



**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
www.sd23.bc.ca**

APPLYING TO BECOME A HOST FAMILY

The Central Okanagan School District values and respects the contribution made by families in our community who host international students. We feel Homestay is an important aspect in promoting student success and are pleased to be able to offer this program to our international students.

Homestay is a wonderful opportunity to share our culture with others and to learn about other cultures in return. Students come to our district from a number of countries in Asia, Europe, Central and South America.

GENERAL INFORMATION:

As the program objective is for English acquisition, it is an expectation of visiting foreign students that English will be spoken in the home in order to provide an immersion environment.

Length of placement: Full year, short term, summer and winter programs are available

Student Ages: Elementary, secondary, and adult

Homestay Fees: \$750 per month

Arrival Dates: September and January for secondary school academic studies,
On-going intake for short term, summer and winter programs.

APPLICATION PROCESS:

Step 1: Complete all sections of the Host Family Application form (pages 1 – 7).
Forms are available at www.sd23.bc.ca Click on International Education and follow the links.

Step 2: Mail forms to:
Dr. Marsha Boyle
Supervisor
International Education Program
Hollywood Road Education Services
1040 Hollywood Road
Kelowna, BC V1X 4N2

Fax forms to: 250-870-5188

OR Email forms to: mboyle@sd23.bc.ca

- Step 3: School District 23 (Central Okanagan) requires all applicants to submit a Criminal Record Search and a clearance from the Child Abuse Registry for all members of the household who are 19 years of age or older. Forms are available at the Kelowna RCMP detachment at 350 Doyle Avenue between the hours of 8:30 am and 4:30 pm Monday through Friday. This service has a cost of approximately \$30. Please bring your drivers' license and one other piece of government issued identification such as your care card or your passport.
- Completed forms will be sent in confidence directly to the International Education Program office.
- Step 4: Once your completed application form, Criminal Records Search and letters of reference (see pages 8 and 9 of the application) are received at our office, you will be contacted to arrange for a home visit.
- Step 5: Please review the International Education Program Host Family Guidelines (available on line). These will be reviewed with you during the home visit. At that time, Form B (Host Family Expectations) will also be reviewed with you and your signatures obtained.
- Step 6: You will be informed once a student match for your family is found. Student information will be made available to your family and we encourage host families to communicate directly with their student prior to their arrival.

Please allow 3 weeks for processing of your application.



HOST FAMILY APPLICATION FORM A

Date: _____

Family Name(s)

Last name *First name*

Last name *First name*

Street Address:

Postal code

Phone:

home: _____ work 1: _____

Cell: _____ work 2: _____

Emergency Contact:

Name *Phone*

School Catchment Area: Please list the elementary and secondary schools in your neighbourhood:

Please check your preferences for hosting a student:

Male Female No preference

Elementary High School Adult No preference

Short term programs (less than 5 months)

Long term programs (more than 5 months)

Summer or winter programs (2-6 weeks).

One student only Able to host more than one student

Family Profile

List all the people who live at the home (include all family members, boarders, and/or students who live at the home more than one day per week.

Name	Date of Birth	Relationship	Occupation/School	First Language

Please provide a brief description of your family’s hobbies and interests:

Describe a typical family weekday routine:

How does your family usually spend the weekend?

What is your religious affiliation? _____

Would you feel comfortable hosting a student who has different religious beliefs from those practiced in your household? _____

Do you have pets? _____ If yes, please list:

Does anyone in your home speak a language other than English? _____ If yes, please list:

Please describe specific family rules that children in your home must follow:

Does anyone in your home smoke? ____ yes ____ no ____ inside ____ outside only

Describe your home:

How long have you lived at your present address? _____

Our home is a (n): _____ Apartment _____ Townhouse _____ Detached House

Number of levels: _____ Approximate square feet: _____ Age of Home: _____

How many bedrooms do you have available for hosting? _____

Where are they located in the house? _____

How many bathrooms do you have? _____

Where are they located in the house? _____

Describe any special features of your home (piano, pool, computer, sports equipment, back yard, etc.)

Students will have access to: _____ computer _____ internet _____ kitchen _____ laundry

Host families are required to have smoke detectors in the home and it is recommended that a fire extinguisher is also available.

Describe the room your student would use:

Location in house _____

How is it furnished? (*bed size, desk, desk lamp, chair, closet, dresser, phone line, internet, etc.*)

Have you ever hosted an international student in your home? _____ Yes _____ No

If YES, please complete:

Name Nationality Sex Age When Length of stay

Why are you interested in hosting an international student?

How did you hear about our program? _____

LETTERS OF REFERENCE:

We require two letters of reference to be completed and mailed separately to our office, or to be placed in a signed sealed envelope and return with your application. In addition to the letters of reference, please list three people we may call for a verbal reference check. We recommend that you use a variety of references such as neighbours, colleagues, church pastor, relatives, and friends. Please use the reference form letters on the next two pages. If your referees are from out of town, they may print the forms from our website at www.sd23.bc.ca. Click on International Programs and follow the links.

Additional references (name and phone number):

- 1. _____
- 2. _____
- 3. _____

By submitting this application, you are consenting to allow the school district to conduct such reference checks as the Central Okanagan School District in its sole discretion deems advisable. You also consent to our obtaining information about your suitability as a host family by making enquiries of persons other than the references you have supplied in your application.

Are there any conditions or medical concerns that will impact on your ability, or the ability of anyone residing in your home to act as a host parent and fulfill your obligations (such as physical problems, emotional difficulties or any other conditions in the home such as family conflict)?

_____ Yes _____ No If YES, please describe:

Family Doctor _____ Phone _____

Dentist _____ Phone _____

CRIMINAL RECORDS SEARCH:

Applicants or their family members who have committed an offence relating to the care of minors, or an offence of a sexual nature against any person or an offence involving the use of alcohol or drugs, violence or the sale of drugs, may be disqualified. Applicants who have been charged or convicted of an offense under the criminal code of Canada may also be disqualified.

Students will not be placed with host family applicants until an acceptable criminal records search has been received by the International Education Program office.

HOST FAMILY DECLARATION: (to be completed and signed by all individuals 19 years or older)

I confirm that I, and anyone residing in my home, have never committed, or been convicted of:

- An offence related to the care of minors
- An offence of a sexual nature against any person
- An offence involving violence
- An offence involving the sale of drugs.

I confirm that I and anyone residing in my home will notify the Okanagan Central School District within 7 days if I or anyone residing in my home is charged with an offence, following the completion of our Criminal Records Search.

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

** Must be signed by anyone residing in the home who is 19 years of age or older.*

STATEMENT OF INTENT:

I would like to apply to host an international student enrolled by the Central Okanagan School District International Student Program. By accepting a student into my home, I agree to the following:

- I will abide by all the school district program guidelines;
- I will assume responsibility for the care and attention of the student, and will act in place of his/her parents in the event of an emergency;
- The student will be treated like a member of my family and will enjoy our respect and encouragement;
- I will abide by the expectations outlined in Form B which forms part of this agreement;
- I declare that none of my children living in the home nor any minor children living in my home has a criminal record for any offence, nor have had difficulties with legal authorities or discipline problems at school;
- If assigned a student, I agree to have my name published in a Homestay listing which is for the private use of Homestay families only;
- I agree that photos of my home and my family may be taken for the purposes of this program and this agreement;

Signature of applicant: _____

Date: _____

Signature of applicant: _____

Date: _____

Signature of applicant: _____

Date: _____

Signature of applicant: _____

Date: _____

** Must be signed by anyone residing in the home who is 19 years of age or older.*

The information on this form is required and will be used solely for the purpose of operation of the Okanagan Central School District International Education Program and its registered recruiters. It will be kept secure and confidential in accordance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information may be directed to the Secretary-Treasurer, Okanagan Central School District.

LETTER OF REFERENCE #2

Name of Applicant: _____
(Family Name)

Your Name: _____

Address: _____

Home phone: _____ cell: _____ email: _____

Relationship to the Applicant:

4. How long have you known the applicant? _____

5. What is your relationship to the applicant? _____

6. Have you ever been in the applicant's home? _____ yes _____ no

Character Reference:

Young international students who may speak limited English and who are thousands of miles away from their home and families are especially vulnerable. Are you aware of any conditions in the applicant's home that may impact the ability of the placement to succeed? Please check the boxes for any areas of concern. Additional comments may be made below.

_____ marital discord

_____ alcohol or drug use

_____ medical issues

_____ severe depression

_____ emotional disabilities

_____ behavioural difficulties by children in the home

_____ abuse (verbal, emotional, sexual)

Comments: *(use the back of this sheet for any additional comments)*

Signature: _____

HOST FAMILY EXPECTATIONS FORM B

Our host families are a very important component in the success of our international student program. Please take the time to review carefully the expectations outlined below before the home visit. If you and your family feel that you would like to proceed with the application process, please complete this form.

We endeavour to select families who we believe “match” well with the students who have applied to our program. If the district accepts your application, it does not guarantee that a student will be placed with you immediately. While we may recommend a placement, the final placements are based on the approval of the student’s family, agent or custodian. In the event that a placement is discontinued, for any reason, the district is under no obligation to replace the student for the balance of the school year.

If the student is assigned to your home, you agree that you will accept and comply with the terms outlined below. You further agree that you understand that breach of any of these terms may result in termination of the Homestay placement.

We, the host family agree that we will abide by the guidelines for Homestay placement as outlined on pages 5-7 of this application, and also specifically that:

1. We will provide to the student a private room that includes a window, bed, dresser, closet, table lamp, and desk, access to laundry and bathroom facilities. For high school students, we understand that a computer and internet access is preferred;
2. We will provide 3 well balanced, nourishing meals each day plus snacks to the student;
3. We will pick up the student from the airport at the beginning of the study period and return him/her to the airport on their return to their home country;
4. We will provide transportation to and from extra-curricular activities;
5. We will notify our household insurance company that we have an international student in residence and agree that we will carry a minimum of \$1 million liability insurance. A copy must be presented at the home inspection. Alternatively, proof of renters’ insurance is required.
6. We will carry at least \$2 million liability automobile insurance’
7. We will have the designation “to and from school” (if applicable) included on our automobile insurance;
8. We will never permit the international student to drive the family motor vehicle(s) for any reason;
9. We will contact the Supervisor immediately should significant problems with the student arise. Such problems might include failure to attend school, illegal drug or alcohol use, or emotional issues;
10. We will inform the supervisor immediately of any changes in our family composition, contact information or changes with respect to who is residing at the residence;
11. We will obtain all permission required for travel outside the district;
12. We will review household rules and expectations promptly upon the arrival of the student;
13. Upon arrival of the student, we will provide the student with house keys, information on how to use the house alarm and instruct the student on the course of action in the event of a fire, earthquake or other emergency. We will also instruct the student on the procedure for dialling 911 and what such a call entails;
14. We will instruct the student on the legality of seat belt use and bicycle helmet. If the student uses a bicycle, we will make arrangements for the purchase of a helmet;
15. We will make reasonable efforts to be familiar with the whereabouts of our student at all times;
16. We will ensure that the student attends school regularly;
17. We will act as a judicious, caring parent and treat the international student as a member of the family.

We understand and agree to abide by these expectations:

Dated: _____

Signed: _____

This Form must be signed by all persons residing in the home who are 19 years or older.