

LIVING AT THE KANSAS CITY ART INSTITUTE

Living Center Organization

A full time Residence Director coordinates the Living Center, including maintenance, security and custodial needs and supervision of the Resident Assistants. A part time Residence Hall Coordinator lives in the building and is responsible for after hours emergencies and resident needs. The staff of the Living Center includes at least one Resident Assistant per floor and all RAs live in the Living Center.

The Resident Assistants exercise leadership in maintaining a pleasant, healthy and safe environment on their assigned floors. They also work with floor members to ensure a successful adjustment to the group living experience by 1) fostering a community spirit among floor members and 2) sponsoring educational, social, recreational and cultural programs that address core issues of individual student development and growth.

Students may occupy space assigned to them in the Living Center no earlier than June 20 and are required to be checked out no later than 10:00 am, July 10. Please contact the Living Center at 816-802-3397 if problems arise.

Authorized representatives of KCAI maintain the right to enter space at any time for inspection and repair at the convenience of its staff or in response to emergencies. Resident staff may enter students' rooms when there is sufficient reason to believe an occupant is involved in activities in violation of the Responsibility Pledge.

A resident will be charged all expenses of issuing replacement keys or access cards should they be misplaced or stolen. Residents who lose their key will pay a \$25 key replacement fee to the school. There will be a \$15 replacement fee for lost Access Cards. Problems with lost or malfunctioning keys or access cards should be referred promptly to appropriate Living Center Staff.

21 meals per week are provided for all residents. All residents are automatically on the meal plan.

Housekeeping/Laundry

Students are responsible for cleaning the rooms they occupy and for depositing trash and refuse in designated receptacles. Coin-operated laundry facilities are located on each floor - \$1.25 for washing or drying.

Security

The Department of Safety and Security of the Kansas City Art Institute exists to serve and protect an educational environment designed to provide a community that fosters each student's commitment to art and his or her development for humanistic values. The Department respects this unique freedom, creativity, discipline and vision. The Department continually strives for excellence and to maintain a safe and secure environment through service, integrity, leadership and fair treatment to all.

The Living Center at the Kansas City Art Institute is equipped with an access reader card system, which is operational seven days a week. All students are issued an access card. In addition, security officers patrol the building Monday through Sunday and a security officer is posted in the Living Center lobby from 11 pm to 7 am seven days a week. Security may request identification.

Contacting the Security Officers is convenient and easy for students, faculty and staff to find. The Security Officers on patrol answer the calls and respond immediately to emergency situations. KCAI Security can be reached by dialing **816-931-6666**. Kansas City Missouri Police can be reached by dialing **911** for emergency situations.

What to Bring

The Living Center provides bed frame and mattress, desk, chair, closet, dresser drawers, window blinds and indirect lighting. You will need to provide your own blanket, pillow, sheets (extra long twin), pillowcase, mattress pad if preferred, towels/washcloths, hangers and personal toiletries.

Closet and desk space are limited, so please bring only those clothing and desk items that will be necessary for a 3 week stay. There is no storage space for additional items, multiple pairs of shoes or other non-essentials. Please be considerate of your roommates (and your parents who have to help you lug it to and from your room!) by bringing only what you'll need and use.

It is recommended that students bring additional money in the form of Travelers Checks as well as cash. KCAI does not have the ability to cash checks or money orders, so we suggest that students bring ample funds. \$50 - \$100 should cover what you might need for weekend field trips.

The activities of the program include working in the studios, off-campus field trips, and leisure time. For studio work, you will want to bring comfortable clothes that may get stained or paint-smearred.

If you wish, you may bring an iron, blow dryer, electric rollers, shavers, radio and lamp. Headphones are a necessity for stereo listening during quiet hours. Cooking appliances may not be used in the Living Center.

Telephones

Each room has a phone jack with the phone number for that room printed on it. Students must bring their own telephone. To call long distance, students must have a phone card (any card that uses a 1-800 number will work). Phone cards are available for purchase at the campus Art Store. Long distance calls may not be charged to KCAI.

Supplies

All supplies are provided with the ArtLab, but students may desire to make additional supply purchases during their stay. The KCAI Art Store will be available to them for this purpose. The KCAI Art Supply store is open daily Monday – Friday, 8:30 AM – 5:00 PM, throughout the residency period.

Medical Care

Student health is very important to us at KCAI. If a student is in need of medical attention, a resident staff member can assist him/her in scheduling an office visit. In case of emergency, the student will be taken to St. Luke's Medical Center by KCAI staff or ambulance, if necessary. The student will be asked to show proof of insurance in order to be admitted.

If family health insurance coverage does not apply, students are required to purchase coverage through KCAI's Student Health Plan (if you require an application, please contact the Student Life Office at 816-802-3423).

Fire Safety

Follow the instructions provided by the resident staff. Tampering with any emergency equipment (such as fire extinguishers, alarms, detectors, lights) is a State of Missouri misdemeanor. Candles and incense are not allowed on residence floors due to fire hazards. Smoking is not permitted in the Living Center.

In case of emergency, call 816-931-6666 for campus security (which is answered 24 hours per day, seven days a week). The main campus number may be called at 816-472-4852; Living Center Office 816-802-3397; ArtLab Director 816-802-3429 or Special Programs at 816-802-3445.

Refund Policy

There is no refund of the \$300 deposit.

The amount of program refund, when officially notified, is as follows:

Two weeks prior to ArtLab 100%, one week prior 50%. No refunds for any reason are awarded once the program begins. All students who withdraw from ArtLab will be charged a \$50 administrative fee.

Mail

Advise friends and family of the length of your stay at KCAI. Mail that arrives after ArtLab ends will be forwarded to you at your home address. Address mail as follows:

Kansas City Art Institute
4421 Warwick Boulevard
Kansas City, MO 64111
c/o Resident Name, Pre-College ArtLab, Living Center