

# THE NUTMEG BALLET CONSERVATORY

ESTABLISHED 1969

IT'S MORE THAN BALLET |

Professional dance training for aspiring young artists.



## STUDENT HANDBOOK

Welcome to Nutmeg Ballet Conservatory! We are excited that you have chosen to be part of our dance program. For some of you this is your first visit to Nutmeg and you no doubt have a few questions. This guide has been compiled to hopefully address some of the questions that arise in the weeks leading up to and during the time that your daughter/son will be here with us.

In return, we expect a high level of conduct from all our students. Please familiarize yourself with this document as we have set forth rules that will be important for all of our student body to follow.

It is our desire to keep all of our students in a safe, healthy, and positive environment. All students are required to adhere to Nutmeg Conservatory's Rules of Conduct outlined here and in the Code of Conduct. Students who violate the policies of proper conduct will be subject to disciplinary action that can include suspension from class, early curfews, and/or dismissal from the Nutmeg Ballet Conservatory Training Program.

Nutmeg Ballet Conservatory is a private educational arts organization. The ultimate decision regarding proper conduct or progress in the program is up to the Artistic Director and Academic Director. At any time, a student may be subject to suspension or dismissal if they are not progressing in the dance training or academic programs or if they have not displayed proper conduct.

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# **BUILDING CONDUCT**

You have a responsibility to show respect for your fellow students, the building complex of the Nutmeg Conservatory. Please recognize that a variety of classes take place at all times. Loud noises, unruliness, roughness, the defamation of property, or any inappropriate behavior will not be tolerated anywhere on Nutmeg Conservatory property. Respect for the Nutmeg property is imperative and destruction of Nutmeg property will be dealt with severely, and parents may be billed for property destruction.

Mutual respect for fellow students is expected at all times. Any student found to be harassing another student will be subject to suspension from classes and/or expulsion.

# **BUILDING SECURITY SYSTEM and STUDENT AWARENESS**

Cameras are installed discreetly throughout the building. The front and back doors of the Conservatory are locked at all times. All students attending Nutmeg Conservatory will be issued a Security Access Card and will have access to the building from 8:00 a.m. until 9:00 p.m. Resident student cards will work up until thirty minutes after curfew when the building is under evening surveillance. Students living in the Nutmeg building or house will be briefed on the security measures and student rules during their housing meetings. Students who tamper with security cameras may be fined up to \$500.00 for potentially endangering others and subject to further disciplinary action upon review.

When possible, parents of daytime students are asked to please wait for the student in the car at the rear entrance vestibule. Visiting parents are kindly asked to sit in the waiting area of the lobby. We ask parents and visitors who are waiting to talk quietly while classes are going on in the building. Eating or drinking in the waiting areas is absolutely prohibited.

# **FIRE SAFETY**

Follow all safety drills and measures that Nutmeg Conservatory asks of you. There is absolutely no smoking in or around any Nutmeg Conservatory property.

There are fire extinguishers located in key areas of Nutmeg Ballet Conservatory.

Fire safety meetings will be conducted for all students at the beginning of the session. Smoke detectors are present in all the dorms. Students dismantling or disabling smoke detectors may be fined up to \$500.00 for potentially endangering others or may be dismissed upon review.

Fire procedures will be posted for fire alarm occurrences. Students who do not leave the building during an alarm will be disciplined. Fire drills will be conducted throughout the year. Always remain alert to the threat of fire. If you smell smoke or see flames, contact a staff member or Resident Advisor or if required pull the fire alarm and you will be prompted to evacuate the building immediately. Pulling a fire alarm without due cause is a federal offense and may be subject to suspension and/or expulsion.

## KEY CARDS

Each student is issued one key card. Please take great care and responsibility with your key. Report a missing key card immediately to the Housing Director. Key cards are to be returned to the Housing Director or Facilities Director at the end of the student's session, or when the student leaves the Nutmeg program . A \$30.00 fee will be charged for a replacement key card. It is the student's responsibility to secure their room; Nutmeg Conservatory is not responsible for any missing or stolen items. Please report any missing items immediately to the Housing Director.

## STUDENT CURFEWS

Curfews are strictly adhered to. This is for your safety and the safety of your fellow students. You must be back in your dorm/room area by the curfew hour. It is important that these times be honored as the security system is armed 24 hours per day. It is the policy of Nutmeg to close the building completely 30 minutes after curfew. A student may stay out later with written permission from the student's parent or guardian. **Written permission must be submitted** to the Housing Director **at least** 24 hours prior to the requested date. **Curfew Times:** Will be discussed during Orientation Meetings and posted in the dorm/house.

## RULES AND REGULATIONS

All rules and regulations must be followed in order to remain in good standing with the management of the organization. The Nutmeg Ballet Conservatory staff respects each student's privacy and living arrangements. Each resident student is asked to care for and maintain their living space, and respect all Nutmeg staff and fellow students. Suspension and/or dismissal are at the discretion of the Artistic Director/Executive Director at any time if it is determined that a student or students are in violation of Nutmeg's **Code of Conduct**.

Resident Advisors (RAs) are assigned to each dormitory or campus housing facility operated by the Nutmeg Conservatory for the Arts. RAs play an integral role in establishing an environment conducive to maximizing Nutmeg's academic, personal, and social development. They are also there to maintain healthy and safe living conditions for all residents. Your RA will be in charge of maintaining order, attending to problems, enforcing rules, and to help you gain living skills that you will need in the future. Your RA reports directly to the Housing Director and will be required to communicate regularly with the management of Nutmeg.

Nutmeg Ballet Conservatory strongly believes in using the buddy system as suggested by the local police department. We require that you walk with a minimum of one other student at all times when outside of the Nutmeg building. Safety for students is our first concern. Any student found walking alone may be subject to disciplinary action. Students must ask Housing staff for permission prior to leaving the building, signing out and signing in upon their return.

Students leaving the residency/houses for places other than Nutmeg functions must sign out and back in with the Housing Director/Residency Advisor. If the student foresees being late for curfew for reasons beyond the student's control, he or she **must phone the Housing Director/Residential Advisor immediately**.

Please carry the Housing cellphone number with you at all times when leaving school grounds. The telephone number will be provided for you at orientation.

It will be considered a serious infraction if a student fails to meet their curfew. It should also be noted that Nutmeg's policy is that resident students do not travel in vehicles with non-Nutmeg individuals at any time. Exception will be made at the request of a parent who has emailed the Housing Director .

at least 24 hour prior to student departure from the Nutmeg building.

Male students (including day students) are not allowed at the Prospect Street house. Female student may only visit with permission of the Housing Director.

Female students are not allowed in the Male dorm area or rooms assigned to males. Male students are not allowed in the female dorm rooms. Students may visit in the common areas only, which includes Nutmeg Student Lounges, Workout Room, and Hall areas by bulletin boards.

## PRIMARY OCCUPANCY RIGHTS

Students assigned to a room have "primary occupant rights." This means those assigned students have the right to ask others to leave their room if they want privacy, quiet, etc. The request should be honored immediately and without question. If there is any further discussion on the matter, the student should go the Housing Director or RA to ask them to take further action.

## DORMITORY MAINTENANCE

Dormitories are climate controlled year round so please do not open any windows. We also ask that you please do not nail, paint, tack, tape posters, pictures, clocks, mirrors, or other wall hangings on doors, walls, windows, or furniture. Bulletin Boards are provided for student use. Please know that damages and repair to the Nutmeg Conservatory for the Arts facilities is the responsibility of the student, parent or guardian and will be billed back to the parent, if necessary.

All students are responsible for their general day-to-day cleaning of their housing areas. Nutmeg personnel will clean common areas of the dorm/house (lounge/kitchen, restroom and shower areas) between 9:00 a.m. and 10:00 a.m., Monday through Friday. Students should use restrooms outside of the dorm area during this time to allow the cleaning crew to clean without interruption.

- Students are required to sweep their floors and underneath their beds, as well as roll up any throw rugs and clear floor of any personal items prior to cleaning staff mopping their floors on specified day (floors are mopped once a week).
- Beds are to be made daily and rooms kept neat.
- Dishes and utensils in the dorm: Each student should bring a place setting (bowl, plate, and mug) with a set of utensils for personal use for snacks and ***please write your name on them***. Students are responsible for cleaning and storing them in their rooms. Dirty dishes and utensils are not to be left in the sink or on the counters of the lounge, tables, or on dressers or furniture...wash your dishes when you are finished eating.
- Students are expected to thoroughly clean and pick up rooms on Sundays.

The Facilities Director and Housing Staff will develop chore duty schedules so that the responsibilities are distributed equally. Duties include:

- Remove trash and place it in a designated dumpster or trash container on a daily basis. Trash in

dorm room should be taken to dumpster whenever full, and not allowed to get to the point of overflowing.

- Dishes and kitchen cleanliness:

All dishes must be done before bedtime or immediately after breakfast each day. All students are responsible for any mess that they create, whether in dorm room or a lounge . If there is a reason a chore cannot be done, please speak to an RA or Housing Staff.

- Cleaning Studios and Halls includes:

Pickup all trash, placing water and redeemable bottles in the recycling bins, and putting items left behind in lost & found bins.  
personal

## **RESIDENT ROOM INSPECTIONS**

The Housing Director/Resident Advisor and/or the Facilities Director or other staff member may enter the resident's room after knocking and receiving no response (as a courtesy and respect for privacy and safety) for the following reasons:

- He/she smells or has been told of something suspicious or otherwise has reasonable cause to enter, believing that the resident either is in danger or is breaking a safety rule.
- To inspect for room cleanliness and tidiness on an intermittent basis. All rooms will be inspected on weekday mornings. A student who has a messy room may be pulled from academic or dance classes to get their room in order. Should the unkempt conditions continue he or she might be suspended or asked to leave Nutmeg housing.

## **HEALTH CARE**

Ballet is an extremely strenuous form of physical activity and you must be in excellent health and shape to succeed. Nutmeg requires all students to have a complete medical check-up at least once a year and we encourage and expect all our trainees to treat their bodies as top athletes do. Your eating habits should be relative to your desire to be a dancer and will be addressed regularly while at Nutmeg.

Students dancing for long periods of time need to plan for healthy snacks. Day students should bring fruit, yogurt, and/or other types of food with them to the building every day. Parents should assist their children with proper diet and hydrating drinks appropriate for their heavy schedule.

Any student found to be refraining from eating, eating then purging, or abusing the use of diuretics, will be suspended from ballet classes. The parents will be notified immediately and the student may be taken out of performances, suspended, or asked to remove themselves from the Nutmeg Programs. A student found with disordered eating may be asked to seek outside medical guidance and/or could ultimately be asked to leave Nutmeg Ballet Conservatory.

Nutmeg will follow the State of Connecticut Public School System, Rules of Zero Tolerance, when it comes to weapons, drugs, alcohol, or any other act deemed to be harmful or abusive to young students or is illegal.

## **MEDICAL SERVICES**

Parents are always kept informed regarding a student's health. Except in the case of emergency, Nutmeg must first obtain permission from a parent before the student will be taken to the doctor. If you need to see a doctor or go to the clinic or emergency room, please contact your Resident Advisor who will contact the Housing Director/Staff immediately. Authorized Nutmeg staff will drive and accompany the student to their appointment. Nutmeg Ballet Conservatory will charge a \$20.00 transportation fee for doctor appointments that are not emergencies. Please include a current copy of the front and the back of your insurance card with your medical forms.

## **CHIROPRACTIC SERVICES**

Dr. Matthew Pagano is available to provide chiropractic services and treat minor sports injuries at Nutmeg, for a reduced fee. Students using the services of Dr. Pagano need to have parental permission prior to seeing the doctor. An e-mail should be sent to the Housing Director, [ktuck@nutmegconservatory.org](mailto:ktuck@nutmegconservatory.org) giving permission for your child to see the doctor if prior permission is not on file with Nutmeg. Insurance information you have provided for your child will be given to Dr. Pagano for billing purposes. Please be advised that Dr. Pagano is not an employee of Nutmeg. Therefore, if you choose for your child to be evaluated and treated by him, you will be billed directly by his office.

**Dr. Matthew N Pagano, D.C.**

**179 North Main St., Winsted CT 06098**

**Phone: 860-379-3372 / Fax: 860-379-3373**

## **MAGNA PHYSICAL THERAPY**

If a student needs to have Physical Therapy, forms need to be downloaded from [www.MagnaPhysicalTherapy.com](http://www.MagnaPhysicalTherapy.com), completed by a parent /guardian of the student and faxed to: 860-679-0431. Call the office: 860-679-0430 to make an appointment and specify that your child wishes to be seen at the Nutmeg office and to provide insurance information. You will be billed by his office.

(If student needs to be driven to the Avon office for treatment there is a \$20.00 transportation fee).

**Brian A. Magna, PT, DPT, ATC**

**Magna Physical Therapy & Sports Medicine Center, LLC**

**302 W. Main Street, Suite 204, Avon, CT 06001**

**PH: 860-679-0430**

**E-mail: [Brian@MagnaPhysicalTherapy.com](mailto:Brian@MagnaPhysicalTherapy.com)**

**Web: [MagnaPhysicalTherapy.com](http://MagnaPhysicalTherapy.com)**

## **MEDICAL FORMS**

The completed Physician's Release form and Medication Authorization form(s) must be mailed or faxed back to Nutmeg Ballet Conservatory. No student, regardless of age, will be permitted to attend without these forms on file. Remember to keep a copy of each signed form for your records. If you have questions about medical forms, please contact the Director of Housing at 860-307-3111, e-mail: [ktuck@nutmegconservatory.org](mailto:ktuck@nutmegconservatory.org) or call the main building at 860-482-4413 and ask for ext. 1305.

If your child brings vitamins, over-the-counter medication and/or prescription medication a form for each

needs to be completed and turned in to the Housing Director. **A doctor's signature** as well as **a parent /guardian signature** is required. The State of Connecticut requires all vitamins, over-the-counter medication and/or prescription medications be dispensed by authorized Housing Staff as directed by a physician and may not be kept in a student's room or possession (with the exception of certain inhalers or EpiPens). All vitamins and medications **must be in original containers with current expiration dates**.

## **TRAVEL**

Nutmeg provides airport pickups and drop-offs at an additional fee. Please see the Transportation Fees Form, included with the Resident forms on our website, for an overview of these charges. All airport transportation communications should be directed to Karen Tuck, Housing Director, e-mail: [ktuck@nutmegconservatory.org](mailto:ktuck@nutmegconservatory.org). Drop-offs and pick-ups by Nutmeg must be made at least 7 days in advance of the departure date with the Housing Director.

Resident students who need to leave Nutmeg to travel for any reason must complete and submit a Travel Request Form. If the student is under 17 a parent must send an e-mail/note to the Housing Director, Karen Tuck, giving permission for the student to leave camp us. In addition, a Housing Staff member must authorize the Travel Request Form. A student who is 18 years of older, must also submit a Travel Request Form to Housing staff before leaving.

## **DAILY SCHEDULE**

Each student will receive a schedule upon arrival. As we approach time for the programs to begin, the schedules will be posted on our website at [www.nutmegconservatory.org](http://www.nutmegconservatory.org). Performance dates and times for each program will also be posted on our website. All additions and changes in schedule will be posted and announced daily.

## **BEFORE YOU LEAVE HOME**

Bring only what your child will need for the weeks that he or she will be in attendance. Dormitory rooms are equipped with bunk beds, dressers (and desks during school year). Please remember when packing, that space is limited in the dorm room.



# BASIC THINGS TO BRING

## Bedding & Towels

- Twin Bed Mattress Cover
- Twin Bed Sheets
- Pillow(s)
- Blanket-Electric Blankets Not Allowed
- Towels and Wash Cloths (2 to 4)

## Small Appliances

- Hair Dryer
- Alarm Clock
- Ipod & Headphones

## Miscellaneous

- \$5, \$10, \$20 Bills to Load Laundry Card
- Mattress Pad or Foam Pad-Optional
- Umbrella
- Stationery & Stamps
- Containers for Make-Up, Jewelry and Hair Items
- Hangers
- Dance Bag
- Laundry Bag
- Plastic Underbed Storage Boxes-8" - 10" tall
- Desk Lamp & Power Surge Cord-Optional
- Refillable Water Bottle

## Toiletries

- Personal Products
- Hairbrush, Comb
- Shampoo and Conditioner
- Toothpaste and Toothbrush

## Clothes and Shoes-Put Name In All Items

- Sneakers or Comfortable Walking Shoes-Flip Flops are not Permitted Outside Nutmeg

Dancewear and Booties are not Permitted as Street Attire

- Shorts (may not be too short)
- Cover-ups (Street clothing is to be worn outside)
- Raincoat
- Winter Boots-School Year

Nutmeg Danceshop: 860-482-4413 ext. 1316)

## PLEASE DO NOT BRING

- Extension Cords-Fire Marshall Restriction
- Coffee Makers & Toasters
- Electric Fans or Heaters
- Candles or Hot Wax
- Cases of Water-We Have Water Coolers to Fill Water Bottles

## DRESS CODE FOR DANCE CLASSES

Dress code attire is detailed on a separate form (found in Forms section on our website). You will need to bring all dress code items. All items necessary to meet the dress code standard can be pre-ordered from our "Dance Shop" and they will have them ready for you when you arrive. Contact the Nutmeg Dance Shop at: [danceshop@nutmegconservatory.org](mailto:danceshop@nutmegconservatory.org) or 860-482-4413 ext. 1316. They will be happy to assist you with any and all of your questions regarding dress code.

All dancers must wear clothing or cover-up over dancewear at all times when not in class or rehearsal. No dancer should ever walk outside of the Nutmeg complex wearing just leotard/tights. Coverwear is imperative outside of the classes. Men should dress accordingly to the proper dress code and never leave the classroom without additional clothing.

Flip-flops or dance booties for street wear are prohibited for all male and female students.

## HOUSING AMENITIES

Laundry machines are available in the dorm. Please bring \$5, \$10, or \$20 bills to purchase card for running the washer and dryer. If your child has never done laundry on their own, the Housing Staff or RAs are happy to assist on the first attempt. Please bring laundry detergent (or they can buy locally) and any other accessories they might need for laundry. Detergent sheets are not permitted for use in our machines.

## PHONE SERVICE

Nutmeg strongly recommends that each student have his or her own cell phone. All cell phones must be turned off during class time. Students will have access to a landline phone with limited phone service. Students will be able to make local calls and "1-800" number calls. Incoming calls are not restricted. Students ARE NOT allowed to place long distance calls (unless emergency) from any of the Nutmeg Conservatory offices or studios.

## COMMUNICATING WITH YOUR CHILD (E-mail / Mail)

Programs at Nutmeg Conservatory for the Arts are incredibly busy! Some programs have class/rehearsal from 8:30 a.m. to 8:00 p.m. EST every day. Because of this intense schedule, it is often difficult for students to communicate with their parents and family members. Therefore, if you are not hearing from your child – **DO NOT WORRY!** They are probably so busy with their class activities that they cannot find the time to return calls/e-mails. We are always aware of where your child is on campus at all times throughout the day and night. Should a family emergency occur and you must contact your child immediately, please call the Housing Director's cell phone: 860-307-3111. For non-emergencies please call and leave a message on the Housing apartment phone: 860-482-4413 ext. 1305.

All housing areas are equipped with wireless hookups for student laptops. We encourage summer students to bring their laptops so that they can keep communications ongoing with their families and friends. However, please be aware of time zone and do not call after your child's " Lights Out" time (when electronics and phones should be turned off).

Mail may be picked up from the bench outside the Main Office on the first floor of the Nutmeg building.

Personal mail should be addressed as follows:

Student Name  
c/o Nutmeg Conservatory  
Session # / Room Number  
58 Main Street  
Torrington, CT 06790

## **VISITS**

If a parent/guardian, relative or family friend plans to visit or take a student off campus for any reason, the parent/guardian must notify Karen Tuck, Housing Director, at 860-307-3111 or e-mail: ktuck@nutmegconservatory.org beforehand. Written permission (e-mail) must be received at least 24 hours in advance every time a student will be leaving the Nutmeg complex for a visit or overnight. All visitors must sign in and out at the Front Desk of the Main Office. No overnight visitors will be allowed to stay in the dorm during the summer sessions. All resident students leaving for an overnight need to complete an Overnight Form and turn it into the Housing Director. When a student is leaving for just a few hours they must check with the Housing Director that permission from parent has been received to leave with visitor and use the sign out book in the dorm.

## **PARKING**

Visitors may park in the spots adjacent to the back of the building. If visitor's spots are taken, please use street parking on Main Street or the municipal parking lot in the back of the Torrington Library. After business hours, unauthorized cars in the Nutmeg lot may be towed at the owner's expense.

## **STUDENT MEALS**

Breakfast, Lunch and Dinner are included in the tuition for all Resident Students. Day Students, must bring their own food or sign up for the Summer Meal Program. *All* students are required to complete a Meal Request Form.

Kelly Kampartus, chef at the Elks Club, prepares nutritious and healthy meals daily. Nutmeg has a special agreement with the Elks that allows us to use their facilities, located only two blocks

away from Nutmeg. Summer students receive three fresh and nutritionally balanced meals Monday through Saturday. On Sunday, a noontime brunch and dinner are served.

During the schoolyear, breakfast and lunch are served in the Nutmeg building and dinner is usually at the Elks Club. On Saturdays, students receive money to purchase dinner. Students provide their own dinner on Sundays.

Special dietary needs. Prior to arrival at Nutmeg all parents/guardians are asked to complete a Meal Request Form where special dietary needs for your child should be listed and explained. An Individual Plan of Care Form (required by the State of CT) also needs to be completed if your child has a special dietary need. Periodic meetings with the Housing and Artistic Directors are held to discuss dietary and nutritional requirements of our students.

## **CHECKOUT**

Prior to leaving Nutmeg, students must be sure that their rooms are in the condition in which they found them when they arrived. Students are responsible for checking the laundry room, Lost & Found bins, hallways and lounges for all personal items before departing. Items left behind will be thrown out after each session ends. Refrigerators need to be emptied. Trash from their dorm room needs to be taken to the dumpster (not deposited in other trash containers in the building). Floors need to be swept. All personal belongings from dressers and closets must be taken home.

Room keys and key cards must be turned in to Housing Staff at checkout. Day students must return key cards to Facilities Director or Housing Staff before they leave on last day. A minimum charge of \$30 will be billed for any missing key or key card.

Any damages to Nutmeg property will be recorded. Students will be charged for any expenses incurred by the organization to put the room back in order. The amount of these charges will be dependent upon the price of cleaning, repairs and/or replacement of the damage or damaged items.

## **FORMS**

Forms may be downloaded from our website ([www.nutmegconservatory.org](http://www.nutmegconservatory.org)) on the menu bar under "STUDENT".

Please choose the appropriate button for downloading forms for session your child will be attending (Summer Day Student, Summer Resident Student, Yearround Day Student or Yearround Resident Student).

Nutmeg Conservatory for the Arts offers an Academic Residency Program for grades 9-12. Please visit our website at [www.nutmegconservatory.org](http://www.nutmegconservatory.org) or contact Donna Mattiello, 860-482-4413 x1314, e-mail: [dmattiello@nutmegconservatory.org](mailto:dmattiello@nutmegconservatory.org) with any questions you may have.