



## **GUIDELINES FOR HOMESTAY/CUSTODIANS**

### **1. Accommodation**

- Room: A private room for each student, room size minimum as per city by-law, window, fire exit and fire alarm.
- Furniture: Bed & bedding, dresser, desk, chair, desk lamp, wastebasket, closet. (Please note, a desk and chair are not necessary for Short Term Programs.)
- Utility of Room: Adequate heat, light and ventilation.
- Bathroom: Easy access at all times, towels, soap and toilet paper.
- Laundry: Please discuss with your student if they want to do their own laundry (please show them how to do this) or if you will do the laundry for them.
- Meals:
- Breakfast: Host family provides and student can make their own, e.g.: milk, cereal/toast, etc.
  - Lunch: Bagged with fruit and juice (Please discuss if you would like them to make their own lunch, or if you will make it for them)
  - Dinner: Well-balanced hot meal provided by the host family. An evening meal will be prepared and left if the family is occasionally not home or if the student comes home late from school.
  - Snacks: Should be available when needed.
- Fee: \$850.00 per month for long term students. A rate of \$28.00 per night is due when students first enter their host home mid-month or when permanently vacating mid-month.



## GUIDELINES FOR HOST FAMILIES

### 2. Expectations of Homestay Parents

- Provide your student with a key to the house and instructions for alarms
- Speak only English when the student is present, and encourage your student to also speak only English in your family's presence
- Ensure that your student is not required to baby-sit
- Maintain the Homestay fee at the rate determined by School District #40
- Invite your student to join in family activities
- Help your student to adjust to Canadian culture
- Inform your student if you will be away for a meal and have meal provided for student
- Provide custodial supervision to your student (see Homestay/custodian responsibilities)
- Treat your student with respect and tolerance
- Contact the Homestay Manager if difficulties arise and work with the Manager towards resolving problem issues
- Inform the Manager if you or the student plan to be away from the home during the student's Homestay period
- Inform the Manager if your family numbers change
- Attend at least one Homestay meeting per year and the Orientation session for new families
- Meet your student at the airport, especially when they first arrive in Vancouver
- Please ensure that along with a bed your student has a desk, dresser and lamp



Total number of International students per homestay family not to exceed "2" (MAXIMUM)

*Please note: The office policy for homestay families is that families are required to sign the agreement below stating that they are aware that there is a maximum number of international students permitted to be hosted at the same time. This number is 2 students (maximum). The International Education Program reserves the right to move the student(s) registered in our Program from the homestay's home if the arrangement is deemed to be unsatisfactory. In the event of an unsatisfactory arrangement, e.g. where there are more than 2 international students, families will only receive the monies owed to them for the nights that the students from the International Education Program stayed with them.*

**GUIDELINES SPECIFIC TO SHORT-TERM STUDENTS:**

Programs for 4 weeks or less

Airport pick-up may or may not be required

There is a one-time \$50.00 payment for airport pick up.

Transportation or a walking escort to and from school **is** required.

Families receive \$35.00 per night, per student.

Pairs of students prearranged in their home country may share a bedroom. Each student must have his or her own bed.

When hosting students who are from different countries or not prearranged prior to arrival require separate bedrooms.

Unrelated male and female international students may not stay in the same home.

**3. Fee Payment (for long term students)**

The fee period is from the 1st to the last calendar day of each month. The fee (\$850.00) is due on the first day of the month. A nightly rate of \$28.00 will be charged for a portion of a month (e.g. when a student enters or leaves the Homestay program mid-month)



#### 4. **Moving (Long Term Students)**

It is preferable that students do not move during the school term. However, if the student does decide to move, he/she must adhere to the following procedure:

- The student is to contact the Homestay Manager to discuss the student's concerns and reasons for requesting a move. (Students have been advised to do this.)
- Homestay families are urged to contact the Homestay Manager if they feel there are problems or concerns that they may need help with.
- The Homestay Manager will decide if a meeting with the Homestay family and the student is needed or if moving would be most appropriate. Please note: once the New Westminster School District has received a written note from the student's family overseas, requesting that their son or daughter be moved, this move will be done as soon as possible.
- If it is recommended that the move be granted and as each situation is unique, we will advise in the best interest of the family and the student and will do our best to come up with a fair monetary compensation for everyone involved. As mentioned on the back of the application form that each homestay family is required to have read and signed, *"New Westminster School District has the right to move a student without the usual advance notice, if the situation is unsatisfactory"*.

#### 5. **House Rules**

We recommend that house rules be written down clearly and given to and explained to the student in order to ensure a mutual understanding of meal times, laundry schedules, deadline times for incoming phone calls in the evening, time limits for bathroom use, smoking rules, etc. Language assistance is available from the International Office to assist families in explaining house rules.

#### 6. **Landed Immigrant**

Once a student becomes a landed immigrant or changes to another school, that student will no longer be considered a student in our Homestay program. This will be considered a private arrangement between the Homestay parent and the student if the student continues to stay with the host family.

#### 7. **Criminal Record Search**

The completion of a Criminal Record Search (must also include a Vulnerable Sector Check) by all adults over the age of 19 living in the home is mandatory.



**8. Suggestions for items to discuss with your Homestay student:**

**A. Meals**

- Meal times and routines
- How to use the microwave and stove
- Where to find snacks or drinks
- Western table manners
- Getting breakfast and lunch

**B. Phone**

- An acceptable amount of time to be on the phone
- How to pay for his/her long distance calls? Getting their own phone
- How late/early can the student's family or friends call?

**C. Laundry**

- Should the student do their own laundry?
- When is the best time to do laundry? How often?

**D. Household Chores**

- Who does what in your family? At the very least, students are expected to keep their room clean (take out their garbage, change their bed sheets regularly, and to clean up after themselves in the rest of the house)
- Recycling and energy conservation

**E. Safety**

- 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 remain home for the evening. The weekend curfew should be set according to the age and maturity level of the student. Please feel free to ask for assistance in this area
- Know where your student is when not at home
- Consequences for repeated violation of house rules

**F. Personal Hygiene**

- Bathing, dental care, hair dye, disposal of sanitary products, etc.
- The differences between Canadian and Asian bathrooms (lack of a floor drain, how to keep the water inside the tub or shower, length of showering time)

**G. Sleepovers**

- Only with Homestay parents' approval

**H. Room decorating**

- What students can put on their bedroom walls and how to attach items