



Central Okanagan International Education
School District No. 23 (Central Okanagan)
1040 Hollywood Road
Kelowna British Columbia Canada V1X 4N2
Tel. 250-470-3258 Fax 250-870-5188
wwwsd23.bc.ca

GUIDELINES FOR HOMESTAY PLACEMENTS FOR FAMILIES AND STUDENTS

Students and homestay families must understand that the homestay student relationship is not that of landlord and tenant but rather the students are expected to conform to the normal rules of the family life and to contribute to the routine operations of the household. Likewise, the homestay family is expected to include the student as they would any of their other children.

1. Accommodation

Room: A private room for each student, room size minimum 8' x 10' with a window to an exterior wall, closet, fire exit, and smoke detector. A student may request a telephone jack for a telephone and installation of the internet. Adequate heat, light, and ventilation must be provided.

Furniture: Bed and bedding (pillows, blankets, sheets, wash cloths, towels), dresser, desk with chair, desk lamp, wastebasket, and laundry hamper.

Bathroom: Easy access with a locking door.

Laundry: Facilities available to the student.

Meals:

- Breakfast:** Self-serve milk, juice, cereal, toast, eggs etc.
- Lunch:** Packed lunch for school
- Dinner:** Nutritious hot meal with family
- Snacks:** available as desired – fruit, cookies, popcorn etc

An evening meal will be prepared and left if the family is occasionally not home or if the student arrives home late from school. This applies to students over 12 years of age.

Weekends: Flexible to both parties. If the family will not be home for a meal, a prepared meal will be left for the student to eat. As well, the student may go out with friends and dine outside of the home, always informing the family when he/she will not be home.

Activities: The family will make every effort to include the student in the family's activities and the student is encouraged to participate in order to improve their English level and enjoy their homestay experience. The student will pay for any extra activity not involving the family.

2. Rates/Fees

2009 RATES - FUNDS REQUIRED:

- Placement Fee:** \$400.00 placement fee is payable by the student to International Education, in advance, to secure a homestay family. International Education will provide support to the student and parent(s)/guardian(s) to ensure a successful homestay experience.
- Homestay Fee:** \$750.00 per month for a Canadian homestay as of Sept. 2009. Fees are collected by Central Okanagan International Education and then forwarded to our Homestay families on a monthly basis in order to reimburse them for their expenses.
- Transportation:** To be negotiated with the family. A written copy of any transportation agreements between the student and the family in which the family bills the student for agreed upon transportation must be kept on file in the International Education office. The student is expected to walk or take public transportation to school each day. The student is not driven to school unless other children in the family are also being driven to school. Driving the student to and from music, swimming, tutoring, etc. will be negotiated and is dependent on the amount of driving required. The student is expected to purchase their own local bus pass to assist them with local transportation. Your homestay family will pick you up from the airport when you arrive.
- Damage Deposit:** The student is not required to pay a damage deposit up front, but the actual costs for any damage (beyond regular use) to the homestay family property and any outstanding bills or long distance telephone charges will be recovered from the student by Central Okanagan International Education.

Students may pay fees directly to Central Okanagan International Education in Canada or they can be wired directly to the bank account for Central Okanagan International Education. Please specify the full name of the student in the wire. Please do not use "direct deposit".

Bank Address	Wire Transit Information
Royal Bank of Canada British Columbia Interior 201-1665 Ellis Street Kelowna BC V1Y 2B3 CANADA	Transit Number: 02400 003 Account Number: 103 799 3 Swift # : ROYCCAT2 ABA #: 021 0000 21

3. Custodian:

All students are required to have a Canadian custodian, who speaks English and is 25 years or older. Custodians must provide a notarized Custodianship form as well as the notarized Parents' Declaration, to the Central Okanagan School District. Custodians agree to provide emotional, cultural, and social support to the student during their stay in Canada. The custodian will have regular contact with the student, their family, the homestay family and the school district. In every case where Central Okanagan International Education arranges for the placement of a student in one of our home stays, a Senior School District official will be appointed as the custodian.

4. Expectations of Homestay Students:

As a homestay student, it is important that you do the following.

Orientation: When you first move into your homestay, unpack your belongings and get yourself organized. Familiarize yourself with your new home after unpacking and ask your homestay parents to show you where things are kept in the kitchen and bathroom. You should request that your homestay family take you for a walk in your new neighbourhood pointing out the differences in the houses, where the bus stops are and the outside appearance of your home to familiarize you with your new neighbourhood.

Safety: The family should know where you are at all times. Therefore, the student should inform their homestay family if they will be home late or absent for a meal.

Emergencies: Carry your host family contact card with you at all times. This gives your family's name, address and phone number. Also, always provide your family with your friend's names and telephone numbers.

Communication: The student must contact the Homestay Coordinator immediately if difficulties arise. The coordinator will work with the student and the family to resolve any issues that may arise.

Curfew: These are broad reasonable guidelines for secondary school students. They may be adjusted slightly depending on the student's maturity, age, etc.

Weekdays: Normally, school nights or work nights. Time in the evenings will be required for homework and study. Exceptions are family activities, school events, extra curricular athletics/lessons/performing arts etc.

Weekends: Destinations, transportation, curfew and activities must be approved by your homestay parents. Be home by the time as per arrangements agreed to by your homestay parents.

Out of town travel with persons other than the parent(s)/guardian(s), or homestay family are subject to approval by the International Education Office.

- Chores/Duties:** As a homestay student you are responsible to keep your room clean, wash your laundry weekly and share in general chores shared by family members (for example, setting the dinner table, cleanup after eating). You should not be required to baby-sit.
- Toiletries:** The student is responsible for supplying their personal items such as shampoo and toothpaste.
- Telephone:** The family telephone is not to be used by yourself or your friends on a regular basis. It is preferable that the student have his/her own private phone line and pay for the installation of the telephone line and the monthly charge. If the student uses the family phone it is strongly recommended that they use a calling card.
- Internet:** If the student wishes to use a computer they are expected to have their own computer. If the family already has internet it is expected the student can access the internet. Time on the computer is negotiated. If the family does not have internet and the student wishes to have internet service, they are responsible for the installation and monthly charges.
- Relationships:** The International Education Program encourages the students to make Canadian friends and to participate in school and community activities with friends. However, the district discourages boyfriend/ girlfriend relationships. These relationships create an unnecessary worry for homestay families and parents overseas, and may interfere with the reason students are participating in the program, that is to learn English, to do well in school, and to participate in Canadian family life.
- Spending Money:** Students only need money for entertainment, clothing, souvenirs and medicine. Under no circumstances should the student request to borrow money from their homestay family. If necessary, the homestay family will assist you in setting up a bank account at a mutually agreeable location.
- What is Not Allowed:** As an international student, on a student visa, you may not use alcohol or illegal drugs. Immigration Canada does not permit you to take a paying job in Canada. You may not own or drive a vehicle, nor may you drive a homestay parents' vehicle or a vehicle belonging to a friend.
- Criminal Offenses:** If you commit an offense under Canadian Law, then you will be dealt with by the police and Immigration Canada, as necessary. Homestay parents are not held accountable for offenses committed by students. If you break the law you will be immediately dismissed from the International Education Program.
- Suspension Policy:** Please refer to the school district code of conduct. Participation in the International Education Program is a privilege; you are a representative of your family and your country. Further to the code of conduct there are additional requirements at school, in the home and in the community.
School: If, after repeated warnings (verbal and written), you continue to disobey the rules of school, you could be removed from the

International Education Program and sent home at your expense.

Homestay: If, after repeated warnings (verbal and written), you continue to disobey the homestay guidelines, you could be removed from the International Education Program and sent home at your expense.

Community: If you neglectfully or wilfully damage property at home, school, or in the community, your parents will be notified and billed for the amount. Depending on the circumstances and situation, you could be removed from the program and sent home for destruction of property.

5. EXPECTATIONS OF A HOMESTAY FAMILY:

As a homestay family it is important that you do the following:

Orientation: On the day the student arrives it is always helpful to orient them to your home. Show them where things are kept in the kitchen, how you would like their dirty dishes cleaned up, where to find snack foods etc. The bathroom is a particularly tricky place. Show them how the shower works, what to do with a shower curtain, and how to use the toilet and the sink. This is also a good time to talk about when the student prefers to shower, length of shower, and where to store their toiletries.

Neighbourhood Orientation: If time permits on the first day, show the student how to walk to school and where the closest bus stops are located. It is advisable to provide them with a small map of the neighbourhood just in case they get turned around. Teach students how to use bus passes and how to read a bus schedule to ensure they arrive at school on time.

Student Health and Safety: Obtain names and telephone numbers of the student's friends and take an interest in their activities. Provide students with a house key and any alarm codes. (If an alarm is used, thorough training will be necessary). Assist the student in obtaining a Canadian doctor or dentist they feel comfortable with. Your Homestay Coordinator may provide you with a list of referrals, if needed. All international students have medical insurance. Sleepovers should be permitted only on weekends and only after permission is obtained by the student and confirming phone calls between both families have taken place.

Academics: The custodian is to monitor the student's academic performance by reviewing report cards and attending parent/teacher interviews, if needed. However, the homestay family may assist the custodian should the school contact the homestay family directly. The homestay family will refer any attendance or academic problems to the student's custodian and/or the Homestay Coordinator.

Cultural Understanding: Speak only English when the student is present, and encourage the student to also speak only English in your family's presence. Respect religious/non-religious beliefs and practices of the student. Invite the student to join in family activities to help your student adjust to Canadian culture. Treat the student with respect, tolerance, and understanding. Ensure that all family members refrain from physical demonstrations of affection towards, or intimate conversations with the student.

Family Absences: If the family will be away from home, the family will make arrangements to ensure a responsible adult is left in charge to perform the expectations in this document. A responsible adult is 25 years of age or older and has a Criminal Records Search done and on file with the district. The Homestay Coordinator must be advised if the family will be out of town or is unable to perform their obligations as a homestay.

Communication with the Homestay Coordinator: Contact your Homestay Coordinator if difficulties arise and work with the coordinator towards resolving problems. Inform the Homestay Coordinator if the family or the student plans to be away from home during the student's homestay period, or if the contact information changes.

6. Payment for Homestay:

The payment period is from the first to the last calendar day of each month. Payment is due on the first day of the month. A daily rate of \$25.00 may be charged for a portion of a month (e.g. - when a student enters or leaves the Homestay program mid-month). If a student goes on vacation during the school year they are expected to pay full monthly fees. During the summer break period, students may be expected to pay a nominal storage fee (not to exceed \$50.00/month), if their room and belongings are being held for them.

7. Moving

Moving during the school term is not recommended. However, if the student does decide to move, he/she must give one month's written notice in advance of the move, including the reason for moving. The notice must be given to the homestay parent and the Homestay Coordinator. Should less than one month's notice be given the student will be responsible for the fees for a full month.

8. Vacation

Some students return home during school vacation periods, but they will continue to pay the Homestay fee during the school year while their room and belongings are maintained in the home. If the homestay family will be away from the home on vacation, the Homestay Coordinator must be advised. It is preferred that students accompany the family on vacation. A negotiated price for additional expenses incurred can be arranged, in writing, prior to departure. If this is not possible, arrangements must be made to ensure a responsible adult is left in charge who has had a criminal record check completed, and is agreed to by the Homestay Coordinator.

9. House Rules

Clearly written house rules are recommended. The rules should be discussed with and given 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, room housekeeping and other household chores shared by the family, smoking rules, etc. Consequences in advance for non-compliance should be discussed with the Homestay Coordinator and the student.

10. Tutors

International students commonly have tutors in English and other academic areas. Tutors should not

be alone in a room with a student behind a closed door. Students will pay the tutor directly. Homestay families should not be paid tutors for their students.

11. Insurance Coverage

Homeowners must have \$1 million liability coverage. The Host family will maintain comprehensive liability insurance coverage on their property for the duration of the student's stay and will provide the Homestay Coordinator with proof of such insurance, upon request. The student's property may not be covered under the host family's existing home policy and if not, minimum content coverage insurance should be purchased, if desired. Please check with an insurance broker regarding premiums. Renter's insurance is required for host families who rent their home.

12. Medical Insurance and Treatment

International students have compulsory medical insurance through the school district. The homestay family should have a copy of the insurance policy and procedures. The homestay family may secure medical treatment for the student in the event of illness or injury, without liability. However, the Homestay Coordinator should be advised. If you have any questions regarding medical coverage please contact the Homestay Coordinator.

13. Landed Immigrant/ Permanent Resident

The Homestay Coordinator must be advised if a student's status changes. Status changes are when a student becomes a landed immigrant, a permanent resident or decides to move to another school district.

14. Cancellation

All families are expected to provide a welcoming and secure environment. The Homestay Coordinator has the right to move a student without the usual advance notice if the situation is deemed to be unsatisfactory by the Homestay Coordinator. If it is discovered that there are problems in the home, such as sexual harassment, drug problems, or alcohol abuse, the student will be moved, the student's parents will be notified, and the homestay terminated. If a student does not meet the requirements or criteria of the Homestay program of the School District, the Homestay Coordinator reserves the right to advise the school district and this could terminate the student's participation in the program.

Homestay policies and guidelines are subject to change without prior notice.