

## DCHS BOARD POLICY

DATE: May 24, 2016

REVIEW DATE:

## HOMESTAY POLICY

**Note: This policy will be the basis for our Homestay and International Student Expectations.**

### **1. Homestay Process**

- i. Homestay Applications will be received by the office.
- ii. If a homestay applicant is deemed as a possibility and there is an opening for a Homestay then a Homestay visit will be arranged to assess the home and provide further information about hosting an international student.
- iii. If both the homestay and the school (DCHS) are agreeable to continue with the process then the homestay will be matched with an international student. Once the international student has paid their tuition in full, we will provide both parties with their email contact information. There will be communication via email or phone to finalize airport pickup for the student and to address any other questions or concerns.
- iv. The homestay will provide the school (DCHS) with Criminal Reference Checks for every member of the household who is over the age of eighteen. The Criminal Reference Check must be current within 3 years.
- v. Homestay parents must annually sign the Homestay Agreement Form.
- vi. Household members must complete the form regarding the Abuse Policy of DCHS.
- vii. Household members must not abuse alcohol or drugs.
- viii. A homestay visit will be arranged on an annual basis.

### **2. Providing a safe, secure, Christian homestay for the student includes but is not limited to:**

- a. Household members being proficient in the English language and speaking English when the student is present
- b. Agreement from each of the homestay's household members to host the student
- c. Providing the student with nutritional, well-balanced meals and snacks
- d. Providing the student with their own room which will be furnished with a bed, dresser, closet and bed linens.
- e. Involving the student in activities and outings
- f. Providing overnight supervision as the student is not to be left at home unsupervised overnight
- g. Providing guidance in setting up a bank account
- h. Providing transportation to medical facilities should the need arise
- i. Providing adequate internet service for the student. The homestay may disable the internet access at 11:30 each evening if internet usage is being abused
- j. Providing transportation requests that are reasonable

3. **Homestay Fees**

- a. Durham Christian High School agrees to pay the Homestay family \$825 per month per International Student. The Homestay will submit their invoices directly to the Financial Administrator.
- b. After consultation with the principal, if the international student moves to an alternate homestay location because of irreconcilable circumstances with their homestay, the homestay will receive the current and following month's homestay fee.
- c. If the international student moves away during the school year, the homestay will receive homestay \$825 per month for the remainder of the semester.
- d. If the international student will be returning to the same homestay after the summer break, the homestay will be compensated \$100 for storing the student's belongings over the summer months and will need to invoice the Financial Administrator.
- e. Homestays will be paid \$125 per airport pick up per student. The Homestay will need to invoice the Financial Administrator for this fee.
- f. If the student would cause damage to your home or property please contact the Principal immediately. Some wear and tear is expected.

4. **Communications**

- a. Most communication will be through email. If the homestay has questions, concerns or suggestions they are encouraged to communicate them to the Principal. Email, phone calls and personal visits to the school are welcomed.
- b. Communication regarding expectations to your international student need to be clear.
- c. Homestays are strongly encouraged to attend the annual Homestay and International Student Evening which is hosted every September.
- d. International students may arrange daytime outings on non-school days. If the student wishes to arrange an overnight outing the student must complete the overnight permission form to be approved by the homestay parent and the principal.

5. **Responsibilities**

- a. The student is to keep their room neat and tidy. The Homestay parents will communicate their house rules to the student regarding garbage / food in the bedroom. The student may be asked to prepare their own lunch and breakfast from the food you have provided. The homestay may ask the student to do their own laundry or the homestay may choose to do the student's laundry.
- b. Host families should not expect their student to maintain their house or yard; or babysit their children or cook their meals. The expectation for the student is to adhere to the same rules and expectations as children of similar age in the host family.

May 24, 2016