

# Centre Guidebook

Long Island University



L'ASTROLABIO  
*We are family*



# Oxford International Education Group

At Oxford International Junior Programmes, we aim to provide young students from all over the world with a safe, fun, friendly, and structured environment to improve their English language knowledge.

We are one of the top providers of junior programmes in North America. Oxford International Junior Programmes is part of the Oxford International Education Group (OIEG), founded in 1991 as ISIS Education and Travel by David Brown and Robert Darell. Oxford International has grown to be one of the top 10 businesses sponsored by the Prince's Trust after it provided OIEG with a £5,000 loan.

OIEG now offers a huge range of university pathways, spring, summer, and year-round academic programmes, and educational tours. Our programmes have grown steadily in size and popularity, and we now run 14 centres in the UK and 6 centres in North America, welcoming over 10,000 students.

We create life-enhancing learning experiences that help students worldwide to develop personally and professionally and that enrich their future opportunities.



Founders David Brown and Robert Darell meeting HM King Charles III

## About LIU

Long Island University, founded in 1926, is recognized for high-quality academics, experiential learning, and strong student outcomes, offering more than 150 degree programs and a global alumni network of over 200,000. Among its campuses, LIU Brooklyn stands out as a major center for professional education, preparing students to become ethically grounded, intellectually engaged, and socially responsible global citizens. The Brooklyn campus offers more health care professional programs than any other campus in the New York metropolitan area, including the Arnold and Marie Schwartz College of Pharmacy & Health Sciences and The Harriet Rothkopf Heilbrunn School of Nursing. It is also home to the Kumble Theater for the Performing Arts—a hub for artistic exploration—and competitive Division I athletics.

While LIU also includes the scenic LIU Post campus and the globally immersive LIU Global program, the Brooklyn campus remains at the heart of the university's reputation for innovation and opportunity. Upon graduation, students join a far-reaching alumni community of more than 200,000 leaders and creators across the world, continuing LIU's legacy of shaping impactful careers.

# Staff at Your Summer Centre

## Activity Manager (AM)

The Activity Manager is responsible for all aspects of the Activity Programme. You should meet with them at least 2 or 3 times a week to ensure everything is going okay with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

## Director of Studies (DoS)

The Director of Studies is responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

## Activity Leaders (AL)

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, meal duty supervision and airport transfers.

## Centre Manager (CM)

The Centre Manager is responsible for the smooth running of the centre. Our Centre Managers are chosen for their experience, professionalism and personalities, and you will have daily contact with them.

## EFL Teacher/ Senior EFL Teacher

Teaching staff are responsible for planning and delivering lessons from the OIJP Syllabus. Some centres will also have 1 to 2 Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.

## Assistant Activity Manager (AAM)

The Assistant Activity Manager assists the AM with all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable, they also assist the AM with the excursion itineraries.



# The Airport

On arrival at the airport, you will be met by one of our Activity Leaders, who will welcome you to the US. The Activity Leaders will be wearing a red T-shirt with the Oxford International Junior Programmes logo so you can easily recognize them.

The Activity Leader will accompany you by coach or individual transfer to your centre. When you arrive at your centre, a management team member will be waiting to greet you. You will receive a welcome pack with your specific programme, registration forms, lanyards, student ID, and the optional booklet.



## Arriving at LIU

When you arrive at LIU, you will be shown to your accommodation at 1 University Plz. All rooms at LIU, have twin beds. Bedrooms include a bed, wardrobe, desk, chair, and lamp for each student. There are shared bathrooms on each floor. Linens are provided once upon your arrival, which you may wash throughout your stay.

At Oxford International, we aim to room your students in line with your needs. If you would like to keep your group together (regardless of gender) please let us know in advance. It may also be possible to keep your group together in the same building but split the group across different floors/corridors by gender. If there are students in your group who are a different gender to yourself, but you are the only group leader, those students will be supervised by a member of the OIEG staff.



# The Centre

## Postal Address:

Full Name  
Oxford International Junior Programmes  
LIU Brooklyn  
Attn: LIU Events Team  
1 University Plaza,  
Sloan 301  
Brooklyn, NY 11201

- Mail Services & Receiving Location: packages will be delivered to the residence by LIU student ambassadors at specific dates/times.
- Please ensure the letter/package is clearly labelled with Oxford International and your group name.

## Laundry:

- Laundry services are available in the residence.
- **Laundry at LIU is free** of charge, and **detergent can be purchased** from the OIEG Management team.
- Group Leaders will help students organize their laundry time with OIEG staff.

## Computer Access:

Free Wi-Fi is available in the accommodation.

## Shop/Café:

There are a number of eateries across LIU campus, including delis, pharmacies, and various café options.

## Security:

There is 24-hour security on campus with night staff on patrol after working hours. There are no safes in the bedrooms, however, our staff will be happy to store your valuables in our office safe if you would like!

## Food:

Breakfast: 08:00-09:00\*  
Lunch: 12:00 - 13:00\*  
Dinner: 17:00 - 18:00\*

All-you-can-eat style meals (vary daily), side dishes, with daily vegetarian options, and a dessert (we can accommodate food allergies and intolerances if notified in advance). Students will clean up after themselves, and ID is required for Dining Hall entry.

\*hours will vary by day.

## Facilities:

Indoor and outdoor spaces for interactive activities including conversation classes, international evenings, discos, and more.

## Bank/Post Office:

There are several banks and ATMS available on campus and nearby, all within 10-15 walking distance.  
There is a post office a fifteen-minute walk from our office.

## Hospital/Doctors:

- The Brooklyn Hospital Center - 121 DeKalb Ave, Brooklyn, NY 11201
- Brooklyn Health Center - 265 Ashland Pl, Brooklyn, NY 11217

## Religious Centres:

LIU emphasizes religious diversity and an inclusive environment for all students. Churches, Mosques, and Synagogues are nearby via public transportation

## Fire Drills + Fire Safety:

It is a requirement that at any residential centre, fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all of your students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are unaccounted for or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

## In the case of a fire:

- Raise the alarm
- Use the stairs (not the lift)
- Ensure your students do not run out of the building
- Find the nearest fire exit (follow the exit signs) and leave the building safely
- Go to the nearest fire safety point
- Do not re-enter (or encourage your students) to re-enter the building until authorized to do so.

## Curfew:

- Evening curfew is 10:00 pm.
- All students must be in their accommodation by this time. They must be in bed with lights off by 10:30 pm. We ask that you monitor your own students. If you are in a corridor with other students making noise after this time, please report it to the CM.

# Student Code of Conduct

- Speak English at all times
- Be polite and friendly to everyone on campus
- Listen to all instructions
- Be on time
- Always ask if you need help
- Respect other people's possessions, cultures, and customs
- No alcohol. It is illegal for anyone under 21 to purchase alcohol in the US
- No smoking. It is illegal for anyone under 21 to purchase cigarettes in the US
- No chewing gum
- No swearing or foul language
- No vandalism. Any damage to property will be charged for
- No bullying or violence. There is a zero-tolerance policy for this kind of behaviour



# Student Packing List

Summer in the NY area can be hot and humid, with occasional rainstorms. In addition, touring NYC can be quite exhausting, so we highly recommend bringing appropriate footwear for lots of walking and climbing stairs, and light rain gear.

## Documents

- Passport and copy of it (email copy to yourself)
- Visa document and copy of it (if required)
- Flight Tickets
- Insurance documents
- A copy of any medication prescriptions in case of emergencies
- US currency (*recommended \$200/week*)
- Cash only, Housing Deposit - \$100

## Technology

- Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items)
- Powerbank
- Headphones
- Camera and camera charger
- Plug converter/travel adapter

## Everyday Essentials

- Medication
- Toiletries, washing and sanitary essentials
- Toothbrush and toothpaste
- Towel
- Hairbrush/comb/hairdryer
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Water bottle
- Plastic bags for dirty laundry or wet items



## Excursions

- Casual, comfortable clothing
- Umbrella
- Sun protection (cream, spray, lotion)
- Quality rain/wind-proof jacket
- Secure handbag/backpack/travellers wallet
- Sunglasses
- Appropriate footwear for walking

## Onsite Activities

- Tracksuit/jogging pants for sport and sneakers
- Costumes for social events
- Swimming Costume and Towel

## What Not to Pack

We can only guarantee the carriage of **one suitcase** and **one small carry-on** luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance. If we are not informed in advance an extra charge might occur if an extra coach needs to be arranged on arrival. Lastly, we do not assume responsibility if expensive belongings or those of sentimental value are lost/stolen.

- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Too many clothes

# Excursions

## Sightseeing

NYC is an amazing place with many, many famous locations and sights to see. The Statue of Liberty, Times Square, Rockefeller Center, Central Park are just the beginning.

Your days in the city will be PACKED. Full day trips include Ellis Island, the Statue of Liberty AND the World Trade Center - and that's just ONE DAY! Touring NYC is an unforgettable experience...be ready to take many, many pictures, and bring good walking shoes.

## Shopping

Of course you can't visit NYC without at least browsing some of the famous stores. 5th Avenue, the Apple Store, Times Square, the original Macy's and more will get your toes tapping as you shop in style



## Cultural Excursions

The standard itinerary includes the Museum of Natural History, one of the premiere NH museums in the world, and MOMA, NYC's most popular modern art museum. Walking tours will also include cultural highlights, as you visit locations of historical significance in the growth of NYC and the United States.

## Lunches

At LIU, you will receive:

- Packed lunches or meal cash during the full day excursions.
- You might also have a packed lunch on your Optional Day.

## Our Activity Leaders ask you to...

- Only take photos when advised to do so
- Keep together as a group
- Don't stop for toilet or food breaks
- Stay vigilant of on-coming traffic
- Don't block the pavement
- Walk at a brisk pace
- Don't talk over the guides
- Wear your lanyard at all times
- Ask lots of questions!



# Onsite Activities

## Challenges

Challenges are great activities that encourage students to work in teams. All challenges are stimulating problem-solving tasks designed to help group members develop their capacity to work effectively together. Challenges at your centre could be team challenges, a photo challenge, etc. Unfortunately, as challenges are a mystery before running the activity, not much information can be revealed in advance!

## Sports

Sports sessions are designed for all students to have a good time. The structure of most of the sessions will include a warm-up, improving skills, and final games. Otherwise, a tournament structure will be followed. Sports can include running club, basketball, and dodgeball. It is important that students wear suitable sports clothes and footwear for sports sessions.

## All Campus Activities

These activities will involve all students at the centre to participate; it will be an excellent opportunity for students to get to know each other and learn about other cultures. Discos are usually the most popular night with the students, and they may be themed as Union Jack disco, festival disco, and the last disco theme will be decided at the centre; it's up to the students! The talent show is the perfect opportunity for students to show off their music, dance, and drama skills. This activity is incredibly popular, and even staff may prepare an act to display on the night! Don't forget the International night, where you will be able to share your culture and background with all other students!

## Workshops

Workshops are alternative activities for those students who prefer more creative and relaxing sessions. These workshops focus on specific skills, so each session will be based on a particular theme. Students will be able to participate in a group mural, a drama workshop, and a self-portraits workshop amongst others. These activities will encourage students to be creative and improve their artistic skills, as well as learning specific vocabulary.



### Sign Up Activities:

To ensure students take part in onsite activities, they will now need to sign-up in advance and a register will be taken at the beginning of each activity.



# Group Leaders

## Group Leader Meetings

Group Leader meetings are essential for the smooth running of a residential centre. These are the perfect times to raise any issues you may have. There will be a meeting on your first morning at the centre (or the day after arrival) where you will receive all the essential information about the first few days and will be introduced to all members of the Senior Staff.

Information we will give you at this meeting:

- Centre specific contact details
- Meeting times and points
- Programme details
- Lessons and excursion procedures

## As Group Leaders We Promise To...

- Attend all meetings with OIEG staff
- Ensure that our students are punctual and attend all lessons, excursions and activity sessions
- Supervise students on excursions, in their accommodation, and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at the centre
- Maintain a lively, courteous and friendly atmosphere throughout the whole programme
- Help reinforce English-only policy
- Report any issues with the programme/campus during the stay rather than waiting until we are home!
- This way OIEG can work together to fix it as soon as possible
- Have fun!



# Optional Excursion Booklet

We love our summer programmes and think they are brilliant as they are, but we also know that for some students, it is a long journey to travel to the US. For this reason, we have different optional excursion booklets available. These booklets contain information about destinations in New York and attractions you can visit there. If you would like, supplement your programme by purchasing one of these entrances/excursions 4 weeks before the trip. You should have received the Excursions Booklet in your Welcome Pack; if not, please also refer to your Activity Manager for more information.



# Sample Programme



Please note this is a sample programme.  
Please refer to your Welcome Pack for your personalised itinerary.

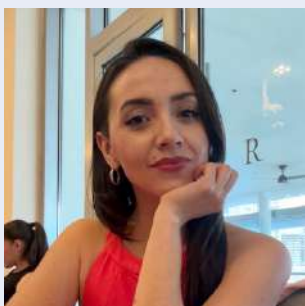
## Oxford International Junior Programs - NY Brooklyn Social Program

<b>Group Name</b>			
<b>Arrival Day:</b>	Summer 2026	<b>Departure Day:</b>	Summer 2026

Date	Days	Breakfast	Morning	Lunch	Afternoon	Dinner	Evening
1	Mon		Orientation and Placement Tests		Rockefeller Center & Top of the Rock		Times Square
2	Tue		Lesson		New York Public Library & Bryant Park		5th Avenue Shopping
3	Wed		Lesson		MoMA		Macy's Shopping
4	Thu		Lesson		Chelsea Market		Walk The High Line & Vessel
5	Fri		Lesson		Sports at Fort Greene Park		Disco
6	Sat	Full-day excursion to American Museum of Natural History					Lincoln Center, Central Park & Columbus Circle
7	Sun	Full-day excursion to Statue of Liberty & Ellis Island					Wall Street & NY Stock Exchange
8	Mon		Lesson		Greenwich Village & Washington Square Park		World Trade Center Memorial
9	Tue		Lesson		City Hall & Brooklyn Bridge		Madison Square Garden & Flatiron Building
10	Wed		Lesson		Sports at Brooklyn Bridge Park		International Night
11	Thu		Lesson		South Street Seaport and Pier 17		East Village
12	Fri		Lesson		Shopping in Soho		Photo Scavenger Hunt at Times Square
13	Sat	Full-day excursion to Coney Island					Coney Island

# Meet the Team at Head Office

The Oxford International team will be visiting the centre on a regular basis. Here are some bits about them; if you see any of them on campus, don't forget to say hi!



**Esmeralda**  
Partnerships &  
Admissions Senior  
Manager, Junior &  
Group Programmes  
NA, OIEG



**Nathalia**  
Operations Manager,  
Junior & Group  
Programmes NA, OIEG



**Vincent**  
Junior & Group  
Programs Director,  
OIEG



**Alex**  
Vice President -  
Language Programs and  
Client Services

# Frequently Asked Questions

## What happens if someone loses their passport?

We strongly advise that passports are stored safely in the accommodation and remain there. If a passport is lost, the Group Leader will need to accompany the student to the embassy of their home country where they will be issued with a temporary replacement or a permit to travel. The CM will be able to help locate the embassy and print any forms that might be helpful. We recommend that you have a photocopy of every student's passport as a backup.

## What happens if a student is lost on an excursion?

The first thing to do is to contact the student on their mobile. If this is possible, then a member of OIEG staff will collect the student whilst you wait with the rest of the group. If they are uncontactable, the Activity Leader will get hold of the CM, who will in turn contact Head Office. Every student is issued with an 'Emergency Number' lanyard. Students should call this number if lost and it will be answered by a member of Head Office.

## How do students participate in onsite activities?

In most centres, a meeting point is set for activities. All activities and excursions will be advertised on the activity noticeboards and during mealtimes. Students can choose which activity they want to participate in. To ensure students take part in onsite activities they will now need to sign-up in advance and a register will be taken at the beginning of each activity.

## Can students lock their rooms?

Yes. Dorm buildings can be accessed by individual secure key cards, and individual suites and rooms will be accessed by keys. We ask that students take particular care of their keys/key cards as room 'lockouts' take a significant amount of time to rectify. If a key is lost, there will be a charge for its replacement.

## What happens on departure day?

Prior to your final day on campus, Group Leaders and staff will be invited to attend a departure meeting where the full procedure is explained. At this point Centre Managers will indicate the time the group or individual student needs to be at the coach (which will arrive at the airport with at least 3 hours to check-in, go through security and reach your gate).

## When can my students do their laundry?

The Centre Manager will provide every Group Leader with a schedule so that your students have a reserved time to do their laundry. As there are multiple groups staying at the Residence, it is the Group Leader's responsibility to ensure students are abiding by the laundry schedule.

## Can my students be taken off campus/programme by a member of their family?

We are happy to have parents or relatives visit the centre as long as they contact the centre in advance to arrange this. It is also possible to have a parent or relative take a student out of the programme for a short time. Parental approval must be sent to the centre email in advance. Original ID of the adult taking them from the centre will be photocopied on arrival. Relatives who accompany the student away from the centre will be asked to sign an 'Unscheduled Activity' form and will need to leave a contact number in case of an emergency.

## What should we do if there is a problem with a bedroom?

All accommodation blocks are checked prior to the students' arrival; however, if you do notice a problem when you get to the centre, it is essential you report this straight away. Please make sure to notify the Centre Manager, the CM will ensure the request is passed onto the maintenance staff at the hosting university.

## What do I do if a member of my group has food allergies/dietary requirements?

The campus catering staff are very experienced in catering to all kinds of allergies or dietary requirements. During our 30 years of operation, we have never had a problem with allergic reactions to food prepared on campus. In order for this to continue to be the case, we ask that you alert us to any allergies/requirements as early as possible. The admissions team should be notified before arrival.

## What happens if a student is sick?

All sick students should be referred to the Welfare Manager or Centre Manager. If deemed necessary, the Group Leader or a member of OIEG staff will escort the student to a GP or hospital. If this does happen, the student must take their passport and any medical insurance documents with them in the instance that they may be required.

## Where should I drop and pick up my commuter/day student?

Weekday Commuters (Monday - Friday)

- Drop-off Time: 08:40\* / Pick-Up Time: 18:00\*
- Location: 1 University Plaza, Brooklyn, NY 11201

Saturday Commuter (if you registered as such)

- Drop-off Time: 8:30\* / Pick-Up Time: 19:30\*
- Location: 1 University Plaza, Brooklyn, NY 11201

*\*times will vary, check in with your student throughout the day*

## Do you have any other questions?

Please do not hesitate to contact the sales team or our OIEG staff if you are on campus!

# LIU Brooklyn Campus Map:

**LIU**Brooklyn

1 University Plaza  
Brooklyn, New York 11201

Admissions: 718.488.1011  
Athletics: 718.780.4591  
Public Safety: 718.488.1078  
liu.edu/brooklyn



## ACADEMICS/ADMINISTRATION

Admissions (1st Floor) .....	3
Bloomberg Trading Floor/AI Lab .....	2
Bookstore .....	5
Breezeway .....	9
Browse (3rd Floor) .....	10
Business School (1st Floor) .....	2
Campus Safety .....	18
Canteen .....	17
Career Bar (3rd Floor) .....	10
Conolly Lawn .....	7
Enrollment Services (3rd Floor) .....	2
Health Sciences Center (HS Building) .....	14
Honors College (3rd Floor) .....	3
Humanities Building (H Building) .....	4
Kumble Theatre (1st Floor) .....	4

Library Learning Center (LLC) .....	10
Learning Center (4th Floor) .....	10
Library (3rd Floor) .....	10
LIU Permit Parking .....	19
LIU Pharmacy .....	11
LIU Promise (3rd Floor) .....	3
Metcalfe Hall .....	1
Pharmacy Wet Lab .....	12
Pratt Building .....	3
Roc Nation (6th Floor) .....	3
Shark Nation Courtyard .....	13
Sloan Building .....	2

## ATHLETICS

Athletic Fields .....	16
Arena (3rd Floor) .....	15
Esports Arena (1st Floor) .....	6
Fitness Center (1st Floor) .....	15
Natatorium (Lower Level - C) .....	15
Steinberg Wellness Center .....	15

## RESIDENCE HALLS

Conolly Residence Hall .....	6
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## DINING

Cyber Café .....	8
Peets Café (1st Floor) .....	3
Shark Bite Café (1st Floor) .....	6

ATH07



**L'ASTROLABIO**

*We are family*

**L'astrolabio srl**

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