



St Francis College

CENTRE GUIDE 2025



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About EC Young Learners and Embassy Summer

Embassy Summer is a trusted global leader in immersion language with over 30 years of experience in delivering rewarding English language programmes for young learners.

At Embassy Summer we provide a truly life-changing experience for students from all over the world.

Working with global centres and schools from around the world we've navigated through many years, challenges, and joys.

Learning English is only part of the journey. Our language programmes are available from 1 week to 5-6 weeks during the summer and include exciting activities based around our unique Embassy Life Skills. Our summer camps also introduce international students to local social life and culture through a variety of exciting excursions.





Welcome to St Francis

St. Francis is a private liberal arts college with its urban campus located in trendy Brooklyn Heights. Founded in 1884 with the purpose of providing higher education for students with limited economic resources, it adopted coeducation in 1969. The campus is only two stops from the excitement of Manhattan and is surrounded by everything you could need.

- 2024 main nationalities included Italian, Spanish, Brazilian, Kazakh, Mexican, Taiwanese...
- 3 full day trips to Manhattan each week and 1 full day excursion on the weekend
- Traditional American style shared bedrooms with shared bathrooms
- Easy access to downtown Manhattan with additional & extended afternoon trips
- Spacious dining room & common room areas

Staff at Centre

Centre Manager (CM)

The Centre Manager is responsible for the smooth running of the centre. They oversee finances, housing, and the rest of staff. Upon arrival, all Group Leaders should speak with the Centre Manager to go over the programme.

Academic Manager

The centre Academic Manager is responsible for ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

Centre Administrator

The Centre Administrator assists the Centre Manager. The Centre Administrator helps with the administrative side of camp, and is a catch all to ensure that camp runs smoothly.

Activity Manager (AM)

The Activity Manager is responsible for all aspects of the Activity programme. All Group Leaders must meet with the Centre Manager and Activity Manager at least 2 times a week to ensure everything is okay with the programme. The Activity Manager will also be able to assist in arranging optional excursions.

Airport Greeter

Airport Greeters are Activity Leaders responsible for ensuring student supervision and safety when transferring to and from the airport.

Assistant Activity Manager (AAM)

The Assistant Activity Manager helps the Activity Manager to run activities that are onsite, ensuring that the activities are inspiring, dynamic, focused, and enjoyable.

Teacher

Teachers are responsible for planning and delivering lessons. Many teachers enjoy working as Activity Leaders, which allows the students to interact with their teacher outside of the classroom.

Activity Leader (AL)

Activity Leaders are responsible for running everything outside of the classroom. Activity Leaders assist with onsite activities, excursions, meal supervision, night watch, lifeguarding, and more!

Night Supervisor

Night Supervisors are Activity Leaders responsible for ensuring student safety after-hours. Night Supervisors help enforce lights out, quiet hours, and curfew.



Pre-Arrival



Clothing

You will be participating in daily on-site activities and off-site excursions, so we recommend that you bring comfortable clothing, a hat and walking shoes. We also recommend that you bring clothing appropriate for occasionally dressing up in the evenings. Sunscreen, a rainproof jacket, a secure handbag/backpack/traveller's wallet, and sunglasses are advisable.



Emergency information

Always make sure important numbers and contact details are entered into your phone and are written down in your purse or wallet. Please refer to all emergency contact information provided in your arrival packet.

East Coast (Boston/NY) Emergency
1-212-497-8343



Everyday essentials

Medication, toiletries, sanitary essentials, a toothbrush, toothpaste, towel, hairbrush, comb, hairdryer, sleepwear, socks, underwear, glasses/contact lens equipment, water bottle, and plastic bags for dirty laundry or wet items.



Electrical appliances

In the United States of America the power plugs and sockets are of type A and B. The standard voltage is 120 V and the standard frequency is 60 Hz. For Canada there are two associated plug types, types A and B. Plug type A is the plug which has two flat parallel pins and plug type B is the plug which has two flat parallel pins and a grounding pin. Canada operates on a 120V supply voltage and 60Hz. If you bring electronics such as hair dryers, cell phones, computers or other equipment, please bring the appropriate electrical adaptor.



Prescription medication

If you take prescription medication, make sure you pack enough for your stay. It is important to pack your medicine in its original packaging in case you're questioned about them at customs. We recommend you bring a note from your doctor stating these medications are required.



Carry-on luggage

We recommend you pack these items in your carry-on luggage in case you need them while you're travelling:

- ✦ Passport
- ✦ Student Visa (if required)
- ✦ Medical waiver form
(if under the age of 18)
- ✦ Emergency contact form
- ✦ Money
- ✦ Reusable water bottle



Technology

We recommend only bringing a single phone, iPad, or tablet. We suggest bringing headphones, a camera, and all appropriate chargers. Make sure students will have access to their mobile data and WhatsApp is installed once they arrive. Students will use their phone to communicate with Embassy Summer staff. WhatsApp is sometimes inaccessible at a centre, so having multiple means of communication is suggested.



What Not to Pack

We can only guarantee that one suitcase and a small carry-on will be transferred with you for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance. We do not suggest bringing bedding, bed sheets, pillows, expensive electronics, valuables, a travel iron, or too many clothes.



At the Airport

Who will the student meet at the airport?

Upon arrival at the airport, you will be met by an Activity Leader who will welcome you to your destination. The Activity Leader will wear a monochromatic shirt (a shirt with one distinct and noticeable color) that will be easy to see from a distance. On their shirt will be an Embassy Summer logo, so they can be recognized easily. The Activity Leader will accompany you to your bus. They may or may not travel to the centre with you.

What should students do if they cannot find the Embassy Summer representative?

If, after 10 minutes, students cannot find the Embassy Summer Airport Greeter, they can call East Coast (New York / Boston) Emergency 1-212-497-8343 (from the information desk or a mobile phone).

What should students do if they have missed their flight, or the flight is delayed?

Students should notify Embassy Summer by calling East Coast (New York / Boston) Emergency 1-212-497-8343.

Transfer

Average journey times to and from St. Francis are an hour to an hour and a half depending on airport and time of arrival.



At the Centre

Arrival Procedure

Upon arrival at the centre, our team will welcome you and give you a welcome pack, a lanyard, and a student ID card. We aim to have bedrooms ready when you arrive or by 5pm at the latest.

Departure Procedure

The day before departure, a staff member will check for basic room cleanliness and basic preparations for departure. An hour or earlier before departure, a staff member will do one last check for room cleanliness. If the room is not clean and the student must depart, then the student forfeits their deposit and will not get it back. A staff member will escort the student to their car service or bus transfer, but will not go with them to the airport if a part of a group. Individuals are escorted to the airport. You are able to request and pay for an unaccompanied minor assist and for an extra fee we can provide a member of our staff to accompany your child to /from the airport and see if that they get safely to their plane.

About St Francis

Age: 13–18

(18 year olds accepted as part of a group with a leader)

Dates: 29 June – 3 August

Arrival & Departure Day: Sunday

If students would like to arrive or depart on a different day, please confirm with our booking team.

Accommodation Features



Size of the centre

Medium



Room Facilities

Bed, dresser, desk & chair per student



Building Facilities

Cafeteria, Communal Dining Room, Communal Lounge, Free Wi-Fi, Laundry Facilities, Lift, Meeting Point, Multimedia Room & Lounge, Security, Vending Machines Available, Wheelchair Accesible, Shop on-site.



Room Type

Twin or Triple en-suite



Bathroom Type

En-suite

(Bathroom ratio use 1:2/3)



Address

Embassy Summer School
St Francis College
179 Livingston Street
Brooklyn, NY 11201

[See on Google Maps](#)

Accommodation Deposit

Damage deposits of \$100 are payable by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

Cleaning

Communal areas and bathrooms are cleaned daily; however, students are responsible for keeping their rooms neat.

Shared areas outside the rooms are cleaned daily.

Laundry Facilities

Washers and dryers are available. There are approximately 15 washers and dryers available, and the total cost of doing laundry will be under \$5. The student can purchase a laundry card on site if they have a credit card or they can give the staff cash and the staff member can assist the student with getting their card.



Wi-Fi

Wifi is accessible everywhere. Embassy Summer staff will provide internet access upon arrival.

Shop/Café

There are shops and cafes nearby.

Security

Embassy Summer also provides a night supervisor to ensure additional safety during the evenings.

Safe

A safe is provided onsite in the Centre Manager's office.

Linens and Towels

Students will need to bring used linens to a designated area on a specified day to exchange for fresh linens.

Social Spaces

There are social spaces available for students to socialise onsite.

Meeting point

Students will be shown what and where the meeting point is when they first arrive at centre.

- ✦ Always listen to the time and place
- ✦ Always be on time
- ✦ Never go off alone
- ✦ Always wear your ID card



Meals

Breakfast and dinner are served at the Park Plaza Brooklyn. Lunch will be at St Francis.

All our programmes include a variety of hot and cold meal items, and we can cater for most dietary requirements.

Embassy Summer needs to be informed in advance. It is important to be provided with accurate information. We will then inform our suppliers accordingly.

4 times a week we will have a packed lunch so we can stay out in the city to enjoy the day!

Breakfast

Hot breakfasts are provided 7 days a week. Continental breakfast includes fruit drink, cereals, toast, preserves, tea or coffee.

Lunch

Hot lunch provided, with side dishes available. Lunch contents vary daily. Packed lunches not provided. Meals on excursions are provided and vary by excursion and destination.

Dinner

Hot dinner provided, with side dishes available. Dinner contents vary daily.

Classrooms

These are located a short walk from the residence and dining hall in a beautiful university building.

Sports facilities

Embassy Summer uses great sporting facilities nearby on campus which include basketball courts, a swimming pool and tennis courts. *(Please note access to some sports facilities may not be available during the summer.).*

Common areas

Large lounge in the residence for multipurpose use. In addition, on campus there are vending machines, shops and a café and recreational areas.



Local Transport

Transportation will be provided via New York Metro System or subway. Each student will receive a 7 day Unlimited Metro Card each Monday morning. If they lose this card they will be responsible to purchase a new one for \$35.00.

Students are expected to:

- Always stay with your group
- Pay attention when getting on or off buses
- If you get lost, ask the transport staff or a policeman for help
- Always carry your ID card with you
- If you get separated, try to stay where you were last seen



Bank/Post Office

Banks and post offices are not nearby. Please discuss individual needs with your Centre Manager.

Hospital/Doctors

Local Doctor:

Glen Cove Hospital, 101 St Andrews Lane Glen Cove, NY 11542
(T) 516 674 7300

Local Dentist:

Dr. Jack Bedell, 40 Railroad Ave. Glen Head, NY
(T) 516 671 3459

Cost of doctor consultation varies depending on the situation.

First aid trained staff are available on-site.

Fire Drills & Safety

It is a requirement that at any residential centre, fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are

unaccounted for, or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

Fire Evacuation

- Leave quickly when the alarm sounds
- If you discover a fire, sound the alarm
- Warn others close by
- Go to the assembly point immediately
- Do not run
- Do not try to fight the fire
- Do not use the lifts
- Do not go back to your room to collect things

Curfew

Evening curfew is 10:00pm.

All students must be in their accommodation by this time unless on an excursion.

They must be in bed with lights off by 11:00pm depending on evening activity/graduation.

Road safety

Be alert! Always use pedestrian crossings, wait until it is safe to cross the road, and look both ways before crossing. Activity Leaders will assist large groups of students by leading them across the street, and stopping them as necessary to facilitate the process.

Language Programme

- ✦ Taught by friendly teachers, trained to deliver the Embassy Summer lessons
- ✦ 20 x 45 minute lessons per week morning or afternoon
- ✦ Placement test on day 1
- ✦ Approximately 17 students per class
- ✦ All lessons delivered in spacious, well equipped classrooms
- ✦ Curriculum with emphasis on communication skills
- ✦ Materials included as well as an end of course certificate



First Day at school

There will be a student induction at school on their first Monday. This is led by Embassy Summer staff. Students will be provided with information about the centre where they are staying, and Embassy Summer rules and regulations will be explained. The induction will last an hour and will be an interactive session, encouraging new students to discuss the rules, meet new friends and have their speaking assessed by the academic team.

After the induction, students will have a placement test. It includes a multiple-choice grammar test and writing test.

Level Placement

Students are placed according to the results of the placement test, their age, and an acceptable nationality split. The teachers confirm that they are in the right class on the first two days of school and if they aren't they will be moved accordingly.

If students think that they are not in the right class, they can and discuss it with the Academic team.



Student Code of Conduct

Embassy Summer is committed to promoting a learning environment that reflects the values of respect, dignity, honesty, integrity, tolerance, equality and diversity. We expect students enrolled at Embassy Summer to behave in a mature, respectful, and cooperative manner at all times. Teachers, administrative staff, and students all contribute to creating a positive learning environment in the classroom and on campus.

Students are expected to:

- Respect Embassy Summer staff, teachers, fellow students, and their property and behave in a responsible manner
- Avoid language or actions that might harm or damage another person at the school
- Identify themselves when asked by an Embassy Summer staff member
- Attend class regularly and arrive on time in accordance with the EC Attendance Policy
- Help and create a productive learning environment during class
- Put away cell phones in class when asked to do so
- Avoid actions that might damage the school environment or break local and/or national laws
- Avoid littering by putting trash/garbage into trash cans – both inside and outside of the school building
- Be respectful of people entering / leaving the building or walking on the sidewalks outside the building
- Speak English only in the school, including classrooms hallways, offices and student lounges

Student Welfare

We place the highest priority on care and supervision at all our Embassy Summer centres so you can rest assured students are well looked after. Members of staff are available 24 hours a day.

Excursions & Activities

A large part of a summer school experience is exploring the local towns, larger cities, and famous attractions with new friends! Two thirds of the student experience is spent out and about, away from the classroom and therefore Embassy Summer has spent many years tailoring its programmes in each location to maximise the whole student adventure.

When students are not in class or on an excursion they take part in activities in and around our Long Island University Centre which may include:

Sports such as football, mini Olympics, baseball, squash, volleyball, aerobics and tennis
Non sporting activities such as treasure hunts, mask making and egg drop
Optional visits such as to the local shopping malls and movie theatres
Evening activities such as international night, discos, quizzes, fashion shows, talent shows and karaoke

Inclusive Trips

Statue of Liberty & Ellis Island:

Enjoy a ferry ride across the river to see Lady Liberty and learn about American History on Ellis Island.

Times Square at Night: Experience the legendary Times Square in all its glory and take in the iconic lights, sounds and vibes!

Brooklyn Bridge: Visit New York's famous bridge and walk from Manhattan to Brooklyn.

Wall Street/ Financial District:

Visit the world famous Wall Street and Manhattans' buzzing Financial District.

Optional Trips

In addition to the included activity & excursion program, a range of optional extra visits and excursions are normally offered. Here are some of the optional trips offered at Long Island:

Six Flags: Welcome to the thrill capital of the world! This popular theme park has the largest collection of extreme roller coasters on the planet!

The Edge Observatory: Edge's unique vantage point on the Western side of Manhattan lets you take in the entire skyline from one place.

Walk the Highline: The High Line is a public park built on a historic freight rail line elevated above the streets on Manhattan's West Side. Experience nature, art, and design like only New York knows how to do.



Sample 3 Week Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Orientation & Placement	Visit Downtown Manhattan Financial District, 9-11 Memorial, Oculus Shopping and South Seaport Street	Lessons	Visit Midtown Landmarks 5th Avenue Shopping & Central Park	Lessons	Full Day Trip: Ferry to the Statue of Liberty & Ellis Island
Afternoon	Arrivals	Campus Tour & Supply Run					
Evening		Welcome New Arrivals Ice Cream Social and Icebreakers - Make your own ice cream and socialize!	Sip & Paint Activity with Mocktails	American Sports or Tie-Dye Extravaganza	Movie Night - Settle in for a relaxing night with popcorn, drinks, and friends!	July 4th BBQ & Fireworks Show! Or Casino Night on Campus	Dance Party & Karaoke Night

● Academic
 ● Leisure
 ● Cultural

Sample 3 Week Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Lessons					
Afternoon	Visit Midtown Landmarks and Grand Central Station or Optional: Six Flags Amusement Park	Campus Scavenger Hunt or Sports Activity	Onsite Olympic Games & Competition	Lessons	Explore Central Park's Belvedere Castle, Strawberry Fields & Photo Contest	Lessons	Full-Day Trip: Fun Day at Coney Island - Beach, Boardwalk Shopping & Optional Amusements
Evening		Welcome New Arrivals & Getting to Know You Activities & Card Games	Visit Times Square at Night!	Visit and Viewing from 911 - One World Observatory	Karaoke Night - Sing along with your favorite songs!	Culture Appreciation Night	Graduation Party & Karaoke Night

● Academic
 ● Leisure
 ● Cultural

Sample 3 Week Programme

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon	Explore Chinatown, Little Italy & SOHO or <i>Optional:</i> The Edge Observatory and Walk The Highline and Shopping @ Macy's on 34th Street	Lessons	Brooklyn Exploration Walk the Brooklyn Bridge & Explore DUMBO Visit Jane's Carousel & Pebble Beach	Lessons	Bryant Square, Rockerfeller Center & NY City Library Scavenger Hunt	Lessons	View St. Thomas Church & visit the MOMA Packed Picnic Lunch
Evening		Welcome New Arrivals & Getting to Know You Games	Sip & Paint Activity with Mocktails	American Sports or Fashion Trashion Show	Movie Night - Settle in for a relaxing night with popcorn, drinks, and friends!	Camp Talent Show	Graduation Dance Party & Karaoke Night

● Academic
 ● Leisure
 ● Cultural



Group Leaders

Embassy Summer expects the Group Leader to share responsibility for the pastoral and welfare needs of their students. Embassy Summer also expects the Group Leader to help enforce the rules of the school, as outlined in the Student Notebook and school notice boards, and enforce any additional local arrangements. Please note that these responsibilities do not extend to students who are not your own.

Meetings

Embassy Staff member will have a meeting with each leader on their first evening at the centre (or the day after arrival) where the essential information about the centre and the programme will be provided.

Regular meetings with the Centre management team will be held in the following days. These are important moments to share information, comments, suggestions, and feedback.



Group Leaders Responsibilities

- ✦ Make sure you have all your student's insurance documents, parental consent forms and health declaration forms with you.
- ✦ Report all incidents, accidents, illnesses, and absence to the centre management team.
- ✦ Report your students as present or absent at the start of each lesson and activity session.
- ✦ Ensure your students are in bed by curfew.
- ✦ Ensure your students are on time, in the right place and prepared for all lessons, activities and excursions.
- ✦ Ensure you and your students always wear the Embassy Summer ID and lanyard.
- ✦ Ensure they collect their students \$100.00 damage deposits.



Group Leaders Code of Conduct

- ✓ Do not enter any student's room alone unless in an emergency
- ✓ Do not communicate electronically via email, text, phone or social networking sites, blogs, web pages or instant messaging services with students who are not your own.
- ✓ Do not give your personal details, such as your Facebook details or phone number etc., to students who are not your own.
- ✓ Do not post photos or videos of students on your private social media channels without having their consent.
- ✓ Do not drink alcohol in front of students or while at work.
- ✓ Do not interact with students while under the influence of alcohol.
- ✓ Do not smoke in front of students.
- ✓ Do not possess, take or be under the influence of non-prescribed drugs at any time.
- ✓ If leaving campus or already off-campus, do not bring any students who are not your own.



Individual Students

Students who are not part of a group will be assigned to an Embassy Summer guardian group, living on site. The ratio is usually between 10-15 students per group.

Students and their guardians communicate via WhatsApp and through daily meetings.

Students can always refer to their guardians if there are any problems which need to be discussed or if they require any support.

Nationality Mix

Embassy Summer has a truly global nationality mix with students coming to our centres from over 85 countries around the world.

This is what enhances the student experience in terms of learning English, personal development but most importantly having the opportunity to make new friends around the world.

Important Information

Head Office Address

Embassy Summer
EC Young Learners
Dolphin House
Manchester Street
Brighton
BN2 1TF
United Kingdom

East Coast (New York / Boston) Emergency

1-212-497-8343

USA Country Code: 1

Int. Direct Access Code: 00

Time Zone: EST

Useful Numbers

Emergency 911

Police 911

Ambulance 911

Fire Brigade 911

**For any specific queries please contact
your Regional Sales Manager.**



FAQs

What happens if someone loses their passport?

We strongly advise students to store their passport safely and not carry it around with them. If a student passport is lost, Group leaders must accompany the student to the embassy of their home country, where they will be issued with a temporary replacement or a permit to travel. An Embassy Summer staff member will accompany any student that is not part of a group.

What happens if a student gets lost on an excursion?

The first thing to do is stay where you are, and the member of staff will try to contact the student and get to know the student's location. Then, a member of Embassy Summer staff will come and collect the student.

Every student has an ID Card where the Embassy Summer Emergency Number is printed. Students should call this number if lost.

How do students participate in onsite activities?

Individual students will take part in all activities and excursions, which are provided to them before

their arrival, explained during the welcome meeting once at the centre, and advertised on the Activity Noticeboards.

Group Leaders can sign their own group out of activities, but this needs to be discussed in advance with the Embassy Summer staff.

Can students lock their room?

Yes. All students are issued a key on arrival which provides entry to their residential building, their flat and their room. However, Embassy Summer staff always have a master key who give access to all bedrooms where our students are.

Can students be taken off programme by a member of their family?

Students can be taken out of the programme by an adult for a short period of time, as long the centre gets informed in advance. If a person, who is not a parent, takes a student out of the programme, a parental approval via email must be sent to the Embassy Summer prior to the student's pick up.

The adult, who takes the student

away, will be asked to fill in a form where personal details and contact number must be provided. Copy of the original ID of the adult will be taken from the centre.

What should we do if there is a problem with a bedroom?

All the bedrooms are checked prior to the students' arrival. However, if at any time, there is maintenance issue it is essential to report this immediately to one of our Embassy Summer residential members.

What to do if a member of the group has food allergy/dietary requirements?

Embassy Summer needs to be informed in advance, and it is important to be provided with accurate information. The centre catering staff are very experienced in catering for all kinds of allergies or dietary requirements, so we will be able to meet your needs.

What happens if a student is sick?

If a student is sick and needs medical attention, then the Embassy Summer office will help in making appointments etc. Please note however that it is not usual for a

Campus Map



doctor to visit the centre directly and any trips made to the doctor, dentist or hospital will have to be paid for by the student (including transport where necessary). Students with a group leader will be accompanied by the group leader.

Damage deposit

Damage deposits of \$100 are payable by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

Insurance

If a student does not have insurance, guard.me insurance is available to purchase through Embassy Summer. <https://www.guard.me/>

Damages

Damages must be paid for. All rooms and common areas are regularly checked for damages, and individuals who cause damage to any property on the site will be liable for the cost of repairs.



@EmbassySummer