions will be emailed to you on the Friday of your workshop week. You can disregard the email if you are not interested or would like to apply at a later date. You can always email tecinfo@taftschool.org if you would like a new form sent to you. The University of Hartford allows up to three years for you to submit the forms. Each one-week workshop is 3 credits and each two-week workshop is 6 credits.

MAIL - While at Taft, mail may be sent to you c/o Taft Educational Center, The Taft School, 110 Woodbury Rd., Watertown, CT 06795-2100. For outgoing mail, please drop your items in the "Outgoing Mail" basket at the TEC office.

The MARTIN HEALTH CENTER, a pediatric facility available for **emergency use *only*** by the Taft Educational Center, is staffed on a 24-hour basis by a registered nurse. There are two hospitals in nearby Waterbury and several walk-in clinics for adult care.

SCHOOL STORE - School supplies, stamps, toiletries, and athletic equipment are available in the school store. It is located in the basement of the Charles P. Taft Hall (CPT). The business hours are posted on the door.

TELEPHONE - Messages will be taken at the Center's office. Urgent messages will be delivered immediately when workshops are in session. After class hours, every effort will be made to deliver urgent messages. The main phone number for urgent phone messages is 800-274-7815. The office is manned between 2:00 PM - 9:00 PM on Sunday and 7:30 AM - 7:00 PM Monday through Thursday.

CHECKOUT - Please plan to be checked out by Friday at 2:00 PM by leaving your boarding key at the Taft Educational Center's office, or with a member of the TEC staff.

WEEKEND STAY-OVERS - There is no charge for accommodations for those participants who remain at Taft during the weekend between workshops in which they are registered. With advance notice, we can accommodate most Friday stay-overs (except for the last week of workshops) for departing participants.

No arrivals before Sunday afternoon, please!

GENERAL INFORMATION FOR COMMUTING PARTICIPANTS

REGISTRATION - **Commuters will complete their register on Monday morning between 7:15 and 7:45 AM.** You will need your license plate number to complete the registration. Please refer to your confirmation email for the dates of your workshop. **CHECK THE DATE CAREFULLY.**

You will park your car in the Annex parking lot across the street from the school. Please be careful crossing the street. WAIT for the walk light. The corner blocks pedestrians from cars and we do not want you to have a close call. You will be given a nametag and additional information during this registration process.

PARKING - Commuting participants must park in the parking lot across the street from the school. We will need your car license plate number if you are parking a car on campus at any time during the week. **Please bring your license plate number with you for registration.**

NAME TAG - Please wear your nametag each day. Security mandates that all participants wear their nametags while on campus. Also, other participants want to know who you are and which workshop you are taking.

GRADUATE CREDIT - A registration form and instructions will be emailed to you on the Friday of your workshop week. You can disregard the email if you are not interested or would like to apply at a later date. You can always email tecinfo@taftschool.org if you would like a new form sent to you. The University of Hartford allows up to three years for you to submit the forms. The University of Hartford allows up to three years for you to submit the forms. Each one- week workshop is 3 credits and each two-week workshop is 6 credits.

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CHECKOUT - Please plan to be checked out by Friday at 2:00 PM by leaving your nametag in the Taft Educational Center's office, or with a member of the TEC staff.

GENERAL INFORMATION FOR ON-LINE PARTICIPANTS

REGISTRATION – **On-Line participants will complete their registration on Monday morning with their Instructor.** Your registration process is very simple: sign in and check in with your instructor on Monday morning. Your instructor will contact you regarding the time that you should sign on each day Please note that Instructors will take attendance.

Please refer to your confirmation email for the dates of your workshop. **CHECK THE DATE CAREFULLY.**

GRADUATE CREDIT - A registration form and instructions will be emailed to you on the Friday of your workshop week. You can disregard the email if you are not interested or would like to apply at a later date. You can always email tecinfo@taftschool.org if you would like a new form sent to you. The University of Hartford allows up to three years for you to submit the forms.

The completed form should be e-mailed directly to the Sandra Stevens at the University of Hartford. **Please make sure you are ready to pay for the credits before you submit the form to Sandra.**

CHECKOUT – Workshop ends at 11:30 AM on Friday. Grades and attendance will be sent by your instructor to the TEC office by noon on that day. Your grade letter and certificate will be mailed to your home address.

If you have any specific questions, please feel free to contact the TEC office: tecinfo@taftschool.org or 860 945-7837.