



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

"Building communities of faith, hope and service"

Windsor-Essex Catholic District School Board

Dormitory Guide

Welcome to WECDSB International Student Dormitory!

We are so pleased you have made the decision to live on campus in our WECDSB student dormitory! To create the best possible educational experience for our guests from abroad, we have established the WECDSB Dormitory for International Students. We are proud to say we are the only publicly funded school board in Ontario to offer our international students the opportunity to live in our very own dormitory.

Thank you for choosing WECDSB and we look forward to meeting you!

From,
The International Education Team

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Section 1: Dormitory Life Program Overview

Our Facility

Our Facility is made up of three floors including the main shared space/dining hall, the female floor and the male floor.

Our rooms are double occupancy and come fully furnished with a bed, desk/chair, closet, armoire, dresser, sink, mirror, towels and linens.

All bedrooms have a large window for sunlight and air conditioned to ensure you are comfortable during your stay.

Each student floor has a Recreation Room where students can socialize, complete their homework together or watch television. Attached to this area is a laundry room with washer & dryers, free of charge.

The Main Floor houses an office, dining hall and kitchen servery where we host dormitory activities, meetings and enjoy meals together.



Our Boarding Life Programming

In the dormitory we encourage students to learn and develop not only academically but individually.

Students will participate in a variety of social, recreational and cultural activities throughout their stay.

Dormitory students also have the advantage of living on campus where they can get involved in many school activities, teams and clubs.

Becoming part of our school community will lead to greater success for you both academically and personally.



Our Team

The Dormitory Coordinators are invested in ensuring the safety and wellness of the dormitory students.

They are passionate about maintaining a safe, friendly, family environment within the dorms to make sure that every student has a positive experience.

Dormitory Coordinators will work closely with the Manager and Coordinator of International Education to ensure that all academic, social and emotional needs are met in a timely manner.

Staff is present in the faculty 24/7 to ensure safety and connection with our students.



Section 2: Routines

We take pride in offering a home away from home for our students.

School days are Monday – Friday between 8:10 am -2:10pm.

Weekends consist of personal time and both on/off site activities and fieldtrips.

The facility is open throughout the 10-month school year, including Christmas Holiday, March Break and all other holidays.

We celebrate the holiday time together through a variety of activities, and traditional meals with our dormitory family.

Example: Weekday Routine

TIME	ROUTINE
7:00 am	Wake-up, make bed, wash up
7:15 am-8:00 am	Breakfast, get ready for school
8:10 am- 2:10 pm	School day
3:00 pm-5:00 pm	Study time/Rest
6:00 pm-7:00 pm	Dinner in the Dining Hall
7:00 pm-9:00 pm	Programming/Study Hall/Free time
9:00 pm-10:00 pm	Homework/bedtime routine
11:00pm	Bedtime

Example: Weekend Routine

TIME	ROUTINE
By 10:00 am	Wake-up, make bed, wash up
10:00 am - 1:00 pm	Brunch in the Dining Hall
2:00 pm- 2:30 pm	Room Inspection / Clean sinks, mirrors in bedroom, wipe down surfaces
2:30 pm -6:00 pm	Free time/Activities/Programming/Study Hall
6:00 pm-7:00 pm	Dinner in the Dining Hall
7:00 pm-10:00 pm	Free time/Activities/Programming/Study Hall
10:00 pm-11:00 pm	Homework/bedtime routine
11:00 pm-12:00 am	In room/lights out

Section 3: Dorm Expectations

Study Hall:

Study hall is organized to help students develop healthy study habits. It is a designated, quiet and focused study time where students can complete their homework and assignments and utilize the support of the dormitory staff if printing or assistance is needed.

Activities/Programming:

Dormitory students will be provided a detailed schedule of all activities and programming available. Students are encouraged to participate in activities and programming in order to foster wellness and the family environment within the dormitory.



Meals:

Every student must attend all three meals provided by the school unless they have signed out in the appropriate manner. All meals are to be eaten in the servery at the specific times indicated in the schedule.

Dress Code:

Students will wear the WECDSD school uniform during the school days. Dormitory staff will assist students in the purchasing of school uniforms from [Freed's](#) when they arrive in Windsor. On the weekends casual dress is permitted.

Dormitory Leave:

Students must only leave the dormitory property during their free time and when properly signed out by the staff. Students will communicate their plans while off

the property, provide a contact phone number and communicate a time of return that is before dormitory curfew. Students are not permitted to sign out without verbal permission from staff.



Rooms:

- Rooms are to be presentable at all times
- Students receive a room key upon moving into the dormitory. Keys are to be kept safe and not shared with anyone else. If a student misplaces their key card, they should report it to staff immediately and may be charged \$25 for a replacement key.
- Beds are to be made every morning before school and the floor should be clear of clutter. Room inspections will take place daily
- Suitcases are to be stored in the designated storage area
- All doors and windows should be clear to allow for a safe exit in event of an emergency
- Electrical appliances (such as hot pots, kettles, etc.) are not permitted in the bedrooms due to fire hazards. No cooking is allowed in bedrooms.
- Any damage must be reported immediately to the staff. Excessive damage will be deducted from the damage deposit and students/agents/families will be made aware.

- No writing on walls or furniture
- Posters can be hung on the cork boards provided in the rooms. Posters must not be offensive
- Perishable food is not permitted in the rooms as food can attract rodents and insects.
- Students should keep their doors closed and valuables locked away. The school is not responsible for lost or stolen items. A safe is provided in each bedroom
- Quiet times must be observed and students are required to respect other members of the dormitory
- Access to the dormitory is prohibited during the school hours. Permission must be granted to enter the dormitory while students should be in school.
- Staff are permitted to enter the rooms to provide repairs, housekeeping to ensure we are adhering to health and safety protocols, and to ensure the safety of the building or resident.

Medications:

All medications, including herbal medicines, are not permitted in the students' rooms. Medications will not be administered without Doctor's recommendations or medical form from the home country.

Health Insurance:

Students living in the dormitory are enrolled in a mandatory international student emergency health insurance plan. They will be provided a health insurance wallet card to carry with them. Health insurance does not cover pre-existing medical concerns. Misreported health information may result in termination from the program at the student's cost. If a medical appointment is needed or a doctor visit, our Dormitory Coordinator will help arrange this.

Laundry:

Laundry is available on each floor of the dormitory. Students are responsible for completing their own laundry at their designated laundry time. A schedule will be

provided to all students and staff are available to assist and teach students how to use the laundry machines. Students will be given instruction on how to use the laundry machines when they move-in.

Banking and Fees:

Students are encouraged to set up a bank account at the local bank. Students are responsible for their own finances and are encouraged to keep minimal cash in their rooms.

Students should be prepared for additional purchases during their time in Windsor. This could include a city bus pass (information below), school uniform (information below), independent travel or activities with friends, additional storage items for their room etc.

A damage deposit is collected and may be used in the event that a student causes damage to their room or the property, misplaces their room key, requires a cleaning service due to not maintaining a clean space, or any situation where they have outstanding fees on their account.

Common washroom/shower room:

Students are asked to ensure the washroom/shower room is cleaned up after their use. Ensure toilets are flushed, garbage is placed in the garbage bins, not on the floor, and all personal belongings are removed from the common areas.

Departures/Moving Out:

Staff will conduct a room check prior to the student's departure. Students will be asked to complete a Departure Checklist. Charges will be placed on the student account if items are missing, damaged or if extra cleaning is required.

Departure Checklist

Bed Room:

- ✓ Pack all personal belongings and remove anything that was not in the room pre arrival (decorations, etc)
- ✓ Place all garbage in the garbage bin provided.
- ✓ Ensure all furniture is in the original location- the room will be assessed for damages and missing items (Note: damages and missing items may be subject to additional charges).
- ✓ Tidy all areas; sink, closet, beds, to ensure that nothing is left behind.
- ✓ Check all plugs to ensure no chargers are left.
- ✓ Unlock safe and remove personal items, leave safe open.
- ✓ Return residence key to the Front Desk (keys that are not returned incur an additional charge).
- ✓ Remove all sheets off the bed and pillows and place in the laundry basket.

Common Areas:

- ✓ Ensure all of your personal belonging, clothes, snacks etc are removed from Laundry Room, Lounge, Dining Hall Bathroom, Showers.
- ✓ Place all garbage in the appropriate bin.
- ✓ Dispose of any personal food items in the lounge fridge, or dining hall fridge.
- ✓ Collect any personal items that were stored in the storage/luggage room.

Section 4: Progressive Discipline

Progressive Discipline:

We are committed to providing an environment that supports fairness for all students and staff. Each student must agree to live respectfully for the common good of both the individual and the group. We believe that our progressive discipline model will help correct the negative behaviors in a manner that empowers all students to be successful in our program.

Please refer to the [Progressive Discipline Policy and Student Code of Conduct](#) for details. Ongoing failure to follow the boarding policies, procedures may result in the student being asked to leave the dormitory permanently.

Section 5: Preparing for Arrival

Get to know Windsor!

Windsor is the Southern most city in Canada! The population is around 250,000 people. Windsor is extremely safe! We have 4 seasons in Windsor; Fall (September to December), Winter (December to March), Spring (March to June) and Summer (June to September).



Please click [here](#) for more information about Windsor and things to do! We have our own indoor waterpark, local airport, lots of parks, beaches and much more!



Windsor has a city bus transportation service and students are encouraged to purchase a monthly bus pass in order to freely move around Windsor. There are multiple bus stops located near the dormitory/school! Staff will assist interested students with purchasing their bus pass from the Windsor Transit Terminal.



Dormitory Essential Packing List

We understand that moving away from home can be an overwhelming process. To help with your transition we have provided a list of essentials for you to bring, as well as items that are not permitted in the dorms below.

BEDROOM
Pictures for bulletin board
Desk fan
Reusable water bottle
International plug ins (CSA approved)

BATHROOM
Bathrobe
Shower shoes (flip flops)
Face cloth
Toothbrush and toothpaste
Shampoo and conditioner
Soap/body wash
Hair dryer
Deodorant
Brush/Comb

SCHOOL
School bag
binders
Lined paper
Laptop (if you have one)
Headphones
Pens/pencils

PERSONAL BELONGINGS
10 pairs of underwear
2 pairs of pajamas
1 spring/fall jacket
1 winter jacket
Running shoes
Casual shoes
Winter boots
Scarf, mittens, hat
6 short sleeve shirts, 6 long sleeve shirts
3 sweaters/sweatpants/jeans/leggings
Bathing suit
2 dressy outfits (Christmas dinner, formal night etc)

Items **Included** in each bedroom:

- Single bed
- All linens/bedding (pillow, full sheet set, comforter/duvet)
- Bath towel
- Desk and chair
- Bulletin board
- Closet or Wardrobe (1 of each are in the room)
- Dresser
- Sink and mirror
- Air conditioning / electric heat



Items **Not** permitted in Dormitory:

- Extension cords (they can be provided if needed)
- Large stereo speakers
- Hot plates or burners
- Televisions (they are provided in the common area, not permitted in rooms)
- Portable heaters
- Coffee makers
- Medications (prescription medication to be handed to staff)
- Illegal paraphernalia
- Any materials that can be considered insensitive to others race, ethnicity, religion or sexual orientation
- Medication
- Sharps (knives, blades etc)