

St. Michaels University School

# Summer Orientation Guide

July 4 - August 5, 2023



## EXTERNAL PROGRAMS OFFICE

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For more information on a variety of programs throughout the year, including Overnight Camps, and Day Camps, go to [smus.ca/external-programs](https://smus.ca/external-programs)

Follow us this summer on social media



St. Michaels University School (SMUS) would like to welcome you to what will be an exciting, rewarding, and enjoyable summer camp experience. To assist you in preparing for your time at SMUS and to give you an idea of what to expect when you arrive, we encourage you to review this Orientation Guide.

## Territorial Acknowledgement

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One of our core values at St. Michaels University School is respect.

With this in mind, we acknowledge that our school rests in the heart of Straits Salish territory, a living culture with its own rites, ceremonies, and unfolding history.

We honour the Esquimalt, Songhees, and WSÁNEĆ peoples – whose homelands we share and whom we recognize as our neighbours.

## Arrivals, Departures and Transportation Services

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We request that when making travel arrangements, families adhere to the arrival and departure dates and times set by the school.

### Drop off

Students can arrive on campus on the Sunday of their program between 2:00-4:00pm, except the Volleyball camp will start on Tuesday, July 4<sup>th</sup>. There will be signs posted on campus to direct you to the residence.

### Pick up

If you are picking up your child at the camp, please collect them from the boarding house between 3:00 and 4:00pm on the final day of their program. International students can be picked up between 8:00-10:00am on the final Saturday of their program.

## Transportation Services

We provide transportation services to and from Victoria International Airport (YYJ), Swartz Bay Ferry Terminal (Victoria), and Vancouver International Airport (YVR). Pick up at the Vancouver International Airport is an additional \$200/student each way.

### Travel by Air

If using one of our transportation services, it is important that you submit all flight information to [externalprograms@smus.ca](mailto:externalprograms@smus.ca) by **June 9, 2023**.

**Arriving in Victoria** - We can accommodate flights to YYJ arriving and departing at any time.

**Arriving in Vancouver** - Due to ferry considerations, we can only accommodate flights to Vancouver (YVR) arriving between 9:30am - 6:00pm and departing between 12:00pm - 7:00pm.

If your child is flying as an Unaccompanied Minor (UM), you are responsible for registering with the airline.

### Travel by Ferry

#### Swartz Bay Pick up

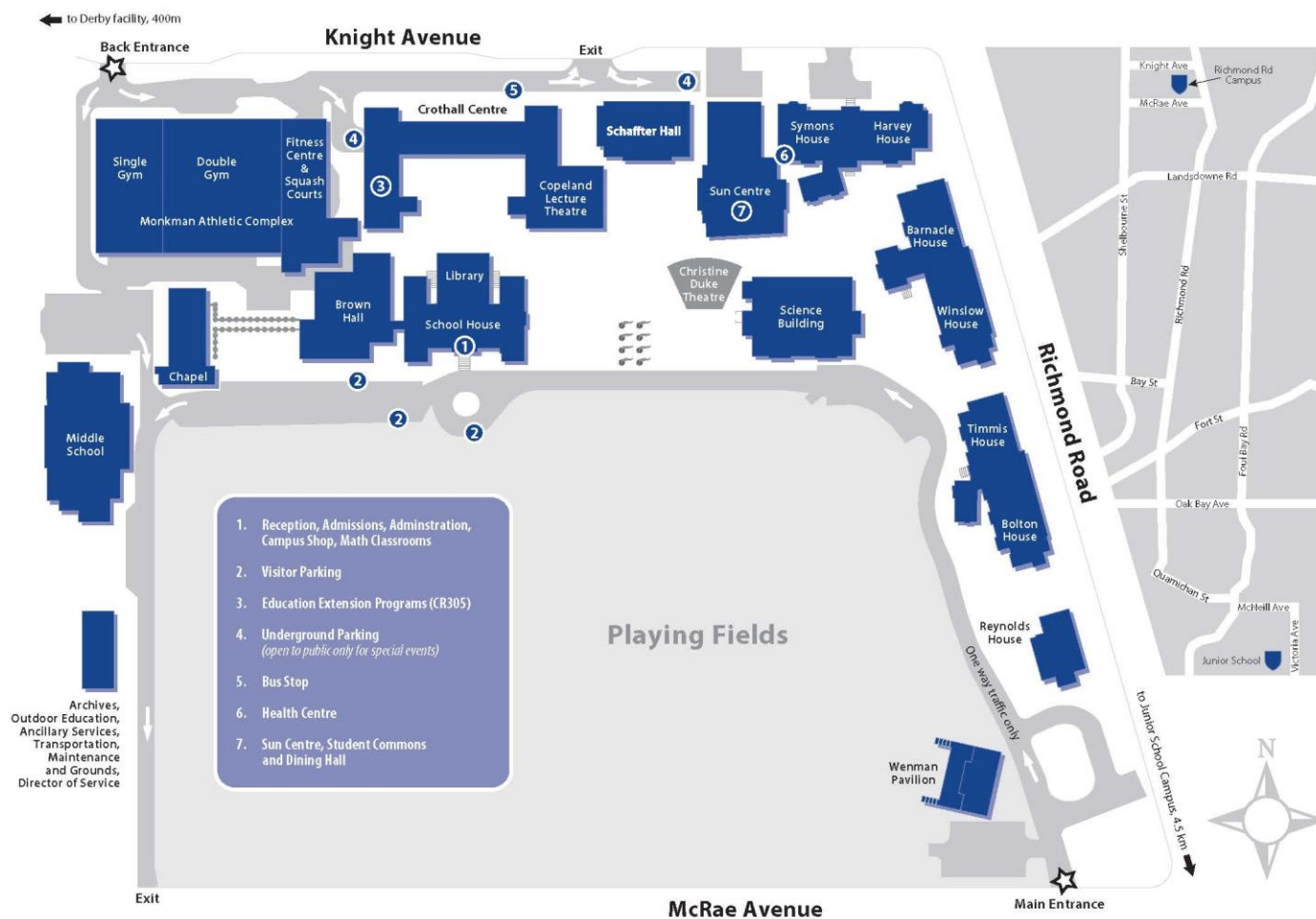
If you have requested pickup from the Swartz Bay Ferry terminal, please take the 12:00pm ferry from Tsawwassen to arrive at 1:35pm in Swartz Bay.

#### Swartz Bay Drop off

If you have requested a drop off to the Swartz Bay Ferry terminal, students will be dropped off at the Swartz Bay Ferry Terminal for the 5:00pm ferry. Parents will need to send a letter of permission for their child to ride the ferry unaccompanied.



## Campus Map



Junior School Campus: 820 Victoria Avenue | Richmond Road Campus: 3400 Richmond Road | Derby facility: 3410 Shelbourne Street

## General Details

### Dormitory Details:

- Each student will be provided a single bed with fitted bottom sheet, top sheet, blanket, towel, and hand towel. Please bring your own pillow. We will provide pillows for international students.
- Laundry machines are available in the boarding houses.
- There are two students in each room that share a private bathroom.
- Each boarding house has designated boy and girl wings. [Boarding Room Information](#)

## General Details (cont'd)

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**Dress Code:** Casual clothing is encouraged. Please dress appropriately and according to the planned activities.

**Garbage & Recycling:** Please help us keep our campus beautiful and clean by using garbage bins located around campus and recycling items in their appropriate containers.

**Where you'll be:** Most of your time will be spent in the Sun Center, Monkman Athletic Complex, and the boarding houses. Please be mindful and respectful of the common spaces as they will be shared with other groups during the summer. [Campus Map](#)

**Messages:** Check the message board located in the entrance of your boarding house for any mail, messages, and information regarding your daily activities.

**Visitation:** To ensure the safety and whereabouts of our campers, parents/guardians must contact the [External Programs office](#) at least 24 hours prior to any campus visits. [Important Contact Information](#)

**Room Assignments:** Students will be assigned to a specific room within one of the boarding houses. Students will share a room with another student of similar age and of the same gender. On rare occasions, students will be in a single placement due to logistical limitations.

## House Expectations

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- Students are not permitted to leave campus without a Camp Coordinator, House Parent, or Instructor.
- Students are expected to keep their rooms clean and tidy at all times. Please follow recycling guidelines when disposing of recycling and garbage.
- Rooms should be locked when students are absent, and unlocked when they are in the room.
- Dormitories are for boarding students only. Please do not invite friends and family to enter the building.
- If your camp is co-ed, please remain on your designated wing of the house.
- Access to your room will not be permitted during the day. Ensure you have everything you need for the day's activities.
- In the case of illness please inform the boarding staff.
- To leave campus with a family member or friend, you must complete an 'Application for Leave' form and give 24 hr notice to the Boarding Coordinator prior to leaving.
- Quiet hours are from 10:30pm - 7:00am.
- Outdoor facilities will be off limits after 9:30pm.
- Students must sign in with House Parents each morning at breakfast, in the afternoon at 4pm and at 9:45pm.

## Check-In, Sign-In and Lights-Out

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- Students are to check in with their houseparents in the Sun Centre during breakfast between 7:45-8:45am.
- Afternoon check-in must be done by 4:00pm prior to dinner.
- Sign-in every night at 9:45pm. Residence staff will ensure that all students are safely in their houses at sign-in time.
- Lights-out at 10:30pm. ***The use of mobile phones or other electronic devices is not permitted after lights-out.***
- Boarding staff are available throughout the night for students who become ill or need assistance.



## Mobile Phones & Electronic Devices

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Our school aims to create an environment in which students can be focused and present, both during camp activities and during non-instructional time. Students are expected to have mobile phones off and put away during class time and on campus activities. This off-and-away policy will help contribute to a positive social climate and give students a reprieve from excessive screen time.

During free time and off campus activities students may use their phones to take photos and contact family members and otherwise use at the discretion of boarding staff.

Excessive mobile gaming or other use deemed as inappropriate can result in devices being entrusted to staff.

Wi-Fi is available on campus, however the abuse of school Wi-Fi will result in privileges being revoked. Students are responsible for the safekeeping of their devices.

## Behaviour Rules and Guidelines

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We rely on boarding students to act with good citizenship, sound judgement, and common sense at all times. Our rules and guidelines are in place to ensure that all students and staff can live together safely and happily for the duration of the summer. There are some areas of zero tolerance, and others that allow for some judgement errors with hope that students will learn and modify their behaviour in accordance with the school's expectations.

**Zero Tolerance:** Criminal offences, theft, shoplifting, bullying and harassment, use or dealing of illegal drugs, use of tobacco products including vaping, use of alcohol, use of offensive and insulting language, wilful damage of property, absence after curfew, unseemly behaviour in public places, acts of violence, visiting rooms of members of the opposite sex, and playing with fire. Breaches of the items listed under Zero Tolerance are likely to result in expulsion from the summer program. ***Students asked to leave the program will do so at their own expense, without the refund of any fees.***

**Minor Offences:** Inability to follow established guidelines and expectations. Failure to follow staff instructions. It is possible for minor offences to accumulate to the point where they may be considered no longer tolerable. In this case, the initial consequence is typically a letter home and a suspension from camp or evening activities. Any additional offences may lead to further discipline or expulsion, but it is our hope that we can affect a change in the behaviour before further escalation.

If a student finds themselves in a situation where others are in violation of school rules, we expect them to remove themselves from that situation immediately and report the situation to boarding staff. Failure to do so may cause them to be considered complicit in the action.

## Fire and Earthquake Drills

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Residential fire and earthquake drills take place over the summer. Students will be informed by staff members about the proper procedure. Every room is equipped with a smoke detector. The fire marshal does regular inspections and requires that belongings be stored properly, and nothing be left in the hallways.

## Security, Keys and Key Cards

To access each house, students will be issued a card key. Each card comes with its own individualized code to enter the building.

Each student is also given a key to their room.

If a key goes missing, a request for a new key must be submitted to boarding staff. There is a charge of \$10 for each replacement key or key card, which will be deducted from the damage deposit.

***Rooms should be locked when students are absent but unlocked when they are in the room.***

## Laundry

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While there are laundry machines on site, students are encouraged to bring enough clothing for at least a week.



## Sun Centre Dining Room

Meals are provided in the Sun Centre Dining Room and are served three times daily. Students are expected to attend all meals and make healthy choices. We insist that students check in and eat breakfast every morning.

	Monday - Friday
<b>Breakfast</b>	7:45 am - 8:45 am
<b>Snack</b>	10:15 am - 10:30 am
<b>Lunch</b>	12 pm - 1 pm
<b>Dinner</b>	5:15 pm – 6:15 pm
<b>Snack</b>	9 pm

## Preparation

### Helpful hints when packing for Camp

- Label your belongings clearly with name labels or a permanent marker i.e. sports equipment, bags, phones, shoes etc.
- Only pack what you will need for the week. There are laundry machines on campus if needed.
- Do not bring expensive clothing or personal items that you will not want damaged or lost.
- Linens, blankets, and towels will be provided.

### What to Bring

- Spending money (\$50/week
- Personal hygiene items (*toothbrush, toothpaste, comb, hair dryer, shampoo & conditioner, body soap*)
- Pillow
- Water bottle
- Sunscreen
- 5 short sleeved t-shirts
- 1 or 2 casual nice outfits for socials
- 1 sweatshirt or long-sleeved shirt
- 1 warm jacket or fleece
- 1 raincoat
- 1 pair sweatpants
- 3 pairs of shorts
- 6 pairs underwear
- 8 pairs socks
- Pyjamas
- Baseball hat or something for protection from the sun
- Basketball court shoes
- 1 pair casual shoes and sandals
- 1 pair of slippers

## Valuables & Spending Money

Cash, credit cards, and other personal items can be entrusted to boarding staff for safekeeping and are accessible when needed.

**Above all, have fun, make lots of friends,  
and enjoy the best summer ever!**



# APPLICATION FOR LEAVE

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ ROOM: \_\_\_\_\_

LEAVING Date: \_\_\_\_\_ Time: \_\_\_\_\_

RETURNING Date: \_\_\_\_\_ Time: \_\_\_\_\_

I wish to leave campus with the following adult(s) who have agreed to be responsible for me.  
I agree to return to the residence no later than dinner time on the designated return date.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

I will be staying at the following address: \_\_\_\_\_

Other student(s) staying at this address are: \_\_\_\_\_

I am getting to and from the above address by: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Are you signed up for a weekend activity? \_\_\_\_\_ If so, let your Boarding Staff know.

