



HOMESTAY PROGRAM AGREEMENT SCHOOL DISTRICT NO. 48 (SEA TO SKY)

IN REGARDS TO INTERNATIONAL STUDENT _____

ASSIGNED TO YOUR HOME FOR THE PERIOD: _____ TO _____

The purpose of the Homestay Program is to provide international students with the security of a loving family, a cultural education in a home setting, and the best possible environment in which to learn English. They are NOT landlords, neither are they employees of the District, but they act “in loco parentis” (*in place of the student’s parents*) and, as such, are responsible for providing adult supervision for the international student during nonschool hours.

The International Manager is the custodian of the student, holds authority and must be advised on all matters.

TERMS OF AGREEMENT

1. All household members are in agreement to host an international student.
2. All homestay families should advise their Homeowner Insurance Companies that they will be taking in a student for the homestay period.
3. **A Criminal Record Check – (specifically, a VULNERABLE SECTOR CHECK)** must be completed (and renewed every two years) by each homestay parent and anyone else living in the home who is 19 years or older. (If there is a suite attached externally to the house, this is not included, but if there is a suite with access to the house – these residents must also have CRCs submitted. Any sibling of 19 or older who visits irregularly is excluded.) **This requirement is mandatory and must be fulfilled before a student can be placed in the home.**
4. The homestay is expected to attend the two homestay meetings held each year. Homestay parents new to the program must attend the Orientation Session for New Families.
5. The student will be treated as a member of the family and will be expected to conform to the normal rules and routines of family life. This will include keeping their room clean and tidy and may include helping with household chores. The homestay will involve the student in family activities, outings and English conversation as much as possible.
6. The homestay will treat their international student with respect and tolerance at all times.
7. The homestay will set clear, reasonable and age-appropriate rules based on the Participation Guidelines, and ensure they are clearly understood.
8. The homestay will not ask the student to babysit the homestay’s children unless mutually agreed upon compensation is provided. NB: International students may not have jobs while part of the program.
9. The homestay will speak only English when the student is present and encourage the student to also speak only English – even when friends of the same nationality are visiting.
10. The homestay should not lend the student money.
11. The homestay will immediately notify the Homestay Coordinator of any changes to the home that may affect the student (such as illness, or a change in household members).
12. If the homestay plans to be away, arrangements suitable to the student and SD#48 will be made and communicated to the Homestay Services Coordinator. (See below: Travel)
13. If the host parents are not happy with the homestay arrangement, they are to inform the Homestay Coordinator as soon as possible.

THE HOME ENVIRONMENT

1. The homestay will provide a clean, orderly and safe living environment for the student.
2. Homestay parents will provide a private bedroom, bedding, closet, desk and study lamp. The international student will have access to the common areas of the house. Any areas that are private or off limits for privacy or safety reasons will be discussed with the student (for example, liquor cabinets, tool boxes).The homestay will provide their student with a key to the house and instructions for alarms.
3. The homestay will provide the student with a written set of house rules in order to ensure a mutual understanding of meal times, laundry schedules, curfews, time limits for bathroom use, etc.
4. The homestay will provide a Safety orientation for students which includes, but is not limited to
 - Calling 911 and giving appropriate information in case of emergency.
 - Emergency contact person in the neighbourhood.
 - Fire escape plan and earthquake drill.
 - Power outage – what can be used (water/toilet/telephone). Candle/flash light location.
 - Theft - review family practices re: locking up the house, sport equipment/bicycle etc.

Suggested topics for discussion: Laundry, Household Chores and Personal Hygiene

a) LAUNDRY

Household laundry practices – should the student do their own? Give consideration to the fact that some students may have only had their laundry done by staff. In some countries washers and dryers are not common household appliances. There may be some fear or embarrassment attached to these routines.

- Show/teach your student how to use the machines and cleaning products.
- What is the best time to do laundry? How often? Is there a “last load” time at night?

b) HOUSEHOLD CHORES

- Who does what tasks in your family? Explain routines and expectations. Consider, as above, the home life-style of the students. (They may be used to others performing these duties.)
- Cleaning. Students are expected, at the least, to keep their room clean (taking out their garbage, and changing their bed linen regularly) and to clean up after themselves in the rest of the house.
- Recycling and energy conservation. Discuss practices, recycling collection & room temperatures.
- Wild animal awareness. Safety practices around garbage, foodstuffs and encounters with animals.

c) PERSONAL HYGIENE

- Bathroom use. Discuss the length of shower time, where to hang towels, dental care, use of hair dye, disposal of sanitary products and the differences between Canadian and Asian bathrooms (lack of floor drain, how to keep the water inside the tub or shower, toilet practices).
- Piercings or tattoos. International students are not allowed to get piercings or tattoos while part of the program – should an infection occur, it is not covered by the medical policy.

d) ROOM “PERSONALIZATION”

- What your student can put on their bedroom walls and how to attach these items.

MEALS AND FOOD

The homestay will provide the international student with three wholesome meals and snacks each day. The international student may be expected to prepare his/her own breakfast or lunch, but all groceries are provided by the homestay. If you will be away for a meal, inform your student and provide a meal. The host family and student should have dinner together each night whenever possible.

Suggested topics for discussion: Meals, appliances & kitchen routines

a) IN THE KITCHEN

- Meal times and routines.

- Appliances. Show/teach your student how to use the microwave and stove (if from a 'non-bread' culture: toaster etc). Bear in mind your student may not have cooked before.
- Snacks and drinks. Where are they?
- Western table manners. Review your expectations (including availability of/need for chopsticks).
- Breakfast and lunch. Review your family practices. If from a 'non-bread' culture, your student may not know how to butter bread or make a sandwich.

b) FRIENDS STAYING FOR MEALS

- Students may occasionally ask or be invited to stay for dinner at another homestay house, but they should be at their own home most nights so they can build their relationship with their own family.

ACTIVITIES AND SPORTS

International students are strongly encouraged to participate in extra-curricular activities at school and in the community. A regular program of physical fitness is recommended.

1. The homestay will provide or help arrange alternate transportation to all school and extra curricular activities. Students may take the bus when convenient. Students should not be allowed to walk or bike home in the dark. Only very rarely should a student be required to take a taxi. Students are not permitted to hitch-hike.
2. The homestay will immediately advise the Homestay Coordinator of any medical emergencies or accidents involving the student.
3. Curfews will be the same as for family members or other local children of the same age. It is recommended that students be home for dinner, but if they do go out or are taking part in activities, they should return no later than 9.00 pm Sunday to Thursday and midnight on Friday and Saturday. International students are expected to be in bed with computers or hand-held devices off by 12.00 a.m. (at the latest) as adequate rest is necessary for success in school.
4. The homestay is expected to know their student has arrived home by curfew.

Suggested topics for discussion: Safety

a) RIDES AND ACTIVITIES

- Driving. International students are not permitted to drive cars or motorized vehicles while part of the program.
- Pre-Planning. Plan ahead of time to avoid misunderstandings.
- Bus. Orient them to the bus route & schedule – if necessary, take a bus ride with them to familiarize them with areas and routes. Bus passes can be purchased at several locations, including Howe Sound & Don Ross Secondary in Squamish.
- Back Country Safety. Review rules regarding animals, emergency preparedness and observing any company rules for activities undertaken (skiing within bounds etc).
- Helmets. Many cultures are not used to wearing helmets. This is required of students under program rules and BC law stipulates the use of helmets when cycling.

b) GOING TO VISIT A FRIEND'S HOUSE

- Contact information. Know where your student is when not at home – get the name, address & contact number of the parents of the home they visit, and communicate with them.

c) CURFEW

- What time to be in on weekends and weekdays? It is recommended that students be home in time for dinner on school nights, and to usually remain home for the evening.
- If plans change - stay in touch!
- "Asking not telling". Encourage your student to ask if they may take part in an activity/change plans etc – not inform you of their intention or what they've already done!

d) CONSEQUENCES

- Violation of House Rules. Should a student continue to violate the house rules, please contact the Homestay Coordinator in order that the difficulties can be successfully managed. Often an early “intervention” will prevent a problem becoming hard to correct.

DRUGS, ALCOHOL, PARTIES, “SLEEPOVERS” AND TRAVEL

The use of alcohol and drugs by any international student is prohibited, and may result in the student being sent home. In Canada it is illegal for people under 19 to purchase or consume alcohol and for people under 19 to purchase cigarettes or tobacco products. Purchasing and taking drugs is illegal at any time.

International students involved in sexual activity will have their parents and agent notified immediately and may be sent home. Students are not allowed to have another student of the opposite sex in their bedroom without the permission of the homestay parents at which time students must always leave the bedroom door open. Mixed gender sleepovers are not permitted.

1. Student safety is paramount.
2. **Parties** - international students may wish to attend parties on occasion. These must be supervised by a responsible adult over the age of 25 or attendance is not permitted. *The homestay should make contact with the hosting family to confirm details.* The homestay will advise the Homestay Coordinator if the student is arrested, detained or questioned by the police or served notice under The Young Offender's Act.
3. For safety, the homestay is expected to know their student has arrived home by curfew.
4. Students must not be left unattended overnight at any time.
5. **HOMESTAY ABSENCES**
 - a) **Overnight absences by the homestay** - adult supervision must be pre-arranged and pre-approved by the Homestay Coordinator if the homestay family will be away during the school year.
 - b) **Extended homestay absences** - the homestay family must make alternate arrangements for the student in their absence. The Homestay Coordinator must be informed in advance of this absence and what arrangements have been made for coverage. The Homestay Coordinator could be asked to assist with alternate arrangements.
6. **FAMILY HOLIDAYS**

If the international student is invited to participate in family holidays and/or travel where additional costs are incurred, the student is expected to assist with these costs. If the international student chooses not to participate, they must accept alternative arrangements made by the homestay family or Homestay Coordinator.
7. **OVERNIGHT STAYS BY INTERNATIONAL STUDENTS**

International students may *not* stay overnight outside of the homestay family home (*particularly at hotels or family city apartments*) without appropriate supervision – either by the homestay family themselves or by a responsible adult over the age of 25. The homestay family *must have* the name, address and phone number of the person with whom the international student will be staying, and *must* contact that person to confirm arrangements.

Overnight stays must be approved as follows:

 - a) **Within the local community** – by the homestay family.
 - b) **Out of town/the school district** – by the homestay family, in writing by the student's parents and the International Manager.
 - c) **Out of the country** - Students may not travel outside Canada during the course of the school year (except to return to their home country) without the pre-approval of the International Manager and the student's natural parents (in writing). The International Program must be informed of any plans to return home for holidays. If travelling to the US, visa restrictions or requirements may apply. For students from visa waiver countries, an ESTA form must be completed.

Suggested topics for discussion: Parties, Sleepovers, Friends in the home & Safety

A) CURFEW

- Staying in touch & asking permission if plans are changing.

- Curfew. Review curfew times before the student leaves.

b) PARTIES

- As above! Students need to be aware these rules are for their safety. Alcohol & drug rule review.
- What to do if another party attendee is in trouble.
- Ensuring all relevant 'phone numbers are pre-programmed into their phone, including a cab company in case of emergency.

c) SLEEPOVERS

- Acting with consideration for the host's house rules.
- Advance planning and asking permission.
- Alcohol and drug rule review.
- Mixed gender review.
- Uncomfortable? Don't want to stay? What to do about coming home.

d) RULES AROUND BRINGING FRIENDS HOME – even for a couple of hours after school

- Introduction of all friends to homestay & letting homestay know they are present in the house
- Rules around gender, times & length of stay
- No friends over if homestay is not at home
- “Bedroom” rules regarding safety (as above, door open etc) and inclusion of all members of the household (eg not allowing 'entry' to one family sibling and not another)

e) TRAVEL

- In any instance – whether to another house, Vancouver on the bus, an activity, or going to Hawaii with the family - ensure thorough pre-planning of all aspects of the trip.

COMMUNICATION

For the safety of the students, the homestay is expected to know the student's whereabouts at all times.

International students are encouraged to have their own laptop and cell phone to be able to text, talk and Skype to maintain communication with their homestay family, their natural family and, when participating in International Program activities, the Event Coordinator. International students are encouraged to limit their time on the phone, computer and/or Skype to allow time for study and to interact with their homestay family.

1. Upon arrival, ensure the student contacts the natural parents immediately to inform them that they have arrived safely. This can be by text, Skype, Facebook, telephone or email.
2. Be prepared to help the student get a cell phone and plan arranged.

Suggested topics for discussion: Planning, Courtesy and Safety

a) COMMUNICATION WITH HOME

- An acceptable amount of time to be on the phone or SKYPE.
- How late/early can the student's family or friends call (remember time zones).
- The importance of getting enough sleep for school and interacting with the family & new friends.

b) COMMUNICATION WITH HOMESTAY FAMILY

- The importance of the homestay family knowing where the student is at all times.
- Discuss plans in advance.

c) COMMUNICATION WITH ACTIVITIES CO-ORDINATOR

- Keeping communication lines open on all SD#48 organized trips.
- Checking Facebook & the Activities Calendar for upcoming events, forms for submission etc.

d) COMPUTER USE

- Acceptable amount of computer use.
- Computer and cell phone “curfew”.
- Cell phone manners, courtesy and house rules – e.g. no phones at the dinner table, eye contact during conversation etc.

