

*Unlocking the Potential
of Every Student*

Dear Institute Families,

Summer is in full swing, and here at the Institute for Collegiate and Career Studies, we are preparing for the 2019-2020 school year. We are looking forward to working with this year's outstanding group of young adults who exemplify the mission of the school. Throughout the year, your students will have the opportunity to work on academics, gain experience in their vocational passions, and learn life skills that will increase their confidence and independence.

We are continually adding to and changing our programs so that we can provide a truly unique experience for each of our students. Please keep your eyes out for periodic updates on the progress of the strategic plan, the addition of our yurt, updates from the Etkin Environmental Center, and all the amazing things being accomplished by staff and students.

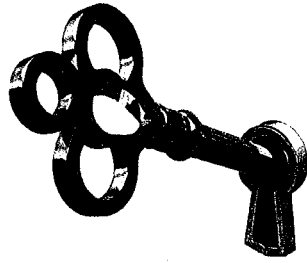
In order to help you prepare for the upcoming school year, this packet includes information that you will need to ensure a smooth transition this fall. We suggest that you download and print this for future reference throughout the school year. Additionally, you will need to submit the forms from the "**School Forms**" page of our website (iccsprogram.org) that are marked with an asterisk ("*"). The "**School Forms**" page also has a section with our Travel Guidelines and electronic forms for your use to notify us of your plans. Please feel free to contact us with any questions.

The 2019-2020 school year holds exciting possibilities for our program. We want our students to gain the independence and social skills they need in order to thrive in the future. As the new Director of the Institute for Collegiate and Career Studies, I am looking forward to seeing all of our students unlock their potential throughout the year

Sincerely,

Anne K. Arent

Anne K. Arent
Director of the Institute for Collegiate and Career Studies
Maplebrook School



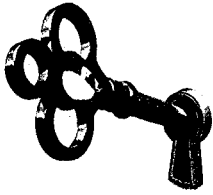
FALL PREPARATION FACT SHEET

Dorm/Room Assignments: Since enrollment may fluctuate before Opening Day, dormitory and room assignments will be available upon check-in.

Clothing/Equipment List: The suggested clothing list should prove beneficial during the packing process. Due to the physical layout of the campus, it is imperative that students come prepared for inclement weather because they'll be walking to and from buildings at greater distances. Items such as umbrellas, raincoats, warm hats, gloves, and winter boots are very important. ***Closet space is limited and students are more successful in managing room care responsibilities if they do not bring extra belongings that they do not need.*** The labeling of clothing and equipment is highly recommended since students launder their own clothing. Sewn-in labels are best and preferred. Other items such as bikes, electronics, laptops, etc, should also be clearly labeled, and lockboxes for valuables are recommended.

Health/Self-Medication Forms & Medications: Health and self-medication authorization forms will be sent directly from the School Nurse in order to provide you with time to schedule physical exams. ***Health forms must be completed and returned in order for a student to be eligible for school enrollment and athletics.*** All health forms and self-medication authorization forms should be completed, addressed to the School Nurse, and returned no later than August 10th.

Athletics: Throughout our daily schedule, we always strive to positively promote physical activity and fitness, active participation, good emotional health, and sportsmanship. All students have the opportunity to become involved in sports through participation in the ICCS Athletic League / intramural sports program.



July, 2019

Dear ICCS Parents:

Budgeting and spending money is an important topic as each student further develops their finance skills. All Institute students are expected to maintain a weekly budget and will be transported to the local bank to make transactions.

On opening day we ask that each student new to the Institute Program bring \$50 to open a bank account and an additional \$25 spending money for the first week before they receive their first stipend; returning students have their bank account and funds available to them from last school year. The Institute is not responsible for the student's personal spending money and we encourage the student to use the bank account and a personal lockbox in the dormitory. Each student will receive a weekly stipend and is encouraged to spend within their weekly income.

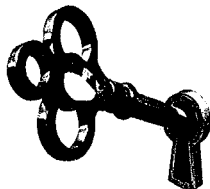
With the exception of a birthday and/or holiday, we request that friends and family refrain from providing extra funds. Also, we ask that students not carry credit cards when they are at school; if they bring a credit card they should turn it into the office to be held in a safe place until they require it for vacation travel to/from campus.

Please feel free to contact me if you have any questions at ext. 255 or smiller@maplebrookschoo.org.

Sincerely,

Scott Miller

Scott Miller
Director of the LCE Program

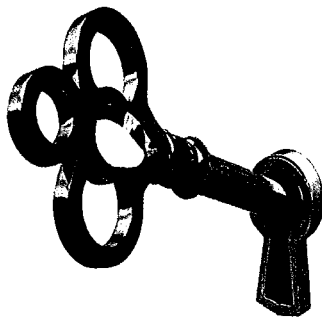


CLASSROOM PREPARATION LIST

In order to fully prepare for the academic year, we ask that you review the following list and make certain that students return to campus with the tools that will help guide them to success.

1. All students will need a strong, durable book bag or backpack in which to carry supplies. This may incorporate the laptop or they may have a separate bag.
2. Each student must have:
 - Identification card holder or wallet and a state registered identification card (driver's license or non driver's identification card)
 - 1 standardized ring binder which will encompass all subject areas
 - A computer mouse
 - Minimum of 4 pens, 4 pencils, and an eraser
 - 1 highlighter
 - Loose-leaf paper
 - Computer paper
 - 1 pocket calculator (*Texas Instruments TI-15* is available in our school store)
 - 3-4 spiral bound notebooks
 - Subject dividers
 - Lock Box *
3. All students will be required to use their own personal laptop computer or the one purchased through the School for classroom work. Students should bring a laptop storage case and power surge protector (extension cords are not allowed). Cases have already been arranged for those students purchasing a computer through the School.
4. Curriculum requirements necessitate that students purchase reading materials, workbooks, and an occasional textbook from time to time. The cost will depend on the students' courses and be charged to your drawing account. You will receive a list of these materials in the fall.

* An extra key should be provided to be kept in the ICCS office safe.



July 2019

Dear ICCS Parent(s):

The boarding component of the program is an important part of the overall progression of independence and social maturity for each of our students. There are many opportunities within the dormitory structure that encourage our students to respect one another, participate in team work, execute independent living skills, work on problem solving, and learn the importance of compromising in a variety of situations.

In the residential experience, the program provides independent living skills instruction for each student, focusing on a variety of skills. Each year, a few students struggle with room care organization and tidiness. For many, this is a result of their individual learning challenges, but sometimes simply having “too much stuff” can exacerbate this. A recommended clothing and equipment list is enclosed for reference. We strongly urge you to limit the number of “extra” items and adhere to the packing suggestions. Each of the dormitories has washers and dryers which allow students the opportunity to do their own laundry. If necessary, the students will have an extra night in which to launder clothing. Leaving unnecessary or extra items at home gives a student more opportunity to experience success in this area. I have also included a guideline for healthy snacking for your reference.

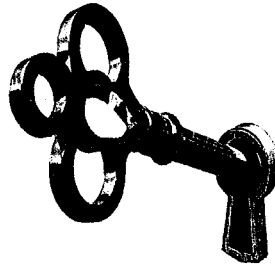
Please feel free to contact me at 845-373-9511 ext. 261 or jgallo@maplebrookschoool.org with any questions that you may have.

We look forward to seeing you soon.

Sincerely,

Jessica Gallo

Jessica Gallo
Director of Independent Living



Making Healthy Snack Choices

Snacking can be an effective way to practice healthy eating habits. If positive snacking choices are made on a day to day basis it can prevent overeating, maintain blood sugar levels, boost energy, curb midnight snack cravings, as well as supplement much needed nutrients.

Students are encouraged to choose healthy, diverse snacks; vegetables, fruit, low-fat dairy, whole grains, and nuts & seeds are examples of the kinds of snacks we encourage. Care packages are always an exciting and special surprise for our students to receive, but can inadvertently encourage unhealthy eating habits when filled with sugary, processed foods. Here are some healthy snack examples when putting together a care package for your youngster and please remember that we are a NUT-FREE campus:

Dried Veggies	hummus
Whole grain crackers	KIND Bars
Popcorn – single serving bags	Fruit Cups
Banana bread	Whole grain chip
Granola bars	Salsa
Yogurt	Flax Seeds
Apple sauce	Chia Seeds
Dried fruit	Veggie Chips
Mini Babybel Cheese Light	Dark Chocolate

Though everyone enjoys a sweet treat once in a while, we encourage our students to practice moderation and set limits for their sugar intake. With the support of our parents and friends we can guide our students toward making healthy choices together. Thank you for your attention to this matter, and feel free to contact us if you have any questions or concerns. We are all looking forward to a happy and healthy new school year!

Sincerely,

Jessica Gallo

Jessica Gallo
Director of Independent Living

SUGGESTED CLOTHING/EQUIPMENT LIST

MEN'S CLOTHING

1	Pair of Dress Pants
1	Sport coat/blazer for dress wear;
4-6	Pairs of school trousers (neat cargo, khaki, cotton or corduroy with belt loops)
4-6	Collared shirts (at least 1 white), polos, rugby, Turtlenecks (required Dress Code)
2	Pairs of blue jeans or other casual trousers (Not acceptable for classroom or Dining Hall)
6-8	Casual shirts, includes denim, t-shirts, and sweatshirts (Not acceptable for classroom or Dining Hall)
7	Pairs of underwear
7	Pairs of socks (dark colors for school wear)
2	Pairs of pajamas, a bathrobe and slippers
2	Sweaters and/or vests
2	Ties
2	Belts (must be worn with pants that have loops)

WOMEN'S CLOTHING

1	Cocktail/party dress for formal dress
2-3	Dresses/skirts (lightweight and winter)
4-6	Pairs of school slacks (neat cargo, khaki, cotton or corduroy)
4-6	Full length collared blouses (at least 1 white) and polos, rugby, or turtlenecks (required Dress Code)
2	Pairs of blue jeans or other casual wear - No Leggings or Spandex materials. (Not acceptable for classroom or Dining Hall)
6-8	Full-length casual shirts, includes denim, t-shirts, and sweatshirts (Not acceptable for classroom or Dining Hall)
7	Pairs of underclothing and 5 bras
7	Pairs of socks and 2-3 pairs of pantyhose/tights/ knee highs
2	Pairs of pajamas, a bathrobe, and slippers
2	Sweaters and/or vests
1	Blazer
2	Belts (must be worn with pants that have belt loops)

OUTDOOR SEASONAL ITEMS (Men and Women)

1	All purpose winter jacket, suitable for subzero weather	1	Raincoat (Highly recommended)
1-2	Lightweight or waterproof outdoor jackets with hood	1-2	Ski caps or winter hats
2	Pairs of heavy winter gloves or mittens	1	Snow suit / Ski pants
1	Pair of long underwear	4	Pairs of Bermuda Shorts
1	Umbrella (Required)		

FOOTWEAR (Men and Women)

2	Casual pairs of shoes for school. Women's shoes must have a reasonable heel.		
1	Pairs of Athletic sneakers	1	Pair of boots, suitable for snow, rain, and hiking
1	Pair of sandals	1	Pair of warm winter boots

MISCELLANEOUS (Men and Women)

Toothbrush/toothpaste	Deodorant
Soap and shampoo	Comb and/or hairbrush
Laundry detergent (required for arrival – student will budget needs for the year)	
Shower Caddy	
<i>Surge protector cords (Required - Extension Cords are not permitted)</i>	
<i>Tote or duffle bag (Required)</i>	
<i>Lock box with 2 keys (Required) – One key to be held in the C.A.P.S. office safe.</i>	
<i>Laundry basket (Required - soft sided recommended)</i>	
<i>Alarm Clock (Required)</i>	
<i>Computer Flash Drive/Memory Stick (Required)</i>	

OTHER ITEMS (Optional)

(Remember some items may interfere with a student's ability to be more organized)

Electric razor/shaving cream
Feminine hygiene products
Hair Dryer
Table Fan
Hat for sun/rain
Heavy plastic coat hangers
Electronics and headphones
Desk lamp/snake light
Nightstand or stacking bins
Second pair of eyeglasses (highly recommended)

Books/puzzle books
Flashlight
Roller blades*/skateboard*
Bicycle and helmet*
Trunk with combination or 2 keys
Writing paper, envelopes and book of postage stamps
Tennis racquet (if interested)
Hobby equipment
Horseback riding boots/helmet*
Skis/snowboard and helmet*

LINENS

1-2	Blankets	1	Comforter/bedspread (sleeping bags are not to be used as blankets)
1	Mattress Pad	1-2	Bed pillows
4	Washcloth and towel sets	2	Sheet sets and pillowcases (Twin Size)

- Please note that all clothing should have the proper fit and be worn as intended. T-shirts and sweatshirts with appropriate logos are permitted. Those that have sayings that could be considered offensive cannot be worn.
- All student clothing and personal property must be clearly marked or labeled with the student's name for identification purposes. This includes shoes, sneakers, bicycles, video games, electronics, etc.
- Wash and wear clothing is recommended. Each student does his/her own laundry. Please do not send frayed, patched, or worn out jeans or shirts that are see-through. Do not send clothing that needs to be hand washed or dried flat. Students may arrange for dry-cleaning by contacting Ms. Gallo.
- Students may not bring electrical appliances other than lamps, radios, razors, fans, and hair dryers or items listed in the Parent/Student Handbook. Basic furnishings (bed, dresser, closet, and major appliances) will be provided.
- Seasonal items can be brought to and from school at vacation time. Please try to replace outgrown or worn-out footwear during the breaks.

** It is important that each student be equipped with all of the safety equipment necessary for skiing, snowboarding, cycling, skateboarding, and horseback riding. Skiing, snowboarding, cycling, and skateboarding require a helmet; and horseback riding requires a boot with a heel and a helmet. It is not necessary to bring all of these items to school at the same time.*

THE INSTITUTE

FOR COLLEGIATE & CAREER STUDIES
AT MAPLEBROOK



*Unlocking the Potential
of Every Student*

2019-20 CALENDAR

2019 SUMMER SESSION

Students Arrive Sunday, June 30, 2019 after 1:00PM
Students Leave August 10, 2019

2019-2020 ACADEMIC TERM

School Opens Sunday, September 8, 2019 after 1:00PM
Parent's Weekend October 24-26, 2019

THANKSGIVING BREAK

Students Depart Saturday, November 23, 2019
Students Return Sunday, December 1, 2019 after 1:00PM

WINTER BREAK

Students Depart Saturday, December 21, 2019
Students Return Sunday, January 12, 2020 after 1:00PM

SPRING BREAK

Students Depart Saturday, March 14, 2020
Students Return Sunday, March 29, 2020 after 1:00PM

Education Week Monday, June 1 to Friday, June 5, 2020
Parents are encouraged to schedule class
visits during this week.

Prom Friday, June 5, 2020

Commencement Sunday, June 7, 2020



Maplebrook School, Inc.

Telephone Numbers and Extensions

Telephone Numbers:		Direct Access to Voice Mail:	
Admissions Office (only)	845-373-8191	Dial 845-373-8557 (then enter ## and your extension)	
Main Campus (& ICCS Campus)	845-373-9511	AOD Emergency Number:	
Main Campus Faculty/Staff Extensions:		Academy AOD Phone	845-264-1408
Dr. Fazzone	President	ICCS AOD Phone	845-392-7760
ICCS Campus Extensions:			
Miss Scully	Head of School/CEO	Ms. Arent	Asst. Head of School/ICCS
Mr. Magnoli	Admissions Director	Mr. Miller	Dir. of LCE Progr
Miss Orser	Admissions Asst./Receptionist	Mrs. McGhee	Dean of Women
Mr. K. Hale	Business Mngr.	Mrs. Meyers	ICCS Admin Asst./Special Events
Mr. Fazzone	HR Mngr.	Mr. Tomasetti	Dean of Men
Mrs. L. Hale	Executive Dir. of Foundation	Mrs. Selino	Dir. of Student Activities
Ms. Bonavenia	School House Admin. Asst.	Mr. Amarillas	Etkin Environmental Center
Mr. Ferrusi	Academic Dean	Ms. Pozza	Alumni Coordinator
	Technology Coordinator	Miss Gallo	Dir. of Independent Living
Mr. B. Hale	Dir. of Dorm Livin	Barlow Hall	Classrooms
Mr. Selino	Dir. Of Buildings & Grounds	ICCS Dorms Extensions:	
Mrs. Holst-Grubbe	Dir. of Food Services	Solar Hall	238
Mrs. Fox	School Nurse	Wilson Hall (WH) 1st floor sitting room	225
Mr. Beer	Athletic Director	WH 1st floor hallway	231
Miss Mazzuchelli	Student Activities Coordinator & Director of Summer Program	Adams Hall office area	264
Mrs. Akers	Accounts Payable	Barlow Hall	260
Main Campus Extensions:		Sky Hall North/Right Apartment	845-373-8519
Print Shop		Sky Hall South/Left Apartment	845-373-9386
Faculty Room		Transitional Living Center (TLC):	
Test Room (Thaleimer Hall)		Ms. McKenna	TLC Coordinator
Internet Caf�		Fax Numbers:	
Computer Lab		Admin/Business Office/Admissions fax	845-373-7029
Kitchen/Dining Hall		Academy/Schoolhouse fax	845-373-8368
Maintenance		ICCS/Millpond fax	845-373-7754
Library		Health Office fax	845-373-8524
Health Office			Updated on 6/12/19
Academy Dorm Extensions:		E-Mail Addresses:	
Evans Hall (EH) main lobby	243	Ms. Scully	jscully@maplebrookschool.org
EH 2nd floor near staff apartments	239	Ms. Arent	aarent@maplebrookschool.org
EH upper landing near linen closet	245	Mr. Miller	smiller@maplebrookschool.org
Magorie Finger Hall (MFH) main lobby	244	Mrs. McGhee	emcghee@maplebrookschool.org
MFH entrance/breezeway	234	Mr. Tomasetti	jtomasetti@maplebrookschool.org
MFH 1st floor near kitchen	235	Mrs. Meyers	rmeyers@maplebrookschool.org
MFH 2nd floor on balcony	236	Mrs. Selino	jselino2@maplebrookschool.org
Fazzone Hall	269	Ms. Gallo	igallo@maplebrookschool.org
Woodcliff Dorm	845-373-8766		