



INFORMATION FOR NEW FAMILIES TO VC

Welcome to Vancouver College! We look forward to your son and your family joining our community.

More details on policies and procedures are provided in the Parent Handbook, distributed at the beginning of the school year. Our website (www.vc.bc.ca) also provides a vast amount of information for both parents and students.

How will I receive information from Vancouver College?

As we continue our efforts to reduce our carbon footprint, the majority of Vancouver College's communication is through email. For this reason, it is the parents' (or guardian's) responsibility to provide the school with an active family email address and to inform the Main Office in person or by email (info@mail.vc.bc.ca) of any changes to this address.

During the school year, an E-Newsletter is sent out every Monday including information on the week ahead. The Vancouver College Parents Association also sends out a weekly email on Thursday with information on volunteer opportunities, spirit wear sales, and VCPA events.

In addition, for Kindergarten to grade 12, each class/homeroom/advisory has a class parent who sends out grade/class specific information. We also encourage parents and students to check [Daily Announcements](#) through the Campus Life section of our website. Many grade-specific communications are announced to students during their Advisory class as well as at Assemblies.

We encourage all Vancouver Parents and Students to download the [Vancouver College app](#) (found on the [Apple Store](#) and [Google Play](#)). The app is an easy way to explore upcoming events, the school calendar, recent school news, and to receive important messaging regarding school closures.

Our Facebook ([@VancouverCollegeNews](#)), Twitter ([@VanCollegeNews](#)), Instagram ([@vcirish](#)), and LinkedIn (<https://www.linkedin.com/school/vancouver-college/>) accounts are also great ways to stay connected to the school!

How can I contact my son's teachers?

The most efficient way to reach teachers at Vancouver College is by email. A staff member's email address is the first letter of their first name followed by their last name and "@mail.vc.bc.ca" all in lowercase. For example, John Smith's email address would be jsmith@mail.vc.bc.ca.

Our faculty are here to support our boys' teaching and learning. We want them to focus on being present in well-planned learning sessions and in giving timely assessment feedback to their students. Teachers are also highly involved in extracurriculars as coaches and mentors, as part of our focus on developing the

whole child. At the same time, we know that it is important that communication remains open between parents as primary educators and their sons' teachers.

In this regard, we think it wise to formalize expectations on both sides of this communication bridge. Parents are encouraged to contact teachers with inquiries and concerns but should realize that it may take up to 48 hours for the teacher to respond in normal situations. As well, we ask parents to refrain from reaching out on weekends and between the hours of 6 pm and 6 am on weekdays. As ever, if parents do feel that a concern has not been addressed or is urgent in nature, they may contact an administrator.

What is the dress code and where can I buy a school uniform?

Our uniform supplier is *Top Ten School Wear* at 1638 SE Marine Drive, Vancouver BC. *Top Ten* will contact you via email usually by May to arrange a 30-minute uniform fitting to be completed by the end of July. If your son was a late acceptance (after April/May), please contact *Top Ten* at (604) 322-1626 to book your uniform fitting appointment.

Dress Code is as follows:

- White long sleeved dress shirts
- School tie (purple/black)
- Regular black dress shoes (with leather uppers, cut beneath the ankle)
- Socks extending beyond the ankle (dark dress socks recommended),
- Dress quality, black or brown belt.

- Slacks
 - Grades 7 to 11 – Grey Dress Pants;
 - Grade 12 – Creased suit quality Dress Pants (Grey or Black)Slacks are available from Top Ten but may also be purchased elsewhere provided their quality is specified above.
- School-Issued Sweater
 - K-Grade 6 - purple Elementary School Sweater.
 - Grades 7-12 - one of the following:
 - (a) Black, monogrammed Vancouver College sleeveless vest
 - (b) Black, monogrammed Vancouver College V-neck sweater
 - (c) Traditional purple Letterman sweater
 - (d) Traditional navy blue Edmundian sweater
 - (e) Traditional beige Student Council sweater
 - (f) Approved Grade 12 Graduation sweater

Optional Summer Uniform:

From the day after Mother's Day Mass (mid-May) to the day after Thanksgiving (early/mid October), students have the option of wearing the summer uniform also available at *Top Ten*. This includes:

- VC golf shirt
- VC shorts or dress pants (per above)
- Regular socks
- Black dress shoes or sandals

Top Ten Contact Info: 604-322-1626 or info@toptenschoolwear.com.

How do I register for Parent Participation hours?

An email with instructions on how to log on and directions on how to use the [Parent Participation Portal](#) will be sent in the summer. This online portal allows parents to track participation hours and sign up for various volunteer opportunities.

To build community involvement, Vancouver College requires all families to complete a minimum of 30 hours of service annually. Please note of these 30 hours:

- five hours must be with one of VCPA's three major annual events (Finnegan Ball, Mothers' Christmas Tea or Mayfair)
- one hour of traffic duty with our Safe Street Program

It is the responsibility of each family to find volunteer opportunities, with registration for parent participation hours for the school year opening in August.

What is PowerSchool and how can I use it?

PowerSchool, an online tool used primarily by Middle and Senior School teachers, provides parents with access to real-time student performance and attendance record to improve parent engagement and student accountability.

Just before school starts in late August or early September, a letter with login information for PowerSchool and further details on the program will be sent to you by post.

If you need assistance resetting your password or accessing your account, please contact our Database Administrator, Mrs. Frances George at fgeorge@mail.vc.bc.ca

When is tuition due?

At the end of August you will receive a letter from our Accounting Department with an invoice and tuition payment options. Should you require any assistance, please contact Josy Wigboldus in Accounting at jwigboldus@mail.vc.bc.ca.

Information on tuition, financial aid, and bursaries can be found under the [Admissions section](#) of our website. Should you have questions or require assistance, please contact our Director of Finance and Facilities, Mrs. Kelly Lattimer, at klattimer@mail.vc.bc.ca

Please note Vancouver College sends Tuition Tax Receipts to families via mail in February of each year.

IEP's (Individual Education Plans) and Learning Resource

The Learning Centre (TLC) provides assistance to students with diverse learning needs through collaboration with the student's learning team: the student, family, specialists, TLC staff, classroom teachers, and school administrators.

Students, with documentation of their personal learning profile (e.g. IEP), may request support through TLC. Please contact Cliona Ryan-Glennon, Director - The Learning Centre (cryan-glennon@mail.vc.bc.ca) to schedule a meeting. Please note that there is no additional fee for participation in TLC unless supplemental service from a third party is required.

More information on The Learning Centre can be found on our [website](#) under the Academics section of our website.

How can my son join clubs or sports?

As we encourage our students to be proactive and independent, clubs and sports will be communicated to students through announcements and their teachers. We encourage parents to speak to their sons regarding interest/participation in any clubs.

A full list of clubs and activities for Grades 7 & 8 students can be found in the Middle School Survival Guide, distributed at the new parents orientation meeting in May or [online](#) under Middle School Academics.

More details on clubs and athletic activities can be found on our website under [Student Life](#). Interested parents can also view our [Daily Announcements](#) through the Campus Life section of our website.

Dining Hall

Food services are provided by Canuel Caterers from 7 AM to 3:30 PM. Student ID's, handed out in September, may be used as a Cafeteria Card in the Dining Hall. Cafeteria Cards can be loaded in person through the cafeteria staff via cash, cheques, or credit or debit cards. The menu is posted on our school [website](#) and [Vancouver College app](#) (found on the [Apple Store](#) and [Google Play](#)).

Drop off, Pick up, and Traffic Guidelines

It is imperative that parents follow drop off and pick up guidelines to ensure the safety of our students. Our full traffic guidelines, as well as important information regarding parking violations, can be found on our Traffic Guidelines [webpage](#), under the Campus Life section of our website.

There are only two (2) drop off zones for all students:

- on the east side of Cartier Street for vehicles travelling northbound and
- on the west side of Hudson Street for vehicles travelling southbound.

West 38th Avenue between Hudson and Cartier Streets should not be used as this road must be accessible for emergency vehicles from Vancouver Fire Hall No. 18.

All Elementary School students may be dropped off following the guidelines above, but MUST be picked up by their parents at dismissal (2:45 PM). Kindergarten students must be picked up from their classroom, while parents of sons in Grades 1-6 can collect their sons from the courtyard. Parents are encouraged to park on the north side of West 37th Avenue and walk the short distance to campus.

In the rare event that you may be late picking up your son, Grade 1-6 students waiting past 3:00 PM may wait for a short period of time in the Dining Hall where they will be supervised by a staff member.

Kindergarten students who are waiting for a pickup past 3:00 PM will be accompanied to the Main Office to wait.

While Vancouver College does not provide a School Bus service for students, we encourage you to connect with families in your area to arrange carpooling to and from Vancouver College. In addition, for students who wish to bike to school, bike racks are available on campus.

We thank you for your understanding and appreciate your cooperation as we work together with you and our neighbours to ensure the safety of all as well as manage traffic flow.

School Hours

Students must be in their classroom by 8:30 AM (for the National Anthem and morning prayer). Classes end at 2:45 PM for Elementary students and 3 PM for Middle and Senior students.

Please note classes begin at 9:30 AM every WEDNESDAY during the school year to accommodate weekly staff meetings.

If your son arrives on campus before 8 AM, they must report to the Dining Hall as per school policy. The ONLY access to the school during that time is through the Dining Hall patio doors on the south side of Manrell Hall. Those doors open at 7 AM Monday to Friday, with doors to all other buildings on campus opening at 8 AM.

Dress Down Days

Throughout the year, students are invited to dress in casual wear to support various initiatives such as Mayfair, Service Trips, Christian Brothers Missions, and other charities like Covenant House. Please refer to the Weekly Newsletter and/or [school calendar](#) for exact Dress Down dates and more information.

What if my son is going to be late or absent from class?

The school MUST receive an email by 9:00 AM if your son is going to be late, absent, or leaving early. Attendance emails should be sent to Lydia Yu at lyu@mail.vc.bc.ca. Please note that if you do call the school to report a late or absence, an emailed note must still be sent as per government requirements. Please include your son's full name, grade, and date of late/absence in the note.

If your son is arriving late, he must report to Ms. Yu at the Main Office to check in. Senior School Students have the option of checking in with Ms. April Deutsch in the Senior School office (B252, Edmund Rice Building).

If your son is leaving campus during school hours for an appointment, he must check out/in with Ms. Yu in the Main Office. Senior Students also have the option of checking out/in with Ms. Deutsch.

Incoming Gr. 10 - 12 Students

New students going into grade 10 -12 are asked to contact Greg Accili, Academic & Post Secondary Counsellor, at gaccili@mail.vc.bc.ca as part of the registration process to set up a meeting for course selection. School supplies list will be emailed to parents in August. Students are not required to bring laptops or tablets to school.

Contact Information

Greg Accili	Academic & Post Secondary Counsellor	gaccili@mail.vc.bc.ca
Monica Beck	Personal Counsellor, Dept. Chair of Student Services	mbeck@mail.vc.bc.ca
Johnny Bevacqua	President	jbevacqua@mail.vc.bc.ca
John-Paul Cavalluzzo	Assistant Principal, Middle School	jcavalluzzo@mail.vc.bc.ca
Ronith Cogswell	Advancement Director	rcogswell@mail.vc.bc.ca
April Deutsch	Administrative Assistant, Assistant Principals	adeutsch@mail.vc.bc.ca
Kelly Lattimer	Director of Finance and Facilities	klattimer@mail.vc.bc.ca
Cliona Ryan Glennon	Director - The Learning Centre	cryan-gl@mail.vc.bc.ca
Barbra Seppelt	Assistant Principal, Elementary School	bseppelt@mail.vc.bc.ca
Frank Trentadue	Assistant Principal, Senior School	ftrentadue@mail.vc.bc.ca
Daryl Weaver	Principal	dweaver@mail.vc.bc.ca
Lydia Yu	Office Coordinator	lyu@mail.vc.bc.ca

Finnegan Summer

Finnegan Summer runs from July 2 to 26 and offers a variety of camps for boys and girls of all ages! Please visit www.vc.bc.ca/finnegansummer for more details and to register!

Jump Start to K	Kindergarten	July 2-12 July 15-26	9 AM to 2:30 PM 9 AM to 2:30 PM
Robotics	Grade 1-3 Grade 4-6	July 2-5 July 2-5	9 AM to 11:30 AM 12 PM to 3 PM
Elementary Explorers	Grade 1-3 Grade 1-3	July 2-5 July 22-26	9 AM to 3 PM 9 AM to 3 PM
Reading, Writing, Art & Activities	Grade 1-3	July 8-12 July 15-19	9 AM to 3 PM 9 AM to 3 PM
Improv Class	Grade 4-6 Grade 7+	July 2-5 July 2-5	9 AM to 11:30 AM 12 PM to 3 PM
Literacy, Numeracy & Sport	Grade 4-6	July 8-19	9 AM to 3 PM
Mini UN - Public Speaking & Debate	Grade 4-6	July 22-26	12 PM to 3 PM
Makers Class	Grade 4-6 Grade 7-10	July 22-26 July 22-26	9 AM to 11:30 AM 12 PM to 3 PM
Head Start: Transitioning to Middle School (for VC students only)	Grade 7-8	July 15-19	9 AM to 3 PM
Debate & Public Speaking	Grade 7-10	July 22-26	9 AM to 11:30 AM
Irish Football	Grade 7-8	July 8-12	9 AM to 3 PM
Basketball Basics	Grade 4-6	July 22-26	9 AM to 11:30 AM
Irish Basketball	Grade 7-9	July 22-26	12 PM to 3 PM
Lacrosse Basics	Grade 7-9	July 22-26	9 AM to 11:30 AM
Lacrosse Fundamentals	Grade 10-12	July 22-26	12 PM to 3 PM
High Performance Training Camp	Grade 9+	M/W/F - July 3-26 (11 sessions)	9 AM to 12 PM