



## Things to Know



**Directions:** The campus entrance address is **12103 Garrett Bay Road, Ellison Bay**. Please refer to the enclosed map or print a map online. Once you get to Sturgeon Bay, take either Highway 42 or Highway 57. Highway 42 goes all the way to Ellison Bay. Highway 57 splits off from Highway 42 just north of Sturgeon Bay and ends in Sister Bay, where you pick up Highway 42 to Ellison Bay. (Highway 57 usually has less traffic than Highway 42. It also goes through fewer villages.) In Ellison Bay, about four miles north of Sister Bay, watch for the Blue Bear Restaurant on the left. Continue another block to Garrett Bay Road. Turn left on Garrett Bay Road and drive about one quarter of a mile to a stop sign. You will see a driveway on your left with a sign that says, "The Clearing Campus Entrance." (The entrance is across the road from a small park.) Turn left onto this drive and continue through the woods until you reach a Y-intersection. Veer right, follow the signs to the campus parking lot, park your car and follow the flagstone paths past the log buildings to the Lodge to check in.

**Drive Times:** The following drive times are approximate and should only be used as a guide. Your location within a given area, driving habits, road construction, stops along the way, weather conditions and traffic conditions will combine to determine how long it actually takes.

- Chicago Area: 6 hours
- Green Bay Area: 2 hours
- Madison Area: 5 hours
- Milwaukee Area: 4 hours
- Minneapolis/St Paul Area: 7 hours
- Sturgeon Bay Area: 1 hour

**Sunday Check-In:** The week begins on Sunday afternoon with check-in from 1:00 to 4:00 in the Lodge. A staff member will be in the Lodge during this time to check you in and to direct you to your room. Please arrive between 1:00 and 4:00 especially if you are coming to The Clearing for the first time. In case of questions, call 920-421-4417 during these check-in hours. This will give you time to unpack and to settle in before supper at 5:30 in the Lodge. If you arrive after 4:00, an envelope with your name on it will be taped to the front door of the Lodge. The envelope will contain your room key and your information packet.

**Saturday Check-In:** If you have been confirmed for Saturday arrival, check-in is from 1:00 to 4:00 in the Lodge. (If you are unsure if you have been confirmed for Saturday

arrival, check your confirmation letter or email.) A staff member will be in the Lodge during this time to check you in and to direct you to your room. Please arrive between 1:00 and 4:00, especially if you are coming to The Clearing for the first time. In case of questions, call 920-421-4417 during these check-in hours. If you know in advance that you will not be arriving until after 4:00 on Saturday, call 920-854-4088 (the office) no later than 4:00 on Friday afternoon to let us know. If you were planning to arrive by 4:00 but are delayed, there is no need to call. We will assume that you are still coming and will tape an envelope with your name on it to the front door of the Lodge. The envelope will contain your room key and your information packet. Please note that The Clearing does not serve any meals until Sunday supper at 5:30 in the Lodge.

No staff members are on-site between 4:00 p.m. on Saturday afternoon and 1:00 on Sunday afternoon. If you have a need to talk to a member of the staff call Tammy Musiel at 920-421-1171 or Emily Roedl at 262-745-3624. Please call these numbers only if truly necessary.

**Orientation:** After Sunday supper, there will be an optional slide show in the Schoolhouse at about 6:45, followed by everyone gathering in the Schoolhouse for introductions at 7:30. After introductions, students will meet with their instructors in their classroom for a brief class meeting.

**Room Keys:** If you would like a key for your room, you can request one at check-in, which is from 1:00 to 4:00 on both Saturday and Sunday. If you arrive for check-in after the Lodge host has left, a key will be placed in your check-in envelope, which will be taped to the Lodge door.

**Monday Afternoon Orientation Hike:** For those who want to learn more about The Clearing and see more of the property, there is an optional orientation hike at 4:15 on Monday afternoon.

**Friday Evening Show-And-Tell:** Everyone gathers in the Schoolhouse on Friday evening after supper for a student show-and-tell with a punch and sweet treat reception in the Lodge following.

**What to Bring:** The Clearing provides bed linens, two blankets, one pillow, two towels, two washcloths, shampoo, body wash and hand soap. If you need more of any of these items, please bring them with you. Even

though there are path lights around the buildings, bring a flashlight, particularly if you plan to be out after dark. You may also want to bring ear plugs and insect repellent. There are fans and space heaters in the rooms.

**General Health Form:** All students are encouraged to complete a General Health Form. If you have food allergies, serious health issues, or take medication, please let us know. Filling out the General Health Form is optional, and all forms will be kept confidential. Please return the form a minimum of three weeks prior to your arrival at The Clearing.

**Meals:** All meals are available in the Lodge. All breakfasts will be served buffet style. Guests can go through the hot buffet line any time from 7:30 to 8:15 and sit wherever they like. For those who would like an earlier start to their day, there will be coffee, oatmeal, yogurt, fruit and other items available at 6:30 until 8:15. Those who have this "early breakfast" are still invited to go through the hot breakfast buffet line between 7:30 and 8:15.

The mid-day meals on Monday, Tuesday, Wednesday and Friday will be served family style at 12:00 noon. Please be punctual. The Thursday noon picnic will be served outside, weather permitting, but will be served inside if the weather does not permit.

All suppers will be served at 5:30. Sunday and Friday suppers will be served family style. Please be punctual. Monday, Tuesday, and Wednesday will be buffet style. Guests may go through the buffet line for these suppers any time from 5:30 to 6:30. Supper is not served at The Clearing on Thursdays.

**Meals For Commuters:** If you are a commuter, your meal package includes all five noon meals (four dinners plus the Thursday picnic), plus Sunday and Friday supper.

**Food Restrictions:** The Clearing's kitchen staff does its best to accommodate those with food allergies.

**Tips for Staff:** Many guests choose to leave a tip for the staff. This is optional, of course. For the dining room and kitchen staff, there is a tip box in the Lodge, above the credenza. For the housekeeping staff, you will find an envelope on your bed when you check in. Again, tips for the staff are optional.

**Instructor Gift:** Instructor gifts are not required or expected. In fact, some instructors prefer that a gift not be given. However, students sometimes choose to contribute toward a gift for their instructor. In any event, the students within individual classes decide if a gift is to be given to the instructor. If a gift is given, it is best to do so in class, not during the Friday evening student show-and-tell.

**In Case of Emergency:** If someone needs to contact you Monday through Friday during office hours—8:00 a.m. to 4:00 p.m.—they should call the office at 920-854-4088. A staff member will relay the message to you as soon as possible.

If someone needs to reach you for an emergency reason outside office hours on weekdays, or on Saturday or Sunday, he or she should call the following people, in the order listed, until they reach someone:

1. Tammy Musiel at 920-421-1171
2. Emily Roedel at 262-745-3624
3. John Perkins at 409-370-9304

**Please use these numbers only for emergencies.** Non-emergency messages should be left on the office answering machine.

**Cell Phones:** Since The Clearing is a retreat, we ask that everyone be respectful of others by limiting cell phone and other digital device use. During your stay, especially in common areas. Cell phone ringers, text tones and other notification tones should always be turned off. Using digital devices for taking photos, and for class purposes, is perfectly fine, of course.

**Check-Out:** Check-out time is 9:00 a.m. on Saturday after breakfast, when we begin cleaning rooms for the next week's group.

**Accessibility:** The Clearing has made many improvements regarding making the buildings and grounds more accessible for those with physical disabilities. Still, some may have issues related to accessibility. For instance, the dining room is on the second floor of the Lodge. Please call The Clearing to discuss any concerns you have regarding accessibility.

**Buildings & Grounds:** The Clearing is a rustic, "natural" place. The buildings in which the sleeping rooms are located are made of log and stone. Several rooms, although modernized over the years, are in buildings that date to the late 1800s. The paths around buildings are flagstone. The paths away from buildings—in the woods, meadows and along the edge of the escarpment cliff—have either a sawdust or wood chip surface, or, most often, are bare soil. Rocks and tree roots are at the surface in some areas on these paths, so care should be taken when walking. Good walking shoes and a walking stick are helpful. There are walking sticks available in the Lodge for guests to use during their stay.