



Collège Saint-Charles-Garnier

“En français à Québec 2012”
French Summer Program

Information Kit

Arrival : Sunday July 1st (ALL DAY)

Departure : Friday August 3rd (CHECK OUT BEFORE 10 A.M.)

**Location : Lemieux Residence at Laval University
for the summer program “En français à Québec” (5 weeks)**

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www.garnier-international.com

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1 WELCOME

Your participation in our French immersion program will be one of the most important and educational parts of your school and life education. You will find on the following pages all the necessary details to guide you through your French Summer Program. This document will familiarize you with many of the program details, policies, and information you need to know to make your stay in Quebec City as enriching and enjoyable as possible.

As proud French speakers in the oldest French city in North America, we will be supplementing an organized academic program with a variety of social, cultural and sports activities. These will help you join and understand the French community of which you will be a part of for five wonderful weeks.

This unique program will allow you to be part of a context that will help you live and understand the many facets of the « Québécois » life (social, cultural, economic, and linguistic, etc).

Quebec City is known for the hospitality which is enhanced by its grand historical decor and typical French Canadian atmosphere.

Even though you will be in Quebec City, and at times it will seem like a vacation, please remember that you are still in school, and that you are expected to meet the academic standards of Saint-Charles-Garnier and the Explore program. While in school, you will be required to attend all your classes and activities workshops, to arrive on time, to remain for the entire lesson, and to conduct yourself with the same amount of respect that you expect from all others.

Please realize that you are in Quebec City to study. This is an intensive/accelerated program, and it will differ greatly from a regular quarter/semester in the pace of study. There is a lot to do and see in Quebec City, and there will be ample opportunities to socialize and take in the cultural richness of the city and Quebec.

Our contribution will only be successful if you cooperate with us. In fact, the study of our language demands a lot of willpower in order to communicate at all times with your teachers, monitors and most of all, among yourselves.

To reach these goals, you must avoid the use of your native language at all times.

In other words, we can assure you of the success of your transitory period if you are willing to take the means to contribute to your success. We expect 100 % collaboration from you. We can guarantee that you will have ours.

2 ACCOMODATION

For its program “En français à Québec”, Collège Saint-Charles-Garnier rents the services of the Laval University Campus. It is an exceptional site, located a few minutes from downtown Quebec City.

2.1 LODGING

All students will live in a residence and will have his/her own private room with a window and a sink. Rooms are not air-conditioned. Bathrooms are located in the corridors. All rooms are “single

rooms” and it is not possible to add an extra bed. Rooms are assigned by a random computer system.

Boys and girls occupy separate floors. Monitors will be living with the participants for the entire program on each floor of the residence.

Any damage caused to the room or equipment will be at the student’s expense. A deposit of \$ 40.00 CAD has to be paid on the day of your arrival, \$ 10.00 CAD of this amount are to pay transportation for some activities. You will be reimbursed \$ 30.00 CAD the day of your departure if the following conditions have been met:

1. room key has been returned;
2. student has no outstanding debts with the *Collège* and its subcontractors;
3. no damage has been done to the property or goods of the *Collège* and its subcontractors.

Bedding is provided and washed each week. **However, you must bring your own towels.**

Washers, dryers and ironing facilities are located in the building. It costs \$ 1,75 CAD for each machine. You are responsible for washing your clothes during your stay. You will have to buy your own soap at the convenience store.

An area for watching television and a recreational room with table-tennis, pool-table, parlour games are also available. Classes, sociocultural and sports activities will be held in different buildings on the campus.

Once a week, all students will have to clean his/her room and the monitors will go and inspect it.

2.2 CAFETERIA

Full meals will be served in the cafeteria each day including vegetarian food. We can assure you that the cafeteria will provide a variety of meals with first quality products.

In order to ensure you better service, do not forget to specify on the medical form: food allergies (lactose, gluten, etc), food restrictions or if you are vegetarian. If you do not, it will be too late on campus.

All the meals provided by the cafeteria (vegetarian as well) are made by a dietician and follow the Canada’s food guide created by the Minister of Health Canada. For example, if students have a pizza it will be made with wheat flour, with low fat cheeses, etc.

Vegetarians (registered in the program as such) have a special meal reserved for them at each dinner or supper, and for mandatory activities outside the campus, they will have a lunch bag with a vegetarian sandwich. They also have access to the salad bar where the food is always fresh.

The cafeteria schedule is :

- Breakfast (7:00AM to 8:30AM)
- Dinner (12:00 to 1:30PM)
- Supper (4:30PM to 6:30PM)

For dinner and supper all the meals are provided with :

- Soup (6 Oz) regular or without salt
- For the principal meal the students can choose between :
 - Health menu (vegetables and starchy food)
 - Traditional menu (meat and vegetables)
 - Vegetarian menu (vegetable and starchy food included)
- One bread white or wheat (with butter or margarine)
- 2 beverages
- 1 dessert

Upon arrival, you will receive a magnetic card for the cafeteria. An amount of \$ 120 CAD will be automatically deposited on your card each week. You will have to manage your own food budget. If you lose **or damage** your card you will have to pay \$ 10 CAD in order to get a new one.

Three meals per day are included. The first one is supper on Sunday July 1st and the last one is breakfast on Friday August 3rd.

2.3 TELEPHONE, MAIL AND INTERNET

Telephone

You will have a phone in your room with a voice mail. The code and voice mail number will be given to you during the first day on the camp. There are also public telephones in the buildings that you can use with a calling card for international calls.

If your parents or friends want to reach you, they will have to leave a message on your voice mail and emergencies will be dealt with at the Laval University residences front desk. Normally, you will be busy until 5:00 PM. each day and later still on some days. Please inform your parents and friends that you will call them back in the evening.

Notice that your room number is not your extension to receive a phone call. This last will be written over the phone in your room. Please, read the instructions.

Mail address

This address must be used **ONLY** for your personal mail between July 2nd and no later than August 3rd.

Campus de l'Université Laval	Tel : 418-656-7777
<u>Student's name</u>	
Résidence Lemieux	Fax : 418-656-2801
Québec (Québec) Canada G1V 0A7	

Monitors will distribute the mail daily.

We rent this residence only during that time, to join us before or after this date, call Collège Saint-Charles-Garnier at 418-681-0107, # 305 - ateliers@collegegarnier.qc.ca.

Internet

You will have the possibility to use the Internet on Campus at an extra charge at Residence Parent or in your room. If you wish to have an Internet connection to your room, you have to bring your laptop and Internet cable. You will have to make your own arrangements with Laval University at Residence Parent at an extra cost (around \$ 50 CAD). The *Collège* nor the University are responsible for any damages or theft.

Please note that laptops are allowed in your room only. There is no wireless connection for the students of our program.

2.4 CITY TRANSPORTATION

Transportation within the city is not included. You can expect to spend approximately \$ 2.75 CAD per trip for a bus ticket or ± \$ 65 CAD for a monthly student bus pass. To benefit student rates, you must purchase the “OPUS” card. If not, the regular tarif (\$ 2.75 CAD) is applicable. Bus drivers do NOT accept any other student cards than OPUS.

We strongly recommend to buy the monthly bus pass (July 1st to July 31st) during your stay since you will need to take the city bus for some night mandatory activities.

You will receive more information upon your arrival.

2.5 PHYSICAL FITNESS ROOM

For security reasons, access to the physical fitness room is reserved for students aged 16 and over. The authorisation document is available at our website. Furthermore, students under 16 years of age will need a written authorization from their parents. The cost for students of the 5 weeks program “En français à Québec” will be approximately \$ 50 CAD, payable at the PEPS (Laval University Physical building) itself upon your arrival.

3 ACADEMIC PROGRAM

The academic program consists of formal and informal language instruction. Speaking, listening, grammar, current idioms and other skills are learned through the communicative approach in Quebec’s rich cultural context.

You must bring your school supplies: paper, writing-pad, pencils, pens and DICTIONARY

3.1 FRENCH POLICY

Each student is responsible for reaching individual learning objectives. However, each student also has a group responsibility. **Speaking in any other language than French during the stay could hinder serious students who want to get the most out of their immersion.** Therefore, for everyone's benefit, you will always have to express yourself in French. All the staff of *Collège Saint-Charles-Garnier* shall adapt to the student's level when addressing him/her.

Prizes will be handed out on a weekly basis to the students who have given a constant effort in French, a positive attitude and a proactive participation both in class and during the extracurricular activities. Each teacher will hand out a prize to one of their students, whereas the team of monitors will present two prizes in the extracurricular category.

However, a student, who willingly disrupts the other students and makes no effort in trying to speak French, will have to meet with the head of campus and risk a sanction ranging from losing outing privileges to being expelled from the program.

In other words, the success of your stay is in your hands.

3.2 PLACEMENT TEST

The entire morning of **Monday July 2nd**, will be devoted to the written placement test in order to determine in which level each student will be integrated (elementary-intermediate-advanced). Teachers will validate the oral skills of each student during the first day of class, Tuesday July 3rd.

3.3 ACADEMIC SCHEDULE

Classes are held in the morning from 8:30 am to 12:00 pm. Classes will begin Tuesday July 3rd and will end with the **final exam on Thursday August 2nd**.

In order for you to obtain your final diploma and to meet the Explore requirements you will have to attend classes and pass your final exam. Please note that absences are not tolerated. Too many absences could result in a sanction that can go from a deprivation of going out to expulsion.

3.4 RATIO

1 teacher to 18 students of the same level / class.

3.5 ATTENDANCE

Attendance will be taken at the beginning of each class and after the break. One mark per absence will be taken off your final grade. After two non-justified absences you will meet with the coordinator and a sanction will be applied (from home-work to deprivation of going out or even to expulsion if the problem persists).

An official transcript will be sent to you by mail in August.

Please note that French classes are mandatory. Absences will not be tolerated.

3.6 CREDITS

It is the discretion of your home institution to decide if they will agree to give you credits for our program. You should contact your home institution for more information. Please, take with you the "Plan de cours" that your teacher will hand out the first day of class.

Collège Saint-Charles-Garnier is accredited by the bursary program. We are a high school institution and not a postsecondary institution. For this reason, school fees receipts are not issued at the end of the year for financial purposes.

The law also states that, at the end of the financial year, students who have reached 16 years of age, can insist upon their financial rights (towards postsecondary school) if the purpose of registration was to obtain a level of competency necessary to improve professional skills.

4 SOCIOCULTURAL & SPORTS PROGRAM

Students enrolled at Collège Saint-Charles-Garnier will have the opportunity to participate in great sociocultural and sports events. Another good occasion to practice your French!

4.1 ACTIVITIES

A complete program of activities will be handed out upon your arrival on campus. You will find in appendix last summer's activity program.

Activities: Visit of "Old Quebec" with its historical museums, Quebec City's summer music festival, walking rally, international fireworks competition, aquatic amusement park, theatre (plays), folklore, movies, gala, talent show, swimming, basketball, volleyball, hockey cosom, soccer, etc.

Workshops: Twice a week, each Tuesday and Friday afternoon. Quebec's culture, theatre, sport, improvisation, album, volunteer work, history, arts and crafts, literature, natural science, amateur video, literature work, music and Quebecker songs, cooking, dance, etc.

Please note that the workshops and most activities are mandatory. Absences will not be tolerated.

Extra activities on saturday: Optional outings and activities will be offered at an extra charge. Free parallel activities will be available for those who do not wish to participate in these extra activities.

4.2 MONITORS

A team of experienced and dynamic monitors will see to your well being as well as to your integration into the program. There will always be a monitor on duty 24/7. If you need information, if you don't feel well or for everything else they will be there for you at all times.

4.3 RATIO

15 students per monitor.

4.4 ATTENDANCE

Attendance will be taken at the beginning of each mandatory activity. Mandatory activities represents 25 % of your final mark. One mark per absence will be taken off your final grade. After two non-justified absences you will meet with the coordinator and a sanction will be applied (from home-work to deprivation of going out or even to expulsion if the problem persists).

4.5 FREE TIME

Students will have some free time and will be responsible for their own safety during that time. They can stay on campus or go out by themselves, but they must respect the curfew.

For security reasons, all students leaving campus must sign out at the residence and they have to sign in before curfew.

To ensure security, all students leaving campus are required to be in a group of at least 4 people.

Please note that students cannot leave Quebec City at any time and for any reason.

5 CURFEW

For your security, the rules regarding the evening curfew will have to be fully respected. If you do not follow that rule, sanctions could include expulsion from the program.

	From Sunday to Saturday	Friday and Saturday
In the residence	11 : 00 p.m	12 : 00 p.m
In your room	11 : 15 p.m	12 : 15 p.m

EXEMPTIONS

Parents are not authorized to exempt his or her child from the regular classes or activities or curfew. Please note that we cannot authorize overnight trips or over the week-ends even if they are with friends or family members. All the students must sleep at the residence and respect the curfew at each time.

6 CIGARETTES, ALCOHOL, DRUGS AND SHOPLIFTING

Cigarettes: Tobacco and cigarette consumption is forbidden in the residence. A provincial law forbids the sale of tobacco to anyone under the age of 18.

Alcohol: Alcohol **possession** and/or **consumption** is strictly forbidden on the Campus under penalty of **expulsion**. A provincial law forbids the sale of alcohol to anyone under the age of 18. It also forbids anyone under the age of 18 from going to a bar. The police can send a minor to jail if he/she is found in a bar.

Drugs : Drug **possession, consumption** and **resale** are illegal by not only a provincial law but also a federal law. Students breaking the law will be **expelled**.

Shoplifting: Shoplifting is against the law. Each store has different policy and the *Collège* cannot do anything to make them change. Police are always called and the decision does not belong to us. Students committing shoplifting will be expelled.

Anyone caught disobeying these laws (alcohol, drugs and shoplifting), could end up in jail. Furthermore, going against any of these rules will automatically lead to expulsion from the program. At anytime and for any reason, in case of expulsion of the program, the policy of no refund will apply and the student will not receive a certificate of participation. The director's decision is final.

7 PERSONAL ARTICLES TO BE BROUGHT FROM HOME

At Laval University Campus bedding is washed and supplied. **You must bring your own towels.** Every student is responsible for the washing of his/her own clothes and towels. There is a Laundromat located in the residence. The cost is about \$ 2 per machine. You have to buy your own soap (available at the convient store in front of the residence).

There are no strict rules concerning clothing; however, we trust that each person will dress properly according to any situation. Summer temperature in Quebec is normally 25° C (80° F) during the day and normally about 18° C (66° F) during the night.

The following is a list of clothing and articles you will find useful during your stay with us:

- Long pants, jeans, shorts, sport shirts, socks, pyjamas, bathing suit and beach towel
- Under garments, raincoat, night gown, dresses or skirts
- Comfortable sweaters for evening activities
- Dress shoes, comfortable walking shoes, running shoes without black soles and slippers
- Evening dress or nice outfit for the final gala

- Toiletries
- Bilingual dictionary
- Alarm clock, coat hangers, small fan
- Musical instrument, camera, small backpack, suntan lotion

For some mandatory activities we will invite the students to participate with a special type of clothes, if you want, you can bring some of them from home :

- Disco retro (70's, 80's and 90's)
- Disco "bal masque" (students wear white clothes and a mask)
- Soirée Québécoise (students wear blue clothes)

Note : Wearing this kind of clothes is not mandatory to participate in the activities. There is a place near the University where students could find some clothes at a low price.

Don't forget your school supplies (paper, writing-pad, pencils, pens and dictionary).

8 HOSPITAL AND MEDICAL INSURANCE

The Collège Saint-Charles-Garnier will not be liable for fees caused by sickness or accident. Be sure to have the amount necessary to pay for medical fees on the spot. The *Collège* will not cover, nor lend money, at all times.

IN CASE OF ALLERGIES, YOU MUST PROVIDE A MEDICAL CERTIFICATE WITH YOUR MEDICAL FORM.

The *Collège* reserves the right not to accept your file or to expel you if you lied on the registration and/or medical form.

8.1 MEDICINE

All drugs prescription already prescribed for a chronic illness are the student's responsibility. The *Collège* does not take any responsibility for the purchase and/or the administration of such medicine as well as non prescription drugs. Please keep your medication with you (handbag) while traveling to Quebec City. Do not put it in your registered luggage. Please make sure that you have enough medicine for the duration of your stay. If you need a fridge to keep your medicine, you must tell us when sending your medical form.

8.2 MEDICAL INSURANCE AND HOSPITALIZATION

8.2.1 International students

The *Collège* obliges the non-Canadian student to have a "personal hospital and medical insurance" prior to their arrival in Quebec. A copy of proof of insurance must be sent with your medical form and it must be presented at your arrival in the residence; you must carry it with you all the times.

Send a copy with your medical form and a proof of insurance your arrival in the residence, and always carry it with you.

You must transcribe the insurance policy number on the student medical form. Please be informed on how your insurance works at Quebec City since some of them will ask you to pay and then they will refund you. Make sure to have the international phone number in case of an emergency.

We can suggest :

AIG
www.aigcorporate.com/index.html
Toll free : 1-877-638-4244 in
North America
Collect : 1-908-679-3150
E-mail : AnswerCenter@AIG.com

ETFS
www.etfsinc.com
Toll free : 1-800-465-
8602 in North America
Collect : 1-819-566-
8833
Fax : 1-819-566-8447

Ingle Insurance
www.ingleinternational.com
Toll free : 1-888-386-8888
Fax : 1-416-730-1878
E-mail :
helpline@ingleinternational.com

8.2.2 Canadian students

You must always carry with you your Provincial medical card.

We recommend that you contact your Provincial Health Insurance so that you are aware of your coverage. If your insurance is not sufficient, make sure that you can cover any remaining cost. You must transcribe your insurance policy number on the medical form.

8.3 LIABILITY INSURANCE

We recommend that you contact your insurance broker to verify if you or your child are covered in case he/she commits a misdeed or a misdemeanour during his/her stay.

8.4 ACCIDENT INSURANCE

We strongly encourage you to contact your insurance broker to verify if your child is covered in case of accident.

We recommend that you subscribe to an accident insurance for your child.

Health insurance is mandatory for non-Canadian students

9 VISA (INTERNATIONAL STUDENTS)

Since our program is for a stay of less than 6 months, you might only need a "Tourist Visa". You will get this visa at the airport in Canada. Exceptions may apply depending on the country of origin. Please check at www.cic.gc.ca . **The Collège is not responsible for any visa and immigration application.** After receiving your registration documents and payments, we will send by e-mail a registration letter and a custodianship declaration, in case you need them, so you can apply for your visa.

Please note that before summer, Immigration Canada receive a large amount of visa applications, please take all the time needed for your immigration applications.

Please read the "refund section" of the registration form regarding visa and immigration documents.

10 PERSONAL EXPENSES

It is suggested that each student have sufficient spending money to avoid borrowing from friends or running short. Depending on personal needs, this amount could vary between \$ 75 CAD and \$ 100 CAD per week.

We also recommend bringing Canadian traveller's checks or an automatic teller card (Bank Card) instead of cash. No bank transfer with the bank of the *Collège* will be possible.
At the Laval University, there are some ATM machines.

Not included:

- Extra excursions and activities (\$ 100 each)
- Swimming pool (± \$ 2 each time)

- Internet (± \$ 4 for 1 hour or ± \$ 60 for the connexion in your room)
- Bus pass or bus tickets (± \$65 for a monthy bus card or \$ 2,75 each time)
- Fitness room (± \$ 60 for the 5 weeks)
- Transportation from/to the airport (\$ 20 round-trip)

11 FINAL DETAILS BEFORE ARRIVAL

Every student will receive a letter at the beginning of June containing the following details:

1. What to do and where to go upon your arrival in Quebec City;
2. Taxi fare sheet on which will be indicated arrival points in Quebec City along with approximate fares to get to the Campus.

Arrival : Sunday July 1st, 2012

Departure : Friday August 3rd, 2012

Jean Lesage international airport: The *Collège* will operate a shuttle bus from the airport to Laval University for \$ 10 CAD. You will receive more information on the hours of operation in your final information package. You can also take a taxi and you can expect to be charged about \$ 45 CAD.

Monitors wearing a Saint-Charles-Garnier t-shirt, will be there to lead you either to a taxi or to the *Collège* shuttle bus.

The shuttle bus is not 24h/24h service on July 1st. If your flight does not fit with the shuttle bus schedule, you will have to take a taxi.

If you arrive by bus or by train : bus station (about \$ 15 CAD by taxi) and train station (about \$ 15 CAD by taxi). If you arrive by train from the east; you will stop in Charny's train station (about \$ 35 CAD by taxi). There will be no shuttle from bus or train station.

Please note that we will welcome all the students at the Pavillon Lemieux at Laval University residence. Do not go to Collège Saint-Charles-Garnier.

On August 3rd, the *Collège* will operate a shuttle bus to the airport. The shuttle bus is not 24h/24h service on August 3rd. If your flight does not fit with the shuttle bus schedule, you will have to take a taxi. There are taxis available 24h/24h at Laval University Campus.

In Quebec City, taking a taxi is 100 % safe. Taxis will be called by the monitors.

Room check out is at 10AM on August 3rd. Please note that students can stay on campus, but they will not be under the *Collège* responsibility. Monitors will be at Laval University campus until 10AM August 3rd.

12 EXTRA NIGHTS

If your travel arrangements oblige you to arrive before Sunday July 1st and or/to leave after Friday August 3rd you have to send an e-mail **immediately** to ateliers@collegegarnier.qc.ca.

You may have the possibility to stay on Campus **only for one extra night before the program stars and one extra night after the program is finished:**

- Extra night before: check in June 30th
- Extra night after: check out August 4th at **10am** (if your flight/train is later, students can leave their luggage at the front desk of the Laval University residences).

Cost per night: room and supervision \$120 CAD/night; it must be paid **before June 1st** by check (Canadian bank) or credit card.

RESERVATIONS ARE REQUIRED by e-mail at ateliers@collegegarnier.qc.ca

Collège Saint-Charles-Garnier will not be responsible for students arriving before June 30th as well as for those leaving after August 4th.
Supervision at night is required: for security purposes, supervision is required by Laval University authorities. The fees for supervision are per night and per person. Rules and curfew apply upon arrival until departure.

MEALS:

- On June 30th there are no meals included by the program; however the cafeteria is open if the student wishes to eat there. Other wise there is a mall at 5 minutes walking distance from campus. You will find there different kind of restaurants.
- The first meal offered by the Program will be supper on Sunday August 1st.
- The last meal included by the program will be lunch on Friday August 3rd.

ACTIVITIES

The program will start on Sunday July 1st and will finish on Friday August 3rd. There will be no activities before or after these dates.

Please always keep in mind that this is an academic program and you are expected to follow the rules and regulations stipulated in the “Code of conduct”. If you are used to living independently this will be the most difficult adjustment for you. It will be part of the learning process.

You will be a part of a group and you will be living with 300 people for 5 weeks. Remember that the rights of the collective supersede the rights of individuals.

You can be sure that every effort will be made to offer you all the opportunities to successfully complete the program.

Every one wishes you the most wonderful and enriching educational experience while attending the “En français à Québec” program!

***Thank you for the will in our institution. We look forward to
seeing you.
Your “En français à Québec !” team !***