



HOMESTAY GUIDELINES

1. In placing a Student with a Host, the Cultural Homestay Placement Officer will initially give the Host a verbal commitment, based upon the student's indicated commitment to the program. This will be followed by a letter from the Program Office, confirming the placement.
2. There is no guarantee that the Student will arrive as planned, and there is no compensation to the Host if the Student does not arrive.
3. Hosts will be given as much advance warning as possible concerning the expected arrival date of their Student, but the School District cannot guarantee that the Student won't arrive earlier or later than planned.
4. If the Student arrives early, the Host will be paid the Homestay Fee at a pro-rated per diem rate.
5. If the Student arrives late, the Host will be paid the Homestay Fee from the date of arrival at a pro-rated per diem rate.
6. The School District cannot guarantee that a Student placed with the Host has been screened for mental, emotional or physical health conditions, or for a record of criminal activity, prior to joining the Program.
7. Upon entry into the Program, Students are required to fill out and sign a disclosure statement relating to health and criminal activity, but the School District cannot guarantee the completeness or accuracy of the disclosure statement. Should the information on the disclosure statement be found to be in error, the School District may take steps to effect the removal of the Student from the Program and the Host Household.
8. Students are encouraged to have a bank account and to use cheques to pay the Host for the Homestay Fee, phone bills, etc. If the Student pays cash, the Host is required to provide the Student with a signed, dated receipt, itemizing what the payment covers (including a copy of the bill where appropriate).
9. One week's notice or payment in lieu will not be provided in the following situations:
 - when the change is by mutual agreement of host family and student
 - the change is initiated at the request of the homestay family
 - when the student is removed from the homestay family in order to protect the safety of the student
 - when the student leaves the homestay at the end of a semester or at the conclusion of their program of studies.
10. In the cases outlined above, any unearned portion of the homestay fee will be refunded by the homestay family to the student.

11. Homestay amenities will include:
 - Pick-up and drop-off at the airport (or other point of arrival in Greater Victoria) for student arrivals and departures;
 - well-balanced, nourishing meals and snacks;
 - an adequately heated, properly lit, private bedroom with closet and study desk;
 - convenient access to facilities for toilet use and daily bathing;
 - access to in-home laundry service or equipment;
 - access to telephone service;
 - necessary household items such as bed linen, towels, laundry soap and toilet paper.
12. Hosts should ensure that the Student understands safety and security arrangements in the Host Household and understands how and when to adjust the heat in the Student's room.
13. The Student will be given a house key to the Host Household. Should the Student lose the key, the Host may ask the Student to pay for the cost of cutting a replacement.
14. Hosts will provide a lock for the Student's room if the Student requests same. In this case, the Host will have a copy of the key to the Student's room and may use this key to enter the Student's room in emergency situations.
15. Hosts will instruct the Student in the course of action to take in the event of a fire, earthquake, or other emergencies.
16. Hosts will show the Student how to travel safely between home and school and between home and the nearest centre for services and shopping. Familiarization with public transit is encouraged.
17. Hosts will exert reasonable efforts to be familiar with the whereabouts of their Student at all times for emergency contact, and where practicable, Hosts will leave information that will enable the Student or the School District to contact them.
18. Host Household members and Students will respect each other's religious beliefs (or lack thereof), practices, cultures and values.
19. Host Household members and Students will respect each other's privacy.
20. Confidences will be respected; however, if a student complains of physical, emotional or sexual abuse, or if the student may be considering suicide, the program must be notified.
21. Host Household members will not use the Student's bathroom while the Student is present and will not enter the Student's bedroom without the knowledge and consent of the Student.
22. No Host Household member will abuse alcohol or drugs and no Host Household members will permit the use of alcohol or banned substances by the Student.

23. Host Household members and Students will treat each other with dignity and respect at all times, and will not make any threatening or sexual advances (physical or psychological).
24. If the adult Hosts are absent overnight, students must not be left in the home without adult supervision. Arrangements must be made for another adult to supervise and the program must be informed of the absence and temporary adult supervisor.
25. A female Student should not be left alone with an adult male Host if the adult female Host is absent overnight.
26. Hosts are encouraged to involve the Student in family activities and outings and to encourage active use of the English language. All Host Household members and Students should speak only English when together.
27. Students are not permitted to cohabit or to have mixed-sex sleepovers, either in the Host Household or while travelling.
28. It is understood that students will be housed in the rooms indicated at the time of the home visit. If changes in the student accommodation are considered, the Cultural Homestay Placement Officer should be notified.
29. Changes to the psychological context of the home would include, for example, a change in marital status, a change in employment, serious physical or mental illness (such as a communicable disease), hospitalization, or a death in the family.
30. The program does not normally place two Students who speak the same language, or two Students of the opposite sex, in the same Host Household.
31. Upon acceptance to the Program, Students pay the equivalent of one month's Homestay Fee to the School District, which is held as a refundable "Homestay Deposit". The deposit is intended to cover costs such as an unpaid phone bill, outstanding Homestay Fees, or minor damage that requires repair at the time the Student vacates the Host Household.
32. The Homestay Deposit will be released, to the Student, at the time of his or her departure, unless the Host has notified the Program Office that there are outstanding fees or charges owed by the Student, or damage in the Host Household for which the student may be liable.
33. Placement of Students in their schools and Host Households will be the responsibility of the School District, as will any subsequent changes; questions and decisions about school and Host Household selection must be referred directly to the Program Office.
34. If the Host believes the student may be planning to leave the Homestay, the Program Office must be notified.

35. Personal items such as toothbrushes and shavers should not be stored in a communal area.
36. Students and Host Household members will not lend money to each other. Borrowing of personal items is discouraged, but where it occurs it must be by mutual consent and under the supervision of an adult.
37. No imposition of unusual household duties (such as heavy-duty housecleaning or yard work) excepting those directly related to the maintenance of the Student (maintaining a clean room, cleaning up after a Student prepares food, leaving the bathroom clean after use, a regular procedure for laundry, etc.)
38. A Student will not be asked to baby-sit (with or without compensation) and will not otherwise be placed in a position of authority or responsibility.
39. Hosts who encourage or permit Students to use cooking appliances must provide adequate instruction and supervision, and Hosts will take responsibility for any damage that may result from misuse or accidents.

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