

2011 GENERAL INFORMATION FOR PARTICIPANTS

Please read carefully!

ACCOMMODATIONS - You will stay in single room dormitories on campus, which have a lounge, and central bathrooms. Each room has a desk, a chair, a bed, and a chest of drawers. Each dorm has a coin-operated washing machine and dryer, and soda machines. **Most dorms are not air-conditioned** but box fans are provided. Participants will be assigned single rooms, unless a roommate is requested.

REGISTRATION - Please refer to your acceptance letter. **CHECK THE DATE CAREFULLY. Note the Boarder registration time. Please be at The Taft Educational Center between 4PM and 7PM on the Sunday of your workshop. Commuters will register on Monday morning.**

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 **must** park in the gym parking lot. Commuting participants **must** park in the lower parking lots across the street from the school. 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 - Please wear your nametag each day, for other participants want to know who you are and which workshop you are taking.

ITEMS YOU MAY WANT TO BRING - An alarm clock; reading lamp or flashlight; extension cord & necessary adapter; extra towels and washcloths; tennis racket and balls; basketball and running 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.

LINEN - You will be provided with: 2 sheets; 1 pillow and pillowcase; a blanket; towels and washcloths.

COMMUTING PARTICIPANTS are entitled to lunch. They are cordially invited to all after-class and evening functions while at Taft.

GRADUATE CREDIT - A registration form and instructions are available at the Taft Educational Center office during the week of your workshop. (The completed forms and a check made payable to the University of Hartford should be sent directly to the university.)

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 1:00 PM - 9:00 PM on Sunday and 7:30 AM - 9:00 PM Monday through Friday. A phone for your dorm room can be provided to you during your workshop. Please inquire at the TEC office if you need a phone.

CHECKOUT - Please plan to be checked out by Friday at 2:00 PM by leaving your 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 Friday stay-overs for departing participants.

No arrivals before Sunday afternoon, please!