



Summer Programs Handbook

ENGLISH AS A SECOND LANGUAGE SUMMER CAMP PROGRAM
HIGH SCHOOL CREDIT SUMMER PROGRAM

July 2023

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SECTION 1: SUMMER PROGRAM FEES 2023

TUITION FEES			
PROGRAM	FEE	TUITION DEPOSIT & DUE DATE	PROGRAM TIME PERIOD
English as a Second Language Program - Summer Camp -	\$6,200	\$1,000 - May 1, 2023	July 4 – 28, 2023
High School Credit Program - Summer School -	\$7,200	\$1,500 - May 1, 2023	July 4 – 28, 2023

Tuition, room (including bedding for camp students) and board, textbooks, transportation from and to the Ottawa airport on specified arrival and departure dates **only**, and medical insurance for international students, are included in the tuition fees. **In addition**, all activities, third party providers, entrance fees and transportation during the program are included in the tuition fee.

NOTE: Students are expected to come with their own school supplies, notebooks and laptop.

NOTE: The tuition deposit is non-refundable; please see Section 7: Refund Policy.

NOTE: All students are required to dress appropriately. **Students in our Summer School Program are required to wear a Merrick Preparatory School Summer Dress Polo Shirt at a cost of \$90 each.**

Our transportation services are free of charge on the specifically stated initial arrival and specifically stated final departure dates from Ottawa International Airport **only**. Please refer to Section 8: Critical Dates, for more information.

We accept payment by cheque (to Merrick Preparatory School), money order, bank transfer, e-transfer and our preferred method is through **Flywire**, please see Section 6: Payment Methods. Please note that all the fees are in Canadian dollars and are subject to change without notice. If you have any questions or require any assistance, please do not hesitate to contact our Admissions team at admissions@merrickprep.com

SECTION 2: MINIMUM NUMBER AND AGE REQUIRED

ENGLISH AS A SECOND LANGUAGE PROGRAM

In order to offer the English as a Second Language Summer Camp Program it is required that a minimum number of twenty (20) students register and pay their \$1,000 non-refundable tuition deposit. If the minimum number is not reached by May 1, then the program will be cancelled and all those who have registered and paid their \$1,000 tuition deposit **will be fully refunded**.

NOTE: Students attending the English as a Second Language Summer Camp Program must be a minimum of 12 years of age and must have completed grade 7, and a maximum age of 15 and not yet completed grade 10.

NOTE: Any English as a Second Language Summer Camp Program group that has 10 students or more must be accompanied by a chaperon at a ratio of 1 for every 10 students. Chaperons will share a room in our student dormitory. Chaperons will assist with supervision, discipline, off-site trips and translation as needed.

HIGH SCHOOL CREDIT PROGRAM

In order to offer the High School Credit Program, it is required that a minimum number of three (3) students register per course and pay their \$1,500 non-refundable tuition deposit by May 1. If the minimum number for

a course is not reached by May 1, then that course will be cancelled and all those who have registered and paid their \$1,500 tuition deposit for that course will be fully refunded.

NOTE: Students attending the High School Credit Summer Program must have successfully completed the pre-requisite course, as follows:

- For grade 11 English: must have successfully completed grade 10 English, or equivalent
- For grade 11 Functions (math): must have successfully completed grade 10 math, or equivalent
- For the Ontario Secondary School Literacy Course (OSSLC): must have attempted the Ontario Secondary School Literacy Test (OSSLT) and been unsuccessful

Other courses may be provided based on student interest with appropriate pre-requisite requirements.

SECTION 3: SPENDING MONEY

Students will need spending money for things like snacks, telephone cards, personal hygiene items (soap, shampoo, toothpaste, etc.) and for shopping. Spending habits will vary from person to person. Most students spend between CDN \$40.00 to \$100.00 a week without any major purchases. We encourage students to be responsible for their own spending money and to develop self-discipline with spending. All transactions with third parties outside of Merrick Preparatory School are subject to 13% HST (taxes) where applicable.

SECTION 4: PAYMENT TERMS

The \$1,000 CAD deposit for English as a Second Language 4-week Summer Camp Program and \$1,500 CAD deposit for High School Credit Program must be paid and received by Merrick Preparatory School by May 1. Upon receiving a student's application form, and the deposit on tuition, an information package will be sent to the parents/guardian, as well as an Acceptance Letter and Custodianship Declaration (for those under 18 years of age). The balance of fees must be paid and received, in full, by June 1. For those under 18 years of age coming to Canada with a chaperon a Custodianship Declaration will not be required, and a Letter of Invitation will be provided.

SECTION 5: LATE PAYMENT

Overdue accounts will be charged a late payment fee at a rate of 2.5% per month. Failure to comply with the Payment Terms may result in the student not being admitted to the school. In addition, the school may not permit students to attend classes, participate in activities, write exams, or may withhold marks (transcripts) and exercise other sanctions as it deems necessary for the collection of overdue accounts. No student will be permitted to enroll in other Merrick Preparatory School programs until the fees and expenses from the previous programs are paid in full. Notification will be sent to Immigration, Refugees and Citizenship Canada (IRCC) that the student is non-compliant and immigration documents, such as Study Permit, Temporary Resident Visa (TRV), and Visitor's Visas may be revoked by Immigration, Refugees and Citizenship Canada (IRCC) requiring the student to leave the country immediately.

SECTION 6: PAYMENT METHODS

Payment to Merrick Preparatory School can be made by:

1. **Flywire:** wire transfer or credit card. *Flywire is our preferred method of payment;*
2. **Money Order:** payable to Merrick Preparatory School;
3. **Cheque:** payable to Merrick Preparatory School, or;
4. **e-transfer:** payable to admissions@merrickprep.com
5. **Bank Wire Transfer:** email admissions@merrickprep.com for wire transfer instructions.

Flywire: 50% - 60% cheaper than wire transfer.

To make a payment to Merrick Preparatory School via Flywire, either by credit card or wire transfer, please go to merrick.flywire.com and follow the step-by-step instructions. If you have any questions, please contact Flywire at +86.105.658.7149 or by email at support@flywire.com. **Credit card payments can only be made through Flywire.**

Merrick Preparatory School has partnered with Flywire to provide a simple and inexpensive way of paying tuition and tuition related expenses. Flywire allows you to easily convert the Canadian dollar invoice into local currency for payment, saving you time and money. Flywire offers a wide range of payment options and services to more than 900 educational institutions worldwide.

Bank Wire Transfer

To make a payment to Merrick Preparatory School via bank wire transfer, please contact our Admissions Office at +1.613.269.2064 or via email at admissions@merrickprep.com, for instructions and banking information.

Due to the nature of transferring funds internationally and the exchange of currency, there is often a shortfall or excess when payment is made. If there is any excess (over payment) this will be given to the student in cash upon their arrival for their personal spending. If there is a shortfall of more than \$10.00 CAD, we will re-invoice you the amount outstanding.

Please note:

- All fees are in Canadian dollars.
- All fees must be received by Merrick Preparatory School by stated deadlines.
- When making payment by wire transfer please allow ten (10) business days for fees to arrive, as such, fees will need to be sent ten (10) business days prior to the stated payment deadlines.

THERE ARE MANY FRAUDULENT ORGANIZATIONS DEALING WITH INTERNATIONAL FUND TRANSFERS.

DO NOT USE ANY THIRD PARTY OR CREDIT CARD PAYMENT METHOD EXCEPT THROUGH FLYWIRE.

SECTION 7: REFUND POLICY

Refunds stated below do not include the non-refundable deposit on tuition; this fee is non-refundable unless explicitly stated below.

Merrick Preparatory School allows no reduction, deferment, refund or remission of fees for absence, dismissal, or withdrawal for any reason, including expulsion. After May 1 any registered student's parent, guardian, or payer becomes liable for the payment of the full tuition fee.

- 1) It is understood that enrolment may be cancelled by the parent or guardian without penalty, if the school is advised in writing prior to May 1. The non-refundable deposit remains non-refundable.
- 2) It is understood that if the enrolment is cancelled in writing by the parent or guardian after May 1 Merrick Preparatory School will be entitled to a fee equal to the full fees for the program; there will be no refund.
- 3) It is understood that if the enrolment is cancelled by the parent or guardian after the commencement of the program, or if the student is dismissed or expelled from Merrick Preparatory School (MPS), then MPS will be entitled to a fee equal to the full fees for the program; there will be no refund.

4) It is understood that Merrick Preparatory School (MPS) will provide no refund in the event that it can no longer provide its services or meet its contractual agreements due to a Force Majeure, including but not limited to an act of terrorism, war, riot, civil unrest, labour dispute, strike, adverse weather condition, flood, tornado, hurricane, fire, earthquake, volcanic eruption, failure or interruption of the electrical, heat, plumbing or communications system, breakdown of equipment or machinery, epidemic, pandemic, communicable disease or other natural or man-made disaster or government declared State of Emergency or Public Health Emergency.

5) It is understood that if Merrick Preparatory School cancels a program prior to its start the tuition fee will be refunded. In these cases, the enrolment is withdrawn, and Visa processing will be terminated. The prospective student may reapply to Merrick Preparatory School at a later date. Note: The Study Permit and Temporary Resident Visa (TRV) application will have to be re-started in these situations.

6) In the event a student is not able to attend Merrick Preparatory School due to a Visa application being denied, Merrick Preparatory School will refund all fees, including the non-refundable tuition deposit, conditional upon:

- a) evidence of prompt visa application following Merrick Preparatory School's release of required documents;
- b) evidence that the refusal was not caused by incomplete or inadequate submissions to the appropriate consular office;
- c) submission of a receipt from the consular office showing the actual date the visa/Student Permit was denied.

7) If withdrawal is for medical or compassionate issues Merrick Preparatory School will grant a full refund from the date of the notice and upon submission of appropriate documentation, less all non-refundable fees:

Definitions:

- a) Medical Withdrawal: In the case of a documented medical issue, the student is deemed by a medical doctor by reason of a diagnosed medical condition to be unable to continue with the College's educational program. In this case discretion will rest with the College.
- b) Compassionate Withdrawal: This relates to withdrawal for reason of the death of an immediate family member or another such traumatic life event. In this case discretion will rest with the College.

For further explanation or clarification of any of the above information, please contact our admissions department at admissions@merrickprep.com or phone at +1.613.269.2064.

SECTION 8: CRITICAL DATES

ENGLISH AS A SECOND LANGUAGE 4 WEEK SUMMER CAMP PROGRAM

DESCRIPTION	DATE
Arrival and Orientation	Tuesday July 4, 2023
First Day of Classes	Wednesday July 5, 2023
Last Day of Classes	Thursday July 27, 2023
Departure	Friday July 28, 2023 <u>before 12:00p.m. (12 noon)</u>

HIGH SCHOOL CREDIT SUMMER SCHOOL PROGRAM

DESCRIPTION	DATE
Arrival and Orientation	Monday July 4, 2023
First Day of Classes	Tuesday July 5, 2023
Last Day of Classes	Thursday July 27, 2023
Exam and Departure	Friday July 28, 2023 <u>before 4:00p.m.</u>

PLEASE NOTE: Students who arrive late for the high school credit program risk not having the required number of instructional hours to be granted their credit. Students must remain on campus until 12:00p.m. on Friday July 28 in order to write their final exam.

If a student arrives or departs on any day other than the specified dates noted above, they will be responsible for the cost of their transportation to and from the school. Transportation on specified arrival and departure dates are to and from the Ottawa airport only.

SECTION 9: PROGRAM OUTLINES

ENGLISH AS A SECOND LANGUAGE SUMMER CAMP PROGRAM

Merrick Preparatory School’s English as a Second Language Summer Camp Program is designed to assist students in their English language acquisition in a fun and positive environment with a mixture of in-class academic programs and out-of-class activities. All classes combine academic rigour in specific subject areas, with a focus on English language acquisition. All of our instructors are Ontario qualified and registered teachers with English as a second language specialized training and certification.

Below is an outline of a typical week, with morning classes covering science and environmental courses and afternoon classes covering English and social science classes. This is a sample schedule and is subject to change. Day trips will depart earlier than outlined, in most cases.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:15am - 8:45am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:45am - 11:20am	Class 1 and 2	Class 1 and 2	Day Trip	Class 1 and 2	Class 1 and 2	Day Trip	Activities
11:20am - 12:30pm	Outdoor Activity	Outdoor Activity		Outdoor Activity	Outdoor Activity		
12:30pm - 1:10pm	Lunch	Lunch		Lunch	Lunch		
1:10pm - 3:45pm	Class 3 and 4	Class 3 and 4		Class 3 and 4	Class 3 and 4		
3:45pm - 4:00pm	Snack	Snack		Snack	Snack		
4:00pm - 5:00pm	Activity	Activity		Activity	Activity		
5:00pm - 5:30pm	Free Time	Free Time		Free Time	Free Time		
5:30pm - 6:00pm	Dinner	Dinner		Dinner	Dinner		
6:00pm - 8:00pm	Activity & Games	Activity & Games	Activity & Games	Activity & Games	Activity & Games	Activity & Games	Activity & Games
8:00pm - 9:00pm	Evening Study	Evening Study	Evening Study	Evening Study	Board Game Night	Movie Night	Evening Study
9:00pm - 10:00pm	Free Time	Free Time	Free Time	Free Time			Free Time
10:00pm	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime

In addition to the weekly schedule above, day trips will include visiting Provincial and National Parks, swimming in crisp clear Canadian lakes and rivers, touring a university biology research station and fun activities such as zip lining, visiting a local zoo and aquarium, boat cruise, working with a magician and other feature attractions in the greater Ottawa region.

Students will retire to their rooms at 10:00p.m. with lights out shortly thereafter. Each evening all electronics (phones, computers, tablets, music, etc.) will be collected and safely stored overnight to ensure the students get a good night's sleep.

HIGH SCHOOL CREDIT SUMMER PROGRAM

Our High School Credit Summer Program is designed to assist students who:

1. Have completed grade 9 or 10 and wish to start earning grade 10 or 11 credits.
2. Have completed grade 10 or 11 and wish to gain extra grade 10 or 11 credits in a course they have yet to take.
3. Wish to retake a grade 10 or 11 credit they have already completed in order to improve their understanding and their mark.

The courses that we offer are all Ontario certified courses and follow the Ontario curriculum leading towards the internationally renowned Ontario Secondary School Diploma (OSSD). The courses offered are subject to change based on student interest, but will typically include:

1. English. Grade 11. University Preparation. ENG3U
2. Functions (mathematics). Grade 11. University Preparation. MCR3U
3. Ontario Secondary School Literacy Course (OSSLC). Grade 11 or 12. OLC40. This is a compulsory credit for any student who has not successfully completed the Ontario Secondary School Literacy Test (OSSLT). Students must have attempted the OSSLT at least once.

All of our teachers are certified and registered teachers in Ontario and have specialized training in English as a second language. Our high school credit summer program combines very rigorous academic courses with fun activities and outings. Students will have tests, assignments, quizzes and other forms of evaluation and homework, including a final exam. They will also earn the 40 hours of community required to graduate with the Ontario Secondary School Diploma (OSSD).

Below is a sample outline of a typical week. This is a sample schedule and is subject to change.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:15am - 8:45am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:45am - 12:20pm	Class	Class	Class	Class	Class	Day Trip	Activities
12:20pm - 1:10pm	Lunch	Lunch	Lunch	Lunch	Lunch		
1:10pm - 3:45pm	Class	Class	Class	Class	Class		
3:45pm - 4:00pm	Snack	Snack	Snack	Snack	Snack		
4:00pm - 5:00pm	Activity	Activity	Activity	Activity	Activity		
5:00pm - 5:30pm	Free Time	Free Time	Free Time	Free Time	Free Time		

5:30pm - 6:00pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6:00pm - 7:00pm	Activity	Activity	Activity	Activity	Activity	Activity	Activity
7:00pm - 9:00pm	Evening Study	Evening Study	Evening Study	Evening Study	Board Game Night	Movie Night	Evening Study
9:00pm - 11:00pm	Free Time	Free Time	Free Time	Free Time	Free Time	Free Time	Free Time

High school credit students will participate in Summer Camp Activities and will take on a leadership role during these activities under the guidance and supervision of our skilled educational staff. This will assist in the development of their English language skills, communication skills, presentation skills and leadership skills. During weekends High School Credit students may not be able to partake in some of the day trips or activities based on their workload; this will be determined with their teacher and the Director of Summer Programs. ***This experience presents students with the opportunity to earn all 40 of the community service hours required to earn an Ontario Secondary School Diploma.***

SECTION 10: CLOTHES AND SUPPLIES

SCHOOL SUPPLIES

Students are expected to come to their Summer Program with all required school supplies. This includes pen, pencil, eraser, paper, books/binder for note taking, computer, calculator, ruler and any other school supplies that a student feels they may need.

CLOTHING

The month of July is typically quite warm. Students should bring the following:

- ✓ indoor running shoes/casual shoes for classes (1)
- ✓ outdoor running shoes for sports and activities (1)
- ✓ 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)
- ✓ 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.).
- ✓ sun hat
- ✓ sunglasses
- ✓ sunscreen

Students must dress appropriately at all times. During the academic (school) day Summer School students must wear the Merrick Preparatory School Summer Dress Polo Shirt, available for \$90 each, and appropriate long pants and close toed shoes. Merrick Preparatory School staff reserve the right to request a student to change should their clothes be too revealing or have offensive or inappropriate sayings or logos on them. Please view our Policy Handbook on our website for more details.

OTHER ITEMS

Students may wish to bring a camera.

BEDDING

The school will provide the bedding for Summer Camp students. Summer School students should have their own Queen size bedding (fitted sheet, flat sheet, pillowcase, duvet or comforter)

SECTION 11: STUDENT LIFE

SHARING A ROOM

Students share a bedroom with one other student, so each student must be mindful of how many personal items they bring as space is limited. Each room contains a desk, (one per student), chair (one per student), chest-of-drawers (one per student), closet space, and two queen or double (full) size beds (one per student) with one pillow per student. Please note that food and drinks other than water, tea and coffee, as well as kettles, rice cookers, toasters and other electrical cooking devices are **not** allowed in students' rooms.

CLEANING

Students are responsible for making their bed every morning, maintaining a clean and tidy room and for 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 the bathrooms, but the floors and surfaces must be free from clothing and other articles. The housekeeping staff will be pleased to assist with any problems regarding rooms, if asked.

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. All doors are locked at all times and students are given a keyless access card. Merrick Preparatory School also has several resident staff who provide round-the-clock supervision for the students. Wi-Fi is also provided free of charge on a secure network throughout the school buildings.

LAUNDRY

English as a Second Language Summer Camp Program Students will have their laundry done, including bedding, by our housekeeping staff once a week.

High School Credit Summer Students will be responsible for doing their own laundry. Laundry soap, washers and dryers are provided free of charge for this purpose. Merrick Preparatory School staff members are available to help when needed.

MEALS

Three meals and two snacks are provided each day in the dining room, with the exception of Saturday and Sunday during which brunch replaces breakfast and lunch. Cereal, toast, fruit, milk, muffins, yogurt 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. During special events or trips, some meals will be off campus. **Please indicate if your student has any food allergies or dietary concerns on the Medical Form found in the Appendix at the end of this document.**

PERSONAL ELECTRONIC ITEMS

Canadian electrical current is 110 volts AC (Alternating Current). Most Asian and European 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 devices like iPods, MP3 players, etc. are allowed. Please note that for English as a Second Language Summer Camp Program students all electronics will be collected at 10:00p.m. each night and safely stored for the students to ensure they get a full night's sleep.

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. Please note that for English as a Second Language Summer Camp Program students all electronics, including mobile phones, will be collected at 10:00p.m. each night and safely stored for the students to ensure they get a full night's sleep.

SECTION 12: HEALTH AND SAFETY

HEALTH INSURANCE

Health Insurance is a requirement for all non-Canadian passport holders studying at Merrick Preparatory School and is included in the program fee. Merrick Preparatory School will register 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 and students are required to secure their own health insurance.

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

MEDICAL INFORMATION

In order to care for each student properly, it is very important that we 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 and diligence. Noting past or present illnesses, any allergies and prescribed medications is very important.

In the past our students' parents have sent medication, preferred remedies, and natural medicines with their child to manage colds, headaches, etc. Please be aware that all non-prescribed medications will be collected upon students' arrival and will not be dispensed to the student. Many supplements and natural medicines that arrive with our students have pharmacological effects that can lead to complications with medications that are prescribed in Canada following the child's arrival at Merrick Preparatory School. A lack of English labelling on most of the medicines received adds to the uncertainty and increases the risk of unexpected complications. To avoid these complications with prescribed medical treatments in Canada, **no personal medications or remedies will be allowed or dispensed.** Students will receive care from staff on an ongoing basis for things like colds, headaches, etc. Acting as prudent parents, the Merrick Preparatory School administration will provide appropriate care that will include non-prescription medication and arranging medical or dental appointments when necessary.

If your child is on prescribed medication from 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 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.

SAFEKEEPING

Upon arrival, Merrick Preparatory School staff will collect passports, airline tickets and other valuables for safekeeping. All paper documents 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. *

For the security of the campus, the school is equipped with cameras and all doors are locked at all times. 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 for the students by these responsible adults who patrol 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.

SECTION 13: TRANSPORTATION

Students at Merrick Preparatory School will have the opportunity to participate in events or 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, bus, train or personal vehicle driven by an appropriately licensed driver.

While attending Merrick Preparatory School students are not allowed to drive a vehicle or keep a vehicle on site.

SECTION 14: 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, in the event of an emergency, you can call the Duty Phone at **+1.613.292.5111**.

COMMUNICATION WITH YOUR CHILD

Upon arrival 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, Zoom, Facetime and other social media for communication during non-academic times.

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

Week Days:

- 7:00a.m. – 8:25a.m.
- 5:05p.m. – 5:30p.m.
- 9:05p.m. – 10:00p.m.

Saturday and Sunday:

- As students will be partaking in off-site activities on weekends the best time to reach students will be Sunday between 9:05pm and 10:00pm

Please be respectful of all other times as students need their sleep and their study time.

EMAIL CONTACTS

Merrick Preparatory School staff will respond promptly and efficiently to all emails.

Headmaster:	Mr. Kevin Farrell	kevinf@merrickprep.com	extension 401
School Phone during Business Hours 8:30a.m. to 4:30p.m. Monday to Friday:			+1.613.269.2064
Duty Phone during non-Business Hours:			+1.613.292.5111

SECTION 15: COMMUNITY BEHAVIOUR CONTRACT

In choosing Merrick Preparatory School, students agree to behave in accordance with the School's rules and regulations (including sign-in and sign-out policies). 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 Merrick Preparatory School website. It is understood that these policies evolve and may change periodically.

SECTION 16: FIELD TRIPS

There is a lot to see and to do while learning at Merrick Preparatory School. To complement our classroom studies, many exciting excursions 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 injury results 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 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.

** All high-risk activities will be supervised by qualified staff.

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 and cross-country skiing.

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, etc.) shopping, and viewing sports events.

The various 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 minimised 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.

APPENDIX **Mandatory Forms to Complete**

The following forms must be completed and returned to Merrick Preparatory School by email to kevinf@merrickprep.com

PARENT/GUARDIAN AND STUDENT CONTRACT	15
STUDENT MEDICAL PROFILE	16

All students and their parent(s)/guardian(s) must sign and date this contract. Failure to do so will result in withdraw of Letter of Acceptance, the Study Permit being revoked and expulsion with no refund. Merrick Preparatory School (MPS) reserves the right to dismiss (permanently remove from the school), with no refund, a child if we cannot accommodate his/her needs in the best interest of the child and the school, as defined by MPS.

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

This is to acknowledge that we, parent(s)/guardian(s) and student, have read, understood and will abide by the Merrick Preparatory School Summer Programs Handbook and Policy Handbook in their entirety. We acknowledge that all information provided to Merrick Preparatory School is accurate and up-to-date, and that policies may change and evolve in the best interest of the student.

As parent(s)/guardian(s), we agree to share all relevant information and give support needed to ensure our child behaves in accordance with the letter and intent of the information contained with the Merrick Preparatory School Summer Programs Handbook and Policy Handbook, found on our website at www.merrickprep.com.

As parent(s)/guardian(s), we give permission to Merrick Preparatory School to use photos of our child for the school's promotional purposes. I understand that these photos may be used in magazines, brochures, flyers, handouts, newspaper ads or articles, or on the web, or for other promotional, marketing and advertising purposes.

As parent(s)/guardian(s), we understand that in participating 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 Summer Programs field trips. We, the parent(s)/guardian(s) of the student, give Merrick Preparatory School 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 requiring signing of waivers have inherent risks as outlined in Section 16: Field Trips, found in this Summer Programs Handbook.

As a student, I agree to uphold the values and expectations placed on me that are contained within the Merrick Preparatory Summer Programs and Policy Handbook, both in the actual words and intent, and, 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 Merrick Preparatory School community.

_____	_____	_____
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 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.

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 three sections and return to:

Kevin Farrell at kevinf@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
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Male Female Date of Birth: _____ Height: _____
Month / Day / Year (centimeters)

Weight: _____
(kilograms)

OHIP # (Ontario Resident's Only): _____

Emergency Contact:

Name: _____

Relationship: _____ Telephone: _____

E-mail: _____

In order to help us provide quality care to your child, please complete the following information completely and accurately. 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, or unconsciousness, from 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 eye glasses/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 emotional or psychological concern of which we should be aware?
(Please be assured that we adhere to strict guidelines of confidentiality): YES NO

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: _____

Addictions: 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 will require a letter from the medical professional outlining the student's health over the last six months and suitability for a boarding environment. Full disclosure is required for the safety of your child.

9. Has your child ever received the services of a counselor, psychologist or psychiatrist? YES NO

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

10. Please describe any medical information not covered by the questions above:

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 other 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 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
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Parent/Guardian Signature	Parent/Guardian Name (Print)	Date
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Student Signature	Student Name (Print)	Date
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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 will result in withdraw of Letter of Acceptance and Study Permit being revoked and the student will be expelled with no refund.

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

Note: this form can be completed by a parent/guardian and does not require a doctor to complete.

Student Name: _____ Date of birth: _____
 Last name, first name, middle initial Month / Day / Year

VACCINE	TIME	DATE GIVEN (month/day/year)	Remarks
DPT Diphtheria Pertussis Tetanus	First	/ /	
	Second	/ /	
	Third	/ /	
	First booster	/ /	
	Second booster	/ /	
DT (Pediatric Diphtheria and Tetanus vaccine)	First	/ /	
M.M.R. (Measles, Mumps, Rubella (German Measles))	First	/ /	
	Second	/ /	
Polio TOPV (Trivalent Oral Polio Vaccine)	First	/ /	
	Second	/ /	
	Third	/ /	
	First booster	/ /	
	Second booster	/ /	
Hepatitis B	First	/ /	
	Second	/ /	
	Third	/ /	
	First booster	/ /	
B.C.G. (Tuberculosis - Bacillus Calmette-Guerin)	First	/ /	
	Second	/ /	
Meningococcal Disease		/ /	
Varicella (Chicken Pox)	First and Second	/ /	
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)

Date: _____
 Month / Day / Year

 Signature

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 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 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 Headmaster of Merrick Preparatory School, or his 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 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 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 tests to the Headmaster, 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 Policy Handbook.

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, will be charged to the student.

The medical information I have provided above is correct and complete in every respect, to the best of my knowledge. 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