



TORONTO

York University

CENTRE GUIDE 2025





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# About EC Young Learners and Embassy Summer

Embassy Summer is a trusted global leader in immersion language with over 30 years of experience in delivering rewarding English language programmes for young learners.

At Embassy Summer we provide a truly life-changing experience for students from all over the world.

Working with global centres and schools from around the world we've navigated through many years, challenges, and joys.

Learning English is only part of the journey. Our language programmes are available from 1 week to 7 weeks during the summer and include exciting activities based around our unique Embassy Life Skills. Our summer camps also introduce international students to local social life and culture through a variety of exciting excursions.







# Welcome to Toronto

Our Toronto centre is located at York University about 30 minutes by metro from the city centre. The subway stop is located on campus and a five minute walk from the residence. This central location, on a modern university campus, provides a perfect base for a Canadian summer school experience.

Our programme offers students language classes with a fun and dynamic activities programme we call active learning. The activities offer a balance of sports, cultural activities, tourist attractions and workshops.

# Staff at Centre

## **Centre Manager (CM)**

The Centre Manager is responsible for the smooth running of the centre. They oversee finances, housing, and the rest of staff. Upon arrival, all Group Leaders should speak with the Centre Manager to go over the programme.

## **Director of Studies (DOS)**

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.

## **Centre Administrator**

The Centre Administrator assists the Centre Manager. The Centre Administrator helps with the administrative side of camp, and is a catch all to ensure that camp runs smoothly.

## **Activity Manager (AM)**

The Activity Manager is responsible for all aspects of the Activity programme. All Group Leaders must meet with the Centre Manager and Activity Manager at least 2 times a week to ensure everything is okay with the programme. The Activity Manager will also be able to assist in arranging optional excursions.

## **Academic Manager**

The centre Academic Manager is responsible for ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

## **Assistant Activity Manager (AAM)**

The Assistant Activity Manager helps the Activity Manager to run activities that are onsite, ensuring that the activities are inspiring, dynamic, focused, and enjoyable.

## **Teacher**

Teachers are responsible for planning and delivering lessons. Many teachers enjoy working as Activity Leaders, which allows the students to interact with their teacher outside of the classroom.

## **Airport Greeter**

Airport Greeters are Activity Leaders responsible for ensuring student supervision and safety when transferring to and from the airport.

## **Activity Leader (AL)**

Activity Leaders are responsible for running everything outside of the classroom. Activity Leaders assist with onsite activities, excursions, meal supervision, night watch, lifeguarding, and more!

## **Night Supervisor**

Night Supervisors are Activity Leaders responsible for ensuring student safety after-hours. Night Supervisors help enforce lights out, quiet hours, and curfew.





# Pre-Arrival



## Clothing

You will be participating in daily on-site activities and off-site excursions, so we recommend that you bring comfortable clothing, a hat and walking shoes. We also recommend that you bring clothing appropriate for occasionally dressing up in the evenings. Sunscreen, a rainproof jacket, a secure handbag/backpack/traveller's wallet, and sunglasses are advisable.



## Emergency information

Always make sure important numbers and contact details are entered into your phone and are written down in your purse or wallet. Please refer to all emergency contact information provided in your arrival packet.

*Canada Emergency Number*  
1-438-803-7400



## Everyday essentials

Medication, toiletries, sanitary essentials, a toothbrush, toothpaste, towel, hairbrush, comb, hairdryer, sleepwear, socks, underwear, glasses/contact lens equipment, water bottle, and plastic bags for dirty laundry or wet items.



## Electrical appliances

In Canada the power plugs and sockets are of type A and B. The standard voltage is 120 V and the standard frequency is 60 Hz. For Canada there are two associated plug types, types A and B. Plug type A is the plug which has two flat parallel pins and plug type B is the plug which has two flat parallel pins and a grounding pin. Canada operates on a 120V supply voltage and 60Hz. If you bring electronics such as hair dryers, cell phones, computers or other equipment, please bring the appropriate electrical adaptor.



## Prescription medication

If you take prescription medication, make sure you pack enough for your stay. It is important to pack your medicine in its original packaging in case you're questioned about them at customs. We recommend you bring a note from your doctor stating these medications are required.



## Carry-on luggage

We recommend you pack these items in your carry-on luggage in case you need them while you're travelling:

- ✦ Passport
- ✦ Student Visa (if required)
- ✦ Medical waiver form  
(if under the age of 18)
- ✦ Emergency contact form
- ✦ Money



## Technology

We recommend only bringing a single phone, iPad, or tablet. We suggest bringing headphones, a camera, and all appropriate chargers. Make sure students will have access to their mobile data and WhatsApp is installed once they arrive. Students will use their phone to communicate with Embassy Summer staff. WhatsApp is sometimes inaccessible at a centre, so having multiple means of communication is suggested.



## What Not to Pack

We can only guarantee that one suitcase and a small carry-on will be transferred with you for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance. We do not suggest bringing bedding, bed sheets, pillows, expensive electronics, valuables, a travel iron, or too many clothes.



## At the Airport

### **Who will the student meet at the airport?**

Upon arrival at the airport, you will be met by an Activity Leader who will welcome you to your destination. The Activity Leader will wear a monochromatic shirt (a shirt with one distinct and noticeable color) that will be easy to see from a distance. On their shirt will be an Embassy Summer logo, so they can be recognized easily. The Activity Leader will accompany you to your bus. They may or may not travel to the centre with you.

### **What should students do if they cannot find the Embassy Summer representative?**

If, after 10 minutes, students cannot find the Embassy Summer Airport Greeter, they can call Canada Emergency Number 1-438-803-7400 (from the information desk or a mobile phone).

### **What should students do if they have missed their flight, or the flight is delayed?**

Students should notify Embassy Summer by calling Canada Emergency Number 1-438-803-7400.

### **Transfer**

Average journey times to and from the campus are an hour depending on airport and time of arrival.



## At the Centre

### **Arrival Procedure**

Upon arrival at the centre, our team will welcome you and give you a welcome pack, a lanyard, and a student ID card. We aim to have bedrooms ready when you arrive or by 5pm at the latest. Please have your student have their \$100.00 Damage Deposit ready.

### **Departure Procedure**

The day before departure, a staff member will check for basic room cleanliness and basic preparations for departure. An hour or earlier before departure, a staff member will do one last check for room cleanliness. If the room is not clean and the student must depart, then the student forfeits their deposit and will not get it back. A staff member will escort the student to their bus transfer, but will not go with them to the airport if a part of a group. Individuals are escorted to the airport.

# About Toronto

**Age:** 12–18

*(18 yr olds accepted as part of a group with a leader – junior programme)*

**Dates:** 06 July – 3 August

**Arrival & Departure Day:** Sunday

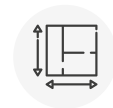
*If students would like to arrive or depart on a different day, please confirm with our booking team.*

## Accommodation Features



### Size of the centre

Small



### Room Facilities

Desk, Chair, Wardrobe, Bed Linen, Towels, Wi-Fi.



### Building Facilities

Cafeteria, Communal Dining Room, Communal Lounge, Free Wi-Fi, Laundry Facilities, Meeting Point, Lounge, Picnic Areas, Vending Machines Available, Shop on-site.



### Room Type

Single Room Standard



### Bathroom Type

Private Bathroom, Shared Bathroom  
*(5 students per bathroom)*



### Address

*Embassy Summer School*  
York University 4700 Keele St,  
Toronto, ON M3J 1P3, Canada

[See on Google Maps](#)



### Accommodation Deposit

Damage deposits of \$100 are payable by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

### Cleaning

Students clean their own rooms, bathrooms are cleaned by university staff on a weekly basis. Common areas cleaned by Embassy Summer staff on a weekly basis. Students are responsible for keeping their private space in rooms clean.

### Laundry Facilities

Washers and dryers are available. There are approximately 15 washers and dryers available, and the total cost of doing laundry will be approximately \$5. Cash will be given to a staff member, and they will provide access to the laundry room and assist with the cleaning process.



### Wi-Fi

Wifi is accessible everywhere. Embassy Summer staff will provide internet access upon arrival.

### Shop/Café

There are shops and cafes nearby.

### Security

Embassy Summer also provides a night supervisor to ensure additional safety during the evenings.

### Safe

A safe is provided onsite in the Centre Manager's office.

### Linens and Towels

Bed linens and towels are changed weekly (during the week).

### Social Spaces

There are social spaces available for students to socialise onsite.

### Meeting point

Students will be shown what and where the meeting point is when they first arrive at centre.

- ✓ Always listen to the time and place
- ✓ Always be on time
- ✓ Never go off alone
- ✓ Always wear your ID card



### Meals

Toronto offers full board accommodation, and we make sure that our students have the right nutritional balance. We provide suitable meals to help them stay healthy, focused, and energised. All our programmes include a variety of hot and cold meal items, and we can cater for most dietary requirements.

Embassy Summer needs to be informed in advance. It is important to be provided with accurate information. We will then inform our suppliers accordingly.

All meals are provided for in or near the students residence. Mealtimes vary, and will be decided upon when summer begins.

### Breakfast

Hot breakfasts are provided 7 days a week. Continental breakfast includes fruit drink, cereals, toast, preserves, tea or coffee.

*\*Brunch (a relaxed late breakfast/early lunch) is offered on Sunday.*

### Lunch

Hot lunch provided, with side dishes available. Lunch contents vary daily. Packed lunches are provided. Meals on excursions are provided and vary by excursion and destination.

### Dinner

Hot dinner provided, with side dishes available. Dinner contents vary daily.

### Special Meal Options and Types:

Packed lunches on Saturdays. Depending on if you get VISA meal cards then the trips into the city during the week will also be packed dinners (twice a week).



### Local Transport

Transportation will be provided via public transportation.

*Students are expected to:*

- Always stay with your group
- Pay attention when getting on or off buses
- If you get lost, ask the transport staff or a policeman for help
- Always carry your ID card with you
- If you get separated, try to stay where you were last seen

### Bank/Post Office

Banks and post offices are not nearby. Please discuss individual needs with your Centre Manager.



### Hospital/Doctors

*Nearest Hospital:*

Humber River Hospital, 1235 Wilson Ave, Toronto, ON, M3M 0B2

Cost of doctor consultation varies depending on the situation.

First aid trained staff are available on-site.

### Fire Drills & Safety

It is a requirement that at any residential centre, fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are unaccounted for, or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

### Fire Evacuation

- Leave quickly when the alarm sounds
- If you discover a fire, sound the alarm
- Warn others close by
- Go to the assembly point immediately
- Do not run
- Do not try to fight the fire
- Do not use the lifts
- Do not go back to your room to collect things

### Curfew

Evening curfew is 10:00pm.

All students must be in their accommodation by this time unless on an excursion.

They must be in bed with lights off by 11:00pm depending on the evening activity/graduation.

### Road safety

Be alert! Always use pedestrian crossings, wait until it is safe to cross the road, and look both ways before crossing. Activity Leaders will assist large groups of students by leading them across the street, and stopping them as necessary to facilitate the process.



# Language Programme

- ✓ Taught by friendly teachers, trained to deliver the Embassy Summer lessons
- ✓ 20 x 45 minute lessons per week morning or afternoon
- ✓ Placement test on day 1
- ✓ Approximately 17 students per class
- ✓ All lessons delivered in spacious, well equipped classrooms
- ✓ Curriculum with emphasis on communication skills
- ✓ Materials included as well as an end of course certificate



## First Day at school

There will be a student induction at school on their first Monday. This is led by Embassy Summer staff. Students will be provided with information about the centre where they are staying, and Embassy Summer rules and regulations will be explained. The induction will last an hour and will be an interactive session, encouraging new students to discuss the rules, meet new friends and have their speaking assessed by the academic team.

After the induction, students will have a placement test. It includes a multiple-choice grammar test and writing test.

## Level Placement

Students are placed according to the results of the placement test, their age, and an acceptable nationality split. The teachers confirm that they are in the right class on the first two days of school and if they aren't they will be moved accordingly.

If students think that they are not in the right class, they can discuss it with the academic team.



# Student Code of Conduct

Embassy Summer is committed to promoting a learning environment that reflects the values of respect, dignity, honesty, integrity, tolerance, equality and diversity. We expect students enrolled at Embassy Summer to behave in a mature, respectful, and cooperative manner at all times. Teachers, administrative staff, and students all contribute to creating a positive learning environment in the classroom and on campus.

## **Students are expected to:**

- ✓ Respect Embassy Summer staff, teachers, fellow students, and their property and behave in a responsible manner
- ✓ Avoid language or actions that might harm or damage another person at the school
- ✓ Identify themselves when asked by an Embassy Summer staff member
- ✓ Attend class regularly and arrive on time in accordance with the EC Attendance Policy
- ✓ Help and create a productive learning environment during class
- ✓ Put away cell phones in class when asked to do so
- ✓ Avoid actions that might damage the school environment or break local and/or national laws
- ✓ Avoid littering by putting trash/garbage into trash cans – both inside and outside of the school building
- ✓ Be respectful of people entering / leaving the building or walking on the sidewalks outside the building
- ✓ Speak English only in the school, including classrooms hallways, offices and student lounges

## **Student Welfare**

We place the highest priority on care and supervision at all our Embassy Summer centres so you can rest assured students are well looked after. Members of staff are available 24 hours a day.



# Excursions & Activities

A large part of a summer school experience is exploring the local towns, larger cities, and famous attractions with new friends! Two thirds of the student experience is spent out and about, away from the classroom and therefore Embassy Summer has spent many years tailoring its programmes in each location to maximise the whole student adventure.

We recognise that the excursions and activities are as important as the English language classes.

All our programmes include a variety of full day and half day excursions, and students also have the opportunity to take part in additional trips (known as optional excursions) if they want to explore the locality further.

When not out on excursions, we also offer our students a wide range of activities to enjoy. These activities vary differently from centre to centre and are very much dependent on the facilities available to us, but in general we always try to include a range of

sporting and non-sporting events as well as larger, whole school, evening activities such as discos, karaoke and cultural quizzes.

Our activity programme is designed to ensure that students maximise their opportunities to mix and meet with other students from all over the world in a less formal setting than a classroom, that they continue to use their English language outside of the classroom and that, most importantly they remain healthy, happy and have a fun experience!

Below are a few examples of the places we may visit as well as activities carried out in Toronto.

## **Full Day**

Toronto Island and Niagara Falls with Outlet Shopping are the fun full day trips. You will also visit the famous Eaton Center for a great time of shopping, Nathan Phillips Sq, Lawrence Market and more fun places to explore in Downtown Toronto.

## **On-Site Activities**

On-site activities include activities such as arts and crafts night, game night, and casino night.

## **Optional**

Optional Excursions are not included in the programme, and require extra cost. Optional activities include Canada's Wonderland, Boat Ride at Niagara Falls, and Ripley's Aquarium (advanced reservations required).

*Lunches are provided*

Activity Leaders will guide students during the entire excursion.

## **Sample Programme**

The programme is for illustrative purposes only and is subject to amendments or alterations.



# Sample 2 Week Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Welcome Arrivals	Placement, Orientation & Lessons	Lessons	Lessons	Lessons	Lessons	Visit to the Ontario Science Center or Visit the Toronto Zoo
<b>Afternoon</b>	Eaton Centre Mall shopping or Visit Ontario Science Center	York Campus Tour & Scavanger Hunt	ES Led Tour of Nathan Phillips Sq & Dundas Square	Visit St. Lawrence Market & Old Town	Explore Kensington Market	Visit & Explore Casa Loma	
<b>Evening</b>	Welcome party & Social	Exploring High Park	Onsite Sports or Activity Club	ARGO Art Gallery of Ontario & Exploring Nearby	Onsite Sports or Activity Club	Graduation & Karaoke Dance Party	Movie Night or Sports in the Park

● Academic
 ● Leisure
 ● Cultural



# Sample 2 Week Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>		Placement, Orientation and Lessons	Lessons	Lessons	Lessons	Lessons	
<b>Afternoon</b>	Toronto Zoo	Visit York University Library and Art Gallery with Photo Scavenger Hunt	Distillery District Walking ES Led Tour	Onsite Tye Dye Party	Explore Little Italy & Baldwin Village	Visit the Royal Ontario Museum	Day Trip: Explore and Picnic at Toronto Island
<b>Evening</b>	Welcome Party & Social	Off Site: Photo Scavenger Hunt at Christie Pits Park	Onsite Sports or Activity Club	Explore China Town	Onsite Sports or Activity Club	Graduation, Birthdays & Dance Party	Movie Night or Sports in the Park

● Academic
 ● Leisure
 ● Cultural

# Sample 3 Week Programme

## (3 Week Students ONLY)

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>		Lessons	Lessons	Lessons	Lessons	Lessons	
<b>Afternoon</b>	Shopping in the City OR UPGRADE to either the CN Tower or to Toronto Blue Jays Baseball Game	Scavenger Hunt or Sports in the Park	Explore Queens West & Graffiti Alley	Museum of Illusions	Visit Farmers Market at Dufferin Grove Park	Lead Tour Ryerson University or University of Toronto	Woodbine Beach OR Upgrade to Niagara Falls & Outlet Shopping
<b>Evening</b>	Welcome Party & Social	Evening in the Park	Onsite Sports or Activity Club	Explore Little Italy	Onsite Sports or Activity Club	Graduation, Birthdays & Dance Party	Movie Night or Sports in the Park

● Academic
 ● Leisure
 ● Cultural





## Group Leaders

Embassy Summer expects the Group Leader to share responsibility for the pastoral and welfare needs of their students. Embassy Summer also expects the Group Leader to help enforce the rules of the school, as outlined in the Student Notebook and school notice boards, and enforce any additional local arrangements. Please note that these responsibilities do not extend to students who are not your own.

### Meetings

Embassy Staff member will have a meeting with each leader on their first evening at the centre (or the day after arrival) where the essential information about the centre and the programme will be provided.

Regular meetings with the Centre management team will be held in the following days. These are important moments to share information, comments, suggestions, and feedback.





## Group Leaders Responsibilities

- ✓ Make sure you have all your student's insurance documents, parental consent forms and health declaration forms with you.
- ✓ Report all incidents, accidents, illnesses, and absence to the centre management team.
- ✓ Report your students as present or absent at the start of each lesson and activity session.
- ✓ Ensure your students are in bed by curfew.
- ✓ Ensure your students are on time, in the right place and prepared for all lessons, activities and excursions.
- ✓ Ensure you and your students always wear the Embassy Summer ID and lanyard.



## Group Leaders Code of Conduct

- ✗ Avoid being alone with junior students.
- ✗ Do not enter any student's room alone unless in an emergency
- ✗ Do not communicate electronically via email, text, phone or social networking sites, blogs, web pages or instant messaging services with students who are not your own.
- ✗ Do not give your personal details, such as your Facebook details or phone number etc., to students who are not your own.
- ✗ Do not post photos or videos of students on your private social media channels without having their consent.
- ✗ Do not drink alcohol in front of students or while at work.
- ✗ Do not interact with students while under the influence of alcohol.
- ✗ Do not smoke in front of students.
- ✗ Do not possess, take or be under the influence of non-prescribed drugs at any time.
- ✗ If leaving campus or already off-campus, do not bring any students who are not your own.





## Individual Students

Students who are not part of a group will be assigned to an Embassy Summer guardian group, living on site. The ratio is usually between 10-15 students per group.

Students and their guardians communicate via WhatsApp and through daily meetings.

Students can always refer to their guardians if there are any problems which need to be discussed or if they require any support.

### **Nationality Mix**

Embassy Summer has a truly global nationality mix with students coming to our centres from over 85 countries around the world.

This is what enhances the student experience in terms of learning English, personal development but most importantly having the opportunity to make new friends around the world.



# Important Information

## Head Office Address

Dolphin House, Manchester  
St, Kemptown,  
Brighton and Hove,  
Brighton BN2 1TF,  
United Kingdom

## Canada Emergency

1-438-803-7400

USA Country Code: 1  
Int. Direct Access Code: 00

Time Zone: GMT-5

## Useful Numbers

Emergency	911
Police	911
Ambulance	911
Fire Brigade	911

**For any specific queries please  
contact your Regional Sales Manager.**





# FAQs

## **What happens if someone loses their passport?**

We strongly advise students to store their passport safely and not carry it around with them. If a student passport is lost, Group leaders must accompany the student to the embassy of their home country, where they will be issued with a temporary replacement or a permit to travel. An Embassy Summer staff member will accompany any student that is not part of a group.

## **What happens if a student gets lost on an excursion?**

The first thing to do is stay where you are, and the member of staff will try to contact the student and get to know the student's location. Then, a member of Embassy Summer staff will come and collect the student.

Every student has an ID Card where the Embassy Summer Emergency Number is printed. Students should call this number if lost.

## **How do students participate in onsite activities?**

Individual students will take part in all activities and excursions, which are provided to them before

their arrival, explained during the welcome meeting once at the centre, and advertised on the Activity Noticeboards.

Group Leaders can sign their own group out of activities, but this needs to be discussed in advance with the Embassy Summer staff.

## **Can students lock their room?**

Yes. All students are issued a key on arrival which provides entry to their residential building, their flat and their room. However, Embassy Summer staff always have a master key who give access to all bedrooms where our students are.

## **Can students be taken off programme by a member of their family?**

Students can be taken out of the programme by an adult for a short period of time, as long the centre gets informed in advance. If a person, who is not a parent, takes a student out of the programme, a parental approval via email must be sent to the Embassy Summer prior to the student's pick up.

The adult, who takes the student

away, will be asked to fill in a form where personal details and contact number must be provided. Copy of the original ID of the adult will be taken from the centre.

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

All the bedrooms are checked prior to the students' arrival. However, if at any time, there is maintenance issue it is essential to report this immediately to one of our Embassy Summer residential members.

## **What to do if a member of the group has food allergy/dietary requirements?**

Embassy Summer needs to be informed in advance, and it is important to be provided with accurate information. The centre catering staff are very experienced in catering for all kinds of allergies or dietary requirements, so we will be able to meet your needs.

## **What happens if a student is sick?**

If a student is sick and needs medical attention, then the Embassy Summer office will help in making appointments etc. Please note however that it is not usual for a

## **Campus Map**



doctor to visit the centre directly and any trips made to the doctor, dentist or hospital will have to be paid for by the student (including transport where necessary). Students with a group leader will be accompanied by the group leader.

## **Damage deposit**

Damage deposits of \$100 are payable by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

## **Insurance**

If a student does not have insurance, guard.me insurance is available to purchase through Embassy Summer. <https://www.guard.me/>

## **Damages**

Damages must be paid for. All rooms and common areas are regularly checked for damages, and individuals who cause damage to any property on the site will be liable for the cost of repairs.



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