

Pre Arrival

HANDBOOK



Unlock Your Potential



Getting Here

Brookes Westshore School is conveniently located 15 minutes from downtown Victoria on the scenic West Coast of British Columbia, Canada. Victoria is the capital city of British Columbia and is served by Victoria International Airport (YYJ).

We highly recommend that students fly into Victoria International Airport (YYJ). Victoria International Airport (YYJ) has daily flights from Vancouver International airport (25 minutes) and Seattle - Tacoma Airport (40 minutes). There are also direct flights into Victoria International Airport from major cities across Canada and the US. Our school is only a short (50 minutes) drive from Victoria International Airport.

The Brookes Westshore transport team will arrange pick up of students at Victoria International Airport and transfer you directly to our school, where you will be warmly welcomed by our students and staff.



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Helpful Transport Websites

BC Ferries Connector (bus): www.bcfconnector.com

BC Ferries: www.bcferrries.com/schedules

Victoria International Airport: www.victoriaairport.com

Vancouver International Airport: www.yvr.ca

BC Transit (Victoria): www.bctransit.com/regions/vic

Yellow Cab Victoria: www.yellowcabvictoria.com

Victoria Taxi: www.victoriataxi.com



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Life in Victoria, Canada

Situated at the southern tip of Vancouver Island, Victoria is a beautiful, vibrant city. Victoria has a population of approximately 402,000 people which grows over the summer tourist months. Victoria is known as the “City of Gardens” and has famous gardens such as The Butchart Gardens and the Abkhazi Garden. Greater Victoria also ranks as one of the top three best places to live in Canada. For more information please see: <http://www.infovictoria.com>

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Brookes Westshore is located in Colwood, part of Greater Victoria's Westshore. The school is just a short walk from amenities, including many restaurants serving Chinese, Vietnamese, Greek, and Indian food, as well as several coffee shops and bakeries. There is a medical clinic, dentist office, pharmacy and post office located 5 minutes from school. Brookes Westshore is 8 minutes away from the hospital, fire and police stations. Victoria residents enjoy outdoor activities throughout the year, including golf, cycling, hiking, whale watching, kayaking, wind surfing, fishing, and a variety of other marine sports.

Our students benefit from living in a unique location which offers many opportunities for cultural exploration. Within 10-20 minutes of campus students have access to multiple shopping and recreation centers. Students can attend local events such as the symphony, the ballet, concerts and live sports (hockey, soccer, baseball). You can also visit local markets, museums, galleries and festivals. We explore nearby beaches and islands, and go hiking, kayaking, paddle boarding, and whale watching.



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Where to stay in Victoria

Brookes Westshore has secured a preferred rate at the following hotels:

The Inn at Laurel Point:

www.laurelpoint.com

Solo Suites:

www.solosuites.ca

Holiday Inn Express & Suites Victoria:

www.ihg.com/holidayinnexpress/hotels/us/en/colwood/yyjcd/hoteldetail



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Weather & Clothing

Victoria is famous in Canada for its mild climate.

Temperatures here are never extremely cold or extremely hot.

Spring: 10 to 16 °C

Summer: 22 to 28 °C

Fall: 5 to 15 °C

Winter: 0 to 9 °C

In the winter, you can expect lots of rain. Snow in Victoria is rare, as there are only a few days where the temperature drops below 0°C. It is a good idea to bring a raincoat and umbrella. Since there are many interesting mountains and trails nearby, you may also wish to bring clothing appropriate for hiking. If you like to ski or would like to try skiing, bring clothing suitable for skiing. Of course, you will be able to purchase this type of clothing in Victoria if it is not available in your home country.

Time Zone

Victoria is on Pacific Standard

Time (PST) which is 8 hours behind
Coordinated Universal Time (UTC).

During Daylight Savings Time,
March to October, clocks are turned
one hour ahead.

Beijing: 15 hours ahead

Sao Paulo: 6 hours ahead

Tokyo: 17 hours ahead

Mexico City: 2 hours ahead



Getting Around Victoria

You can easily get around Victoria via the bus system. Individual bus tickets are \$3; a daypass costs \$6. A monthly bus pass is \$ 85.00. Youth fares are also available for students who are 18 and under - a monthly bus pass costs \$ 45. Buy your bus tickets from authorized dealers. For more information about the fares or schedules, please check the BC Transit website:

www.bctransit.com/victoria/



What your tuition fees include:

MEALS

Our professional kitchen provides three meals and three snacks each day. Our international buffet is varied and changes daily, and includes vegetarian, gluten free and vegan options whenever possible. There is also a salad bar and fresh fruit available at meal time. Snacks may include fruit, vegetables or sweets. Water and tea are also available throughout the day.

LAUNDRY SERVICE

Our housekeeping staff will wash student clothes and bedding once each week. Students will be responsible for turning in their items the evening before their assigned day. All students have access to a washer and dryer which they may use at their convenience.

BEDROOM SUPPLIES

Dorm rooms are equipped with sheets, blankets, a pillow with pillowcase, hangers, a small closet, desk and laundry bag. If you would like to personalize your bedroom you are able to buy your own bed linen from several available local stores.

EVENING AND WEEKEND ACTIVITIES

We offer many social activities in the evenings and on weekends for our boarding students. Examples of our on and off campus activities include bowling, museum visits, skating, shopping, paintball, cooking, and spa nights. Some entrance fees and transportation costs may be deducted from the student's personal spending amount.



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SCHOOL SUPPLIES

We provide binders, pens, pencils, lined paper, graph paper, highlighters, ruler, eraser, sketch book and colored pencils. Higher grades may require a graphing calculator which is not included but is available for purchase from the school office.

WI-FI

High speed Wi-Fi is included and available throughout the campus. You are required to bring your own computer (see below for example specs). Please note: smartphone use may be restricted in some classes.

UNIFORM

Parents will find an additional uniform fee indicated on the tuition invoice. Student belts and shoes are not included in this charge.

- 1 Blazer (Grade 11-12) or Jr. Jacket (Grades 4-10)
- 2 PE Shorts
- 2 PE Shirts
- 1 Jogging Pants
- 1 Hooded Sweatshirt
- 2 Oxford Shirts (short or long sleeve)
- 2 Kilts or 2 Pants (or one of each)
- 1 Tie
- 4 Knee Length Socks (girls only)

Additionally students choose two out of the following items:

- 1 Vest
- 1 Oxford Shirt (short or long sleeve)
- 1 Hoodie
- 1 Jogging Pant

A uniform package will be provided to all new boarding students to cover the basic uniform needs of the student for the year. Extra uniform pieces and optional items will be available for purchase at the school uniform store and can be charged to the student's incidentals account. Black shoes and a black belt are not included in the package and should be brought to school by the student upon their arrival.



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What do I need to bring?

Vancouver Island has a mild climate, but it is wet in the winter, and sometimes cold with snow. Bring your usual clothes to wear in the evenings and on weekends, but also make sure to bring:

CLOTHING

- Black socks for school uniform
- Black shoes for school uniform
- Black belt for uniform pants
- Smart attire for school events
- Pyjamas
- Slippers and/or sandals/slides
- Housecoat for dorms
- Rain Jacket
- Winter Coat
- Rain boots
- Running shoes
- Warm hat and scarf
- Swim suit and beach towel

TOILETRIES

Please bring a wash bag with any personal hygiene items required to maintain proper health and hygiene including toothbrush and toothpaste, deodorant, shampoo and soap.

ELECTRONICS

- Cell phones (can only be used during personal activity time). Dorm staff will ask for student phone numbers so that they can stay in touch with you on the weekends.
- Computer (please see computer use policy).

Gaming is not permitted except during free time. Staff will remove gaming devices if students do not follow dorm rules regarding

electronics. Students are NOT allowed to purchase gaming chairs or other gaming devices without first checking with their dorm parent.

OTHER ITEMS TO CONSIDER:

There is limited storage at the school so we suggest you only bring small items – especially ones that remind you of your home country and family.

You do not need to bring

- The school will provide you with the basic school supplies that you will need (pens, paper etc).
- Boarding students are supplied with bedsheets, a blanket/comforter, a pillow, and pillowcase
- Don't worry if you forget something – dorm staff will help you to find and purchase anything that you need at our many local stores.



Frequently Asked Questions

Here are some of the most frequently asked questions (FAQ) from families considering boarding at Brookes Westshore. Can't find the answer here?
Contact **Charissa Heagy** at cheagy@westshore.brookes.org



What kind of facilities does Brookes offer?

Our boarding facilities are in a sought-after location, surrounded by trees and a stream. Our brand-new campus includes a new residence building, dining hall, gym and academic buildings. We also have a fitness studio, art rooms and a convenient walking trail that connects the school campus to beautiful forest walks as well as our neighboring stores and restaurants.

How many students live in a Residence?

Brookes Westshore has 6 Residence floors in a brand-new building. Students will still be separated by gender per floor, with dorm parents living on all floors. All the students' rooms have locks on them, and all doors to each floor of the residence have locks. The maximum number of students living in the residence is 150. Each residence floor is home to up to 28 students.

How many students are in each room?

Each room is shared between two students with a private ensuite bathroom.

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Are students expected to clean their rooms and do their own laundry?

Students are responsible for thoroughly cleaning their own rooms each weekend as well as keeping their rooms clean and tidy each morning. Students are asked to take their laundry to the laundry room on their scheduled laundry days where it will be washed and folded. Students will pick up their laundry after school.

How are residence students supervised?

Outside school hours students are supervised by dorm staff. Dorm staff provide supervision on each floor before and after school, on the weekends, and during the night.

What happens if my child becomes sick?

Brookes Westshore has both a nurse and a counsellor on staff. All dorm staff are first-aid certified and have years of experience working with youth. Our local medical clinic is 5 minutes away, and our General hospital, which offers a pediatric care facility, is 10 minutes from campus.

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What does medical insurance cover?

Short term Students

For students who come for a short period of time and do not have a “study permit”, we include a private medical insurance which covers the following:



JF Insurance Agency Group Inc.

Ontario: 1-877-832-5541 BC 1-877-232-0896, www.JFUinsurance.com

English

JF Elite Plus Student Insurance Plan (Berkley) Feature Sheet

| Features and Benefits | Maximum Limit |
|---|--|
| Eligibility | <ul style="list-style-type: none"> An international student enrolled in a Canadian institution of learning, age of 4-69 |
| Waiting period on sickness | <ul style="list-style-type: none"> No |
| Pre-existing condition coverage | <ul style="list-style-type: none"> Yes, if conditions are stable 90 days prior to the effective date of the policy |
| Travel Worldwide | <ul style="list-style-type: none"> Yes, if at least 51% of time is spent in Canada (no coverage during Home Country visits) |
| Maximum liability | <ul style="list-style-type: none"> \$5,000,000 |
| Emergency Transportation | <ul style="list-style-type: none"> Ground: Licensed ambulance and paramedics. If ambulance services are not available, covers taxi fare in lieu of ground ambulance to the nearest hospital Air: Up to \$1,000,000 when pre-approved/arranged by Ontime Care to nearest hospital or to return to country of origin for medical treatment |
| Hospital accommodation | <ul style="list-style-type: none"> Yes, for a semi-private room |
| Eligible Medical Expenses | <ul style="list-style-type: none"> Emergency medical treatment for sickness or injury whether in-patient or out-patient Physician/Surgeon/Anesthetist services & charges X-Ray and diagnostic laboratory procedures (ultrasounds, MRI, & CAT scans NOT included) Rental of essential appliances (i.e. Casts, splints, canes, slings, crutches, wheelchair rentals) |
| Medicines and /or drugs | <ul style="list-style-type: none"> Up to maximum \$10,000, limited to a 30-day supply per prescriptions (unless hospitalized) |
| Private duty nursing (R.N.) | <ul style="list-style-type: none"> Yes, up to maximum of \$15,000 (when ordered by the attending physician) |
| Acupuncture Treatment | <ul style="list-style-type: none"> Yes, up to \$600 for 1-year JF Elite Plus Student coverage. |
| Paramedical Services | <ul style="list-style-type: none"> Up to maximum of \$600 per practitioner for Physiotherapist, chiropractor, chiropract, osteopath, podiatrist (A referral from a physician is required/ provided a minimum of 183 days of coverage has been purchased) |
| Tuberculosis (TB) Testing & Vaccination | <ul style="list-style-type: none"> Up to maximum of \$100 during a 12 consecutive month period, provided the minimum term of Insurance purchased is 180 days. Coverage for tuberculosis testing is not payable if testing is mandated by the school board or school as a requirement for program enrolment |
| Annual Physician visit | <ul style="list-style-type: none"> Up to \$150 over a 12 consecutive month period for a general checkup (a minimum of 365 days policy must be purchased) |
| Non-Emergency Treatment (Follow-up) | <ul style="list-style-type: none"> When approved in advance by Ontime Care, up to \$3,000 for related non-emergency care |
| Impacted Wisdom Teeth Extraction | <ul style="list-style-type: none"> Up to maximum \$150 per tooth for the extraction of impacted wisdom teeth when medically necessary and performed in a dental or oral surgeon's office |
| Dental (services of a licensed dentist or dental surgeon for emergency relief of dental pain) | <ul style="list-style-type: none"> Up to maximum \$600 for emergency treatment for relief of acute pain to natural teeth, Treatment must be initiated within 48 hours from the time the emergency began and completed no later than 90 days after treatment has begun |
| Emergency Dental Accident | <ul style="list-style-type: none"> As the result of accidental injury not to exceed \$5000 per accident, & that requires treatment within 30 days of said accident as approved by a legally qualified dentist or oral surgeon |
| Repatriation (pre-arranged/arranged by Ontime Care) | <ul style="list-style-type: none"> Includes cost of one-way economy airfare to return insured to their country of origin Fare for additional airline seats to accommodate a stretcher or medical attendant to return the insured to their country of origin |
| Psychiatric / Psychological Therapy | <ul style="list-style-type: none"> Up to maximum \$1,000 for out-patient care by a licensed therapist, psychiatrist or psychologist Up to \$25,000 for in-patient hospitalization due to psychological, mental or emotional disorders |
| Transportation to Bedside (pre-approved/arranged by Ontime Care) | <ul style="list-style-type: none"> Up to maximum of \$5,000 of a person of the insured's choice to be with them while hospitalized as a result of a serious, covered emergency. \$150/day up to \$1,500 for meals |
| Eye Examination | <ul style="list-style-type: none"> Up to \$150 for one examination (minimum 12 months policy has been purchased). |
| Prescription glasses, contact lenses and hearing aids | <ul style="list-style-type: none"> Up to maximum of \$200 for repair or replacement of prescription glasses as a result of an accident |
| Tutorial expenses | <ul style="list-style-type: none"> Up to \$20/hour to a maximum of \$500 for the costs of a qualified private tutorial service in the event you are hospitalized for 30 consecutive days or more after the effective date of the policy. |
| Automobile return (pre-approved/arranged by Ontime Care) | <ul style="list-style-type: none"> Up to a maximum of \$1,000 to return your private or rented vehicle to its point of origin, in the case of a covered emergency that prohibits you from returning the vehicle |
| Accidental Death & Dismemberment | <ul style="list-style-type: none"> Up to \$100,000 as a result of an accident |
| Trauma Counselling | <ul style="list-style-type: none"> Up to maximum of \$500 within 90 days from sickness or injury |

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Not covered by MSP

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What does medical insurance cover?

Long Term Students

Students holding a study permit and enrolled in programs longer than six months are eligible for Provincial Medical Insurance.

<https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/benefits/services-covered-by-msp>

Where do the students eat their meals?

Residence students are served three meals a day and three snacks breaks in the dining hall. Our menu features a variety of healthy menu items including Canadian and internationally-inspired options, a full salad bar and homemade soup. Residence students will also be able to cook their own meals in the kitchen which is located on the main floor of the residence building. Students may eat in the common rooms on each floor but are not permitted to eat meals in their dorm room.

What kinds of activities and trips might students participate in?

There are many activities that students may join while at Brookes Westshore. Activities may include indoor rock climbing, swimming, skating, movies, sports events, community service, and trips to nearby cities.



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What time are students expected to be back to their Residences at night, and how secure are the residences?

Students have an “in room” curfew depending on their age and are monitored throughout the evening until bedtime. Students are not allowed to leave the campus after dinner unless they have permission or are with a staff member. Our Brookes Westshore campus is very safe and secure. We live in a small community which doesn’t have many of the big city safety concerns. Our dorm staff ensure that all doors are locked, and the students are either asleep or quietly studying in their rooms. Each student room has its own door lock. All of the buildings on campus are monitored by security cameras, door alarm systems, and we have security guards on duty at night.

What kind of transportation is provided for residence students?

The school provides bus service for supervised activities. The school also provides bus transportation to and from BC ferries and Victoria International Airport for school holidays and long weekends during designated travel dates. Any request for transportation outside of the designated travel dates or school scheduled activities will be charged to the student.

TRANSPORTATION REQUIREMENTS:

In order for students to be picked up at the Victoria International airport (YYJ), we will need all flight details- flight number, departing city, arriving city and all times, plus the student’s full name. The full flight itinerary is required for the transportation coordinator to arrange pickups and drop offs.



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How to request long weekend leaves and holiday departures:

Brookes Westshore uses an online student management program called REACH. We use REACH to sign students in and off property, roll calls for attendance, and to manage student leave requests. This is to help students become fully involved in our school's activities as well as to build community within our school culture. As we are an IB World school, we encourage community involvement as well as personal growth, and our weekends will have activities and a focus on these IB attributes. As we are also an academic school, we encourage all students to take advantage of the extra study time provided on weekends.

Do I need to bring cash?

At Brookes, we ask that students do not bring large amounts of money with them to school or keep large sums of money in their rooms throughout the school year. Students should either bring an international bank/credit card from their home country or open a Canadian bank account upon arrival to school. The dorm staff are available to assist students in opening Canadian bank accounts. Cash machines are located within walking distance of campus. The personal deposit (\$1500) provided to the school is to be used for campus related expenditures, not for personal spending.



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How can parents be informed of, and authorize, student leave requests?

Brookes Westshore uses a programme called REACH (<https://reachboarding.com/>) which allows Brookes Westshore to manage our student trips and weekends away, as well as for parents to give permissions for trips, organise weekends away and keep up to date with their children's dorm activities. At the start of the school year we will send out an email to parents for them to sign up to REACH.

How often are the dorms cleaned?

Common areas are thoroughly cleaned every morning and then sanitized later in the day. Students are responsible for cleaning their own rooms weekly, which includes sweeping and mopping floors, keeping desks tidy, cleaning sink areas, toilet and shower etc. Housekeeping does a thorough clean of bathrooms once a week. Linens etc. are washed once a week.



Laptop Recommendation/Guidelines

Students should bring a laptop computer that is up to date, has good battery life and is compatible with the desktop version of Microsoft Office.

Mac or Windows laptop from 2019 or newer
Chromebooks and tablets are not recommended





Dorm Directory

School Principal

RUI LI

ruili@westshore.brookes.org

Tel. +1 (250) 929-0506

Diploma Program Coordinator
(Grades 11 & 12) & University
Guidance Counselor

LINDA BAYES

lbayes@westshore.brookes.org

Tel. +1 (250) 929-0506

Director of Recruitment

MARTIN STAFFOLANI

mstaffolani@brookes.org

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Director of Admissions

SHERI ONUSHKO

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Ext. 1002

Accounting

KAREN COWARD

kcoward@westshore.brookes.org

Tel. +1 (250) 929-0506

Technical Support

GRANT SIEMENS

gsiemens@westshore.brookes.org

Ext. 1006

Director of Residence

CHARISSA HEAGY

cheagy@westshore.brookes.org

School Counselor

KATRINA OUELLETTE

kouellette@westshore.brookes.org

School Nourse

ALISON WIENS

awiens@westshore.brookes.org

School Phone +1 (250) 929-0506

Dorm Land Line +1 (250) 940-5176 *

* Between 3 - 11:30 pm (Mo-Fri)

* Between 9 am - 11:30 pm (Weekends)

Dorm Cell Phone +1 (250) 216-1671 *

*Between 3-11:30 pm (Mo-Fri)

*Between 9 Am - 11:30 pm weekends

*Can be called outside these hours -in emergencies only-

Front Desk

BAILLEY STROM

frontdesk@westshore.brookes.org

After School Activities (ASA)
& Trips Coordinator

AIJA SALVADOR

asalvador@westshore.brookes.org

Uniforms Coordinator

MELANIE GORDON

uniforms@westshore.brookes.org

Transportation

RYAN WARNER

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