



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

OTTAWA INTERNATIONAL  
STUDENT PROGRAM



# *Pre-Arrival Information*

## **Ottawa International Student Program**

440 Albert St., Room C315

Ottawa, ON K1R 5B5

Tel: (613) 239-0309 Fax: (613) 239-0608

E-mail: [ocenet@ocdsb.ca](mailto:ocenet@ocdsb.ca)



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## Welcome to the Ottawa International Student Program

We wish to extend a warm welcome to all international students attending schools in the Ottawa-Carleton District School Board this year.

We have prepared this pre-arrival information package to assist you with the registration process for schools in Ottawa and to provide you with information to help ease your transition to your new city and school.

While you are in Ottawa as an International student, there are many people eager to help you enjoy your stay and be successful in your studies. You will not be on your own, but part of a vibrant and supportive learning community. In Ottawa, you will have many opportunities to achieve your educational goals and make new friends in a safe and beautiful setting. Please read the following information carefully and contact us if you have any questions or concerns.

We look forward to meeting you and trust that your experience will be both positive and rewarding.

Sincerely yours,

Ottawa International Student Program Staff  
Ottawa-Carleton District School Board



## Assessment and Orientation

Prior to registering for school, you will be assessed for your math and English skills. Placement in academic courses at the secondary level will be based on the results. Assessment takes approximately 5 hours for secondary students and 2 hours for elementary students.

We will schedule your assessment date after we receive your arrival information.

**Please contact your International Admissions Administrator:**

**Ms. Alejandra Guidi (International Admissions and Enrolment Administrator)**

Email: [alejandra.guidi@ocdsb.ca](mailto:alejandra.guidi@ocdsb.ca) Tel: (613) 239-0417

Or

**Ms. Eunyoung Shin (International Admissions and Enrolment Administrator)**

Email: [eunyoung.shin@ocdsb.ca](mailto:eunyoung.shin@ocdsb.ca) Tel: (613) 239-0652

Or

**Ms. Chau Hoang (Young People's Language School Administrator and International Admissions)**

E-mail: [chau.hoang@ocdsb.ca](mailto:chau.hoang@ocdsb.ca) Tel: (613) 239-0444

**Dates:** Thursday, January 25, 2018 – Wednesday, January 31, 2018

**Location:** Ottawa International Student Program Office

440 Albert St., Room C315 (3<sup>rd</sup> floor)

Ottawa, ON K1R 5B5

**Time: High School** 9:00 am (duration: approximately 5 hours including Orientation.)  
Please arrive at 8:45 am.

**Elementary** 9:00 am or by appointment (duration: approximately 2.5 hours)  
Please arrive at 8:45 am.

**On the day of your assessment, you must bring the following items to the office:**

*High School & Elementary*

- (1) **Passport and Study Permit**
- (2) **Most current school report card if not previously sent to OISP**
- (3) **Immunization (vaccination) records if not previously sent to OISP**

*High School*

- (1) A paper dictionary (to be used for the math test only)
- (2) Calculator (for grade 12 level math, a scientific calculator is required)
- (3) Stationary: pencil, pen, eraser and ruler

*Elementary*

- (1) Stationary: pencil, pen, eraser and ruler



## Health

### *Health Insurance*

While you are studying in Ottawa, you will be required to have health insurance. The insurance that you have arranged with OISP will provide coverage beginning **January 21, 2018**. If you are planning to arrive prior to this date, please ensure that you purchase additional insurance.

You will receive your health card and policy document on the day of your assessment. What does this cover? Please check <http://www.inglestudents.com/ocenet/> for more information.

### *Immunization (Vaccinations)*

You are required to provide your immunization records to Ottawa Public Health. Your records will be assessed by Ottawa Public Health and they will inform our office when the immunization is up-to-date. If additional immunization is required, these can be completed in your home country or at clinics in Ottawa.

For more information regarding public health requirements for school registration, please contact Ottawa Public Health Immunization Program by phone (613) 580-6744 ext 24108, fax (613) 580-9660 or [immunization@ottawa.ca](mailto:immunization@ottawa.ca). Ottawa Public Health's opening hours are weekdays from 8:00am to 3:45pm; they are located at 100 Constellation Cr., Ottawa, ON K2G 6J8

Please Note: All students attending school in Ontario **must** be immunized against diphtheria, tetanus, polio, measles, mumps, rubella (German measles), Meningococcal disease, Pertussis and Varicella (chickenpox) - for children born in 2010 or later. For further information in regards to Immunization Follow-Up, please check <http://www.studyottawa.ca/en/page/show/immunization>.

## High School Orientation and Timetabling Schedule

Dates and times for school orientation and course selection will be provided to you after the assessment test.

## Homestay

Have we arranged homestay for you? Homestay will provide you the opportunity to experience life as part of a Canadian family, by being exposed to Canadian culture and spoken English in a caring and encouraging family environment.

Your host family is eager to learn about another culture and to see their own culture through your eyes. They are excited to welcome you into their lives and want you to make the most of your stay in Ottawa.

The Ottawa International Student Program's homestay provider is the Canada Homestay Network (CHN).



## The Canada Homestay Network

CHN Ottawa Team Employee List 2017-18 - OCENET

Tel: 613-686-6764

EMPLOYEE	TITLE	EXT.	EMAIL	SCHOOL/PROGRAM
Danielle Martins	Relationship Manager	2055	dmartins@canadahomestaynetwork.ca	A.Y. Jackson Bell Earl of March West Carleton
Angelle Fournier	Relationship Manager	2042	afournier@canadahomestaynetwork.ca	Glebe John McCrae Longfields-Davidson Merivale Sir Winston Churchill
Louise Thibault-Little	Relationship Manager	2059	ltlittle@canadahomestaynetwork.ca	Brookfield Hillcrest Lisgar Nepean
Hilary Rust	Relationship Manager	2045	hrust@canadahomestaynetwork.ca	Cairine Wilson Colonel By Gloucester Sir Wilfrid Laurier YPLS <b>Single Point of Contact for YPLS</b>
Josette Delorme-Pierre	Relationship Manager	2067	mjdpierre@canadahomestaynetwork.ca	Canterbury Ridgemont Sir Robert Borden Woodroffe





## Climate in Ottawa

### Average Temperatures

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
C°	-11	-10.1	-3.6	5.1	12.8	18.2	20.6	19/3	14.7	8.1	0.7	-7.9

### Average Maximum Temperatures

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
C°	-5.9	-5.0	1.0	10.2	19.0	24.6	25.3	25.3	20.5	12.9	3.8	-3.7

### Average Minimum

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
C°	-16.1	-15.7	-8.7	-0.4	7.08	12.3	14.9	13.4	9.4	3.1	-3.3	-12.1

### What to bring

In the Fall, you will need some light summer clothing as well as warmer clothing for the months from August to October as temperatures can range from 25°C to 3°C. You should bring a light jacket, a warm jacket, sweaters, a hat and some warm gloves. From November to April, you will need warm clothing such as sweaters, winter jacket, hat, gloves and boots as temperatures can range from -20°C to 7°C.

- casual clothes for daily wear
- sweatshirts and sweaters
- warm jacket
- winter coat
- walking shoes or running shoes
- boots for cold weather
- swimsuit and towel (swimming year round indoors)
- bag or backpack to carry books to school
- personal hygiene items (soap, shampoo, toothbrush and toothbrush etc.)
- prescription medication
- eyeglasses, extra pair of contact lenses, contact lens products such as cleansing solution, copy of prescription

### Other suggestions

- traveller's cheques in Canadian dollars
- identification with your picture and birth date other than your passport
- camera
- pictures of your home and family
- bilingual dictionary
- special sports clothing or equipment (ski clothing and bicycle helmet, etc.)
- small gifts to give to host family
- semi-formal clothing for special occasions



## Transportation

### Local buses

Ottawa has an excellent bus system called **OC Transpo (Ottawa-Carleton Transportation)** that makes getting around Ottawa quite easy. Full-time elementary and secondary students are eligible for discounted monthly or annual passes all year. You will need to present your passport and letter of acceptance to the Sales and Information Centre in order to purchase a \* PRESTO Youth Pass.

### Youth (19 & Under) and Student Fares

Per Ride	PRESTO e-Purse	Cash (exact change only)	Tickets (\$1.70 ea.)
Youth 13+	\$3.35	\$3.40	2
Children 6-12	\$1.70	\$1.75	1
Children 5 & under	Free		

Per Day		Per Month	
Day Pass	\$10.25	* PRESTO Youth Pass	\$87.75

Presto Card (one-time fee)	\$6.00
Tickets*	\$1.70

### Boarding the bus (paying by bus tickets or cash)

You will board the bus from the front and place a bus ticket or cash into the box located at the right of the driver. If you pay by cash, you must have the exact amount of money because bus drivers do not give change. Using bus tickets is cheaper than using cash. Also if you ask the driver for a transfer after payment of your fare, you can use this ticket for any direction of travel, including return trips and stopovers, provided the time has not expired. Transfers are valid for about 90 minutes. You will need to check the expiration on your transfer.

For more information on buses and bus routes, you can visit OC Tranpo's website at [www.octranspo.com](http://www.octranspo.com).

### Biking

There are hundreds of kilometres of bike paths around Ottawa that make biking an easy and enjoyable way to get around. It is easy to buy a new or used bike. The cost of a used bike is about \$100.00, and new bikes can be purchased from about \$200.00 and up. You will also need to purchase a bicycle helmet that will cost about \$25.00+.





## What Things Cost

Below is a list of approximate prices for some everyday items:

### *Clothing*

Gloves/Mitts	\$15.00 - \$40.00
Hiking Boots	\$75.00 - \$200.00
Jeans	\$50.00 - \$75.00
Shorts	\$20.00 - \$50.00
Socks (one pair)	\$3.00 - \$10.00
Sweater	\$30.00 - \$70.00
Toque (winter hat)	\$10.00 - \$20.00
T-shirt	\$10.00 - \$20.00
Underwear (one pair)	\$6.00 - \$15.00
Winter Coat	\$100.00 - \$300.00

### *Entertainment*

Movie	\$8.00 - \$13.00
Music CD	\$15.00 - \$20.00

### *Meals at a Restaurant (based on one person)*

- \*Main course (casual) \$10.00 – \$20.00
- \*Main course (fancy) \$20.00 - \$35.00
- Main course (fast food) \$5.00 - \$8.00
- Coffee \$1.50 - \$3.00
- Dessert \$4.00 - \$6.00

(\*Tipping, which is customary in Canada, is an extra amount of money given to your server for good service; this is usually about 10% - 15% of your bill before applicable taxes.)



### *Personal Items*

Contact lenses (pair)	\$100.00 +	(remember to bring your prescription)
Contact lens solutions	\$5.00 – \$21.00	
Dental floss	\$2.00 - \$5.00	
Deodorant	\$4.00 - \$9.00	
Shampoo	\$5.00 - \$10.00	
Soap	\$2.00 - \$5.00	
Toothpaste	\$3.00 - \$5.00	
Toothbrush	\$2.00 - \$8.00	

### *Services*

Haircut (men)	\$15.00 - \$30.00
Haircut (women)	\$20.00 - \$60.00
Public telephone	\$0.50
Stamps (up to 30g)	
• for mail within Canada	\$0.85
• for mail to the United States	\$1.20
• for international mail	\$2.50

### *Sales Taxes*

**HST** (Harmonized Sales Tax) 13% is added to most purchases except basic groceries, most medical services /devices and prescription drugs

For example:

You buy a coat that costs \$100.00; you will need to pay the following:

	\$100.00 coat
	<u>\$ 13.00 HST</u>
<b>Total:</b>	\$113.00



**As an International student of the Ottawa-Carleton District School Board, you must adhere to the following:**

## **International Student Code of Conduct**

### *Academic Performance*

1. Students will obtain satisfactory results in their courses to continue in the program.
2. Students will take a full program. If students wish to change their program (e.g. drop a course) they must first obtain permission of their guidance counsellor and the OISP academic coordinator.
3. Students will follow the rules of their school.
4. Students have the responsibility to share their report cards, and school letters with their parents and homestay family.
5. OISP or the school will provide written reports to the parents of students who are experiencing difficulty in our school system (e.g. attendance or academic results).

### *Attendance*

6. Students will strive to attend school on every school day of each term. All students (including those 18 years of age and older) who are sick and absent from school will bring a note signed by their host parent explaining their absence.
7. Students who are absent from school for a valid reason are responsible for making up all the work and assignments they have missed.
8. Students who cannot maintain regular attendance at school will be withdrawn from the program.
9. Students who are withdrawn from the program will return to their home country immediately at their own expense and without any refund of tuition fees.

### *Homestay*

10. Students will live with a homestay family for the duration of their studies.
11. Students will advise the homestay family of their emergency contact details.
12. Students will follow and respect homestay family household rules and property. These include showing consideration and courtesy, agreeing to a suitable home time and bed time, and advising the homestay family of outings and visits.
13. Students will negotiate the use of telephone, computer and internet facilities with the homestay family and abide by their decision in relation to this usage.
14. Students will be treated as a respected member of the family and will be expected to be an active member of the household.

### *Contact Details*

15. Students will obtain permission from the OISP office before changing accommodation.
16. Students will advise their school and the OISP office of their new contact details within seven (7) days.

### *Overseas Student Health Insurance*

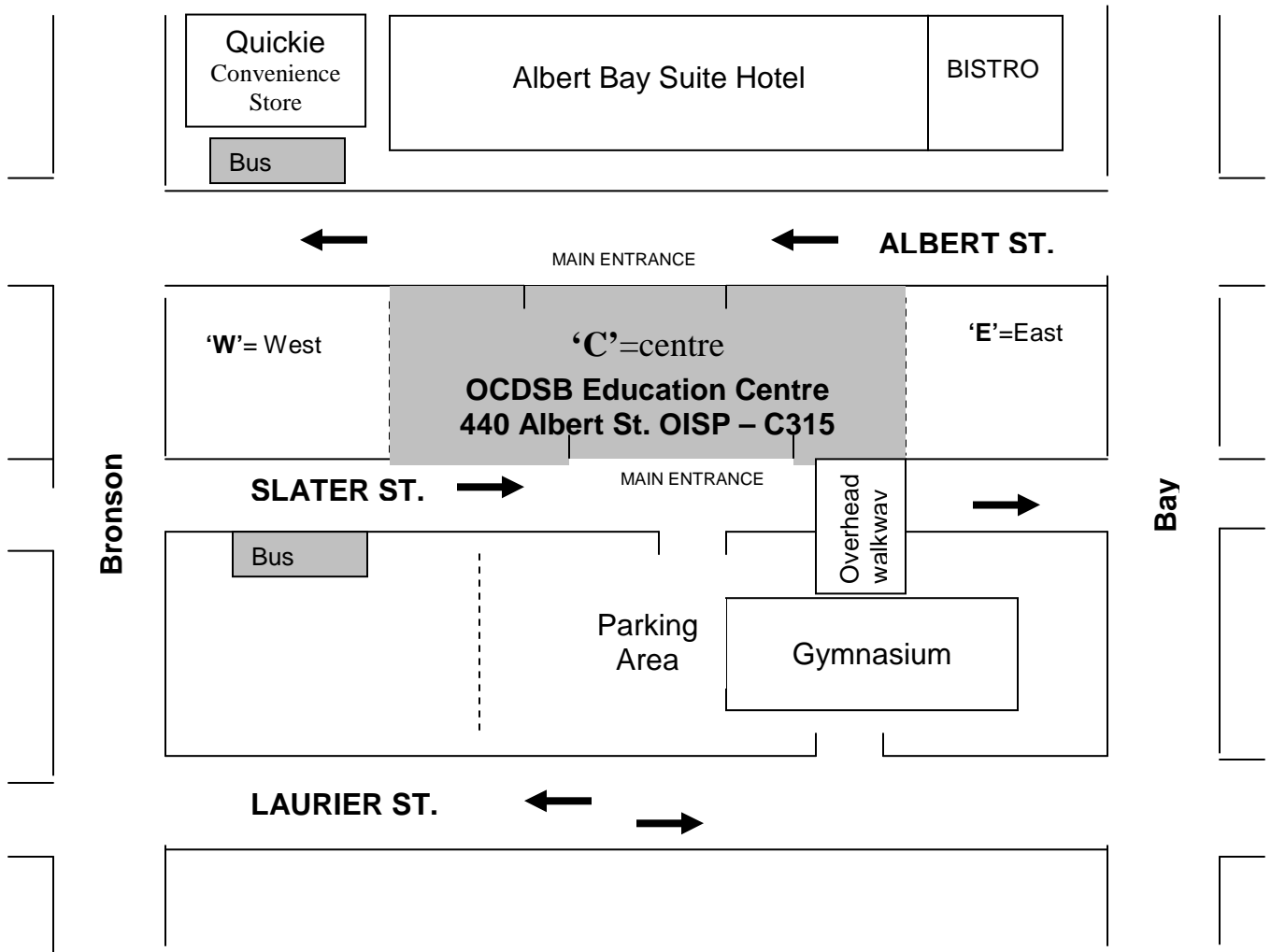
17. All students must have health insurance to cover medical emergencies, illness and medications while in the program.

### *Canadian Law*

18. Students will obey Canadian laws and regulations at all times
19. Students are **not** permitted to work for pay.



**Direction to our office: 440 Albert St., Room C315  
Ottawa, ON K1R 5B5**



- The Ottawa International Student Program office is located on the third floor of the centre block of the Albert Street Education Centre (previously Ottawa Technical High School) in **Suite C315**.
- If you park in the *Parking Area*, please be sure to sign in with your license plate # at the Main office (Room # E121) upon arrival. A parking spot is not guaranteed.