



# HIGH MOWING SCHOOL

Waldorf Preschool – Grade 12 • Boarding and Day

## CFA Visitor Guidelines

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Welcome to High Mowing School

### INTRODUCTION

HMS is an independent boarding and day school offering a Waldorf program to students in preschool through Grade 12. Our primary mission is to educate students to fulfill their highest potential, in a beautiful and serene environment. HMS gladly makes both the high school and Pine Hill campuses available to conferences and programs supportive of the school's mission, educational approach, and values.

### PRIVATE RESIDENCES

HMS provides on-campus housing to many of its faculty and staff members, and recognizes their need for a quiet and peaceful time when school is not in session. We kindly ask that conference participants, while visiting our campus, respect the privacy of faculty homes and not disturb faculty residences for supplies, telephones or any other needs.

### GUIDELINES

The guidelines presented here have been established to maintain harmony and safety. As guests on our campuses, we ask that you respect our spaces and treat them as if they were your own schools or places of business. The employees of HMS take great pride in the appearance and maintenance of the facilities, and work to make it a welcoming environment for all. Please do your part by treating our campus and our staff, who remain on campus for the summer to help make your stay here as pleasant as possible, with **CARE, RESPECT, and HONESTY**.

#### No Open Flames

Rules for the prevention of fire are required by the State Fire Marshall, and must be absolutely obeyed for the safety of all.

Smoking (this includes Vaping and/or eCigarettes) is **PROHIBITED** on campus. Due to a very strict fire code, no smoking, no burning of candles or incense or any other substances is allowed in any building on campus. No open fires are permitted on the grounds. Important note: those found in violation of these regulations will be asked to leave campus.

#### Doors & Windows

Please do not prop open any doors. Small woodland creatures will often find their way into the buildings and are less successful in finding their way out again.

Likewise, please be sure all doors and windows are shut when you are finished in a room. The rain and wind can be unpredictable on the hilltop and furniture, carpet, hardwood floors, and property are easily damaged when rain is allowed to get in.

#### Fire Alarm

In the event of a fire alarm sounding in a building, everyone must exit the building immediately in an orderly manner and assemble on the oval of the school at a safe distance from the building. From there you may be directed elsewhere. No one will be allowed back into the buildings until they have been cleared by the fire department and clearance if given by a HMS representative.

Our smoke detectors are very sensitive and can easily be triggered by smoke/steam from cooking. Please be careful when using the dormitory kitchens. All our alarms are connected to the Wilton Fire Department. If they are set off, the alarm goes directly to the local fire department, who in turn will send a truck and the chief to campus.

To facilitate the passage of fire trucks, the fire lanes must remain open and clear of any vehicles at all times.

## No Alcohol or Illegal Substances

Alcoholic beverages and illegal substances are prohibited throughout the school campus.

## Dormitories

Refrigerators are located in the South (1<sup>st</sup> floor) and the North (basement kitchen) dormitories for use by conference participants. Participants are responsible for labeling all items and keeping all equipment, including the refrigerator, clean and tidy. Please be sure to remove your food items when you are done or leaving from your session.

**Hot plates or coffee makers are not allowed in dormitory rooms.** Please keep common areas clean. In consideration of everyone's safety, High Mowing School does not allow overnight visits from people not registered in a course, including family members or friends.

Room assignments are arranged by the CFA coordinator and can not be modified by any HMS employee. Please do not change your room without consulting with the CFA coordinator.

HMS does not provide individual room keys. The CFA coordinator does have a master key in case of an inadvertent lock-out. Please contact the CFA coordinator should you need help getting into your room.

## Dining Room

The HMS dining room is open only during posted meal times. Please follow the posted instructions for proceeding through the meal check in process (i.e. use the proper queue for your type of meal plan...pre-purchased or a la carte purchases). No dishes, glassware, or silverware should be removed from the dining room at any time (other than to the outdoor dining area).

Please be considerate of the HMS staff and clean up after yourself in the dining area; dishes should be returned to the dishwashing station and table should be cleared and wiped down as needed.

Please refrain from taking large to-go meals from the dining room. Meals should be taken in the dining room to avoid dishes (including coffee cups) and food scraps being left around campus to attract critters. Always check with the dining staff before taking second (and third) servings.

## Swimming Pool & Outdoor Spaces

You are welcome to use HMS swimming pool whenever the pool is open and a **lifeguard is on duty**. For the period of the conference, the pool will be open (weather permitting) according to the posted hours. Accessing the pool without a lifeguard is forbidden. Doing so may result in pool privileges for the group being revoked.

Please keep in mind that the pool is also available to HMS employees, their families and guests during the conference period.

Please feel free to take advantage of the many walking trails in the area as well as the open space of Frye Field. Do keep in mind that HMS is surrounded by private residences - please heed private property signs as posted. Additionally, Frye Field is open to the public from dawn to dusk. The Wilton Police Department monitors the area, and courtesy is generally observed by wider community members. In the event of a true disturbance between dusk and dawn, a CFA organizer may call the regular WPD phone line, (603) 654-9452.

## Parking & Camping

Parking is permitted in the open field between the boys' dorm and the meadow as well as around the part of the wooded oval in front of the girls' dorm closest to the meadow.

**NO PARKING** is permitted on the roads, the drive between the North and South dorms and gym, around the Main Building, in the center of the campus, or around the Science and Technology Building.

The spaces marked for visitors on the right end of the main building are for High Mowing guests and/or handicap and must be left open for that purpose.

No overnight camping (either in tents, campers, or vans) is permitted on either the high school or the Pine Hill campus. All overnight guests must be registered for a room through their conference registration.

## Recycling

High Mowing School is committed to recycling, as is the town of Wilton. Recycling receptacles are located in various places on campus. We request that you observe the signs and choose the appropriate receptacle.

## Quiet Time

Quiet time is very important to all. Guests are expected to be considerate of other people. Quiet hours are between 10:00 p.m. and 7:00 a.m.

## Phones

Public phones are located in both dormitories. Dorm phones are available for conference participants for local and phone card calls. All incoming messages are to be directed to (603) 654-2391.

## School Equipment and Supplies

School equipment (computers, buses, tools, etc.) is not available for use by conference members. Library books may not be removed from the library.

Any HMS school supplies in classrooms, storage spaces, studios, or dormitories are not to be used for CFA course work. This includes printing paper, chalk, paints, science equipment, etc. Please be respectful of HMS resources and the faculty and staff who care for and need them.

## Questions and Concerns

While High Mowing faculty and staff members may be present on campus, they are not available to conference participants. Questions or concerns can be brought to your course coordinator (Milan Daler) or to the High Mowing Conference Coordinator.

Contact information for the HMS Conference Coordinator is posted throughout the campus.