



Parent - Student Handbook

BEHAVIOURAL CONTRACT
AND HEALTH FORMS

2024—2025

TABLE OF CONTENTS

CRITICAL DATES 2024-2025	- 4 -
ARRIVAL INFORMATION	- 5 -
VISA REQUIREMENTS	- 5 -
ARRIVAL AND DEPARTURE INFORMATION	- 5 -
DRIVING TO MERRICK PREPARATORY SCHOOL	- 5 -
STUDENT LIFE	- 6 -
SCHOOL DRESS CODE – SCHOOL UNIFORM	- 6 -
BOARDING STUDENT ROOMS AND BEDDING	- 8 -
COMMON ROOMS	- 8 -
CLEANING	- 8 -
BATHROOM FACILITIES	- 8 -
SECURITY	- 8 -
LAUNDRY	- 8 -
MEALS	- 9 -
WHAT TO BRING	- 9 -
REQUIRED ITEMS	- 9 -
PERSONAL ELECTRONIC ITEMS	- 10 -
COMPUTER USE / INTERNET / TRANSLATORS	- 10 -
PRINTERS	- 10 -
MOBILE PHONES	- 10 -
FINANCIAL INFORMATION	- 10 -
STUDENT ACCOUNT – <i>STUDENTS CANNOT WITHDRAW FUNDS FROM THIS ACCOUNT.</i>	- 10 -
OPENING A CANADIAN BANK ACCOUNT FOR PERSONAL EXPENDITURES	- 11 -
HEALTH AND SAFETY	- 11 -
HEALTH INSURANCE	- 11 -
MEDICAL INFORMATION	- 11 -
SCENT FREE SCHOOL	- 12 -
SAFEKEEPING	- 12 -
TRANSPORTATION	- 12 -
COMMUNICATION	- 12 -
MAILING ADDRESS	- 12 -
TELEPHONE	- 13 -
COMMUNICATION WITH YOUR CHILD	- 13 -
EMAIL CONTACTS	- 13 -
COMMUNITY BEHAVIOUR CONTRACT	- 14 -
CODE OF CONDUCT AND SCHOOL POLICIES	- 14 -
FIELD TRIPS	- 17 -
RESIDENTIAL LIFE PROGRAM AND WEEKEND ACTIVITIES	- 18 -

<u>HOMESTAY</u>	<u>- 19 -</u>
<u>APPENDIX - MANDATORY FORMS TO COMPLETE -</u>	<u>- 20 -</u>
<u>PARENT/GUARDIAN AND STUDENT CONTRACT - MERRICK PREPARATORY SCHOOL -</u>	<u>- 21 -</u>
<u>STUDENT MEDICAL PROFILE - MERRICK PREPARATORY SCHOOL -</u>	<u>- 22 -</u>
<u>STUDENT MEDICAL HISTORY</u>	<u>- 22 -</u>
<u>CONCUSSION CODE OF CONDUCT</u>	<u>- 26 -</u>
<u>STUDENT IMMUNIZATION HISTORY</u>	<u>- 28 -</u>
<u>CONSENT TO TREATMENT</u>	<u>- 29 -</u>

CRITICAL DATES 2024-2025

DESCRIPTION	DATE
Arrival Date	Tuesday September 3, 2024 Doors open at 9:00am
First Day of Classes	Wednesday September 4, 2024
Thanksgiving Weekend	Saturday October 12 – Monday October 14, 2024 No classes on Monday October 14, 2024
Last Day to Enrol for Semester One	Wednesday October 2, 2024 No credits granted for students that enrol after this date.
Last Day of Classes - Departure Day	Friday December 20, 2024 Students must exit by 4:00pm; the school is closed
Winter Holiday – School Closed	Friday December 20, 2024, starting at 4:00pm to Sunday January 5, 2025. Doors open at 1:00pm Sunday January 5, 2025.
Arrival Date	Sunday January 5, 2025. Doors open at 1:00pm
Classes Begin	Monday January 6, 2025
End of Semester 1	Tuesday January 28, 2025
Arrival Date for new students starting Semester 2	Wednesday January 29, 2025
Start of Semester 2	Thursday January 30, 2025
February Long Weekend	Saturday February 15 – Monday February 17, 2025 No classes on Monday February 17, 2025
Last Day to Enrol for Semester Two	Wednesday February 19, 2025. No credits granted for students that enrol after this date.
Students Depart for March Break	Friday March 8, 2024 Students must exit by 4:00pm; the school is closed
March Break – School Closed	Friday March 7, 2025 starting at 4:00pm to Sunday March 16, 2025. Doors open at 1:00pm on Sunday March 16.
Students Return after March Break	Sunday March 16, 2025. Doors open at 1:00pm
First Day of classes after March Break	Monday March 17, 2025.
Easter Long Weekend	Friday April 18 - Monday April 21, 2025 No classes Friday April 18 and Monday April 21, 2025
May Long Weekend	Saturday May 17 - Monday May 19, 2025. No classes on Monday May 19, 2025.
Last Day of Classes	Friday June 20, 2025
Last Exam	Friday June 20, 2025. Finishes at 11:00am
Graduation	Friday June 20, 2025. 1:30pm – 4:30pm All Students must attend Graduation.
Departure	Friday June 20, 2025, after 4:30pm & before 6:00pm Students must exit by 6:00pm, the school is closed.

Visa Requirements

All non-Canadian Passport holders must apply for a Canadian Study Permit, with the exception of Summer Program students and Synchronous Learning Students. Upon the receipt of the signed contract and payment as outlined in the invoice, an official Letter of Acceptance, and the Custodianship Declaration (for those 17 and under) will be sent to the applicant's parent(s)/guardian(s). These documents must be presented to the Canadian Embassy when applying for a Canadian Study Permit, **and** to the Canadian border officials upon entry into Canada. Some students may require a Temporary Resident Visa (TRV) for entry into Canada. To see which countries require a TRV please check here:

<http://www.cic.gc.ca/english/visit/visas.asp>.

It is the student's/parents' responsibility to ensure that the student's Passport, Study Permit and Temporary Residents Visa (TRV) are kept up to date. If any expire, they can jeopardize a student's ability to enter Canada, stay in Canada or continue their studies. To apply for a Study Permit or Temporary Resident Visa please contact the Canadian Embassy in your home country to commence the process immediately upon acceptance into Merrick Preparatory School. Some countries require up to **five months** to secure the Study Permit and Temporary Residents Visa (TRV). There are many companies that will assist you with your Study Permit application. Many of our students have had a positive experience using Bay Immigration, <https://www.bayimmigration.ca/>.

Arrival and Departure Information

Arrival and Departure information for BOARDING students must be provided to Merrick Preparatory School (MPS) one month prior to the arrival and departure date. MPS will pick up students at the Ottawa airport **only**. Transportation costs for all students will be charged to the Student Account on a cost recovery basis.

All other arrival dates, pick-ups and departure dates or drop-offs will be at the expense of the student, with a 15% administrative fee added. **No service to Toronto or Montreal is provided by Merrick Preparatory School. Students must travel in and out of Ottawa.** Services that students can contact for transportation include:

- Allegiance Transportation Services: +1.613.761.2875, atskemptville@gmail.com. Prices range up to \$325 based on number of students in the vehicle, round trip to Ottawa.
- Airport Taxi: +1.613.523.1234. Ottawa Airport to Merrickville only (one-way), approximately \$210.

For those arriving at the Ottawa airport: upon the student's initial arrival a Merrick Preparatory School representative will be waiting at the airport holding a **MERRICK PREPARATORY SCHOOL** sign. In the unlikely event that the Merrick Preparatory School representative is not present, the student must go to the nearest information booth and ask to have Merrick Preparatory School paged.

The school must be advised of all travel/flight plan changes at least 48 hours before arrival. With less than 48 hours notification it may become impossible to ensure a Merrick Preparatory School representative is available for pick-up or drop-off and transportation will become the student's responsibility and the student will have to cover the additional cost.

NOTE: Students are not able to enrol after the "Last Day to Enrol" date as outlined above in the "Critical Dates". After this date no credits can be offered. If a student enrolls after the "Last Day to Enrol" date, they can audit courses in that semester but cannot earn credits, alternatively they can enrol in the next semester.

Driving to Merrick Preparatory School

Students arriving via private vehicle to Merrick Preparatory School should arrive at the school at 1:00pm on the arrival date, unless otherwise stated. During the departure date at the end of the semester, students must depart by 4:00pm on the last day of classes before the school closes, unless otherwise stated.

DAY students must contact the Admissions Office at admissions@merrickprep.com by September 1 to arrange an appointment time on September 3, 2024 to come to the school and to pick up their uniform, schedule and other school related materials.

Please visit Google Maps, or other map application, for driving directions to the school. Our address is:
118 Main Street East

Merrickville, Ontario, Canada, K0G 1N0

When sending items by post, **the Post Office Box (P. O. Box) must be included**, as follows:

118 Main Street East

P. O. Box 100

Merrickville, Ontario, Canada

K0G 1N0

STUDENT LIFE

School Dress Code – School Uniform

All students are required to follow the school dress code during the academic day. **All students** will need to arrive at Merrick Preparatory School with their own formal **black** business-attire dress pants (2-3 pairs). Dress pants must be hemmed to touch the shoes, professionally pressed/ironed with a centre crease (no casual pants, no rivets, no jeans, no yoga pants, no sweatpants, no leggings, or cargo-style pants with pockets on the legs). Black leather belt (1), white no-iron dress shirt (5) – short or long sleeve (the top button must do up), black polishable leather dress/business shoes (1 pair) (not suede, not slippers, not ballet shoes, not running shoes/sneakers; heels must not exceed 1 inch), black dress socks (5 pairs) that are at least to the mid-shin (not sport socks, not ankle socks). **Skirts are not worn as part of the uniform.** For **GRADUATION** students are expected to wear their full uniform. For **sports**, students must bring their own navy blue or black shorts, jogging/sweatpants, navy blue gym T-shirt and running shoes. Cleats, turf shoes, artificial turf shoes, field shoes, indoor field shoes, etc. (studs, spikes, cleats, lugs, aggressive treads) are not allowed on school fields, only running shoes.



Black dress pants
Black belt



White collared shirt
Buttons down the front



Long black socks



Black polishable
dress shoes

Merrick Preparatory School Uniform and Costs:

Merrick Preparatory School provides all students a school tie free of charge. Cardigans are required to be purchased at \$150 each and Hoodies at \$60 each, funds are taken from Student Account. Students can also wear a black blazer/suit jacket on top of their cardigan if they wish. Additional cardigans (\$150) and ties (\$100) can be purchased. Merrick Preparatory School (MPS) also provides a “House” T-shirt, baseball cap, winter togue and water bottle at no charge. Various sports uniforms for varsity sports (played against other schools) range from \$60 - \$120 each. Please see the Merrick Preparatory School, **Financial Handbook** and **Policy Handbook** on our website for more details on appropriate dress and uniform or contact one of the Admissions team members.

Sample Schedule

Daily Routine—Weekday (Subject to Change)

7:45am	Wake Up
8:10am – 8:35am	Breakfast
8:45am – 10:00am	Instructional Period #1
10:05am – 11:20am	Instructional Period #2
11:20am – 12:20pm	Multiple Subject Instructional Period (MSIP)
12:20pm – 1:10pm	Lunch
1:10pm – 2:25pm	Instructional Period #3
2:30pm – 3:45pm	Instructional Period #4
4:00pm – 5:00pm	Activities and Sport
5:30pm – 6:00pm	Dinner
7:00pm – 9:00pm	Evening Study (Sunday – Thursday)
10:30pm	All must be in the building
11:00pm	All must be in their room
11:30pm	Lights Out

Weekend: (Subject to Change)

6:00am – 11:30am	Departures for occasional Mandatory Activities Self-Serve Breakfast
11:30am	Brunch
12:00pm	On campus or in city activities
5:30pm	Dinner
6:00pm	Free Time/Activities
12:00am	Return to Residences (Friday & Saturday evening)
12:30am	Bedtime (Friday & Saturday evening)

On Saturday and Sunday mornings a self-serve breakfast of fruit, cereal, yogurt, juice, milk and toast is available, followed by a Brunch served at 11:30am.

Sunday evening is a school night; all students must be on campus for the 5:30p.m. meal Sunday through Thursday, followed by the 7:00pm to 9:00pm. Evening Study.

During the academic day (8:45am to 3:45pm Monday to Friday) students are not allowed to return to their bedrooms, except for 20 minutes after lunch, from 12:45pm to 1:05pm. Mobile phones must be left in dorm rooms during the academic day.

Day Students must arrive for breakfast Monday through Friday and be off campus by 5:15pm due to supervision requirements. Day students must participate in mandatory weekend activities unless they have their parents' permission to opt out; the parent's must inform the Head of School that their child will not participate on the Wednesday prior to the mandatory weekend activity. Day students can participate in any weekend activity conditional that they inform the Head of School by the end of the school day on the Wednesday prior to the weekend activity. The costs of mandatory and optional weekend activities will be deducted from the Student Account. Day Students are allowed on campus during the following times conditional they have been invited on campus by a boarding student and have been granted permission by the Residential Life Supervisor on duty:

- Friday 5:15pm – 10:30pm.
- Saturday 12:30pm – 10:30pm.
- Sunday 12:30pm – 5:00pm
 - o If a Day Student has a meal during their visits at any of the above posted times, they will be charged \$20.00 for a dinner and \$15.00 for a brunch.
 - o Day Students must use the sign-in/sign-out Day Student/Visitor logbook found at front reception during their visits.
 - o All school rules and policies apply.

Please view our Policy Handbook found on our website for more details.

Boarding Student Rooms and Bedding

Boarding students must limit the number of items they bring as there is limited space in their dorm room; two students share a room. Students are assigned a room that they share with another student of the same gender and usually from a different country and language group. Dormitory floors have a “boys wing” and a “girls wing” with a divider separating the boys and girls wing of a hallway. Each room contains a desk, (one per student), chair (one per student), an end table (one per student) chest-of-drawers (one per student), desk lamp and end table lamp (one per student), closet space, and two queen or double (full) size beds (one per student) with one pillow per student. **Students must bring their own queen-sized bed sheets (fitted sheet, flat sheet, pillowcase) and blankets/comforter/duvet.** Students can bring bedding with them, however, as bedding takes up a large volume of space in luggage, we recommend students purchase their bedding on-line prior to arrival and have it shipped in their name to: 118 Main Street East, Merrickville, Ontario, K0G 1N0. We recommend the queen size “Bed-in-a-Bag” sold at Walmart; <http://www.walmart.ca/en/home-pets/bedroom-accessories/bed-in-a-bag/N-1449>.

Please note that food and drinks, other than water, tea and coffee, as well as kettles, rice cookers, toasters, irons, and other electrical cooking or heating devices are **not** allowed in students’ rooms. Gaming devices, TVs and all electronics, other than those specifically required for academic purposes such as a laptop computer and calculator, are **not** allowed in dorm rooms. Gaming devices, TVs and other such electronics are to be left in, and used in, common areas.

Common Rooms

There are four common rooms in the school for relaxation and socialising – students may use equipment such as a PlayStation, stream movies online using Netflix, take advantage of our exercise equipment, pool table, ping-pong table and Wi-Fi provided throughout the building. Common Rooms may be used during free time after all school obligations are met. In the common areas “**English only**” is spoken. Students should be respectful of others using these spaces.

Cleaning

Boarding students are responsible for making their bed every morning, maintaining a clean and tidy room and putting their clothes and belongings away daily. Students must pass a room inspection every day for general tidiness. The housekeeping staff will vacuum floors and clean/disinfect the bathrooms and all surfaces weekly. In order for cleaning staff to effectively clean, floors and all surfaces must be free from clothing and other articles; excess clutter is not acceptable as it limits the ability to maintain a clean and healthy bedroom environment. The housekeeping and Residential Life staff will be pleased to assist students in organizing their belongings, but it remains the student’s responsibility to maintain a neat and orderly room.

Bathroom Facilities

Each dorm room has a private en-suite four-piece bathroom (toilet, sink, shower, bathtub). Students share their bathroom with their roommate.

Security

Merrick Preparatory School is equipped with a closed-circuit security system ensuring that all imperative areas of the building are closely monitored. Card Access entry allows all doors to remain locked at all times. Residential Life Supervisors live on campus and provide round-the-clock supervision of the students. Wi-Fi is also provided free of charge on a secure network throughout the school buildings.

Laundry

Boarding students are responsible for their own laundry, including bedding. Laundry soap, washers and dryers are provided free of charge for that purpose. Merrick Preparatory School staff members are available to assist when needed.

Meals

Three meals and two snacks are provided each day in the dining room for boarding students, with the exception of Saturday and Sunday during which brunch replaces breakfast and lunch. Cereal, bread, toast, fruit, milk, and other food items are always available for the students in the snack bar area, in addition to any personal food items the students may have. All meals are eaten in the dining hall; food is not allowed in any other area of the school. Students can eat meals off-campus or in the snack bar area starting Friday dinner through Sunday brunch only. During special events or trips, some meals will be off campus. Day students will be provided breakfast, lunch and after school snack Monday through Friday. Mobile phones are not allowed in the dining hall during meals. Please indicate on the **Medical Form**, found in the Appendix, if your child has any food allergies or dietary concerns.

WHAT TO BRING

Required Items

- ✓ school dress code items as outlined above within the “School Dress Code”, and in the Policy Handbook, found on our website, here: <https://www.merrickprep.com/documents-and-resources>
- ✓ black dress shoes for classroom and casual wear (1), as outlined above within the “School Dress Code” and Policy Handbook
- ✓ running shoes for physical education class, sports and co-curricular activities (1) (Note: cleats, turf shoes, indoor turf shoes, heavy treaded or lug shoes, etc are not allowed on our playing fields, only running shoes), as outlined above and in our Policy Handbook
- ✓ slippers or sandals, if desired (1)
- ✓ jeans/casual pants (2)
- ✓ nice pants (special dinners and outings) (1)
- ✓ skirt or dress (special dinners and outings) (1)
- ✓ Shirts (6-8)
- ✓ sweaters, sweatshirts (2)
- ✓ socks and underwear (6-8)
- ✓ light jacket (1)
- ✓ towel for the shower/bathing (1)
- ✓ swimsuit (1)
- ✓ personal toiletries (soap, shampoo, razors, brush/comb, toothpaste, toothbrush, deodorant, hygiene products, etc.). These items can be purchased upon arrival; however, students should arrive with enough of these items for the first two weeks until they can make additional purchases.
- ✓ Bedding: fitted and flat sheet to fit a queen-size bed, blankets or duvet or comforter, pillowcase. We recommend purchasing ahead of time and having it shipped to the school, see “Student Rooms and Bedding”, above.

Additional Items

Spring/ Fall:

- ✓ sun hat
- ✓ sunglasses

Winter:

- ✓ winter hat
- ✓ mitts/gloves
- ✓ winter boots
- ✓ winter jacket
- ✓ ski/ snow pants

Optional items:

- ✓ camera
- ✓ journal book
- ✓ photos from home
- ✓ Traditional clothing from your culture/home country
- ✓ Semi/semi-formal clothing Farewell Party (in May)

Winter items can be purchased once in Canada.

Personal Electronic Items

Canadian electrical current is 110 volts AC (Alternating Current). Most non-North American appliances (shavers, hair dryers, etc.) are of a different voltage; an adapter is needed to work the appliances. The adapters that are required cannot be bought in Canada. Please note that no cooking or heating appliances are allowed in the dorm rooms (kettles, rice cookers, heaters, etc.). Small music devices like iPods, MP3 players, etc. are allowed. Gaming devices and TVs are not allowed in dorm rooms.

Computer Use / Internet / Translators

Students must bring their own laptop computer. Merrick Preparatory School supports Windows and MacOS only. Chrome books, tablets and other similar devices do not work on our system and cannot be security protected and will not be allowed to access our wifi networks for academic purposes.

Merrick Preparatory School provides wireless internet. All computers must have installed the Microsoft Office Suite (Word, PowerPoint, Excel, OneNote). All operating systems and all computer software must be operating in **English**. If student computers are not in English, then repairs and maintenance will not be possible. Student computers may be scanned with anti-virus software before being connected to the school's network, in such cases a fee will be charged to the Student Account to scan the computer and upload the anti-virus software. All student computers will be set up on the school wide System's Manager to ensure safe and appropriate use of the internet. Boarding students may be required to hand in their computers, cell phones, and other personal electronic items each evening to ensure that they get a good night's sleep.

Electronic translators and artificial intelligence software are not allowed in the classroom during the academic day or for homework, assignment, exam or assessment completion.

All students must read the Technology Policy found in the Policy Handbook on our website. The school administration and individual classroom teachers review the acceptable use of computers and the network regularly. Those abusing technology will face consequences from gatings (restricted to their room or the building for a period of time) to detentions, and suspension or expulsion at the student's expense.

Printers

Student work can be submitted electronically and does not require printing. However, some students may prefer to work off paper copies while creating drafts of their work before making the final electronic submission. If this is the case, we recommend that the student purchase a simple printer upon arrival in Canada. These can be purchased for \$150 to \$200 Canadian dollars. We can also provide printing at \$1.20 per page and have it charged to the Student Account.

Mobile Phones

Students may bring a mobile phone to school. Students will not be allowed to access their mobile phones during the academic day, Evening Study or after bedtime. Students using their mobile phones during these times will have their phones confiscated for a period of time. Parents are reminded to respect their child's need for sleep and availability for school activities and programs. During the academic day Boarding students must leave their phones in their rooms, Day students must leave their phones in their lockers. In the event of an emergency parents can contact the school directly at +1.613.269.2064 or after hours at +1.613.292.5111.

FINANCIAL INFORMATION

Student Account – Students cannot withdraw funds from this account.

Boarding students must have an initial deposit of \$2,000 (\$1,000 per semester) and Day students \$1,000 (\$500 per semester) in their Student Account upon arrival at the school. This account will be used to cover expenses like the school yearbook, transportation, damage deposit, school store purchases (cardigans, hoodie, extra ties, etc.), optional and mandatory trips, printing and miscellaneous charges.

Students cannot withdraw funds from their Student Account; it is not a bank account. The balance in Student Accounts must be kept above \$300, and students will not be allowed to carry any negative balances. Account balances will be sent to parents monthly. Balances in arrears will result in withholding of academic records: please review the Financial Handbook. Upon graduation any funds that remain in the Student Account will be refunded to the parent/guardian.

Opening a Canadian Bank Account for Personal Expenditures

Boarding students are **required** to open a Canadian bank account to provide them with access to personal funds. Parents/guardians can deposit funds directly into their child's Canadian bank account, allowing the parent/guardian to manage and track their child's spending. Boarding students need money for personal items (soap, shampoo, toothpaste, personal hygiene products, etc.), telephone cards, personal transportation, personal entertainment (going to the movies with their friends), shopping, etc. Spending habits vary and are dependent on how much money the parent/guardian allows their child to have; most students spend between CDN \$40.00 to \$120.00 a week without any major purchases. Students are responsible for their own spending money.

HEALTH AND SAFETY

Health Insurance

Health Insurance is a **requirement** for all non-Canadian passport holders studying in Canada. Merrick Preparatory School provides health insurance for all Boarding Students who do not have a Canadian Passport. Merrick Preparatory School will register non-Canadian Boarding Students with a "Student Guard" Health Insurance plan for the duration of their paid study period. Outside of the study period insurance is **not** provided (e.g., summer) and students are required to secure their own health insurance. Merrick Preparatory School does not provide Health Insurance for Day Students, Canadian Passport holding Boarding Students, Synchronous Learning Students, Online Learning Students and Summer Camp/Summer School Students.

You can view the Student Guard insurance policy details at <http://www.guard.me>, choose "Downloads" and then "Policy". The policy can be downloaded in English, Spanish, French, German, Italian, Korean, Portuguese, Chinese and Japanese.

Medical Information

In order to care for our students, we must have complete and up-to-date medical information for each student. Please complete the medical form within the Appendix at the end of this document with care, diligence, and full disclosure. For your child's safety and care you must note any past or present physical or mental illnesses, any allergies, and prescribed medications.

All non-prescribed medications, including vitamin pills, will be collected upon boarding students' arrival and will **not** be dispensed to the student. Many supplements and natural medicines have pharmacological effects that can lead to complications with medications that are prescribed in Canada. A lack of English labelling on foreign medications increases the risk of contraindication. To avoid these complications and risks, **no personal medications or remedies will be allowed or dispensed.** Merrick Preparatory School Residential Life staff will provide appropriate care that will include non-prescription medication and arranging medical, dental and eye examinations and appointments when necessary.

If your child is taking medication prescribed by a licensed medical doctor, please have your child bring three (3) sets of the prescribed medication with a written explanation in English of what the medication is and what it is used for. One set of medications will be kept by your child, one will go in the "on-site" emergency medical kit and one will go in the "off-site" emergency medical kit so that your child's medication will always be accessible in the event of an emergency.

Scent Free School

Students attending Merrick Preparatory School come from around the world, and with that diversity comes a wide array of perfumes, colognes, deodorants, skin and beauty products, incense, and health care products, all with a variety of scents. Given that students share rooms and classrooms and that an increasing number of students have allergies and sensitivities, our campus is scent free. Please ensure that students bring health care and beauty products that are scent free/non-scented. Students that do bring perfumes, colognes, scented deodorant, or other scented products will be asked to dispose of them and purchase non-scented products. If a student persists in using scented products, they will face disciplinary actions including suspension at their own expense, or expulsion with no refund.

Safekeeping

Upon arrival, boarding students must submit passports and airline tickets to the Residential Life Staff for safe keeping. All documents submitted will be kept in a locked filing cabinet in a locked room. Students may access these items with the assistance of staff. These precautions are important as they prevent the loss of important property. Merrick Preparatory School also provides each student a locker for safe keepings of valuable and important items. *

For the security of the campus, the school is equipped with cameras. In addition, there is a team of male and female residential staff to take care of each student's personal and social well-being. Full time (24 hours a day, 7 days a week) supervision and support is provided by these responsible adults who monitor the building and are available on campus during all hours.

*Please note that Merrick Preparatory School is not responsible for students' personal items that have been lost or damaged. Students should not bring large sums of cash on campus.

TRANSPORTATION

Students at Merrick Preparatory School will have the opportunity to participate in events and activities within the community. Often it is necessary for them to be driven to or from an activity. While in attendance at Merrick Preparatory School, students will be driven in Merrick Preparatory School vehicles. Students may also be transported by taxicab, Uber, bus, train, or personal vehicle driven by an appropriately licensed driver.

Transportation costs may be associated with such travel. If the service is provided by a third-party vendor the student will have to pay the third-party vendor directly with cash, thus the need for the student to have their own bank account for access to funds. If the transportation is provided by Merrick Preparatory School, the cost will be deducted from the Student Account.

While attending Merrick Preparatory School boarding students are not allowed to drive a vehicle or keep a vehicle on site. Please view our Student Vehicle Policy in our Policy Handbook found on our website.

COMMUNICATION

Mailing Address

Students can receive mail at the following address, **it is critical to include the P. O. Box number**, as follows:

Student Name (In English)

Merrick Preparatory School

P.O. Box 100, 118 Main Street East

Merrickville, Ontario

Canada, K0G 1N0

Telephone

During business hours, Monday to Friday from 8:30a.m. to 4:30p.m., the school number is **+1.613.269.2064**.

During non-business hours you can call the Residential Life Duty Phone at **+1.613.292.5111**.

Communication with your Child

Upon arrival boarding students are encouraged to purchase a phone card (available at most local stores). We encourage students to call home to tell their parents that they have arrived safely. We also encourage the use of Skype, Facetime, Zoom, WhatsApp, WeChat, Teams, Facebook and other social media platforms for communication during non-academic times.

Students may receive and make phone calls (Facetime, Skype, Zoom, text, etc.) during the following times (Eastern Standard Time):

Weekdays:

- 7:00a.m. – 8:15a.m.
- 12:50p.m. – 1:05p.m.
- 5:05p.m. – 6:55p.m.
- 9:05p.m. – 10:55p.m.

Saturday:

- 7:00a.m. – 11:55p.m.

Sunday:

- 7:00a.m. – 6:55p.m.
- 9:05p.m. – 10:55p.m.

***PLEASE BE RESPECTFUL OF ALL OTHER TIMES
AS STUDENTS NEED THEIR SLEEP, CLASS TIME
AND STUDY TIME UNDISTURBED.***

Email Contacts

Merrick Preparatory School staff will respond promptly and efficiently to all emails. Each student and family will be assigned an Advisor who will be the main contact person for that student/family. The Advisor will introduce themselves to the parents/agent via email in the first week of the school year. Subject/course related inquiries can be directed to the subject teacher. All other inquiries may be directed to the Head of School.

Head of School: Mr. Kevin Farrell, kevinf@merrickprep.com

- For any concerns you may have about a student's academic performance, the first point of contact should always be the Advisor who can connect you to the appropriate individual and/or teacher. Alternatively, the Head of School will address all academic concerns.
- For all other issues please reach out to the Head of School.

COMMUNITY BEHAVIOUR CONTRACT

In choosing Merrick Preparatory School, students agree to behave in accordance with the school's rules and regulations as outlined in the Parent-Student Handbook, Financial Handbook, Community Involvement Handbook, Citation Manual and Policy Handbook, including but not limited to the sign-in and sign-out policies, English Only Policy, Student Code of Conduct, Technology Policy, Plagiarism and Academic Dishonest Policy; not only in the letter of what is written, but in the spirit and intent of what is written. Parents/Guardians understand that by sending their son/daughter to Merrick Preparatory School they agree and are obliged to support all school rules, regulations, policies, disciplinary procedures and curriculum regardless of their personal, cultural and family values. Students are expected to follow and abide by the Policy Handbook found on the school website. It is understood that policies evolve and may change during the course of the year. All Handbooks can be found on our website, here: <https://www.merrickprep.com/documents-and-resources>

CODE OF CONDUCT AND SCHOOL POLICIES

Merrick Preparatory School promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All members of the school community must always demonstrate honesty and integrity and treat one another with dignity. When inappropriate behaviour occurs, the staff will utilize a range of interventions, supports and consequences that are appropriate and include opportunities for students to learn from mistakes and improve their behaviours. The Code of Conduct applies both during and beyond formal school time. For our complete Code of Conduct, please view our Policy Handbook found on our website: <https://www.merrickprep.com/documents-and-resources>

Respect for Self

- . Come to school prepared, on time and ready to learn.
- . Show respect for yourself, for others and for those in authority.
- . Respect the school dress code and be properly groomed.
- . Follow the established rules and take responsibility for your own actions.

Respect for Others

- . Respect and comply with all school policies and applicable federal, provincial, and municipal laws.
- . Be courteous, considerate, and respectful to all students, staff, and guests of our school.
- . Always use acceptable language.
- . Restrain from any behaviour that is disruptive to the learning environment of the class or the school.

Respect for School and Community Property

- . Treat the school buildings, grounds, and property with respect.
- . Keep your room and common areas tidy.
- . Be respectful of people and property in the Merrickville community.

Respect for Safety

- . Follow procedures during fire drills and other evacuation and emergency drills.
- . Do not tamper with fire alarms, CCTV cameras or other safety equipment.
- . Avoid activities that endanger the physical and/or mental well-being of other persons.
- . Do not bring anything to school that may compromise the safety of the community.

Attendance and Punctuality

- . Arrive on time for class, properly equipped with all necessary learning tools and supplies.
- . Ensure that your homework is completed, and assignments and projects are submitted on time.
- . Be punctual and attend all co-curricular activities and community involvement activities.
- . Promptly make up work missed during absence. It is the student's responsibility to approach their teacher to collect and catch up on missed work.

Our regulations specifically prohibit our students from possessing the following:

- posters displaying drugs, offensive messages or images, or beer/liquor ads.
- offensive or suggestive language or images on clothing.
- pets.
- Weapons of any sort, real or play (fake) weapons or anything that can be construed as a weapon.
- Drugs, alcohol, intoxicants

In addition, students must not:

- abuse others (physical, sexual, or emotional harassment).
- leave their room after bedtime.
- have members of the opposite sex in their dorm room at any time.
- be sexually intimate with another person when under the care of MPS.
- get piercings or tattoos while under the care of MPS.

And students must:

- follow sign-out rules (to be discussed upon arrival).
- respect all other people's privacy.
- keep their room in a respectable state so as to not hinder cleaning staff.
- keep common areas clean and tidy.

For a full review of the **Code of Conduct** please view our Policy Handbook on our website.

Plagiarism and Academic Dishonesty: *Students must follow the **Citation Manual** available on our website.*

Plagiarism is when a student takes credit for another person's work. The material copied can come from a magazine, book, newspaper, the Internet, a video or other information source, but can also be from speaking with another person. Examples of plagiarism include, but are not limited to:

- Copying another student's homework, test answers or projects, or any other work
- In any way obtaining another person's work and submitting it as your own
- Not giving proper credit to sources used in any work, including a paper, report, or project

Academic dishonesty is also when, without teacher permission, a student gets help during a test or when completing an assignment or uses artificial intelligence. This includes, but is not limited to:

- Seeking help from another student during any assessed work, including a test, quiz, or exam
- Having or using unauthorized material during a test, quiz, exam or any assessment, including using artificial intelligence.
- Doing any academic work with another student, unless permitted by the teacher
- Allowing another student to copy your work

Consequences of plagiarism or academic dishonesty are outlined in our Policy Handbook found on the school website and include detentions, suspension and ultimately expulsion with no refund for repeated offences. For a full understanding of plagiarism, academic dishonesty, and proper citation, please review the Academic Dishonesty and Plagiarism Policy found in the Policy Handbook, and the Citation Manual on the school's website. All teachers provide lessons on Citation and are available to answer any questions.

Tobacco – Smoking Policy

Smoking is prohibited by law in public and private schools in Ontario. This includes inside buildings as well as anywhere on school property. ***The Smoke-Free Ontario Act*** came into force in May of 2006 in order to protect against the hazards of second-hand smoke. An individual who does not abide by this law could be subject to a fine of \$5,000.

Consequences for smoking are outlined in our Policy Handbook found on the school website and include detentions, suspension, and expulsion with no refund. Please review the Smoking Policy in the school's Policy Handbook.

Please Note: smoking inside a school building is extremely dangerous and illegal in the Province of Ontario and will result in immediate Suspension or Expulsion with no refund.

Alcohol

The legal drinking age in Ontario is 19. Merrick Preparatory School prohibits the underage consumption, possession, and purchase of alcohol. Students of legal drinking age must not do so while a student at Merrick Preparatory School, be that on or off campus, during school activities and hours, or non-school activities and hours. The consumption of alcohol is not permitted for any student enrolled at Merrick Preparatory School. Returning to campus in a state of intoxication will result in appropriate sanctions. Students may not store or consume alcohol in their room, or anywhere on campus, including "Zero Alcohol" "non-alcohol" products. Providing alcohol to underage students is a serious offense in Ontario. With reasonable suspicion by staff, a staff member may search a student's person, possessions, or room. If a student is in violation of Merrick Preparatory School's alcohol rules, as outlined in our Policy Handbook, suspension and expulsion with no refund will result. Please view our Policy Handbook found on the school website.

Drugs

Merrick Preparatory School prohibits the consumption, possession, purchase, use and sale of non-prescription drugs, including legalized drugs such as cannabis/marijuana. Students of legal age for the consumption of legalized cannabis/marijuana products must not do so while a student at Merrick Preparatory School, be that on or off campus, during school activities and hours, or non-school activities and hours. With reasonable suspicion by staff, a staff member may search a student's person, possessions, or room. A student involved in a drug offence for the first time will receive consequences that range from suspension to expulsion, with all costs being the responsibility of the student and no refund is provided. If a student is involved in a second drug offence, expulsion will result with no refund. Any student admitted to Merrick Preparatory School subsequent to a drug offence from another school will be admitted on probation and upon any subsequent involvement with drugs will be expelled from the school with no refund. Students suspected of using non-prescription drugs will be required to undergo drug test (urine or blood sample) at the student's expense, at any time, at the discretion of the school, administered by a medical professional.

Weapons

Firearms, knives, and other such weaponry are strictly banned from campus. Any students caught with these instruments will receive consequences that range from suspension to expulsion. All expenses resulting from suspension and expulsion will be the student's responsibility and no refund will be provided.

Physical Intimacy and Exclusive Relationships

While Merrick Preparatory School recognizes that emotional attachments are a natural part of adolescence, relationships of an intimate physical nature are a serious concern in our community. Sexual intimacy is not permitted for any students under our care. Public displays of affection are discouraged and may be dealt with as disciplinary issues. Parents will be contacted if physical intimacy is suspected; consequences could range from detentions to weekend gating, to suspension or expulsion, with no refund.

Exclusive relationships, similar to physically intimate relationships, are damaging to the Merrick Preparatory School community. While we understand that some students will be attracted to and get along better with certain individuals, it is important that exclusive relationships are avoided as their very nature 'excludes' others and destroys the fabric of the community.

Infractions of any of the above rules, or any rule outlined in our Policy Handbook found on our website, may result in disciplinary action, up to and including suspension (placed in a home stay for boarding student at an additional fee to the parents, or required to stay home for day students) or expulsion (asked

to leave the school permanently with no refund). All expenses related to suspension and expulsion are the student's/parent's responsibility. Please view our Policy Handbook and Financial Handbook found on our website to review all school rules, regulations, and policies.

FIELD TRIPS

Studying in Canada

There is a lot to see and to do while learning at Merrick Preparatory School! To complement our classroom studies and boarding experience, many exciting field trips and activities have been planned.

Elements of Risk

Field trips and on-site activities involve certain elements of risk. Injuries may occur while participating in these activities. The risk of sustaining an injury result from the nature of the activity and can occur without any fault of the student, the school, its employees, or the facility where the activity is taking place. By choosing to take part in these activities, you are accepting the risk that your child may be injured. Activities organized by Merrick Preparatory School involve but are not limited to the risk of falls, sprains, scrapes, bruises, muscle pulls, cuts, heat exhaustion, dehydration, hypothermia, fractures, drowning, and death.

High Risk Activities

A high-risk activity is one where you can reasonably expect that a serious injury could occur. Examples of high-risk activities include, but are not limited to; wall climbing, horseback riding, boating, and snowboarding/skiing.

Medium Risk Activities

A medium-risk activity is one where there is a potential for injury. Examples of medium risk activities include, but are not limited to, swimming, soccer, volleyball, basketball, ball hockey, baseball, hiking, badminton.

Low Risk Activities

A low-risk activity is one in which, outside of the risks of transportation, you do not reasonably expect injuries to participants to occur. Examples of low-risk activities include, but are not limited to movies, meals, travelling to tourist attractions (CN Tower, Zoo, museum, etc.) shopping, and viewing sports events.

The activities listed above vary in both the severity of likely injuries, and in the frequency at which they may occur. In all cases, the level of risk is balanced against educational value, and at all times, the least risky activity that meets the educational goals is selected. In most circumstances, the greatest risk in participating in an activity comes from the transportation of the students to the activity location. Our transportation policies are critical in minimizing the total risk to our students. The real risks in all activities are minimized to acceptable levels by implementing prudent policies and procedures and using professional staff that have specific training and qualifications to supervise all higher risk activities.

Transportation Arrangements

Merrick Preparatory School uses minivans and third-party vehicles to transport students. All drivers are fully licensed. Students may choose to use public transportation during their free time; this is their decision and Merrick Preparatory School does not accept responsibility for their safety in these vehicles. At no time is any food or drink allowed in any Merrick Preparatory School vehicle. All transportation is charged to students on a cost-recovery basis.

RESIDENTIAL LIFE PROGRAM AND WEEKEND ACTIVITIES

Our Residential Life Program and Advisor Program, along with our educational and academic field trips, have been designed to teach students in a variety of areas beyond the requirements of the Ontario Ministry of Education curriculum. In addition to daily Evening Study (for boarding students) during which our Residential Life Staff support students for two hours of dedicated homework, time is set aside each week for fun and educational activities, ranging from Monday and Thursday co-curriculars, weekly “Wacky Wednesday” lunch-time activities, monthly House Cup Challenges, semester “Spirit Weeks” and a variety of ad-hoc activities each Sunday and throughout the week based on weather, student interest and unique opportunities in the community. All these activities are free of charge and help students learn about healthy and positive relationships, study and organizational skills, self-care and self-management, and cooperative games and group initiative tasks to develop a sense of community, belonging, understanding of differences and different perspectives, and leadership development.

Weekend activities are designed to examine similar themes in a more informal and relaxed way while exploring various locations and sites in the region. Each weekend (usually on a Saturday) activities will be made available to students and one weekend out of four is **mandatory** for boarding and day students to assist in building a sense of belonging and community. Students can participate in activities such as sightseeing, skiing, shopping, attending professional sporting events and swimming in crystal-clear lakes and rivers.

September 2024 to June 2025 Weekend Activities

All boarding and day students must participate in the **Mandatory Activities** as outlined below with associated costs debited from their Student Account. All students have the option to participate in Optional Activities, if they do their Student Account will be debited accordingly. Additional outings during orientation week and other activities occur based on availability of tickets and will be debited from Student Accounts accordingly. **Please Note:** prices, times and activities may vary from those listed below.

One weekend a month during an Optional Activity, the school may provide transportation for boarding students to Ottawa for shopping and to enjoy the city, at cost-recovery. Weekly we provide transportation for boarding students to Kemptville to access various stores at cost-recovery and of course Merrickville has a pharmacy, grocery store, convenience store, bank Automatic Teller Machine (ATM) and various shops within walking distance of the school that students can access daily at the end of the academic day.

All Academic Field Trips are mandatory for all students on a cost recovery basis, taken from the Student Account. The overnight field trip is included in the tuition fee; however, students must earn the right to participate in the overnight field trip based on attitude and behaviour throughout the year. Academic Field Trips provide an opportunity to explore the region and Canada and provide hands on experiential learning for our students which enhance the curriculum and educational outcomes.

The following is a list of weekend activities, which may change based on weather, student interest and what is available at that time given this schedule is put together one year in advance. A weekend activity list will be finalized in September for the September – December time-period and December for the January – June time-period.

2024-2025 Dates	Weekend Activities	Cost	Optional/ Mandatory
September 3 - 6	Orientation/Group Activities: day & boarding students	\$0	Mandatory
7	White Water Rafting in Ottawa: day & boarding students	\$130	Mandatory
14	1000 Islands Tree Top Trekking	\$110	Optional
21	Thousand Island Boat Cruise	\$75	Optional
23	Academic Field Trip – Whole School: day & boarding	\$95	Mandatory

	28	Explore Ottawa – Sightseeing & Shopping	\$45	Optional
October	5	Hike in Gatineau Park – explore the fall colours!	\$55	Optional
	12	Games Night – Family Feud!	\$0	Optional
	19	Pumpkin Inferno at Upper Canada Village	\$95	Optional
	26	Saunders Farm – Halloween Treats!	\$65	Mandatory
November	2	Pool + Ping Pong + Rowing Tournament	\$0	Optional
	9	Galaxy Movie Theatre Night, Brockville	\$50	Optional
	16	Ottawa 67s OHL Hockey Game	\$100	Mandatory
	23	Paintball at Stingers, Brockville	\$50	Optional
	30	Movie Night on Campus - optional day student sleep-over	\$0	Optional
December	7	Christmas in Merrickville	\$0	Mandatory
	14	Christmas Shopping + Parliament Hill Light & Sound Show	\$40	Optional
January	11	Pictionary Pizza Night	\$15	Mandatory
	18	Laser Tag	\$55	Optional
	25	Movie Night in House	\$0	Optional
February	1	Indoor Go Karting	\$110	Optional
	8	Winterlude Festival (Rideau Canal & Beavertails!)	\$65	Mandatory
	15	Tubing at Mount Pakenham	\$110	Optional
	22	Paint Night	\$15	Optional
March	1	KFC - Burger King - Pizza and Movie Night	\$15	Mandatory
	22	Rock Climbing, Altitude Gym, Kanata	\$65	Optional
	29	Extreme Trampoline	\$55	Optional
April	5	Amazing Race Merrickville Scavenger Hunt	\$0	Optional
	12	Movies and Milkshakes	\$0	Optional
	19	Weekend Sports Tournament	\$0	Optional
	26	Parc Omega	\$85	Mandatory
	28-30	Overnight Field Trip – date may change to early-mid May	\$0	Mandatory
May	3	Escape Manor	\$65	Optional
	10	Games Night on campus	\$0	Optional
	17	Movie Night in Brockville	\$45	Optional
	24	Slip and Slide Water balloon Challenge	\$0	Optional
	31	Farewell Party	\$0	Mandatory
June	7	Mont Cascades or Calypso Water Park	\$15	Mandatory
	14	Movie Night in House	\$85	Optional
	20	Graduation	\$0	Mandatory

Please Note: Dates, activities, and costs subject to change.

April 24, 2023

HOMESTAY

Merrick Preparatory School is closed during the December and March Break, as noted on the “Critical Dates” section on page 4. *During these school breaks the school is closed and students cannot stay on campus and must find alternative accommodation.*

During the December or March Break, if your child is not traveling home or staying with friends or family locally and you are in need of accommodation for your child, we recommend a Homestay with Canada. A few options to consider include: Canada Homestay Network (<https://canadahomestaynetwork.ca/>); MLI Homestay (<https://www.mlihomestay.com/>); International Student Guardianship Canada (<https://isguardianshipcanada.com/>). All of these Homestay organizations are professional third-party companies that provide homestay care for students across the country and are a well-established and trusted. Our Residential Life Team can assist you and your child in connecting with a Homestay if this is your preferred option during the periods the school is closed in December and March. All expenses for Homestay will be the student’s responsibility and cannot be paid out of the Student Account.

APPENDIX

- Mandatory Forms to Complete -

The following forms must be completed and returned to Merrick Preparatory School by email to the Admissions Office at: admissions@merrickprep.com

PARENT/GUARDIAN AND STUDENT CONTRACT 21

STUDENT MEDICAL PROFILE 22

PARENT/GUARDIAN AND STUDENT CONTRACT

- Merrick Preparatory School -

All ***new and returning*** students and their parent(s)/guardian(s) must sign and date this contract as a condition of enrolment each year before the student arrives at the Merrick Preparatory School (MPS) campus. Failure to comply will result in the withdrawal of the Offer of Admission, expulsion with no refund and Study Permit being revoked. MPS reserves the right to dismiss (permanently remove from the school) a child if we cannot accommodate his/her needs in the best interest of the child and the school, as defined by MPS. All students must be fully vaccinated (see page 28 – Student Immunization History), proof of inoculation will be required for admittance onto the MPS campus.

Please print, sign, date and return to admissions@merrickprep.com.

This is to acknowledge that we, parent(s)/guardian(s) and student, have read, understood & will abide by the Merrick Preparatory School (MPS) Parent-Student Handbook, Policy Handbook, Financial Handbook and Concussion Protocol in their entirety, including but not limited to the Refund Policy, Community Behaviour Contract, Weekend Activities, Technology Policy, Field Trips section, Code of Conduct and School Policies. We will abide not only with what is written, but the spirit and intent of what is written. We agree and are obligated to support all school rules, regulations, policies, disciplinary procedures, and curriculum regardless of personal, cultural or family values. We acknowledge that all information provided to MPS is accurate, up-to-date and provides full disclosure. We also acknowledge that from time-to-time the school handbooks, policies, procedures, and protocols may be updated and available on the school website.

Students and their parent(s)/guardian(s), in signing below, acknowledge that they have read, understood, and will abide by the “Consent to Treatment” as outlined in the Parent-Student Handbook. Returning students and parents acknowledge that there has been no change in their child’s health or medical condition since signing and submitting the Student Medical Profile, consisting of the Student Medical History, the Immunization History, and the Consent to Treatment. If there has been any change in the student’s health or medical condition the parent(s)/guardian(s) agree to completing, signing and submitting the Student Medical Profile in its entirety, including any new information or changes to their child’s health or medical conditions.

As parent(s)/guardian(s), we agree to share all relevant information with full disclosure on all documents and give support needed to ensure our child behaves in accordance with the letter, intent and spirit of the information contained within the MPS Parent-Student Handbook, Policy Handbook, Financial Handbook, Concussion Protocol and any other documentation provided and updated or available on the school website.

As parent(s)/guardian(s), and student, we give permission to MPS to use photos of our child, post-secondary acceptances, and scholarships for the school’s promotional purposes. I understand that these photos, acceptances, scholarships may be used in magazines, brochures, posters, flyers, handouts, newspapers, articles, on the school website, internet, social media, posted in the school, shared during announcements or speeches, or other similar medium for promotional purposes, including use of the students first and last name, grade, country of origin, what post-secondary institution they were admitted into and scholarships.

As parent(s)/guardian(s), we understand that having our child participate in the field trips, we are assuming the risks associated with doing so and bear the responsibility of any injury that might occur. We grant permission for my child to participate in the field trips listed on the Weekend Activities and trips that may be added that are of a similar nature. We, the parent(s)/guardian(s) of the student, give MPS staff the authority to sign waivers on our behalf so that the student (our child) can partake in school related activities. It is understood that some activities, including those requiring signing of waivers, have inherent risks as outlined in the Parent-Student Handbook within the section “Field Trips”.

As a student, I agree to uphold the values and expectations placed on me, both in letter and intent, which are contained within the MPS Parent-Student Handbook, Policy Handbook, Financial Handbook, Concussion Protocol and any other documentation provided and updated, and available on the school website. As a student, I will demonstrate honesty and integrity, respect differences in people, and strive to be a responsible student and a constructive member of the MPS community. I understand that new policies may evolve during my stay as a student at MPS and I will abide by and follow these newly adopted rules and policies, both in letter and intent.

Parent/Guardian Signature

Parent/Guardian Name (Print)

Date

Parent/Guardian Signature

Parent/Guardian Name (Print)

Date

Student Signature

Student Name (Print)

Date

If your child is currently attending Merrick Preparatory School (MPS) and living on our campus, please sign and date the Parent/Guardian and Student Contract, above. Once we receive the signed copy, we will have your child sign above to complete the contract while they are on campus.

STUDENT MEDICAL PROFILE

- Merrick Preparatory School -

The STUDENT MEDICAL PROFILE contains four distinct sections:

1. Student Medical History
2. Concussion Code of Conduct
3. Immunization History
4. Consent to Treatment

Full completion and submission of these four documents is mandatory. Withholding of any information will result in expulsion of the student with no refund. Full disclosure is required for the safety of your child and to ensure we can provide adequate care. Failure to disclose will result in expulsion with no refund.

Please complete all four sections and return to:

admissions@merrickprep.com

*For **returning** students who have previously submitted the Student Medical Profile, only complete the Student Medical Profile if your medical history has changed or if information you have previously provided is no longer accurate.*

STUDENT MEDICAL HISTORY

Today's Date: _____
Month / Day / Year

Student Name: _____
Last Name First Name Middle Name

Male Female Other Date of Birth: _____ Height: _____
Month / Day / Year centimeters

Weight: _____
(kilograms) OHIP # (Ontario Resident's Only): _____

Emergency Contact:

Name: _____

Relationship: _____ Telephone: _____

E-mail: _____

Additional Contacts:

In addition to the Parent/Guardian information provided on the Application Form, and the Emergency Contact information above, are there any other individuals (e.g., Educational Consultants or Agents or others) who should be copied on any of the following correspondence:

Academic Reports and Records:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuition Fees and Financial Information:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Behavioural or Pastoral Care Reports:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If "YES" to any of the above, please complete the information below:

First Name: _____ Last Name: _____

Relationship: _____ Company (if relevant): _____

Phone: _____ Email: _____

In order to help us provide quality care to your child, please complete the following information completely and accurately, with full disclosure. *This is a requirement of enrolment.*

1. Any Allergies? (Food, medication, insects, plants, seasonal or others)

YES NO

If yes, indicate type and nature of reaction: _____

2. Medication (Taken on regular basis or occasionally)

YES NO

If yes, indicate name of medication, dosage, date started, reason for taking.

Only bring prescription medication prescribed by a medical doctor with English translation of what the medication is and what it is used for. Please provide three sets of the prescription medication when your child comes to Merrick Preparatory School: one for the student to keep, one for our on-site medical kit and one for our off-site medical kit.

3. Does the student have any issues with sleep

YES NO

If yes, please describe the students sleep patterns:

4. Has the student ever had any of the following:

- Measles: YES NO. If yes, when _____
- Mumps: YES NO. If yes, when _____
- Rubella (German Measles): YES NO. If yes, when _____
- Meningitis: YES NO. If yes, when _____
- Hepatitis: YES NO. If yes, when _____
- Mononucleosis: YES NO. If yes, when _____
- Rheumatic Fever: YES NO. If yes, when _____
- Tuberculosis: YES NO. If yes, when _____
- Concussion: YES NO. If yes, when _____
- Joint Problems: YES NO. If yes, when _____
- Chicken Pox: YES NO. If yes, when _____
- Pneumonia: YES NO. If yes, when _____
- Otitis Media (ear issues): YES NO. If yes, when _____
- Recurring Headaches: YES NO. If yes, when _____

6. Current Medical Conditions (Asthma, diabetes, heart problem, stomach, migraines, epilepsy, eating disorder, sleeping problems, anxiety, etc.)

YES NO

If yes, indicate:

7. Has the student had any conditions involving the following? If yes, please explain in the space provided:

Skin, hair, nails (psoriasis, skin reactions to hot or cold, skin growths, nail splitting):

YES NO

Head and neck (headaches, concussion, unconsciousness, head injury, dizziness):

YES NO

Nose and sinuses (nosebleeds, impaired ability to smell, nasal fracture, sinus infection):

YES NO

Mouth, teeth, throat, ears, eyes

(history of sore throat, herpes infections, dental issues, dental braces/retainers, removable dental bridge, eyeglasses, contact lens, difficulty chewing or swallowing, sensitivity to noise, ear pain, ear wax, ear infections): YES NO

If eyeglasses/contact lens, what is the prescription:

Respiratory System (history of breathing problems, wheezing, asthma, hay fever, bronchitis, chronic cough, breathing difficulties upon physical exertion):

YES NO

Cardiovascular System (history of heart murmur, hypertension, valve problems, rhythmic disturbances, leg pain when walking):

YES NO

Gastrointestinal System (indigestion, ulcers, frequent nausea, and vomiting, use of laxatives):

YES NO

Urinary System (history of bladder, kidney, or urinary tract infection):

YES NO

Reproductive System (menstrual problems, date of Pap smear, history of genital infections):

YES NO

Nervous System (history of fainting, seizures, motor problems, balance, coordination):

YES NO

Musculoskeletal System (history of fractures, sprains, muscle cramping, limitations on walking, running, or participating in sport, joint swelling or stiffness, spinal deformity, chronic back pain, any athletic (sport, dance, etc.) injury resulting in loss of time from the activity):

YES NO

Immune and Blood System (history of anemia, bleeding or bruising tendencies, becoming easily fatigued, history of allergies including eczema, hives, itching, chronic clear nasal discharge):

YES NO

Endocrine System (history of thyroid abnormalities, diabetes, heat or cold intolerances, unexplained change in weight):

YES NO

Any other medical conditions, problems, hospitalization, surgeries not yet mentioned

YES NO

8. Has your child had any experience of addiction, emotional or psychological issue? *(Please be assured that we adhere to strict guidelines of confidentiality)*

YES NO If yes, please explain _____

Depression: YES NO Date: _____ Treatment: _____

Eating Disorder: YES NO Date: _____ Treatment: _____

Attention Deficit Disorder: YES NO Date: _____ Treatment: _____

Depression: YES NO Date: _____ Treatment: _____

Self-Harming Behaviours: YES NO Date: _____ Treatment: _____

Smoking: YES NO Date: _____ Treatment: _____

Alcohol: YES NO Date: _____ Treatment: _____

Substance Abuse: YES NO Date: _____ Treatment: _____

Drug Use or Abuse: YES NO Date: _____ Treatment: _____

Computers/Gaming: YES NO Date: _____ Treatment: _____

Other: _____

If yes to any of the above we require a letter from a medical professional outlining the student's health over the last six months, & for boarding students, suitability for living on campus in a boarding environment with other students. Full disclosure is required for the safety of your child.

9. Has your child ever received the services of a counselor, therapist, psychologist, or psychiatrist?

YES NO

If yes, we will require a letter from a medical professional outlining the student's health over the last six months, and for boarding students, suitability for living on campus in a boarding environment with other students. Full disclosure is required for the safety of your child.

10. Please describe any medical information not covered by the questions above, including any learning, mental, emotional, or academic challenges, or any other information. Full disclosure is required:

CONCUSSION CODE OF CONDUCT

I will help prevent Concussions by:

- Wearing the proper equipment for my sport/activity and wearing it correctly.
- Developing my skills and strength so that I can participate to the best of my ability.
- Respecting the rules of my sport or activity.
- My commitment to fair play and respect for all* (respecting other students, athletes, coaches, teachers, staff, team trainers and officials).

I will care for my health and safety by taking concussions seriously, and I understand that:

- A concussion is a brain injury that can have both short and long-term effects.
- A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- I do not need to lose consciousness to have had a concussion.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.* (Meaning: If I think I might have a concussion I should stop participating in further activity, training, practice or competition **immediately**, or tell an adult if I think another athlete has a concussion).
- Continuing to participate in further activity, training, practice, or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others:

- I will not hide my symptoms. I will tell a teacher, staff, residential life supervisor, coach if I experience **any** symptoms of concussion.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a teacher, residential life supervisor, or staff so they can help.
- I understand that if I have a suspected concussion, I will be removed from activity or sport and that I will not be able to return to the activity, sport, training, practice, or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to the activity, sport, training, practice or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from activity or sport with the school and any other sport organization with which the student has registered* (Meaning: If I am diagnosed with a concussion, I understand that letting all of my teachers, residential life supervisors, staff and coaches know about my injury will help them support me while I recover.)

I will take the time I need to recover because it is important for my health.

- I understand my commitment to supporting the return-to-learn and return-to-play process* (I will follow my school and my sport organization's Return-to-Learn and Return-to-Play Protocol).

- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to activity, sport, training, practice, or competition.
- I will respect my teachers, residential life supervisors, administrators, coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

I will help prevent concussions, through my:

- Commitment to zero-tolerance for prohibited play that is considered risk for causing concussions.
- Acknowledgement of mandatory expulsion from activity or sport for violating zero-tolerance for prohibited play that is considered risk for causing concussions (Meaning: I will be disqualified/expelled from play if I violate the zero-tolerance policy).
- Acknowledgement of the escalating consequences for those who repeatedly violate the Concussion Code of Conduct.
- I will follow and abide by the Merrick Preparatory School Concussion Protocol found on the school website.

By signing here, I acknowledge that I have fully reviewed, understand, will abide by, and commit to this Concussion Code of Conduct and the Merrick Preparatory School (MPS) Concussion Protocol found on the MPS website. I acknowledge and understand that not following the MPS Concussion Code of Conduct, Policy or Protocol may jeopardize my health, safety and life and is grounds for dismissal without refund.

Parent/Guardian Signature	Parent/Guardian Name (Print)	Date
---------------------------	------------------------------	------

Parent/Guardian Signature	Parent/Guardian Name (Print)	Date
---------------------------	------------------------------	------

Student Signature	Student Name (Print)	Date
-------------------	----------------------	------

STUDENT IMMUNIZATION HISTORY

Submission of the Student Immunization History is a mandatory requirement of the Ontario Ministry of Health. Failure to submit a completed form may result in the expulsion of the student with no refund and the Study Permit being revoked.

You may attach an **English** copy of your immunization record instead of completing this form.

Student Name: _____ Date of Birth: ____/____/_____
 Last name, First name, Middle initial Month / Day / Year

VACCINES - REQUIRED	TIME	DATE GIVEN (month/day/year)	Remarks
DPT Diphtheria Pertussis Tetanus	First	/ /	
	Second	/ /	
	Third	/ /	
	First booster	/ /	
	Second booster	/ /	
DT (Paediatric Diphtheria and Tetanus vaccine)	First	/ /	
M.M.R. (Measles, Mumps, Rubella (German Measles))	First	/ /	
	Second	/ /	
Polio TOPV (Poliomyelitis) (Trivalent Oral Polio Vaccine)	First	/ /	
	Second	/ /	
	Third	/ /	
	First booster	/ /	
	Second booster	/ /	
Meningococcal Disease	Men C + Men-ACYW	/ /	
Varicella (Chicken Pox)	First and Second	/ /	
Hepatitis B	First	/ /	
	Second	/ /	
	Third	/ /	
	First booster	/ /	
B.C.G. (Tuberculosis - Bacillus Calmette-Guerin)	First	/ /	
	Second	/ /	
VACCINES - RECOMMENDED			
Coronavirus COVID-19	First	/ /	
	Second	/ /	
OTHER:		/ /	

I hereby certify that the above-named person has been immunized according to the schedule listed above.

Print Name (please circle: Parent/Guardian or Doctor)

Signature

Date (month/day/year)

CONSENT TO TREATMENT

As the parent/guardian of a student attending Merrick Preparatory School, and as a student attending Merrick Preparatory School, we give our consent to the medical personnel at a Hospital or Health Unit or Medical Clinic to provide medical care and treatment to the undersigned student, including medication, while in attendance at Merrick Preparatory School. We release Merrick Preparatory School and its employees from any and all claims and liability arising in any way out of its exercise of this authority.

Confidentiality

I, as a student at Merrick Preparatory School, understand and agree that every effort will be made to protect confidentiality between myself and medical personnel at a Hospital or Health Unit or Medical Clinic unless my health issues pose a physical risk to myself, other students, or the school at large. In these circumstances, personal health information may be shared with the Head of School of Merrick Preparatory School, or designate, and my parents.

Governing Law

I hereby agree that the relationship and the resolution of any and all disputes between myself (undersigned), and the nurse, physician or any health care professional, at a Hospital or Health Unit or Medical Clinic shall be governed by and construed in accordance with the laws of the Province of Ontario. Furthermore, I agree that if I commence any legal proceedings, with respect to medical treatment provided, it will be done so only in the Province of Ontario, and hereby irrevocably submit to the exclusive jurisdiction of the Courts of the Province of Ontario.

Consent to Emergency Medical Treatment

As the parent/guardian of a student attending Merrick Preparatory School, and as a student attending Merrick Preparatory School, we understand that, in the event of a medical emergency, a medical practitioner and/or a teacher or other Merrick Preparatory School employee can authorize emergency medical care for the undersigned student. This would only apply when a serious condition exists. I authorise Merrick Preparatory School to provide routine first-aid, and, in the event of an emergency, to provide, administer, obtain and/or authorize the necessary medical treatment, including without limiting the administration of an EpiPen. It is understood that, in the event of a serious medical problem or emergency, every effort will be made to contact the parent(s)/guardian(s) of the student.

Immunization

We, the parent/guardians of the undersigned student, give our consent to have the influenza (the flu) vaccine, chicken pox vaccine, meningitis vaccine, COVID vaccine and tuberculin test administered by a health care professional if recommended by the local hospital, Health Unit or city Health Department. We, the parent/guardians of the undersigned student, give our consent to have any vaccine administered by the local hospital, Health Unit or Health Department to comply with Ontario law. The cost of the vaccine, if any, will be charged to the Student Account.

Drug Test

We hereby give consent for urine and/or blood to be obtained for drug/alcohol testing by healthcare professionals if the undersigned student is suspected of using drugs or alcohol. We also give permission for the testing medical professional to release aforementioned test results to the Head of School, or designate, of Merrick Preparatory School. We also shall hold the testing medical professional and healthcare providers harmless and release each of them from any liability in performing these tests and the release of the results. We understand that the use of drugs or alcohol may result in suspension or expulsion from Merrick Preparatory School as outlined in the Parent-Student Handbook and Policy Handbook at the cost of the student and with no refund.

Acknowledgement

I understand that any delinquent immunization or students without immunization records will have appropriate immunizations administered in accordance with the standards set by the Ontario Ministry of Health (Immunization of School Pupils Act, 1990). The cost of the vaccine, if any, are the responsibility of the student and will be charged to the Student Account.

The medical information I have provided above in the Student Medical Profile is correct and complete in every respect, to the best of my knowledge, with full disclosure. I agree to notify Merrick Preparatory School if any of the above information should change as soon as is reasonably possible.

Parent/Guardian Signature

Parent/Guardian Name (Print)

Date

Parent/Guardian Signature

Parent/Guardian Name (Print)

Date

Student Signature

Student Name (Print)

Date