Visitor Policy

UWC
COSTA RICA
Dear Visitor,

Welcome to UWC Costa Rica! We are happy to welcome you to our community and hope that you enjoy your time with us. We hope that you will partake in the passion for UWC CR and grow your understanding of the UWC mission and movement through your visit.

Given that we are an active international boarding school, we ask that you respect the community rules and expectations outlined below during your visit.

Please take a few minutes to read all the information outlined below and let me know if you have any questions.

Saludos,
Visitor Policy

Coordinating your Visit

1. **Campus visits must be coordinated at least two weeks in advance.** To know who to contact about your visit, please refer to the list below:

   - If you are a UWC Costa Rica alum or a UWC alum, you need to contact our Alumni Coordinator Paola Protti at the e-mail alumni.coordinator@uwccostarica.org. Paola will send you visitor information specific for UWC Alumni.
   - If you are a friend or family member of a current UWC Costa Rica student, then you can coordinate your visit through your student’s Resident Coordinator, or your student can coordinate for you.
   - If you are a parent wishing to speak about academics, you can contact our Academic Director, Paula Moran, at the email paula.moran@uwccostarica.org.
   - If you are visiting through our Outreach program, your contact is Lorena Silvestri. You can contact her via lorena.silvestri@uwccostarica.org.
   - If you are visiting because you are interested in admissions or are a UWC National Committee representative, you can coordinate your visit with Ingrid Madrigal at ingrid.madrigal@uwccostarica.org or Annette Grew at Annette.grew@uwccostarica.org.
   - If you wish to volunteer at UWC Costa Rica, you need to contact Human Resources at human.resources@uwccostarica.org.

2. Visits that are not planned at least two weeks are not guaranteed entry to campus due to the College's safety protocols and our staff’s availability.

3. In your e-mail, please provide the following information:
   - Full Name – First Name and Last Name
   - Relationship to UWC. If you are an alum, please tell us what UWC you attended and your graduation year.
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- Visit’s Timeline – when will you be in Costa Rica? When will you be on campus?
- Any goals for or questions about your time with us
- Coordinate lodging – Let us know if you already have a lodging option or need assistance
  A photo of yourself (optional) – to be included in a campus-wide e-mail announcing your visit and making it easier for staff and students to say hi.

Visiting Hours

1. Since we are an active Boarding School, we have visiting hours in place to minimize distractions to our students during class and exam time and protect their study, sleep, and community building time. We ask that you respect these visiting hours and plan your visit around them.

2. In regular weeks, our visiting hours are as follows:
   - Monday: 2:00 p.m. -- 7:00 p.m.
     ○ Last entry: 6:00 p.m
   - Tuesday - Thursday: 2:00 p.m. -- 10:00 p.m.
     ○ Last entry: 9:00 p.m.
   - Friday: 2:00 p.m. to 12:00 a.m.
     ○ Last entry: 11:00 p.m.
   - Saturday: 10:00 a.m. -- 12:00 a.m.
     ○ Last entry: 11:00 p.m.
   - Sunday: 10:00 a.m. -- 10:00 p.m
     ○ Last entry: 9:00 p.m.

3. During IB Exams – usually the first three weeks of May and Mock Exams – usually the first two weeks in March – visiting hours are limited to 7 pm to 9 pm only, with the last entry being at 8 pm

4. During June, July, and August we don’t have a visiting hour schedule due to
our Summer Vacation and our New Student Orientation time. Visits for these months must be planned for at least three weeks and are limited to staff availability.

**Overnight Stays on Campus**

1. Due to infrastructure limitations and current enrollment numbers, **UWC Costa Rica**, there is limited opportunity for overnight lodging to our visitors.

1. If you are interested in staying on campus overnight, **you will need to coordinate directly with the primary contact for your campus visit**. Lodging space on campus is assigned on a first-come-first-served basis. **Requests to stay on campus overnight made with less than one week of notice will not be accepted**.

2. If you are staying on campus as a guest of a staff member that lives on campus, please note that your host is responsible for your stay. This means that if you break any of the commitments outlined in this document, your host will be notified and asked to address this code disruption directly with you. If you are hosting a guest on campus, please note that you are accountable for your guest throughout their stay and are expected to make sure they adhere to this visiting policy.

3. If you stay on campus, please be aware that our maintenance and cleaning staff can access our Guest Houses as needed to perform their duties, such as making sure supplies are available for you.

4. On the last day of your visit, you must check out from the guest house by 12:00 p.m. with your primary visit contact. This is to allow plenty of time for transition in case we have back-to-back visits scheduled. You are welcome to stay on campus until visit hours permit that day, and accommodations can be made for luggage storage until then.
5. If you are a parent or friend of a current UWC Costa Rica student, as stated on the student contract, overnight stays on campus are not permitted.

6. Santa Ana offers plenty of hotels, hostels, and other lodging opportunities nearby campus. A quick Google search or your favorite booking website will give you many options to go from. Here is some nearby options campus to get you started:

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Meals on Campus

1. Visitors are welcomed to eat at our cafeteria. The price for each main meal has a cost of $5 and for each snack $2. Before going to the Cafeteria, you must purchase your meal tickets at our Finance Department.

2. Meal times at UWC Costa Rica are:

- Breakfast: 7:00 a.m. - 8:00 a.m.
- Snack: 10:00 a.m.
- Lunch: 12:00 p.m - 2:00 p.m.
- Snack: 4:00 p.m.
- Dinner: 6:00 p.m. - 7:00 p.m.

2. We ask that you let us know how many meals you will eat on campus at least one week before your visit so we can coordinate with our Cafeteria in advance.

3. Visiting UWC Costa Rica alumni are given one free meal at our cafeteria during their visit as a small token of our appreciation of your visit. You can coordinate which meal this will be with the Alumni Coordinator while planning your visit.

Checking In & Out

1. When you arrive at UWC Costa Rica, you will check in with the security guard
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at the gate of the College

- If you haven’t signed the Visitor Policy prior to your arrival the guard will ask you to carefully read this policy and sign a hard copy for our records.
- You will be asked to sign our Visitor Book to have your contact information in case it is needed. Here you will also be able to leave us a message or comment at the end of your visit. The guard will also give you an ID badge that you must wear at all times during your stay.

3. During your visit, you can leave campus and re-enter as many times as you wish in case that you want to visit downtown Santa Ana and/or other nearby sites

- Every time you exit and return to campus, you will need to sign out/sign in with the guard at the gate in the same log we use. This is a precaution in case of an emergency so that we know who is on campus and where to reach you if needed.
- Please keep in mind the last entry times in the visiting hour’s schedule as they indicate the last time that you will be able to re-enter campus before the end of your visit.
- Visitors staying on campus can go out at night but must be back to the College by 11:00 p.m. on weekdays and noon on weekends. If you don’t return to campus at this time, you will not be allowed entrance.

4. When you are ready to end your visit, you will check out with the guard at the College gate. Please remember to return your ID Badge at this time and to write any messages or comments in our Visitor Book

**Emergency Assistance**

1. Campus visitors are expected to have their own international/overseas travel medical insurance during their visit as the College’s insurance plan does not cover them
2. If you have an emergency during your visit, please contact the security guard at the Gate by calling 132 from any campus phone or dialing (506) 22-82-56-09 ext. 132 from private phones

**Campus Wi-Fi**

Visitors are welcomed to use our Wi-Fi network. Please log into the Guest Network. Ask an educator for the updated password.

**Visitor Code of Conduct**

All campus visitors are expected to abide by our Visitor Code of Conduct. It is in place to protect the wellbeing and safety of the UWC Costa Rica community and is grounded on the values of UWC and UWCCR.

**If a visitor is found to break these rules, they will be asked to leave the campus immediately. In the case of severe infractions, the visitor will not be authorized to revisit UWC Costa Rica.** Any member of the UWC Costa Rica staff can implement the following Code of Conduct. Any case may be referred to Costa Rican authorities for legal or criminal consequences in the case of any illegal activity.

1. Visitors must not interfere with any regular activities of the College such as classes, CAS events, residential life programming, or any other scheduled activities like residence or community meetings
   a. Visitors may participate in regular activities of the college only if invited by the staff member supervising the activity or event and with special permission from the appropriate Management Team Director

2. Visitors are not allowed to participate in off-campus activities that have been organized for current students. The only exception is through a special permission granted by a Management Team Director
3. Engaging in anti-social behavior including, but not limited to, harassment, discriminatory behavior, theft, vandalism, or disrespecting another member of the community is an infraction of this code of conduct. In case of theft or vandalism, the visitor will be financially responsible for any damages caused and referred to Costa Rican authorities.

4. Endangering one’s self or others’ life – including but not limited to the creation of a fire hazard; possession or use of firearms, weapons or other objects that can be used as such; climbing the lightning tower, or intentionally harming someone else is a severe violation of the Visitor Code of Conduct.

5. Visitors are welcomed to use and stay in any of the common areas of the College like the Cafeteria, common areas in the residence area, green house, tables, library, etc., so long as space is not being used by any regular activity group. However, to respect the private areas of the student’s visitors are not allowed to visit the room(s) of any students.
   a. During Mock Exams and the month of May, the library, residence study rooms, and classrooms being used as study centers are off-limits to visitors in order to protect study spaces for students.

6. Tobacco. UWC Costa Rica is a smoke-free campus and as such nobody is allowed to smoke on campus.
   a. Visitors who are smokers can smoke off-campus without breaking the code of conduct.
   b. Distributing or selling tobacco cigarettes to students is a severe infraction of this code of conduct.

7. Alcohol. UWC Costa Rica is an alcohol-free campus. Use, sale, distribution or possession of alcoholic beverages on campus, at College-sponsored activities, or while representing the College is prohibited and is a severe infraction of this code of conduct.
   a. The legal drinking age in Costa Rica is 18 years old. Although not encouraged by the College, visitors over this threshold age can consume alcoholic beverages off-campus. Should you choose to do so, keep in mind that visitors
are expected to role model responsible drinking to students. You are an ambassador of UWC to the Santa Ana and surrounding communities and should act as a responsible representative of the movement at all times.

b. Visitors who are in a drunken and/or disorderly state, as judged by any UWCCR staff member, will not be allowed entry to the College.

c. Visitors who are found to be providing or have provided alcohol for students will have their visit terminated and be asked to immediately leave the College regardless of whether this happened inside or outside the College.

**Code of Conduct Continued**

**8. Illegal/Illlicit Drugs.** UWC Costa Rica is an illegal/illicit drug-free campus. The use or abuse, possession, sale, or distribution of non-medical mood-altering chemicals such as stimulants, suppressants, marijuana, hashish, cocaine, LSD, amphetamines, barbiturates, hallucinogenic drugs, or other narcotic substances or drug paraphernalia on or off College grounds is prohibited and considered a severe violation of this code of conduct and may be referred to Costa Rican authorities.

a. Visitors who are suspected to be under the effects of any illegal/illicit drugs as judged by any employee of the College on duty—including security guards—will not be allowed entry to the College.

**9.** Because in UWC no space is private, sexual intimacy or sexual behaviors between visitor/visitor or visitor/student relationships, including both different and same-gender relationships, is not allowed. It is important to remark that the types of activities that are classified as ‘sexually intimate’ may vary according to an individual’s culture, religion, and upbringing and due to our UWC values any intimacy activity that brings discomfort to a community member will be addressed under this policy.

a. It is absolutely prohibited for visitors to engage in sexual relationships or
behaviors with students while on the UWC Costa Rica campus.

b. physical or sexual abuse, including harassment, sexual assault, and sexual relations without proper concern, on or off-campus, are not allowed. Additionally, the school or victim may choose to present a legal process with the Costa Rican government and authorities.

c. Visitors must be familiar with the UWC Costa Rica Safeguarding / Child Protection principles, practices, and policy. This information is available at https://uwccostarica.org/en/safeguarding-child-protection/

10. Failure to abide by any emergency or safety procedures or to disregard or disrespect a community member enforcing them –including safety team students –constitutes a severe breach of the Visitor Code of Conduct

11. **Overnight visits.** Visitors staying on campus can go out at night but must be back to the College by 11:00 p.m. on weekdays and 12:00 p.m. on weekends. Alumni that return after these times will not be allowed back on campus and will need to find alternate accommodations for that night at no cost to the College. After 10:00 p.m., overnight visitors are not permitted to enter or stay anywhere in the Residence Area of the College to respect privacy and study/sleep time.
Agreement

I certify that I have carefully read, understand, and accept to abide by the UWC Costa Rica Visitor Policy and the Visitor Code of Conduct during my upcoming visit to the College.

Visitor Name: ____________________________________________________________
Visit Date(s): ____________________________________________________________
Visitor Signature: _________________________________________________________
Date (mm/dd/yy): ________________________________________________________

Educator who received: ___________________________________________________
Date: ____________________________________________________________________

Is the visitor staying overnight on campus? Yes _____ No _____