



Shawnigan Lake School

Admissions Welcome for New Families

2011-2012

Dear New Parents and Students,

We are all excited about the prospect of welcoming you to campus at the start of September 2011. As you look ahead to the big day, we have put together an introductory package that will help you plan for the upcoming school year.

I hope that the following pages will answer most of the questions you may have at this time. There will be additional information pertaining to various areas of school life uploaded to our website between now and September. Please be sure to check our website frequently for any new information and/or required forms.

At this time, we request that you return to us any outstanding **acceptance forms for enrollment** and your child's **final report** card for June 2011.

If you are in the area the last week of August or first week of September, we would highly recommend that you make an appointment to purchase your uniform as it will greatly enhance your Opening Day experience. You can make an appointment with the Admissions office at (250) 743-6207 or admissions@shawnigan.ca.

If you have any further questions or concerns, please do not hesitate to contact us.

Warm regards,

Gaynor Samuel
Director of Admissions

Chad Holtum
Director of Enrollment

Frequently Asked Questions

1. Where should we stay when we visit the school? Where should we eat?

There are many great local places to stay throughout the year. If you wish to stay near the school, please visit the South Cowichan Bed & Breakfast website <http://www.southvanislebnb.com/placestostay> If you do not wish to stay at a Bed & Breakfast, try the Malahat Mountain Inn (about 20 minutes away) www.malahatmountaininn.com. Another area about 10 minutes north of the school is Cowichan Bay where you will find the Travellers Inn Oceanfront Grand Resort and Marina www.thegrandresort.com.

Some families also enjoy staying in Victoria, which is an hour's drive from Shawnigan Lake. The Empress www.fairmont.com/empress, The Regent Suite Hotel <http://www.victoriaregent.com/> The Hotel Grand Pacific <http://www.hotelgrandpacific.com/> all of which are located in Victoria.

There are also many great restaurants in the area. In Shawnigan Lake village there is: *Steeple's* <http://www.steeplerestaurant.ca/> and *Amusé* <http://www.amusebistro.com/> On the way to Mill Bay there is *La Pommerai'e Bistro* at Merridale Cider Works www.merridalecider.com/bistro.

Fifteen minutes north of the school, in Cowichan Bay (where there are plenty of B&Bs to stay as well) there is another quality restaurant, the *Masthead*, <http://www.themastheadrestaurant.com/> and the local seafood favourite, *Rock Cod Café* <http://www.rockcodcafe.com/>. Also located in Cowichan Bay and Mill Bay, is a great bakery (www.truegrain.ca), a cheese shop <http://www.hilarycheese.com/> and an ice cream parlor all with locally produced products. Fifteen minutes from Shawnigan, heading north towards Duncan on the Trans Canada Highway, is the *Pioneer House* <http://www.pioneerhouserestaurant.com>.

2. When should we book our accommodations?

We suggest that you review the 2011-2012 School Calendar (see attached) and then reserve lodgings accordingly. It is best to arrive in the area at least the night before Opening Day so you can plan to be at the school for around 9:00 am Tuesday, September 6, 2011

Due to the busy nature of the following day of orientation (September 7, 2011), with returning students and their parents arriving, we kindly request that you not return to visit on this day as to allow new students an opportunity to get acquainted with the campus and meet the returning students.

3. What does my child need to bring to Shawnigan?

Here are a few extra items that students have found particularly useful, but are not mandatory:

1. Jump drives (portable hard disk – These can be found at London Drugs, Staples, Future Shop, Shawnigan School store etc.)
2. A small portable fan
3. Extra hangers
4. Bedding: Should include 2 fitted twin sheets, duvet, duvet cover and 2 pillow cases, students are permitted to choose their own pattern and style. For your convenience, back to school bedding packages are also available at: <http://www.heirloomlinens.com/shawniganlake.htm>
5. Pillow(s)
6. Plastic drawer units (small for the bathroom, large for clothing or for school supplies in the bedroom) – these are favoured by our female students

7. Small standing mirror for dresser
8. Speakers for computer or iPod hookup
9. Movies for rainy weekends
10. Posters (push pins for hanging on the wall)
11. Water bottle and Mug for favourite drinks
12. Flashlight and batteries

We strongly recommend that students bring only what they need for the first two months. As they will be returning home for Thanksgiving Break and/or Mid Term Break in November, they can bring what they are missing at that time.

Students have also mentioned that, if interested in sports requiring specific equipment, the following would be useful: bikes and helmets (school policy and mandatory by law in BC), hockey gear (in the fall), ski or snowboarding gear – which includes a **mandatory** ski helmet (bring back to the school after Christmas Break), and golf clubs (in the spring). Please do not bring sport equipment, until the season it is required in, is near.

New students are encouraged to bring all musical instruments, accessories, and music for Opening Day. Students who wish to have private lessons will be given the opportunity to sign up with the Director of Music, Shannon Tyrrell, during the second week in September. Private lessons are available for all instruments and voice types at a cost of \$40-\$50 per hour, depending on the instructor. Students may also rent instruments and accessories through the school if needed. All costs associated with private lessons and/or rental of instruments will be added to your monthly bill.

4. What are the extras?

Additional charges, known as "Extras", are for goods and services supplied in addition to tuition. Automatic charges include a student's weekly allowance, House dues, the annual "Ski Week" (approx. \$550), and graduation fees (approx. \$450 for Grade 12 students). The most common extras are for clothing and personal items bought in the School store, music lessons, House outings, personal transportation, optional trips and tours, and the services of doctors, dentists or hospital visits not covered by insurance. We recommend a deposit of \$1,000 be made on September 1st towards "Extras" charges.

5. What clothes should my child pack?

Students are expected to wear the School uniform during school hours and to official functions, as required. All uniform items must be purchased at our School shop and our staff will assist you in outfitting when you arrive on campus. Casual dress may be worn after class time. Requirements of good taste must always be met with casual dress and clothes must be clean, presentable and in good repair. Below is a list of basics students should bring with them.

1. Two pairs of jeans (no holes or frayed cuffs and not too baggy)
2. Sweat pants (most students purchase a pair of Shawnigan sweat pants from the School Store)
3. Shorts
4. Tank tops, t-shirts, long sleeve shirts
5. "Smart-casual" (ie. semi-dressy) shirts (for dances, birthday dinners, School events, House outings, etc); cardigan, skirt, pants, khakis/cords (for boys), dresses
6. Pajama pants
7. Sweatshirts/hoodies

8. Rain jacket, winter jacket (school issued winter jacket is mandatory during school hours), scarf, hat, gloves
9. Flip flops, running shoes, boots, flats
10. Bathing suit
11. Two bath towel sets
12. Two semi-formal sets of attire for the girls and a jacket and tie for the boys (for the Snow-Fest semi-formal dance and Thanksgiving Dinner)

ALSO, we have many school spirit days and events, so stock up on BLACK and GOLD gear – lots of fun accessories. Some suggestions are: fun shirts, face paint, head gear, ribbons, funky outfits, socks, shoes, belts. Get creative and visit your local thrift shops!

6. What kind of school shoes should we purchase?

Boys: **Black leather** shoes, lace ups or slip-ons, that can be polished and have no design.

Girls: **Black** dress shoes, lace-up or slip-on, low-heeled shoes, with no design. They should ***not*** be “ballerina” flats or have an open back but, rather, something that is more supportive.

Keep in mind that your child is wearing these for eight hours a day, 5 days a week and they walk a great deal to and from classes over the course of the school year! Leather is preferable in order to withstand the West Coast climate and for durability purposes. The shoes should be able to be polished for the #1 uniform worn on Saturdays.

7. What school supplies are useful?

NOTE: There is no specific school supplies list for the School. The list below is a general idea of what each student may need.

1. Pencils
2. Pens
3. Highlighters
4. Erasers
5. Pencil case
6. Ruler
7. Calculator (Graphing Calculator for Grade 10-12)
8. 1 binder per subject
9. 3-hole lined paper
10. Graph paper
11. Dividers
12. Notebooks
13. Dictionary / Thesaurus
14. Post-it notes
15. Back pack

The School’s store is well stocked with school supplies. They are available year round for purchase. The School Store is also stocked with toiletries, snacks, sports needs and a bank machine.

The students are given a GOLD BOOK (the student agenda) during the first week of school. This will be their guide to “everything Shawnigan”. The expectations, policies and procedures section from the GOLD BOOK is posted on the Intranet.

8. What is the process for student laundry? (for boarding students)

Each house is assigned a particular laundry day. Students take their laundry down before breakfast (7am) and it is ready for pick up later that day. Athletic wear can be dropped off daily for washing. **The laundry staff will also label all uniform and personal clothing items.**

9. What about pocket money for my child?

Weekly allowance is available from the School Store. Any money that is needed in excess of the student’s weekly allowance can be obtained with a “money order”. This slip is available with the permission of the House Director who normally receives your blessing, depending on the amount and regularity. These amounts will be indicated on the monthly billing. Allowances available are:

Grade 8 and 9	\$10.00
Grade 10 and 11	\$12.00
Grade 12	\$15.00

10. Who do I contact with regards to my child’s account?

Please contact Heatherann Macintosh in the Accounting Department. She is in charge of all financial matters related to your child’s account.

Phone: 250-743-6452
Email: hmacintosh@shawnigan.ca
Fax: 250-743-6269

11. When are new students assigned to Houses?

House assignment is done in late August/early September. These placements shift as new and returning student numbers change. **House placements will be communicated to you and your child on Opening Day.**

12. How are roommates selected?

The House Directors make roommate selections once they receive their House Lists. At the end of the previous school year the returning students indicate their interests (including “I would like to room with a new student”). Since the House Directors know the nature of their Houses well, it is their responsibility to place students in the assigned rooms. This is done with assistance from the Admissions team, who are familiar with the students.

13. How many roommates will a new student have?

Generally, we follow this model but sometimes it may vary.

Grade 8 = 4 per room	Grade 9 = 4 per room	
Grade 10 = 2-3 per room	Grade 11 = 2 per room	Grade 12 = 2 per room

14. Student Laptops.

All students are required to bring a personal laptop to school for everyday use. Printers are available in the Houses although some students choose to bring compact models for their rooms. We are now a wireless campus.

NOTE: The Internet is turned off at bedtime until breakfast the following morning.

Internet Shut Off Times:

Grades 8, 9, 10	10:00 pm
Grade 11	10:30 pm
Grade 12	11:00 pm

15. When and where do we purchase uniform items?

The school store will be open until the end of June and will re-open 2 weeks before Opening Day. (Opening day is September 6, 2011.) Appointments may be booked for uniform fittings by calling Margot Allen in the Admissions office at (250) 743-6207 or mallen@shawnigan.ca.

16. Are students permitted a refrigerator in their rooms?

Grade twelve students only have permission to have a small refrigerator in their dorm rooms. All House kitchens have one or two large refrigerators for food storage. All House kitchens have microwaves (and most have a dishwasher).

17. Are students permitted to have food in their rooms?

Although there is plenty to eat for snacks and meals, most students like to have some food on hand in their rooms. Typical food choices are: instant noodles, microwave popcorn, trail mix, crackers, drinks, and any snack food that comes in a box. Just a hint: students LOVE to receive care packages from home!

18. Where do students store their luggage and boxes?

Students bring their belongings in suitcases, trunks, boxes, duffel bags etc. which you may take with you after they have been unpacked. Each House also has a limited amount of storage for suitcases, etc.

19. When do parents get to meet the teachers?

Many teachers and advisors are available on Opening Day. Parents are also invited to Shawnigan in the fall for our Parent Open House. During that time parents will have a chance to meet with teachers, House Directors and advisors. More details about the Parent Open House will be available at the beginning of the school year. In addition to this scheduled event, you should also feel free to arrange teacher meetings through your child's advisor at other times if necessary.

20. If I am in the area, when is a good time to visit or take my child out?

Parents are free to visit the campus at any time. When planning a visit, we ask that you contact your child's House Director. The House Director will give your child "leave" permission. The telephone numbers and email addresses for House Directors will be available on Opening Day.

21. Who do I call if I have questions about my child's progress in the first few days or weeks?

Two of the most important adults in your child's life will be their House Director and their Advisor. If you have questions or concerns about homesickness, roommates, visiting campus etc... you should contact your child's House Director. If you have comments, questions or concerns about academics and your child's teachers you should contact your child's Advisor. You will have a chance to meet with both these individuals on Opening Day and will receive their contact information at that time.

22. What is Shawnigan's cellular phone policy?

Cell phone use is generally permitted if discrete and respectful of the location and circumstances. Students will be reminded if they are in violation of this basic guideline; in some cases, they may be asked to give up their phone for a brief period. Prep is from 7:00 pm until 9:00 pm and no cellular phones are to be used during this time for calls or texting. Please remember to refrain from calling your child during class time. There should be no cell phone use after lights out. In the event of an emergency, please contact the House Director.

23. What about iPods?

iPods are permitted in the students' rooms as well. Students may not walk about campus during the day or attend classes listening to music. iPods may be used during prep if it does not bother his/her roommates.

24. Where can my child store their valuables?

We strongly recommend that students leave their valuables at home. There will be a drawer available for each student that has a hasp designed to hold a padlock or combination lock to store their iPods, and other electronics. We urge you not to send your child with large amounts of cash. The School does not provide insurance coverage for student belongings in the event of theft, loss or fire. We strongly recommend that parents check homeowner policies to ensure coverage on your child's possessions (ie: computers, iPods, cameras, etc) while living at the School.

25. Where will my child store their passport and VISA documents?

The House Director will be in charge of gathering all passports and any accompanying travel documents. They will be stored with the House Director.

26. When the residence is closed for breaks where do those students stay who cannot easily return home for the break?

Typically, students stay with a relative, close friend of the family or a classmate that they have made friends with at Shawnigan.

27. Whom do I speak with to arrange transportation to and from school or airport?

Please contact our Transportation Manager, Sharlene Quinn squinn@shawnigan.ca to make arrangements for ground transportation to and from the school.

Shawnigan Lake School Contact Information

General Office: (250) 743-5516 General Office Fax: (250) 743-6200
Admissions Office: (250) 743-6207 Admissions Fax: (250) 743-6280
Admissions Email: admissions@shawnigan.ca

Shawnigan Lake School Mailing Address:

1975 Renfrew Road, Shawnigan Lake, BC, Canada V0R 2W1

Admissions Department:

Gaynor Samuel
Director of Admissions
gsamuel@shawnigan.ca
(250) 743-6297

Chad Holtum
Director of Enrollment & Marketing
choltum@shawnigan.ca
(250) 743-6216

Margot Allen
Associate Director of Admissions
mallen@shawnigan.ca
(250) 743-6207

Shannon Peck
Admissions & Marketing Coordinator
speck@shawnigan.ca
(250) 743-6285

Important School Contacts:

General Office Switchboard / Reception
Lisa Blumer
lblumer@shawnigan.ca
(250) 743-5516

General Office Manager
Rolanne Taylor
rtaylor@shawnigan.ca
(250) 743-6251

Accounting
Heatherann Macintosh
hmacintosh@shawnigan.ca
(250) 743-6452

Deputy Head
Jo-Anne Kingstone
jokingstone@shawnigan.ca
(250) 743-6263

Academics & Head of Mathematics
Stephen Cox
sec@shawnigan.ca
(250) 743-6239

Director of University Guidance
Beth Hall
leh@shawnigan.ca
(250) 743-6255

Director of Sport
Mark Hall
mrhall@shawnigan.ca
(250) 743-6265

Director of Fine Arts
Don Rolston
drolston@shawnigan.ca
(250) 743-6237

Computer/Information Technology
helpdesk@shawnigan.ca

Manager of Information Technology
Shawn Wright
swright@shawnigan.ca

Transportation Manager
Sharlene Quinn
squinn@shawnigan.ca
(250) 743-6217

Health Centre - Clinic@shawnigan.ca
Head Nurse - Heather Craib
hcraib@shawnigan.ca
(250) 743-6208



More Frequently Asked Questions For our New Parents

Below are some answers to the most frequently asked questions to help guide you as you begin with us.

1. When can my child come home?

Generally there are breaks every 4 to 6 weeks (these are listed on the School Calendar) and they range in length from 4 to 20 days depending on whether they occur mid-term or at the end of the term. Especially on the shorter breaks, students look forward to simple things: sleeping in their own bed, having some of their favourite meals and just spending down time with family and friends. It is a good practice to set aside time for them to do just that. They are very busy here at school and many demands are made on their time and energy. They really look forward to relaxing at home.

When making your travel plans, pay particular attention to the posted times for departure and return. The Transportation Office will help guide your travel decisions. You may also rely on the advice of the House Director who you may contact to clarify any details relating to permissions.

2. What are the guidelines for “Leave Weekends”?

In between the breaks, there are opportunities to go home for an overnight (these are also posted on the School Calendar by term). Leave weekends begin following sports on Saturday with students departing campus by bus at 3:00 pm to catch the 5:00 pm ferries from Swartz Bay or Nanaimo. They must return by 10:00 pm on Sunday. Students coming from Vancouver should take the 7:00 pm ferries from Tsawwassen and Horseshoe Bay. A bus will meet them here on the Island to bring them back to the School. On occasion, the School will schedule a “double overnight” for all students. In this case, leave begins after school on Friday with students leaving again at 3:00 pm for the 5:00 pm ferries. The return time is the same on the Sunday of a double overnight. While these are very short visits, again, they offer some time for students to go home or visit a friend’s house to relax.

If a child needs to be absent overnight at a time other than scheduled leaves, permission must be sought well in advance from Jo-Anne Kingstone, Deputy Head. This is “special leave” and permission is generally given for major family occasions (weddings, memorials, significant birthdays or celebrations) or emergencies. Absences from classes for concerts, family holidays or conveniences should not be requested.

3. What should I do if I have a question about my child’s academic programme?

Your first point of contact for academics is the advisor. The advisor will help answer your questions and also connect you to the appropriate person if you have questions specifically related to a subject teacher, tutoring, support from the Learning Centre, University Guidance or course selections.

4. When is it okay to call or email?

In short: anytime. We are here to help you and your child make this the very best experience possible. You know your child very well and have had the courage and foresight to send him or her to us here at Shawnigan. We are happy to work with you and share in the responsibility of educating and nurturing your child. For that reason, the more we communicate with each other, the better. If you have any question or concern, please do not ever hesitate to contact any one of us who can help.