



# Boarding Student Handbook

*Unlock Your Potential*

## Welcome to Brookes Westshore Residence

As a new boarder, you will have a thousand questions about life in residence. This handbook will help you to understand the daily routines and expectations, and includes useful information for life at Brookes Westshore.

Each floor has a dorm parent who lives on the floor with their families, and is the key staff member for the students on that floor. There are also additional dorm staff who work in the dorms and are available to run activities and offer support during the day.

Your dorm parents want to help you feel at home here, and other students are always glad to lend advice.

Being a boarder at Brookes Westshore is a fun and unique experience. Living with other students is a great opportunity to meet new people, and learn about other cultures. Our community is welcoming and inclusive, and we know that by the end of your experience with us, we will have become your second family.

Residence life is an amazing place to learn about yourself and to try new things but we must have rules and guidelines so that everyone can be happy and healthy together in our community.

In this handbook, you will find a list of boarding routines, and answers to questions you might not know to ask. As you become more comfortable in the dorms you may have questions or suggestions about rules or guidelines and we welcome your questions and encourage discussions as this helps us create the best, most inclusive experience you can have as a boarder at Brookes Westshore.



# Day In The Life of a Dorm Student

## Daily Sign-in

### Weekday Mornings

Students must sign-in with dorm parents for breakfast dressed in proper uniform in the Dining Hall. Sign in is between 7:45 am and 8:30 am from Monday to Friday

### Weekday Evenings

Students must sign-in with the on-duty dorm parent between 6:00 p.m. and 7:00 p.m. in the Dining Hall.

### Off Campus Sign-in

Weekend Off Campus Sign-ins. From Friday night to Sunday evening, students who are off campus must call the dorm cell phone to sign in. Students must call at 2:00 p.m. and 6:00 p.m. and 8:00 p.m.

### Weekend & Holiday Mornings

Boarders must sign-in in person between 10:30 a.m - noon.

Students must sign out with a dorm parent and then sign back in with a dorm parent whenever they leave and return to campus. There are no exceptions to this rule. Failing to sign out or sign in will result in consequences.

## Morning Routine

Every morning before school you must:

- Make your bed
- Ensure room is tidy
- Turn off all lights
- Turn off and unplug all electronics, curling irons, hair flatteners and kettles
- Make sure you are in proper uniform
- Bring everything you will need for the day and for your afterschool activities





# Day In The Life of a Dorm Student

## Activities

There are many activities you can participate in during the school day, afterschool and on the weekends. Becoming involved in these activities is a great way to make friends and have fun. It is a really good idea to become involved in things outside of campus life. Movies, visiting the gym, and a walk on the beach are good ways to get out and have fun away from school. If there is something you would like to do just ask! Your Dorm parents will tell you how you can do it or help you arrange it.

### Weekend Activities

Each week our dorm students look forward to our weekend outings and activities. We love to explore our beautiful island, cheer on our hometown sports teams, participate in cooking competitions and much more. If you would like to sign-up for a weekend activity, sign-up in the activities binder in common room 1. Your weekly participation is expected as part of a balanced dorm lifestyle.

### Weekend Overnight Trips

This year, we will have a few overnight trips. Students can sign-up to spend a few days on the beautiful beaches

of Hornby Island, surf in world-renowned Tofino or discover the exciting attractions of Vancouver. If you would like to attend one of these trips, permission forms must be signed in advance from your parents, and approval given by your dorm parent. Dorm parents will approve your attendance on the trip if you are academically caught up and your behaviour has been compliant with school rules. Please note, extra charges will apply for these trips.

### After School Activities (ASAs) and CAS

The ASA Coordinator will send out an email at the start of each term to let you know how to sign-up for your afterschool activities. Your dorm parents are also available to help you. Students in grades 8 - 10 are required to sign up for at least two activities from Monday to Thursday.

## Curfew

Curfew means you must be on campus by the designated time. Curfew times are different depending on your age group. Curfews will be posted on all floors and all students should be aware of when they need to be back on campus.

# Day In The Life of a Dorm Student

## Dining Hall

The Dining Hall is where students eat all their meals while in the residence. There are a few rules here which are important to follow:

- When a student first comes into the Dining Hall they must wash their hands at the sink station and use the hand sanitizer before selecting food
- There is no running allowed in the Dining Hall
- Please try to sit with a different student each day as this will help build a sense of community
- Food and dishes may not be brought back to the Residence building
- Use good manners; chew with your mouth closed, don't talk with your mouth full, etc
- Clean messes and spilled food
- Dishes and trays should be scraped clean of food and stacked neatly in the proper bins
- Shoes must be worn at all times
- Please speak at a reasonable volume
- No pajamas or hats allowed on weekdays, appropriate clothes required on weekends.
- No cellphones are allowed in the Dining Hall during meal times



## Study Time

Study time refers to homework and individual quiet study time. Sunday to Thursday evenings study time is held in a students' dorm room, on their own, for all students unless special permission is given by a dorm parent for an alternative study arrangement. If a student needs help with homework, dorm parents are there to support and connect students with a teacher (if available).

Sunday to Thursday Study Time is held from:  
**7:30 - 8:30 p.m. for all grades**

Friday and Saturday there is no study hall.

### Be On Time

Study time starts at 7:30 p.m.

### Be Quiet

Use headphones, request permission to listen to music.

### Homework

Study time is for homework and studying only.

### Phones and Electronics

There are to be no phone conversations, texting, email, gaming or using social media during study time. This will result in your phone or computer being taken away.



# Day In The Life of a Dorm Student

## Dorm Floor Meetings

Dorm floor meetings are important to share news and announcements. They are also a time for boarders to share their ideas with others. Floor meetings are held at the discretion of the dorm parent and everyone **MUST** be there. Attendance will be taken.

## Clean Up

When people live together in one house, they can make a big mess. All boarders must help maintain clean rooms and common areas. Each student must tidy his or her room in the morning, and clean their room thoroughly on the weekend, including the bathroom. Rooms are also cleaned once a week by housekeeping staff.

Please keep the common rooms clean. If shared spaces are not kept clean they could be shut down until further notice. Each student must check the common room schedule for their turn to clean their floor's common room.

## Weekend Cleanup

On Sundays, rooms must be thoroughly cleaned before 2:00 p.m. Some roommates do this together, and others take turns. Cleaning supplies are kept in the hallway by the students room. If students are going away for the weekend they must clean up on Thursday night before curfew.

- Tidy your side of the room
- Store clothing neatly in closet
- Vacuum floor and dust all surfaces
- Neaten desk, books, and bookshelf items
- Clean bathroom with proper supplies
- Wash the floor

# Day In The Life of a Dorm Student

## Laundry

Housekeeping staff will clean students' clothes and bedding on a specific day of the week. All students must check the schedule posted on their floor. Each student will be given a laundry bag with their room number on it.

On the night before their scheduled laundry day, students must put their bag of clothes (with the student's name on ALL of their individual clothing items) and old sheets into the bin provided by their dorm parent and pick up new sheets for their beds.

Students can pick up their clean and folded clothes after school the next day.

If students have special cleaning requests, please speak directly with someone from housekeeping upon laundry drop-off.

If a student misses laundry day, they may ask the housekeeping staff if it is possible to clean. They may say no as they will have a whole dorm's laundry to complete.

Housekeeping staff and the school are not responsible for any damage or missing items that may result from laundry services. Students MUST inform housekeeping staff of any specific washing requirements before the clothes are washed. Students also have access to a washer and dryer so that they can personally wash and dry special items.

## Recycling

Brookes Westshore recycles and disposes of its waste material very carefully and in accordance with government laws. All school community members are asked to use the recycling boxes on each floor and throughout the school buildings.

There are boxes in the outside breezeway for recyclable materials such as paper, cardboard, plastics, glass, and pop cans. Food can go in the compost bins.

Students should be mindful of the packaging they bring in to the school and dorms and MUST dispose of all recyclables properly. Staff will help students with this as recycling is new for many students.





# Day In The Life of a Dorm Student

## Bed Time & Lights Out

Bedtime means you must be in your dorm room by the designated time. Bedtimes are different depending on your grade. Your bedtime is there so you and your roommate get a good nights sleep, stay healthy, and can focus at school. When it is lights out time, you are not to be using your phone, your computer, or other electronics. If you do this, it could result in having them confiscated (taken away).

Grade 7 Sunday through Thursday	<i>On campus - 6:00 pm In room - 10:00 pm, lights out 10:30 pm</i>
Grade 7 Friday and Saturday	<i>On campus - 7:00 pm, In room - 11:00 pm, lights out 11:30 pm</i>
Grade 8 Sunday through Thursday	<i>On campus - 6:00 pm In room - 10:00 pm, light out 10:30 pm</i>
Grade 8 Friday and Saturday	<i>On campus - 8:00 pm In room - 11:00 pm, lights out 11:30 pm</i>
Grade 9 Sunday through Thursday	<i>On campus - 6:00 pm In room - 10:00 pm, lights out 10:30</i>
Grade 9 Friday and Saturday	<i>On campus - 9:00 pm In room- 11:00 pm, lights out 11:30</i>
Grade 10 Sunday through Thursday	<i>On campus - 6:00 pm In room - 10:30 pm, lights out 11:00</i>
Grade 10 Friday and Saturday	<i>On campus - 10:00 pm In Room - 11:30 pm, lights out 12:00 am</i>
Grade 11 Sunday through Thursday	<i>On campus - 6:00 pm In room - 10:30 pm, lights out 11:00 pm</i>
Grade 11 Friday and Saturday	<i>On campus - 10:30 pm In Room - 11:30 pm, lights out 12:00 am</i>
Grade 12 Sunday through Thursday	<i>On campus - 6:00 pm In room - 10:30 pm, lights out at own discretion</i>
Grade 12 Friday and Saturday	<i>On campus - 11 pm, In room - 11:30 pm, lights out at own discretion</i>

# WEEKDAY

Schedule

# WEEKEND

Schedule

## Monday - Thursday

7:30 am	Wake up
7:40-8:30 am	Breakfast and Sign in
8:30 am	MYP3 - MYP5 (start times for school)
8:40 am	Grade 4 - MYP2 & DP (start school)
3:20 pm	School ends
3:30 pm	ASAs start
6:00 pm	All students back on campus
6:00-7:00 pm	Dinner and Sign in
7:30-8:30 pm	Study time for all grades
8:30-10:00 pm	Snack
10:00 pm	Grades 7 to 9 in rooms
10:30 pm	Grade 7 to 9 lights out Grade 10 to 12 in rooms
11:00 pm	Grade 10 and 11 lights out Grade 12 lights out at own discretion

## Friday

7:30 am	Wake up
7:40-8:30 am	Breakfast and Sign in
8:30 am	MYP3 - MYP5 (start times for school)
8:40 am	Grade 4 - MYP2 & DP (start school)
3:20 pm	School ends
3:30 pm	ASAs start
6:00 pm	All students back on campus
6:00-7:00 pm	Dinner and Sign in
8:00-8:30 pm	Off campus sign in
8:30-10:00 pm	Snack
7:00 pm	Grade 7 back on campus
8:00 pm	Grade 8 back on campus
9:00 pm	Grade 9 back on campus
10:00 pm	Grade 10 and 11 back on campus
11:00 pm	Grade 7 to 9 in rooms Grade 12 back on campus
11:30 pm	Grade 7 to 9 lights out Grade 10 to 12 in rooms
12:00 pm	Grade 10 and 11 lights out Grade 12 lights out at own discretion

## Saturday

10:30 am-12:00 pm	Brunch and Sign in
12:00 pm	Off property time starts
2:00-2:30 pm	Off campus sign in time
6:00-7:00 pm	Dinner and Sign in
8:00-8:30 pm	Off campus sign in
8:30-10:00 pm	Snack
7:00 pm	Grade 7 back on campus
8:00 pm	Grade 8 back on campus
9:00 pm	Grade 9 back on campus
10:00 pm	Grade 10 and 11 back on campus
11:00 pm	Grade 7 to 9 in rooms Grade 12 back on campus
11:30 pm	Grade 7 to 9 lights out Grade 10 to 12 in rooms
12:00 pm	Grade 10 and 11 lights out Grade 12 lights out at own discretion

## Sunday

10:30 am-12:00 pm	Brunch and Sign in
12:00 pm	Room Cleaning- Off property time starts when your room is approved
2:00-2:30 pm	Off campus sign in time
6:00 pm	All students back on campus
6:00-7:00 pm	Dinner and Sign in
7:30-8:30 pm	Study Hall for Grades 7-12 in own room
8:30-10:00 pm	Snack
10:00 pm	Grades 7 to 9 in rooms
10:30 pm	Grade 7 to 9 lights out Grade 10 to 12 in rooms
11:00 pm	Grade 10 and 11 lights out Grade 12 lights out at own discretion

# Expectations and Limitations



**These Expectations and Limits are the framework for guiding everyone in residence to think and act beyond themselves. All expectations and consequences are subject to change based on specific situations and circumstances. Not all offenses are listed here, therefore any action which offends the dorms community and school integrity is subject to consequences including suspension and expulsion.**

**CATEGORY 1**

## General Expectations

Expectation	Behavior	Consequence
Respect quiet spaces and times.	Being loud or disruptive during quiet times.	Students will be reminded of the expectation and will be asked to correct their actions. Corrective actions may include having a conversation with the Director of Residence, writing a reflective essay, participating in restorative action etc. If the choices continue, further and more serious consequences may be enforced.
Only order food Sunday - Thursday until 6:00pm, Friday & Saturday until 10:00pm.	Ordering food outside of specific hours.	
Clean up after yourself.	Not cleaning up after yourself.	
Do not remove dishes from the dining hall or from common room 1 (CR1).	Removing dishes from specified locations.	
Only eat non-perishable foods in your rooms. Eat all perishable foods in the dining hall or a common room.	Eating perishables in your room.	
Wear full school uniform to school daily.	Not wearing full uniform to school, or breakfast sign-in.	Students who attend breakfast without being in full uniform will not be signed in. Students who do not wear full uniform to school will face school-based consequences.
Only use or touch what belongs to you.	Touching, using or consuming that which does not belong to you.	Consequences based on situation; students may be required to replace items used or face more severe consequences depending.
Attend to your commitments, including ASA's and activities.	Missing activities without legitimate excuses.	Missing activities will still be charged.
No phone use in the dining hall.	Using phone in the dining hall.	Warning; phone taken away for duration of meal; phone kept in dorms office for a designated period.

# Expectations and Limitations

**CATEGORY 2**

## Non- Negotiable Expectations with Situation Based Consequences

### A. Treat Each Other and Our Spaces with Respect

This looks like:

- Kindness
- Honesty
- Cleanliness
- Respect for people and spaces

Expectation	Behavior	Consequence
Clean rooms on Sundays 12:30pm - 2:00pm.	Not cleaning their room.	Next weekend night is spent on campus. Potential further consequences based on the situation.
Keep common room doors open and lights on.	Being in a common room with the door closed or lights off.	
Keep specified doors always closed.	Propping open doors that should be closed.	
Be Honest.	Dishonesty.	
Use respectful language.	Using foul and offensive language.	

### B. Be Where You Need to Be, When You're Expected to Be There

Time management is a lifelong skill, valued and regarded as a sign of respect and maturity. Being where you need to be, when you need to be there is something all students must demonstrate. It is a privilege to manage your own time. It is also a safety concern for those looking after you; caretakers are responsible for knowing where you are, therefore, it is your responsibility to show you will be where you should be.

If a student is unable to manage their own time, their time will be managed for them which may look like having their free time limited or restricted in some way. The Principal and parents of the students involved may be notified at any time.

Expectation	Behavior	Consequence
<b>ON CAMPUS:</b> Be on time for study-hall. Be in room at the appropriate time for age/grade. Sign-in for meals. Be out of your room during the school day. Stay in your room after lights out.	Not following the expectation.	Warning. Second warning receives 6pm curfew next weekend night. In the case of study hall, students make up time missed. In the case of missed meals, students help with sign-in of the meal they missed.
<b>OFF CAMPUS:</b> Sign-out when leaving campus. Sign-in when returning to campus. Call in when off campus. Arrive early for on-campus curfew.	Not following the expectation.	Stay on campus the next weekend night and day for 24 hours. Additional consequences based on severity of situation.

# Expectations and Limitations

**CATEGORY 3**

## Non-Negotiable Expectations with Severe Consequences

Non-Negotiable Expectations with Severe Consequences will be dealt with by the Principal, Senior Leadership Team, and potentially Brookes Westshore Board. These are severe infractions and result in suspension or expulsion.

Expectation	Behavior	Consequence
Be honest about where you are going and who you are going with.	Being dishonest about where you are going and who you are going with.	Based on situation, may face suspension and expulsion.
Dorm students are not permitted to ride in vehicles driven by day students.	Dorm student found to be riding in a vehicle driven by a day student.	One week gating.
People living on the boys' floors will not go to the girls' floors, nor into the rooms of people living on the girls' floors and vice versa.	Being in an area or room you should not be in.	Parents are contacted, minimum two weekend gating for both parties and further limitation of privileges based on the situation.
No outside guests allowed in dorm rooms without specific dorm parent permission issued solely for specific and unique circumstances.	Outside guests hosted in dorm student room without exceptional permission.	Principal notified and outside guests' guardians notified; guest not welcome in dorms for two weeks; dorm student gated a minimum of two weekend nights.
Students will refrain from engaging in explicit behaviors within the dorms such as sexual acts and other explicit choices.	Students found to be engaging in explicit behaviors.	Principal notified and consequences decided based on situation and context.

Expectation	Behavior	Consequence
<b>Prohibition of Having in Possession or Using Alcohol, Drugs, Cigarettes, Vapes or Marijuana:</b> The use or possession of alcohol, drugs, cigarettes, vapes or marijuana is strictly prohibited and illegal for minors and while on school property.	<b>Having in Possession or Using Alcohol, Drugs, Cigarettes, Vapes or Marijuana</b>	Infractions of this nature will be dealt with directly by the Director of Residence, the school Principal, Senior Leadership Team and potentially Brookes Westshore Board. Consequences may include police involvement, suspension or expulsion. Report Cards and recommendations may be affected due to the severity of the actions.
<b>Prohibition of Physical and Verbal Violence, and Bullying</b>	<b>Physical and Verbal Violence, and Bullying</b>	
<b>Breaking BC Law:</b> Some examples include: the use, selling of or possession of restricted items, graffiti, destruction of public property, public intoxication, driving without a license or breaking the rules of your license etc.	<b>Breaking BC Law</b>	

# Thriving in Dorms

## Health Centre

Dorm parents and the school nurse are here to help students when they are not feeling well. Students must tell their dorm parent when they are not feeling well and they will be able to help. We ask that students do not keep their illness a secret from dorm parents or health center team members. We need to avoid students getting worse or passing the illness on to classmates.

Boarding students are NOT allowed to bring their own medicines from home unless it is a medicine prescribed by your doctor. All medicines MUST also have a prescription from your doctor as many drugs that students bring with them are not over the counter drugs in Canada or are banned by Canadian health departments. The nurse will hold on to any drugs students may have and will give students access to these as needed.



The Health Centre at Brookes is available to both Boarding and Day students during school hours. It is equipped with an examination and treatment room and 2 observation beds. A school nurse will be available Monday to Friday from 8:30 a.m. – 4:00 p.m. and all students will have the opportunity to meet with the school nurse during orientation to discuss any medical needs. The school nurse will also assist the boarding students to arrange appointments to see a physician, specialist, dentist, orthodontist, and counselling as necessary. Students missing class due to illness are required to check in and stay in the health centre for observation.

Remember, if you are sick please tell your dorm parent and the nurse. We are here to help you feel better.

## Uniforms

All students are expected to wear the school uniform every day and are responsible for ensuring they have all of their uniform pieces clean, and in good repair. Students will be inspected each morning to ensure they are wearing the uniform correctly. If students are not wearing the correct uniform, they will be sent back to change before they can sign-in for breakfast. Please see the Uniform Policy for complete guidelines and expectations.



# Thriving in Dorms

## Counselling

All students experience times when they feel stress or challenges at school or in their social life. Living in a country that is not your own brings about a world of excitement and new experiences. Some of these experiences are positive and some are not. Our full time counsellor is a great resource for handling and managing feelings and experiences that come us as a dorm student. Our counsellor is available to talk about everything from exam stress, to relationship concerns, to celebrating huge successes. The counsellor can also connect you with other professionals who may be specifically trained in your area of need. Whatever you're dealing with, the counsellor is another helping hand on your path to success in dorms!

## Electronics

Students may have a cell phone while at Brookes Westshore. Cell phones are never to be used in the dining hall. The dining hall is a cell phone free area so students can enjoy meals together. For classroom cell phone use please refer to the 2025 cell phone policy document.

Students who have difficulty regulating their cell phone and/or electronic device us may have their cell phones/ electronic devices confiscated at night.

## Wellness

Our school counsellor is available Monday to Friday for short term, solution focused counselling. For longer term challenges the school can arrange for external counselling for an additional fee.

## Gatings

Gating means students are confined to the campus. It is a serious consequence for students who have disregarded important expectations and limitations. If a student has been gated they can not leave the school property, after school or on the weekend. Dorm parents will inform students if they have any further consequences.





# Thriving in Dorms

## Couples

We all value our comfort and privacy in our own space that we call home. In the dorms, to keep everyone feeling comfortable and safe, we only allow students of the same gender into dorm rooms. Rooms are private and no partnerships should be hanging out alone in dorm bedrooms.

Excessive displays of public affection are not allowed. Dorm parents will talk with you if they see you making others uncomfortable. Remember that we have different age groups, different cultural ideals, and different levels of maturity on campus.

## Common Rooms

Common rooms are to be used respectfully as they are shared spaces. These rooms are where students can visit together, eat food, watch television, study and play games. Common room lights need to be kept on, and the doors open when occupied.

## Weekend Leave

Weekend leave is a privilege and is approved on a case by case basis. Please talk with your dorm parent as early as possible.

Students will need to complete a set process before they may leave for the weekend:

- A weekend leave request must be submitted by REACH at least three days before the date you plan to go.
- Student parents or guardians must approve the leave request two days before the departure date.
- Students will only be allowed to stay with individuals who have been pre-approved by parents/guardians, and whose names have been added in REACH by parents/guardians.
- Student weekend leave plans can be rejected if students have not been meeting residence or school expectations or if there are any concerns about the request. Student safety is a big concern, so all requests will be followed up by staff.
- Students must complete their weekend clean-up on the Thursday night before they leave.

# Dorm Spaces

## Appliances & Furniture

There is a full modern all-inclusive kitchen with a stove, fridge and dishwasher available for all students to use.

Appliances, such as mini fridges, toasters or rice-makers, are not allowed in the students dorm rooms.

Cooking is only allowed in the main floor common rooms. There is a full modern all-inclusive kitchen with a stove, fridge and dishwasher available for all students to use.

Each dorm room will have a schedule for their allocated night for common room clean-up.

Students may move certain pieces of furniture around in their room but this must be approved first by their dorm parent to comply with fire and safety regulations. There are many different ways to arrange the furniture, but make sure you and your roommate are in agreement before you do it. You must return the furniture to its original position at the end of the year. Please ask permission before bringing any new furniture into your room.

Personal kettles are allowed but must be approved by maintenance before use.



## Animals

Students are not allowed to have pets or animals in their rooms.





# Dorm Spaces

## Gym & Weightroom

Brookes Westshore has both a full size gymnasium and well equipped weightroom. Dorm students are permitted to use the gymnasium after school when it is not in use for ASA's or sports teams. Students are required to wear proper sports attire, including shirts and proper footwear at all times. Designated equipment will be brought out for dorm student use by a dorm parent and all equipment should be used with respect and for the sporting activity intended. All equipment should be properly put away after use. If equipment is broken or lost it should be reported to a dorm parent immediately and students may be responsible for replacement costs. The equipment room is off limits for all students at all times. The Brookes weightroom is located in the mezzanine of the gymnasium and has weights sets and rowing machines, elliptical and other work out equipment. Only students who have demonstrated their knowledge of proper weight training technique will be allowed to use the space. Usually students will receive weight training instructions during PE class or from a trained dorm parent. Enquire with your floor parent for more details.



# Transportation

Students can use public transport (including uber and taxis) with their parent's permission. They need to have a REACH approval to be driven by an adult who is not their parent. Students may not be drive by day students or drive their own vehicles.

If the bus drivers are required to speak to a student about behavior students may lose bus privileges and/ or free time away from school property.

## Details of Charging Students for Transporation:

- The school provides bus transportation free of charge to and from BC ferries and Victoria International Airport for the start of school, the end of school, winter break and spring break during our designated travel dates. Designated travel dates include the Friday Saturday, and Sunday prior to school start or after school finish. Any request for transportation outside of the designated travel dates will be charged to the student. The exception to this is for new students. New students arriving to Brookes for the first time will not be charged for pick up regardless of the day they arrive.
- The school provides bus service for supervised after school activities. Any transportation charges will be incorporated into the ASA fee.
- The school provides bus service free of charge for supervised dorm activities on weekends.

- The school provides free transportation for boarding students when driving to the hospital for medical emergencies.
- The school will charge dorm students transportation fees when driving students to attend medical appointments. (ex. Doctor's appointments, Physiotherapy, Chiropractor, Dentist, Orthodontist). A minimum fee of \$50 will be charged to the student per visit to account for the cost of transport and staffing. If the medical appointment/procedure is longer than normal, there may be a greater charge to account for the staff member's time. Brookes staff will relay the estimated transportation cost to parents for approval prior to the appointment. The student is not required to use Brookes transportation, they may choose to take a taxi or Uber if desired.
- If school transportation is requested by the student for transport to attend external exams (ex. LSATs) or to run personal errands requiring a vehicle (ex. sending large parcels) the student will be charged. The fee will be based on the time and distance of the trip (minimum \$50 fee.) Transportation will only be provided if a staff member and vehicle are available at the desired time. It cannot be guaranteed.



## **IMPORTANT PHONE NUMBERS**

**Brookes Main Office:** 250-929-0506

**Residence Emergency Number:** 250-216-1671

**Number for Off Campus Sign-ins:** 250-216-1671

**Kids Help Line:** 310-1234

**Police & Fire Emergency:** 9-1-1

**Youth Crisis Hotline:** 1-800-784-2433



1939 Sooke Rd, Victoria, BC V9B 1W2, Canada

[WWW.WESTSHORE.BROOKES.ORG](http://WWW.WESTSHORE.BROOKES.ORG)

*Unlock Your Potential*