

SUPERVISION AND SAFETY OF STUDENTS ON PROGRAM

Close Up has successfully conducted thousands of programs since 1971. From the moment students arrive in Washington, DC, until they return home, we are committed to providing a safe, secure, and memorable experience. All Close Up activities are designed with student safety in mind, and our unsurpassed record demonstrates that your child's security is our top priority.

Instructional Staff

Each Close Up program is run by a team of experienced instructional staff who ensure the safety and security of students and the academic integrity of the program. All staff members are highly trained and follow a strict protocol regarding student safety and security. We have years of experience visiting each program site and are acutely aware of all exit locations and evacuation procedures.

The key members of our instructional staff are:

- **Program Leader:** The program leader manages instructional staff, remains with students at the hotel and out in the city, and is available to teachers and staff via cell phone at all times.
- **Program Instructors:** Program instructors have the greatest impact on the student experience. Each program instructor leads a **workshop** of approximately 25 students throughout the week, guiding those students in their site visits, developing a safe and engaging learning community, and delivering the Close Up curriculum. Senior program instructors (**student program specialists**) are trained to assist program leaders in administering the program. All program instructors have a degree from an accredited four-year college, have a clear criminal background check, and have undergone 120 hours of training, including CPR and First Aid.

General Program Supervision

Close Up's supervision of students begins at hotel registration:

- Each student is assigned to a **hotel room**. Students are housed four to a room with two double beds. Close Up reserves blocks of rooms at hotels that are as close together as possible to assist with supervision. Males and females are housed on separate floors.
- Each student is assigned to a **workshop group of approximately 25 students**. The workshop is supervised and facilitated by a program instructor. Two workshops, and their two program instructors, travel together on a charter bus. There are usually multiple buses traveling together in one program. Program instructors count students and ensure attendance at every stop, at every meet-up point, and every time students board the bus.
- Each student receives a **schedule and nametag with a 1-800 emergency number**. They can call that number if they are ever separated from the group or need assistance.

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Nighttime Supervision

During each evening of a Close Up program:

- **Night monitors** are present in the hotel hallways from 9:30 pm (middle school) or 10 pm (high school) until 6 am. Night monitors check students into their rooms at room check (generally 9:30 pm for middle school, 10:30 pm for high school) and ensure that students do not leave their rooms and that there are no people unaffiliated with Close Up in the hotel hallways. All night monitors have undergone a criminal background check and training with Close Up.
- **A program instructor sleeps at the hotel** all week and serves as an overnight emergency contact. Their room number is printed on the student schedule. If an emergency arises, the program instructor works with the program leader and teachers to resolve the situation.

Medical Care for Students

Close Up has a partnership with [Medstar Georgetown University Hospital Pediatrics](#), allowing us to receive medical advice, make appointments with doctors, and access the clinic and the Georgetown University Hospital Emergency Room. When a student feels sick:

- A **program assistant** helps to facilitate medical care by calling Georgetown. If medical care is needed, the program assistant can escort the student to Georgetown. If no formal care is needed, the program assistant can escort the student to a pharmacy or to rest at the hotel.
- During the day, Close Up informs the lead teacher of any ongoing care for a student. In the evening and overnight, we ask teachers to take students to urgent care or the emergency room as needed. Program leaders rely on teachers and the Georgetown team (if the student was seen) to communicate updates on the student's condition to parents/guardians.
- Out-of-town programs (such as New York) do not always have a program assistant. In these cases, teachers help supervise and provide care to students who are not well.
- **Close Up does not have onsite medical personnel.** If a student has special needs or a chronic condition, parents/guardians should reach out to Close Up Program Services to discuss any information that staff should have or accommodations that are needed.

Questions? Review the [FAQs](#) on our website, email info@closeup.org, or call us at 800-CLOSE UP!