

TORONTO CENTRE GUIDEBOOK



OXFORD INTERNATIONAL EDUCATION GROUP

Dear Group Leader.

Thank you for joining us in Canada this summer. At Oxford International Junior Programmes, our aim is to provide young students from all over the world with a safe, fun, friendly and structured environment in which to improve their knowledge of the English language.

We are one of the top providers of junior programmes in the UK & North America and a unique British Council accredited education provider. Oxford International Junior Programmes is part of the Oxford International Education Group (OIEG) which was founded in 1991 as ISIS Education and Travel by David Brown and Robert Darell. Oxford International has grown to be one of the top 10 businesses sponsored by the Prince's Trust after it provided OIEG with a £5,000 loan.

OIEG now offers a huge range of university pathways, spring, summer and year round academic programmes and educational tours.

Our summer programmes have grown steadily in size and popularity and we now run 16 centres in the UK and 7 centres in North America welcoming over 10,000 students. We create life enhancing learning experiences that help students worldwide to develop personally and professionally and that enrich their future opportunities.

ABOUT TORONTO METROPOLITAN UNIVERSITY:

Located in the heart of Toronto, Ontario, Toronto Metropolitan University (TMU) is a vibrant and diverse university offering more than 100 undergraduate and graduate programs. With international students from over 146 different countries, TMU's campus community is rich with culture and diversity.

In the last five years, research funding and publications have doubled at TMU! There are over 190 local, national, and global funding partners and collaboration between over 125 centres and institutions.

TMU's downtown location opens the door to a world of opportunity. Students are just minutes away from popular tourist sites, trendy neighbourhoods, and much more!

**The use of TMU's name is strictly for the purpose of identifying the location at which Oxford International Junior Programmes are delivering the programs. Oxford International Junior Programmes have no affiliation with TMU and TMU is not involved in or responsible for the quality, suitability, delivery or other aspects of Oxford International Junior Programmes programs in any way



David Brown and Robert Darell with
HRH The Prince of Wales

STAFF AT YOUR SUMMER CENTRE

Centre Manager

The Centre Manager is responsible for the smooth running of the centre. Our Centre Managers are chosen for their experience, professionalism and personalities, and you will have daily contact with them.

Activity Manager

The Activity Manager is responsible for all aspects of the Activity Programme. You should meet with them at least 2 or 3 times a week to ensure everything is going well with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

Activity Leaders

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, meal duty supervision and airport transfers.

Director of Studies (DoS)

The DoS is responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

EFL Teacher/ Senior EFL Teacher

Teaching staff are responsible for planning and delivering lessons from the OIJP Syllabus. Some centres will also have 1/2 Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.

Homestay Coordinator

The Homestay Coordinator is responsible for finding good homestay for our homestay students. Once the Junior students actually arrive, she'll be taking care of any homestay changes, concerns, questions or complaints





THE AIRPORT

Upon arrival at the airport, you will be met by one of our Activity Leaders who will welcome you to Canada. The Activity Leaders will be wearing staff shirts and will have a sign with the Oxford International Junior Programmes logo so you can easily recognise them.

The Activity Leader will accompany you by bus to your centre or escort you to your transfers if you are staying with our homestays.

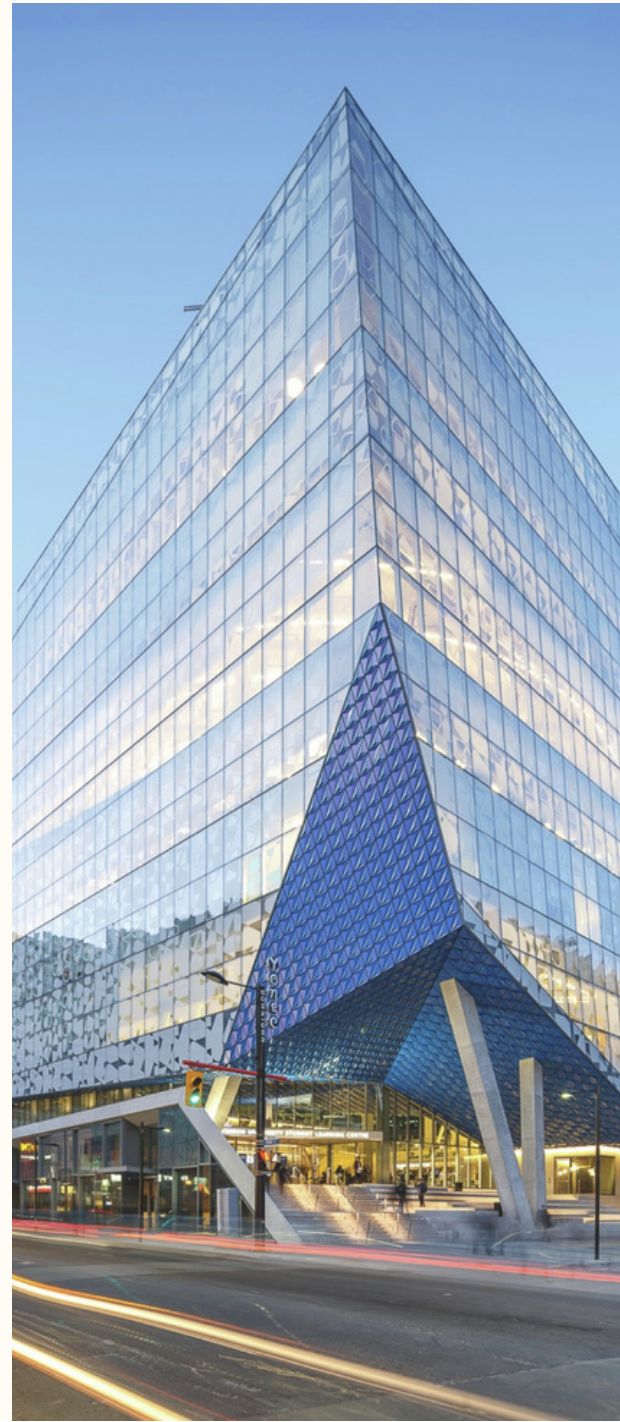
When you arrive at your centre, a member of the management team will be waiting to greet you. The Activity Leader will give you a welcome pack with your specific programme, residence guidelines, lanyards, and the optional booklet

ARRIVING AT TMU

When you arrive at Toronto Metropolitan University (TMU) you will be shown to your accommodation. All rooms at TMU have a single bed within a 4-bed apartment with shared washroom facilities. Bedrooms include a bed, wardrobe, desk, chair and lamp for each student. Bed linen will be changed on a weekly basis.

At Oxford International we aim to room your students in line with your needs. If you would like to keep your group together (regardless of gender) please let us know in advance. It may also be possible to keep your group together in the same building but split the group across different floors/corridors by gender. If there are students in your group who are a different gender to yourself but you are the only group leader, those students will be supervised by a member of OIEG staff.

Once at the accommodation you will be shown your bedrooms and given your room key. One of the Oxford International staff will escort your group on a tour of the campus and highlight all the key locations you will use during your stay. Please note if you arrive on campus during the morning there may be the possibility that your room is still being cleaned. If this is the case we will show you to the common room where your group can relax.



RYERSON UNIVERSITY

Postal Address:

Eurocentres Toronto
220 - 111 Peter Street
Toronto, ON M5V 2H1

Please ensure the letter/package is clearly labelled with Oxford International and your group name.

Shop/Café:

There are a number of eateries across Ryerson campus, including fast food, cafes, and general stores to meet everyone's needs!

Social Spaces:

Every floor in the residence has a lounge equipped with a TV, seating area, and kitchenette. These can be used for relaxing and socialising in the evening. Often group leaders use this area as an evening meeting point or rehearsal space.

Bank/Post Office:

There are some ATMs located on campus, and there are banks very close by. There is a mail room on campus and a Canada Post located about a fifteen minute walk away.

Religious Centres:

There are various Churches, Mosques and Synagogues nearby via public transportation. Please ask a staff member to help you find one if you require assistance.

In the case of a fire:

Raise the alarm
Use the stairs (not the elevator)
Ensure your students do not run out of the building
Find the nearest fire exit (follow the exit signs) and leave the building safely
Go to the nearest fire safety point
Do not re-enter (or encourage your students to re-enter) the building until authorised to do so.

Laundry:

Laundry is available in accommodation. Facilities are available on each floor and laundry cards can be purchased at the Front Desk.

Bed Linens are washed weekly.

Security:

The university's own security patrol the campus 24/7 with campus-wide CCTV. No safes in rooms but the Centre Manager's office safe can be used by Group Leaders to store money/passports securely upon request.

Local Transport:

Toronto has a very comprehensive public transit system made up of trains, buses, and streetcars. You can buy tickets per ride or daily, weekly, or monthly passes. If you require assistance with public transit, please ask a staff member!

Room Key Policy:

Rooms in the ILLC Residence must be locked each time you leave. Simply insert and remove the key once you have closed the door!

Lost keys can be replaced for a fee of \$20.

Fire Drills + Fire Safety:

Fire drills are a safety requirement. We may not know in advance when these will occur, but will guide you through if one takes place during your stay. During a fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all of your students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. During a fire drill, everyone must remain quiet for safety and to ensure everyone hears the instructions.

Internet Access:

Free Wi-Fi is available across campus and in each floor lounge and on the main floor.

Free *wired* internet is available in every residence room.

Food:

Breakfast: 07:30 - 10:30*

Lunch: 12:30 - 13:30*

Dinner: 17:30-19:00*

Students should clear away their food trays at the end of their meal.

Hospital/Doctors:

There is a medical centre on campus. This is advised for minor injuries and sicknesses. There are three nearby hospitals in the case of serious emergency.

St Michael's Hospital: 30 Bond St.

Mount Sinai Hospital: 600 University Ave.

Toronto General Hospital: 190 Elizabeth St.

**Please only go to the hospitals for cases of emergency!

Curfew: Quiet hours begin at 10pm.

Evening curfew is 10:30pm.

All students must be in their accommodation by this time. They must be in bed with lights off by 11:00pm. We ask that you monitor your own students. If you are in a corridor with other students making noise after this time please report it to the CM.

STUDENT CODE OF CONDUCT

- Speak English at all times.
- Be polite and friendly and respect other groups and individuals from other backgrounds.
- Listen to all instructions.
- Be on time.
- Always ask if you need help.
- Respect other peoples' possessions, cultures and customs.
- No alcohol. It is illegal for anyone under 19 to purchase alcohol in Ontario.
- No smoking. It is illegal for anyone under 19 to purchase cigarettes in Ontario.
- No swearing or foul language.
- No vandalism. You will be charged for any damage to property.
- No bullying or violence. There is a zero-tolerance policy for this kind of behaviour.

If you upload photos to social media don't forget to tag us @oijp_na use the hashtags #oxfordinternational #oxfordinternationaljuniors



STUDENT PACKING LIST

Summer weather in Toronto is very pleasant and consistent. Average daily temperature is 24°C but the temperature at night is cooler. Rain is rare, but the sun can be stronger than it seems due to the mild temperature. For this reason, we recommend students bring sunscreen and bottles for water.

DOCUMENTS

- Passport and a copy of it (email copy to yourself)
- Visa document and a copy of it (if required)
- Insurance documents
- A copy of any medication prescriptions in case of emergencies
- Proof of COVID-19 Vaccination

TECHNOLOGY

- Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items)
- Headphones
- Camera and camera charger
- Plug converter/travel adapter (US 110v)

EXCURSIONS

- Casual, comfortable clothing
- Sandals and runners
- Sun protection (cream, spray, lotion)
- Refillable bottle for water
- Secure handbag/backpack/travellers wallet
- Sunglasses + hat
- Appropriate footwear for walking
- Umbrella

WHAT NOT TO PACK:

We can only guarantee the carriage of one suitcase and one small carry on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance.

- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Travel iron (an iron and ironing board will be available)
- Too many clothes



EVERYDAY ESSENTIALS:

- Medication
- Toiletries, washing and sanitary essentials
- Towel and swimming towel
- Toothbrush and toothpaste
- Hairbrush/comb/hairdryer
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Plastic bags for dirty laundry or wet items
- Cash in Canadian currency
- COVID-19 Medical Mask

ONSITE ACTIVITIES:

- Shorts/athletic gear for sport
- Outfits for discos
- Swimsuits / trunks

Don't forget
your outfits and
equipment for the discos
and the talent show!



EXCURSIONS

TORONTO CITY PASS

Toronto offers a book of tickets to popular local attractions called a City Pass. Each student will receive a City Pass on their first day along with instructions on how it works. It is very important that everyone takes good care of their pass as we cannot replace it if it is lost.

In the event of a lost city pass, that student will be responsible for paying the entry fee to the relevant attractions.

NIAGARA FALLS!

Niagara Falls is a geological wonder and one of the most famous waterfalls in the world! Many groups will have the opportunity to visit Niagara Falls as a weekend day trip. We recommend that students bring a change of clothing in case they get wet on the Hornblower boat ride.

WALKING TOUR

Our walking tour of downtown Toronto will feature Yong-Dundas Square, Union Station, City Hall, and more! We have all groups go on the walking tour on their first day of class so they can familiarise themselves with the downtown area, learn about the city, and get their first taste of Toronto.

ACTIVITY & EXCURSION RULES

- Keep together as a group
- Don't stop for toilet or food breaks without permission
- Pay attention to on-coming traffic
- Don't block the sidewalk
- Walk at a brisk pace
- Don't talk over the guides
- Wear your lanyard at all times
- Ask lots of questions!

CULTURAL EXCURSIONS

Groups will all experience various activities and excursions that showcase Canadian and Torontonion culture. These will include famous landmarks in Toronto such as the CN Tower and Casa Loma. Students will learn about Canadian culture and history while meeting new people and practicing their English skills!



ONSITE ACTIVITIES

CHALLENGES

Challenges are great exercises that encourage students to work in teams. All challenges are stimulating problem-solving tasks designed to help group members develop their capacity to work effectively together. Challenges at your centre may include the Egg drop Challenge, Team Challenges and Photo Challenge. Unfortunately, as challenges are a mystery before running the activity, not much information can be revealed in advance!

SPORTS

Sports sessions are designed for all students to have a good time. The structure of most of the sessions will include a warm-up, improving skills and final games. Otherwise, a tournament structure will be followed. Sports will include Kickball, Baseball, American Football, Soccer, and more. Students will be encouraged to practice teamwork and sportsmanship while being on international teams.

WHOLE CAMPUS

These activities will invite all students at the centre. It will be a great opportunity for students to get to know each other and learn about other cultures. Discos are usually the most popular events with the students as they bring everyone together in a fun-filled environment. The Talent Show is the perfect opportunity for students to show off their music, dance and drama skills, along with any other talents they want to share! This activity is incredibly popular and sometimes even staff members prepare an act to perform on the night! Don't forget International Night, where you will be able to share your culture and background with all of the other students!

WORKSHOPS

Workshops are more creative and relaxing activity sessions. These workshops are focused on specific skills, so each session will be based on a particular theme. Students might be able to participate in a drama workshop, a photography workshop, and many more; these activities will encourage students to be creative and improve their artistic skills as well as learning specific vocabulary.



GROUP LEADER MEETINGS

Group Leader meetings are essential for the smooth running of a summer program residential centre; these are the perfect times to raise any issues you may have. There will be a meeting in your first few days where you will receive all the essential information about the centre and will be introduced to all members of Senior Staff.

Information we will give to you at this meeting:

- Centre specific contact details
- Meeting times and points
- GL programme details
- Meal times and details
- Class and excursion procedures

In order to ensure everything runs smoothly throughout the duration of your stay, we would like to set up meetings once a week to check in. We will discuss the details of these with you in our first meeting!

AS GROUP LEADERS WE PROMISE TO...

- Attend all meetings with OIEG staff
- Ensure that our students are punctual and attend all lessons, excursions and activity sessions
- Supervise students on excursions, in their accommodation and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at centre
- Maintain a lively, courteous and friendly atmosphere throughout the whole programme
- Report any issues with the programme/campus whilst in Canada rather than waiting until we are home! This way OIEG can work together to fix it as soon as possible
- Have fun!



GROUP LEADERS

GROUP LEADER PROGRAMME

We appreciate how much work each Group Leader puts into a programme like this and believe that it is important for them to have some time to relax and meet other leaders. With so much going on throughout the programme, we like to give Group Leaders a chance to do something special...without the kids!

The group leader programmes are tailored to each centre, and at Ryerson University it will be made up of trips to popular spots around town, including a mini Brewery Tour, a Wine & Cheese Night, and a movie night. This programme is designed to give you a chance to get to know other group leaders, and the key members of the centre staff...and to enjoy a bit of Toronto without worrying about students!

For more information about the Group Leader's role, see the Group Leader Handbook.

FREQUENTLY ASKED QUESTIONS

What happens if someone loses their passport?

We strongly advise that passports be stored safely and not carried around with them. If a passport is lost, the Group Leader will need to accompany the student to the embassy of their home country where they will be issued with a temporary replacement or a permit to travel. The Centre Manager will be able to help locate the embassy and print any forms that might be helpful. We recommend that you have a photocopy of every student's passport as a backup.

What happens if a student is lost on an excursion?

The first thing to do is to contact their mobile. If this is possible then a member of OIEG staff will collect the student while you wait with the rest of the group. If they are uncontactable, the Activity Leader will get hold of the Centre Manager who will in turn contact Head Office. Every student is issued with an 'Emergency Number' lanyard and ID Card. Students should call this number if lost and it will be answered by a member of Head Office.

How do students participate in onsite activities?

In most centres a meeting point is set for activities. All activities and excursions will be advertised on the Activity Noticeboards and during mealtimes. Students can choose which activity they want to participate in. For some activities the Activity Manager may need to know in advance how many students want to participate i.e. swimming. In this instance there will be a sign-up sheet advertised on the noticeboard.

Can students lock their room?

Unfortunately not. All of the campuses run as boarding schools during term time and it is their policy not to provide students with keys for their rooms. However, almost every group leader room is lockable (approx. 1 room per corridor). We recommend that if this is the case, students keep any valuables in the group leader's bedroom.

What happens on departure day?

Prior to your final day on campus, Group Leaders will be invited to attend a departure meeting where the full procedure is explained. At this point Centre Managers will indicate the time the group needs to be at the bus (which will arrive at the airport with at least 3 hours to check-in, go through security and reach your gate). A member of OIEG staff will accompany you to the check-in desks to assist you.

Can my students be taken off campus/programme by a member of their family?

We are happy to have parents or relatives visit the centre, as long as you contact the centre in advance to arrange this. It is also possible to have a parent or relative take a student out of the programme for a short time. Parental approval must be sent to the centre email in advance. Original ID of the adult taking them from the centre will be photocopied on arrival. Relatives who accompany the student away from the centre will be asked to sign an 'Unscheduled Activity' form and will need to leave a contact number in case of an emergency.

What should we do if there is a problem with a bedroom?

All accommodation blocks are checked prior to the student's arrival. However, if you do notice a problem when you get to the centre it is essential you report this straight away. All group leaders will be issued with a 'maintenance report card' where they can submit all their students' room problems. If the report card is submitted to the Centre Manager by 10am, the CM will ensure the request is passed onto the maintenance staff that same day.

What do I do if a member of my group has food allergies/dietary requirements?

The campus catering staff are very experienced in catering for all kinds of allergies or dietary requirements. During our 27 years of operation we have never had a problem with allergic reactions to food prepared on campus. In order for this to continue to be the case we ask that you alert us to any allergies/requirements as early as possible or preferably before arrival in Canada.

What happens if a student is sick?

All sick students should be referred to the Welfare Manager or Centre Manager. If deemed necessary a member of OIEG staff will escort the student to a GP or hospital. If this happens.

Do you have any other questions?

Please do not hesitate to contact the sales team or our OIEG staff if you are on campus!

Emergency number: **+1 647 336 8170**

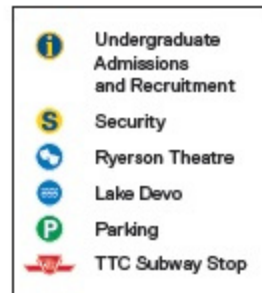
This line is monitored 24/7. Please use only in real emergencies.

CAMPUS MAP

Ryerson University Campus Map



AOB Atrium on Bay 20 Dundas St West	DSQ Yonge-Dundas Square 10 Dundas St East	MAC Mattamy Athletic Centre 50 Carlton Street	SHE Sally Horsfall Eaton Centre for Studies in Community Health 99 Gerrard St East
ARC Architecture Building 325 Church Street	ENG George Vari Engineering and Computing Centre 245 Church Street	MER Merchandise Building 159 Dalhousie Street	SID School of Interior Design 302 Church Street
BKE 110 Bond Street	EPH Eric Palin Hall 87 Gerrard St East	MON Civil Engineering Building 341 Church Street	SLC Student Learning Centre 341 Yonge Street
BKS Campus Store 17 Gould Street	GER Research / Graduate Studies 111 Gerrard St East	MRS MaRS Building 101 College Street	SMH St. Michael's Hospital 209 Victoria Street
BND 114 Bond Street	HEI HEIDELBERG Centre - School of Graphic Communications Management 125 Bond Street	OAK Oakham House 63 Gould Street	TRS Ted Rogers School of Management 55 Dundas St West
BON 111 Bond Street	ILC International Living / Learning Centre 133 Mutual St & 240 Jarvis St	OKF O'Keefe House 137 Bond Street	VIC Victoria Building 285 Victoria Street
BTS Bell Trinity Square 483 Bay Street	IMA School of Image Arts 122 Bond Street	PIT Pitman Hall 160 Mutual Street	WCB Women's College Bay 790 Bay Street
CED Heaslip House - The G. Raymond Chang School of Continuing Education 297 Victoria Street	JOR Jorgenson Hall 380 Victoria Street	PKG Parking Garage 300 Victoria Street	YDI Yonge-Dundas I 1 Dundas St West
CIV Civil Engineering Storage 106 Mutual Street	KHE Kerr Hall East 340 Church St	PRO Projects Office 112 Bond Street	YNG 415 Yonge Street
COP Co-operative Education 101 Gerrard St East	KHN Kerr Hall North 31 / 43 Gerrard St East	RAC Recreation and Athletics Centre 40 / 50 Gould Street	
CPK College Park 424 Yonge Street	KHS Kerr Hall South 40 / 50 Gould Street	RCC Rogers Communications Centre 80 Gould Street	
CUE Centre for Urban Energy 147 Dalhousie Street	KHW Kerr Hall West 379 Victoria Street	RIC Ryerson Image Centre 33 Gould Street	
CUI Centre for Urban Innovation (under construction) 44 / 46 Gerrard St East	LIB Library Building 350 Victoria Street	SBB South Bond Building 105 Bond Street	
DCC Daphne Cockwell Health Sciences Complex (under construction) 288 Church Street		SCC Student Campus Centre 55 Gould Street	



OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2022

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PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS OR NEED MORE INFORMATION

