Part 1 - Costa Rica, Proctor and The Monteverde Institute- Please read thoroughly prior to filling out the associated release forms.

The Monteverde Cloud Forest Preserve and the Arenal-Monteverde Conservation Network are located in the Tilarán Mountain Range of northwestern Costa Rica. Situated at an approximate elevation of 4,000 feet above sea level, this ecologically diverse area attracts scientists, educators, writers, and artists from around the world. The Arenal-Monteverde Conservation Network, measures more than 90,000 hectares (220,000 acres at an average altitude of 1,300–1,500 meters above sea level (4,200–5,000 feet) and is home to roughly 6,000 permanent residents.

Proctor en Monteverde consists of a mixture of its own Proctor employed teaching faculty in combination with teachers and facilities provided by The Monteverde Institute with whom we have developed a partnership. For more information on the Monteverde Institute see https://monteverde-institute.org

In keeping with the ethos of Proctor’s values, the Mission of the Monteverde Institute is to advance sustainable living at the local and global level through place-based education, applied research, and collaborative community programs with a vision of having a sustainable community for a sustainable future.

As part of Proctor’s mission to create impactful off campus experiential learning opportunities, since 2007 Proctor has been operating programs in Costa Rica. In the cloud forest environment our students can explore, create and learn to be environmentally conscious individuals, while immersing themselves in the Spanish language while living with local Costa Rican Families within the communities of Monteverde and Santa Elena.

Student’s attending Proctor en Monteverde will be exposed to a host of exciting learning opportunities both inside and outside of the classroom setting. All classes are taught in English with the exception being Spanish/

**Academics**
1- English
2- History and Civilization
3- Geometry-Algebra II (Hon) Precalculus (Hon) Begin after Thanksgiving break
4- Rainforest Ecology
5- Spanish -Appropriate levels
Important Academic Note
Students currently enrolled in Chemistry will come back to Proctor and continue in the out of sequence mode.

Arts and Activities at the Cloud Forest School
music- dance- cooking, soccer, yoga

Homestay Family
The homestay family experience will probably be the student’s most impactful and memorable experience while in Costa Rica. The Families are all screened and are very experienced with hosting Proctor Students. Most of them do not speak any English, however their sons and daughters are likely to speak some English. Therefore, it is the perfect immersion and learning environment for students to improve their speaking skills. All homestay families are located within easy walking distance to the school or a quick commute by bus or car.

Getting there
The group flight will leave from Boston’s Logan Airport. We make the best effort to have all the students depart together but understand that there will be circumstances where is more logical for a participant to meet the group at a connecting or destination airport. Two international airports service the country and depending on flight availability, price and convenience, the students will enter the country either through San Jose or Liberia. From both locations, Monteverde is about a 2 ½-3 hour drive.

Airline Tickets
Proctor takes care of purchasing all airline e tickets.

Passports
All students must have a valid passport that does not expire up until 6 months prior to the expected return date. A copy of a passport must also be submitted with the parent portion of the application.

Visas
U.S. citizens are not required to obtain any kind of special visa for stays not exceeding 90 days. Foreign students should notify on their application if they think they will need a visa. If a visa is needed and the student is accepted to the program, then every effort should be made by the student family and Proctor to pull together all the necessary documents following acceptance to the program.

Student Health and Safety
Those living and travelling in the Monteverde area and in Costa Rica in general are fortunate that the water is safe to drink and sanitation facilities are adequate in the country. Also given that Monteverde is located at altitude, the potential for encountering mosquitos that may carry malaria is not an issue. No shots or vaccinations are required to enter the country. The closest emergency medical facility (urgent care) is a private emergency clinic in close proximity to all the families. The Closest major medical facility is in San Jose which is 2.5 hours by car. In the event of a situation that would require immediate evacuation, there is a medivac helicopter stationed at the clinic.

Admission to the Program
The Program runs for the winter and spring terms with five students per term. Admission to the program is competitive. Applicants must demonstrate a high degree of academic and social maturity and be willing to perform demanding physical work that may consist of anything from planting trees for reforestation, to picking coffee, working with farm animals or constructing farm related engineering
projects such as irrigation systems or bio-digesters for methane production. Proctor also ties to maintain a rough gender balance between males and females for each term.

**Program Fees and Day Student fees**
It is Proctor’s goal to provide students equal access to programs offered by the school. However, the operational costs of Proctor’s off-campus programs are offset by boarding school tuition, whereas they are not covered by the day student tuition. Therefore, it is necessary for Proctor to assess an additional fee to all day students that choose to participate in Costa Rica, European Art Classroom, Mountain Classroom, Ocean Classroom, and Spain.

**Day Student Costa**
Day students wishing to participate in an off-campus program are responsible for the difference between the boarding and day tuition for one term. The fee for the 2020-21 academic year will be $8500.

**Maintaining eligibility**
If a student is accepted into a program and then receives any Major Violation, for substance or otherwise, the student will be removed from participating in that program and will forfeit their deposit.

**Dismissal or Leaving the Program Early**
If a student receives a Major Violation for substance or for any reason that compromises participation while on an off-campus program, the student will return to Proctor at the family’s expense. If it is more than two weeks into the term at Proctor in Andover, Proctor’s Administration and Program Directors will decide on a case-by-case basis if the student is able to return to campus complete the trimester or elsewhere.

**Student and Parent Application forms**
These are separate documents found on the Off-Campus portion of the Proctor Website

**The due dates are as follows**
December 13- Student Applications due at 12:00 Noon
January 17- Lists are published to Students, Parents and Faculty
February 21- Parent Forms, Additional Student Signatures and $200 Deposit charged to student account

**Program Director at Proctor**
Brooks Bicknell
Cell 603-344-1488 Best
Office 603-735-6802
bicknellbr@proctoracademy.org

**Administrative Assistant**
Patti Durkin
work 603-735-6641
durkinpa@proctoracademy.org

**Resident Director**
Kattya Corrales-Corporacion Palomino
corraleska@proctoracademy.org
011-506-8373-7966

**Luggage Tag**
When going through immigration use this for your **Bag Tag**.
Rainy Days Bed and Breakfast
50 meters northeast banco Costa Rica en Moneverde, Puntarenas Costa Rica.

**Director Monteverde Institute**
Fern Perkins
mvi@mvinstitute.org

**Academic Coordinator**
English and History
Pam Holschuh
holschupa@proctoracademy.org

**Mathematics**
Caite Anderson
Andersonca@proctoracademy.org

**Spanish Department Coordinator**
Jessie Zúñiga
spanish@mvinstitute.org

Academic Director
Aloyce Luketon
academic@mvinstitute.org

**Travel Agent and Assistance**
Holly Walker at Compass Travel
603-526-9600

Logan Airport Arrival Info. 1-617-561-1800

**Spending money**
The suggested spending amount for the term is $500. ATMs are readily available.

**Flights to and from Costa Rica**
Proctor arranges all flights. The cost of the flight is billed to the student’s account.

**Insurance**
Please make sure your child’s medical information is up-to-date on Magnus Health. Contact the Health Center (603-735-6235) with any questions. In addition to your own personal health insurance policy, your child is also insured with accidental and sickness insurance through Proctor while they are studying abroad.

**Approx. Travel Dates**
Winter*: Departure January 4       Return March 7
Spring: Saturday March 21       Return Saturday May 23

**Parental Visits Abroad**
• End of Trip is strongly suggested so that students maximize their immersion experience

**Suggested Packing List**
• sun hat/ball cap -Travel Clothes
• Lightweight nylon jacket Long sleeve shirt
• 3 pair shorts
• 1 pair of jeans 3 tee shirts
• Underwear
• Sports bras/ females
• swimsuit
• Wind/Rain Jacket
• 1 towel
• Hat
• Sun Screen
• Sneakers (with treads for hiking or bring separate hiking shoes)
• Sunglasses
• Toiletries • Lightweight PJ’s
• Alarm clock- Battery powered
• Laptop / iPad- Necessary for Math Class
• Small backpack for weekend hikes and excursions
• Water bottle
• Headlamp
• Carry on Set of clothes

• Smart Phones can have international dialing added for the duration of the trip. There are also other less expensive options such as WhatsApp which is frequently used.

To maximize the immersion experience, communication between parents and students should be limited to one phone call per week preferable on Sunday afternoons. Please also refrain from texting and messaging. Thanks you in advance!

**Winter 2020 Flight Information**

Note: Students will have an extended break from the end of the fall term till the January Departure.

**Sample Flight: The group flight on Jan. 4 will be out of Boston’s Logan Airport**
• Depart Copa Flight #312 Departing Logan Terminal E at 8:14 AM
• Arriving Panama City Panama at 2:13 PM
• Departing Panama at 3:38 PM on Copa Flight #164
• Arriving San Jose, Costa Rica at 4:05 PM

**The return group flight on March 7 out of San Jose**
• Depart Copa Flight #392 8:24 AM to Panama City, Panama.
• Arrive Panama at 10:45 AM.
• Depart Panama at 12:34 Pm Boston on Copa #311
• Arrive Boston’s Logan Airport at 6:19 PM

If anyone has any further questions regarding the program, please do not hesitate to contact me at 603-344-1488.

Regards,

Brooks Bicknell
Program Director