

Young Adult Handbook Host Family

emerald[®]
cultural institute

English Language • Professional Development



Welcome

Dear Student,

We are happy to welcome you to the Emerald Cultural Institute. We hope that you will enjoy your course at the school and your time in Ireland. In this handbook you will find a lot of the information you might need about the school and the city of Dublin. Please take some time to read it and keep it until the end of your course. If there is any information or advice not included here, please do not hesitate to ask any member of staff, as we all aim to make your language and cultural experience in Dublin both rewarding and memorable.

Your Programme includes:

20 hours of general English group tuition per week (60 minute lessons)

Use of textbooks and teaching materials

Diploma upon completion of course

Guided Discovering Dublin tour on the first day

Two cultural activities per week and activities two evenings per week

One full-day excursion every weekend to places of cultural interest

Welcome kit with guides and maps

Full-board accommodation in host family, with breakfast and dinner in the family and packed lunch (Monday-Friday)

Location

Students attend their classes in Milltown Park, Ranelagh. Host families will be located within easy access to the school, either in walking distance or on a direct bus or tram (LUAS) route. Milltown Park is connected to the city centre by the Luas line.

Classes at:

Milltown Park
Sandford Road,
Ranelagh,
Dublin 6.

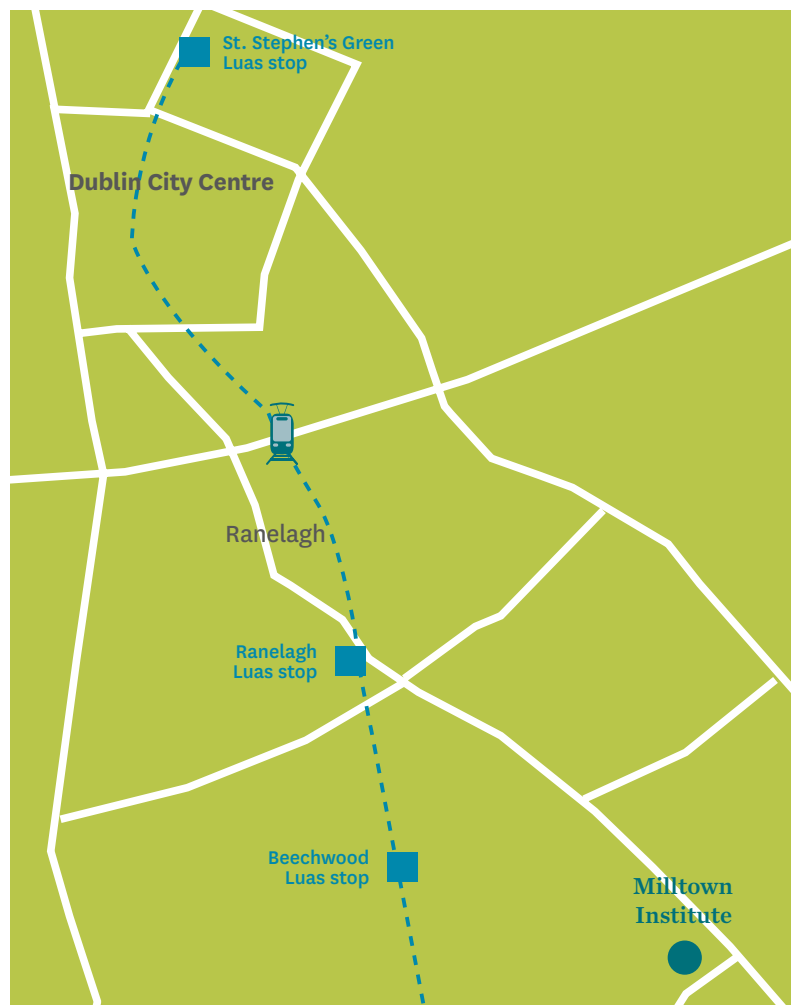
Your host family will show you how to get to school on your first day. During the orientation you will be provided with your transport pass which you will then use to come and go from school every day.



Your First Day:

09:00	Written and Spoken Placement test
10:00	Coffee break
10:15	Meet with Young Adult Tutor and receive student welcome pack (Dublin maps, Emerald student card, Student Handbook)
10.45	Classroom and level information distributed
11:20	Meet teacher and new classmates. Begin first English lesson
13:20	Lunch time
14:00	City Centre Orientation

* Your classes may be held in the mornings or afternoons. Your tutor will confirm your schedule on the first day.



Milltown Park Facilities

Close to Ranelagh neighbourhood with many cafés, restaurants and boutique shops

Ten-minutes walk from Beechwood Luas stop

Ten-minutes from the city centre by tram

Internet and email facilities

Free wifi access throughout the campus

Spacious grounds and gardens

Reading room and study space

Fully serviced restaurant

Student lounge and Nespresso coffee areas



Ground Floor:

Classrooms 107-110

Director of Studies and Academic offices (room 105)

Toilets

Nespresso Coffee Bar

Snacks

First Floor:

Computer Room (room 204)

Marketing Office (room 205)

Student Welfare Office and Social Programme
Notice Board

Executive Area 201 - 203



Second Floor:

Classrooms 301 - 311

Toilets

Third Floor:

Classrooms 401 - 411

Toilets

Canteen

The Canteen is open from 08.45 to 14.15. There are teas, coffees, pastries, sandwiches and hot meals at lunchtimes.

Nespresso Coffee Bar

The coffee bar is open from 08.30 to 16.00. A range of coffees and snacks are available.

Free Wi-Fi

We offer all our students access to the school's free Wi-Fi network.

English Language Films

English language films (with English subtitles!) are shown in school on our state-of-the-art TV. Check the Social Programme for what film is showing.

Computer Room

The Computer Room is open from 08:30 to 17:00.

Library

You may borrow books and dictionaries from the library located on the ground floor.



Meals

All your meals are included. You will have breakfast and dinner at home with your host family and they will provide you with a packed lunch to bring to school every day. You are welcome to have your packed lunch in the school canteen, where you can also buy additional snacks both at break-time and lunchtime. At the weekend, you will also be provided with a packed lunch on the day of your excursion.

Your host family will provide you with sheets and towels and will offer to do laundry on a weekly basis.

Transport passes

You will need a transport pass to get to and from Milltown Park school for your lessons. This will be provided to you during your first day at school. Don't hesitate to ask if you have any questions. The transport pass is valid for 7 days and it is important to carry it with you at all time to avoid getting a fine. Lost transport passes will only be replaced at an extra cost, these are your own responsibility and we recommend you keep it stored safely in your purse or wallet.

Lessons and Activities

Lessons are 60 minutes long and classes take place from Monday to Friday. Classes may be run in the afternoons or mornings.

Evening activities will take place twice a week; your tutor will inform you of the time and meeting point. **Students are expected to return to their host families no later than 11pm every evening.**

Students have two half-day activities and one full-day excursion per week. Your tutor will inform you of your scheduled weekly activities.

If you have any questions or issues, please speak to your tutor.

Tutor

You will have a tutor at Milltown Park, where your classes are held. During the week, you will meet your tutor every day. Your tutor will inform you of your programme and you can talk to them if you have any issues or questions.

Host Family Rules

Do:

Carry your student card given to you by the Emerald Cultural Institute. It has all of the contact information for the host family and school.

Stay with the guide and group at all times when on activities and excursions.

Look right before crossing the road. Remember that in Ireland cars travel on the left.

Give the host family a letter from the school when you have any evening or weekend activities as soon as you receive it.

Be friendly and polite with your host family and other students staying there.

Respect the host family's house rules.

Respect your curfew time of 11pm. There are no exceptions to this rule even with permission from parents or guardians. Your host family will inform us if you do not return home in time.

Do not:

Carry large sums of money with you.

Carry your passport around with you. In Ireland it is not necessary to carry official identification with you.

Buy cigarettes or alcohol; it is illegal for anyone under 18 and is against the school rules.

Enter premises licensed to sell alcohol (e.g. a pub)

Students may not stay in the host family home during normal school hours unless they are ill.

Students will not be given a key to the house.

Alcohol & Drugs will not be tolerated. Students caught in the possession of either of these will be sent home immediately.

Students are required to attend evening activities organised by the school. For information about your evening programme please speak to your tutor.

All students must leave the building if a fire alarm is sounded. Tampering with the fire extinguishers or smoke detectors or setting off a false fire alarm will be cause for severe disciplinary action and a substantial fine.

Please do not make any noise in your room, corridor or in the shared areas that could disturb other residents of the house.

Students must be respectful of the furniture and fixtures of the home, & any damage or breakages must be paid for.

Smoking is not permitted and smoking indoors is always prohibited.

Attendance

Attendance at class is compulsory and is the responsibility of each student.

Drinking

It is illegal for anyone under the age of 18 to buy, attempt to buy or consume alcohol in Ireland. It is also illegal to obtain alcohol for anybody below the minimum age. Please be aware of these laws at all times. Students caught drinking or in possession of alcohol will be sent home.

Smoking

Smoking is banned in all indoor public places in Ireland.

Drugs

Illicit drug use in Ireland will result in heavy punishments. There are strict laws in Ireland against the use of illegal drugs.

Pickpockets

Be vigilant with your wallet/purse or other valuables particularly when travelling in a group. Don't carry large amounts of cash with you, only carry what you need. It is not necessary for you to carry your passport with you in Ireland. Instead leave it at home in a safe place. If your wallet/purse or other valuables have been lost or stolen, report all items at the nearest Garda station.

Shoplifting

Shoplifting is not tolerated in Ireland and will result in an arrest and possibly prosecution if an individual is found guilty of shoplifting.

Dublin information

Things to do in and around Dublin

Free Indoor Venues

Dundrum Town Centre: For shopping, eating out and cinema
www.dundrum.ie

Irish Museum of Modern Art
www.modernart.ie

Hugh Lane Gallery
www.hughlane.ie

National Photographic Archive

St Mary's Abbey
www.heritageireland.ie

Chester Beatty Library
www.cbl.ie

Whitefriar church - containing the remains of St Valentine

Suggestions for scenic walks, within a short train/bus journey of Dublin City

Marley Park, Rathfarnham, Dublin 14.

Dún Laoghaire – Victorian Harbour Town.

Dalkey – Quaint fishing village 30 minutes south of Dublin City.

Bray & Greystones – Victorian seaside resort & coastal walk.

Howth – Beautiful coastline fishing village just outside of the city

City Centre Parks & Squares – pockets of calm in the city centre

St. Stephen's Green

Merrion Square

Trinity College Dublin grounds

Phoenix Park

Meeting House Square, Temple Bar - traditional farmer's market Saturday morning.



Things that can be seen in an afternoon:

City Centre Orientation: The City Centre Orientation is the perfect introduction to Dublin City Centre, and an important activity for new students who want to get their bearings and meet other students. This takes place at 2pm on the afternoon of your first day of school.

Christ Church Cathedral

Dublin Castle

Dublin Writers' Museum

The GAA Museum

Georgian Walking Tour

Guinness Storehouse*

Kilmainham Gaol

National Gallery

National Museum- Kildare Street

Collins Barracks Museum

Natural History Museum

Old Jameson Distillery*

Phoenix Park Visitors Centre

St. Patrick's Cathedral

Trinity College & Book of Kells

Dail Eireann / Leinster House

*you must be over 18

Some Tips about Dublin

Irish Seafood is one of the best things Ireland has to offer – if you don't make it to Clare where the seafood chowder* is amazing, make sure to make it to Howth where during the week Beshoffs serve fish & chips for €5!

Make sure to watch some Irish sport – Gaelic Football, Hurling and Rugby all make for an exciting afternoon!

In the event that you have forgotten items of clothing, or pieces of luggage have been delayed, head to Penneys! It is the cheapest department store in Ireland – you will find everything you need at a great price!

Irish breakfasts are world famous – don't leave without having a proper fry – black pudding, white pudding, rashers, sausages, eggs and potato farls. Famous cafés like Bewleys or the Avoca Café near Trinity College offer delicious Irish breakfasts!

Ireland's National Galleries and Museums are really fantastic (and entrance to most is free) – but the smaller galleries are also worth a look – Temple Bar has many, including the fantastic Gallery of Photography in Meeting House Square.

If you're looking for some special restaurants or cafes in Dublin, Butlers Chocolate Cafés, with its numerous locations in the city centre and a café in Dundrum Town centre, make a delicious cappuccino or hot chocolate and you get a free chocolate with your drink! For Irish pastries head to Avoca in the city centre.

For fun meal ideas try the Hard Rock Café on Fleet Street or Eddie Rockets all around the city.



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Shopping



City centre shops: Grafton Street and Henry Street are the most popular shopping areas in the city centre. Shops are open late until 21.00 on Thursday evenings.

Dundrum Town Centre: Late night shopping, eating out or cinema. Monday – Friday shops open until 21.00. Dundrum, Dublin 14.
www.dundrum.ie

Powerscourt Town Centre: Speciality shopping centre with Irish fashion designers, restaurants, art galleries and antiques. City Centre, Dublin 2.
www.powerscourtcentre.com

Ilac Shopping Centre: Many top retailers, Ticketmaster and Supermarkets. City centre shopping centre, Dublin 1.
www.ilac.ie

Stephen's Green Shopping Centre: Located at the Luas terminus at St. Stephen's Green. There is a range of shops including Dunnes and Carroll's Gift shop, a food court, Ticketmaster and much more. See www.stephensgreen.com

George's St Arcade: Colourful indoor market with quirky stalls and unusual restaurants. City Centre, Dublin 2.
www.georgesstretarcade.ie

Jervis Shopping Centre: Located at the Jervis Luas Station. Has a number of top retail shops, a food court and supermarkets. Located in the city centre. www.jervis.ie

Arnotts: Located on Henry Street in the City Centre, Arnotts has a number of clothing, beauty, home and leisure stores as well as many more.
www.arnotts.ie

Medical Information

School: ECI Milltown Park

Doctor: Ranelagh Medical

22 – 26 Sandford Road, Ranelagh, Dublin 6
Phone: +353 1 4986900

Additional Information: Phone in advance for an appointment. Bring E111 (European Health Insurance Card) or private medical insurance documentation with you.

Surgery Hours:

Monday, Wednesday, Thursday & Friday	8.00 – 18.00
Tuesday	8.30 – 19.00
Saturday	10.00 – 13.00
Out of hours – doctor on duty	+353 1 4539333

Useful Phone Numbers:

Local Pharmacies	Numbers
Meagher's Pharmacy	+353 1 4971665
Burke's Pharmacy	+353 1 497219

Local Hospitals

VHI Swift Clinic	1890 866 966
St Vincent's Hospital	+353 1 2694533
St. Vincent's Private Hospital	+353 1 2695033

Local Garda (Police) Station

Donnybrook Garda Station	+353 1 6669200
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Directions from Milltown Park to Ranelagh Medical:

1. Head northwest on Sandford Road towards Norwood Park for 500 metres
2. Destination will be on the right



General and Practical Information

Medical Information

All students studying in Ireland should obtain appropriate medical insurance in their own country before departure. Students travelling from EU countries should bring their European Health Insurance with them. Non-EU students should bring a copy of their insurance policy with them when travelling.

Our on-site team will be happy to assist with making the arrangements for students who require medical attention. We would ask that parents or group leaders inform us at the time of booking about any conditions or relevant medical information which we should be aware of, so we can inform our staff.

Students should cover the cost of transport if required for any medical visits. Group leaders are required to accompany their students to doctors/ hospitals and for individual junior students a member of our staff will accompany and stay them.

Smoking/Alcohol/Illegal Substances

Smoking is prohibited inside the school property. Alcohol is strictly forbidden on campus. Consumption or possession of alcohol or any illegal substances will result in immediate expulsion.

Health and Safety

As part of their welcome orientation students and group leaders are required to attend a short briefing on the Safety regulations. The briefing includes an introduction to life in the school, security of personal property and fire safety. Group leaders and students will also receive details of First Aid procedures, which they should follow in the event of an accident.

Emerald Student Identity Card

All students are issued with an Emerald Cultural Institute student ID card on their arrival. Students should carry their student ID with them at all times.

Safety

We advise all students not to carry large amounts of cash, ID or travel documents on their person during their stay.

Student Supervision

Our team of Managers, Teachers and our Activity leaders are there to provide the highest level of service to our students during their stay. Our students' welfare is a priority on all our programmes and our staff are there to ensure that students enjoy every aspect of their stay with us.

In their orientation students meet the staff that will assist them during their stay and accompany them on their activities.

Discipline and Breach of Conduct

If students' behaviour or conduct is unsatisfactory or in breach of the school regulations, they will be subject to our disciplinary procedures. A serious breach of conduct may result in expulsion.

Milltown Institute

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