

LANGLEY SCHOOL DISTRICT NO.35

International Student Program
4875 – 222nd Street, Langley, BC V3A 3Z7
School Board Office – 3rd Floor

WELCOME

The Langley School District would like to welcome you as part of the Homestay Program. The Homestay program is a very important component of our International Student Program.

The intent of our Homestay program
is to find the ideal match for our Students and Homestay

The Langley School District ISP Department has put together this Homestay Family Handbook to help guide you through any issues or scenarios that may arise during your time as a Homestay family. Please familiarize yourself with this handbook. It is **necessary** for you to contact International Student Program if you are unsure about any issues regarding your international student.

Thank you for opening your hearts and homes
for our students.

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NOTE: This version supersedes any other versions. It is the homestays' responsibility to ensure they have the most up to date version. Much of the correspondence in the Homestay Office is done by email. Please ensure you check your email on a regular basis. It is the homestays' responsibility to keep up to date with the ISP website. Please contact Homestay Department if there are any questions.

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THE ISP OFFICE IS LOCATED IN THE LANGLEY SCHOOL DISTRICT BUILDING ON THE THIRD FLOOR

Address:..... 4875 – 222nd Street, Langley, BC V3A 3Z7
 Website:..... www.studyinlangley.com
 Email:..... isphomestay@sd35.bc
 Phone: (604) 534-7891
 Fax:..... 604-532-1450

Office Hours: 8 – 4:30 pm

Homestay Emergency Phone (English Only) (604) 764-8815

NAME	POSITION	PHONE (Local)	EMAIL
Barry Bunyan	Director	604-534-7891 (456)	bbunyan@sd35.bc.ca
Mark Leiper	Vice Principal - Admissions	604-534-7891 (460)	mleiper@sd35.bc.ca
Kim Luteijn	Vice Principal - Homestay	604-534-7891 (478)	kluteijn@sd35.bc.ca
Leslie Klein	Coordinator - Homestay	604-534-7891 (459)	lklein@sd35.bc.ca
Kim Trickett	Coordinator - Homestay	604-534-7891 (432)	ktrickett@sd35.bc.ca
Viv Krutz	Coordinator - Homestay	604-532-7891 (479)	vkruz@sd35.bc.ca
DeeDee Wall	Budget Officer	604-534-7891 (223)	dwall@sd35.bc.ca
Suzanne Stare	Admissions Officer	604-534-7891 (457)	sstare@sd35.bc.ca
Miky Hohng	Multicultural Education Assistant (Korean)	604-534-7891 (291)	mhohng@sd35.bc.ca
Fusae Harada	Program Assistant (Medical & Visa)	604-534-7891 (284)	fharada@sd35.bc.ca
Bowie Wong	Program Assistant Second Language	604-534-7891 (439)	bwong@sd35.bc.ca

ISP SCHOOL COORDINATORS CONTACT INFORMATION

Every secondary school has an ISP Coordinator who ensures that the needs of international students are met at the school. Here is the list of our ISP Coordinators and their contact information:

SCHOOL NAME	PHONE	COORDINATOR	E-MAIL
Aldergrove Community School	604-856-2521	Lorna Goulet	lgoulet@sd35.bc.ca
Brookwood Secondary School	604-530-2141	Sylvie Dufort	sdufort@sd35.bc.ca
D.W. Poppy Secondary School	604-530-2151	Trevor Chomik	tchomik@sd35.bc.ca
Langley Fine Arts School	604-888-3113	Danny Majdanac	dmajdanac@sd35.bc.ca
Langley Fundamental School	604-534-4779	Lindsay Tribe	ltribe@sd35.bc.ca
Langley Secondary School	604-534-4171	Richard Janzen	rjanzen@sd35.bc.ca
R.E. Mountain Secondary School	604-888-3033	Ming Hu	mhu@sd35.bc.ca
Walnut Grove Secondary School	604-882-0220	Joan McGivern	jmcgivern@sd35.bc.ca

Emergency Procedures

If your student is involved in a serious emergency, please contact the emergency cell phone, (604) 764-8815.

Examples of such an emergency would be:

- Medical emergency: Call 911, then emergency ISP cell phone
- Homestay student moves without prior ISP permission
- Student does not return home by curfew and has not contacted you:
 1. Call student's cell phone, if not successful, then
 2. Call student's friends' cell phones and other homestay parents, if not successful, then
 3. Call RCMP
 4. Call ISP Emergency cell phone

SAMPLE FORM
ATTACHED TO THE APPLICATION FORM

NATURAL PARENT / STUDENT RESPONSIBILITIES

A successful experience in the International Student Program of the Langley School District depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the program.

I give my child permission to participate in School or District-sponsored field trips, sports teams, club activities or other extra-curricular activities.

Parent Signature: Sample Only

I acknowledge that the International Student Program of the Langley School District reserves the sole right to dismiss students and return them home, without tuition refund and at the students' expense, for violating any of the rules set out by the program which include:

- violation of school rules (i.e. absenteeism, fighting, cheating, misbehavior, smoking and lack of achievement in academic studies etc.)
- use or possession of alcohol or illegal drugs
- engaging in illegal activities such as:
 - theft
 - driving without a driver's license
 - gambling
 - possession of weapons and illegal/inappropriate materials
- breach of homestay rules and behavior expectations
- lending or borrowing money
- holding a paying job
- intimidation, bullying and prejudicial behavior
- harassment and sexual misconduct
- students cannot drive or own a car
- renting/borrowing cars and motorcycle licenses are not allowed

[The above list is not exhaustive]

“The Board of School Trustees and its employees affirm their commitment to the intrinsic dignity and worth of persons from all ethno-cultural, racial and religious backgrounds. The Board further affirms its commitment to the British Columbia *Human Rights Code* and shall not tolerate discrimination based on any of the *Code's* prohibited grounds of discrimination.”

It is a fundamental condition of the Board of School Trustees of School District No. 35 (Langley) that the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

I have read, understand and agree to all the terms and conditions and to uphold the rules and regulations, and cooperate with Administrators, Teachers and the students in the Langley School District.

Date: Sample Only Student Signature: Sample Only

If my child is under the age of 13, I agree to live with him/her.
I have read and understand all the terms and conditions, including the Refund Policy and I acknowledge that the International Student Program of the Langley School District reserves the right to dismiss students and return them home, at the parents' expense, without tuition refund for violating any of the program rules set out above.

Date: Sample Only Parent Signature: Sample Only

QUICK REFERENCE CHECK LIST FOR HOMESTAY FAMILIES

Pre-Arrival

- Confirm adequate house insurance; car insurance with a minimum of \$3 million liability
- Prepare bedroom for student's arrival.
- Cut house key, acquire bus schedule and local maps.
- Prepare house rules and emergency numbers list.
- Become familiar with Homestay Family Handbook.

Arrival

- Pick student up from the airport or confirm that Language Limousine (bus) service has been purchased/pre-arranged (for new students) with the homestay department.
- Encourage student to phone or e-mail home to confirm arrival to parents.
- Tour home, show how things work since toilets, showers, faucets and appliances sometimes function differently in other countries.
- Review with student the list of rules for your home. Leave a list with student in bedroom.
- Provide list of all family members, home and work numbers. Make sure the student carries these numbers with them in his/her wallet at all times.
- Explain how 9-1-1 works for emergencies and provide a list of emergency contacts.
- Show student how to get to and from school.
- Make appointment and take the new student to school to set up timetable, meet International Student Coordinator prior to first day. If the student is not in Canada to attend new student orientation, go to the ISP office to sign up for medical insurance.
- Show student how to set up bank account, get to postal outlet, bus stops and local amenities.

During

- Arrange to accompany student to school on the first day.
- Go over Family Emergency Escape Plans (ie: fire, flood, earthquake).
- In late January and late August of every year, the International Student Program will hold a new student orientation for new students to complete documentation and write an exam. The Homestay family will need to arrange for the student to attend this meeting.
- Please do not plan holidays during important times such as graduation.
- Attend student/teacher/parent interviews or relevant meetings organized by your student's school.
- Correspond with natural parents when possible.
- Occasionally revisit house rules and adjust if necessary (later curfews, etc.)
- Inform the Homestay coordinator immediately of any changes within the home environment (moving, obtaining pets, family break-up, adult children moving home, friends or family moving into home, serious or prolonged illness within the family, etc.)
- Check passports for study permits that are expiring. Please contact the ISP department if either document needs renewal.
- Transport to and from airport if student is going on vacation during Christmas and/or Spring Break.
- Ensure student has enough food to eat and advise us if student is missing meals.

Departure

- Assist student with forwarding boxes of possessions back home.
- Drive student to the airport, arriving two hours prior to scheduled departure time.
- Advise Homestay Department if you would like to continue with the program.

PROSPECTIVE HOMESTAY INFORMATION SHEET – LONG TERM

Our Homestay program is a very important component of our program. The Homestay parents must be committed to helping our International students feel welcome. The intent of our Homestay program is to find a happy and compatible match between our students and homestay families.

***The first month is a trial period for all students.** If the match is not compatible the District reserves the right to move students without notice. The student will only pay \$25 per day for the days spent in the home.*

***After the first month,** if a move is requested by the student or agent or parent and/or deemed appropriate, attempts will be made to have the student move at the end of the month. As much notice will be given to homestay families as is possible.

The District may at any time and at its own discretion move a student without notice.

1. Homestay family does not depend on the School District to supply students to meet the homestay family's financial obligations.
2. Household members understand and are willing to respect program policies and procedures.
3. Homestay lives within a 1km from the school or transportation will be provided to and from school. Homestay will be responsible for school bus pass if not driving student to school. Homestay should contact the Transportation Department of Langley School District to obtain information about or register for School Bus Pass, if applicable.
4. If student rides a bicycle, homestays must ensure that the students wear a legal bicycle helmet.
5. Homestay family must call the school before 9 a.m. if their student is unable to attend class.
6. Household members are proficient English speakers.
7. Homestay family will provide a variety of nutritional, well-balanced meals, three times a day including at least one hot meal. One meal, on school days, will be a bag lunch for school. Food portions should reflect the student's appetite.
8. The student's bedroom is to have a bed and bedding, dresser, desk, chair, lamp, opening window, plus easy access to toilet, sink, bath / shower.
9. Homestay families must provide a **clean**, well supervised environment.
10. Homestay will not expect student to maintain their house or yard, baby-sit their children or cook their meals.

11. Household members will respect religious / non-religious beliefs and practices, culture and values of student.
12. Household members are willing and able to involve the student in various activities or outings.
13. The Homestay families are to notify their home insurance if they have an international student living in their home. Langley District is not liable or responsible for any damages in the home that may have been caused by the homestay student. Homestay families must provide the district with a copy of their liability insurance policy upon request. If damages should occur, homestay families are expected to ensure they have deductible coverage. Neither the student nor Langley School District will be responsible to pay the deductible.
14. Langley District is not liable or responsible for any damages in the automobile that may have been caused by the homestay student. Homestay families must provide the district with a copy of their liability insurance policy upon request. If damages should occur, homestay families are expected to ensure they have deductible coverage. Neither the student nor Langley School District will be responsible to pay the deductible.
15. Homestay parents must attend Homestay meetings arranged through their school and Langley ISP District Office.
16. Homestay families should be paid \$800 on the first day of each month. No additional charges may be added and homestay families may not accept more than the monthly \$800 payments from students.
17. **Homestay families must communicate promptly with the ISP School Coordinator if a problem arises.**
18. Homestay families taking holidays during the school year must let the ISP School Coordinator know at least a month in advance. At no time can an international student be left unsupervised overnight. Homestay families must pay \$25 per day to the temporary homestay family arranged in consultation with the ISP Department.
19. Homestay families establish and maintain standards of behavior and curfew in conjunction with the school.
20. Once your In Home Assessment is complete and accepted you will be required to a complete criminal check.
21. Homestay family members must act appropriately towards homestay students at all times. Inappropriate behaviour will not be tolerated.
22. If these policies are breached, termination of a homestay arrangement may result.

PROSPECTIVE HOMESTAY INFORMATION SHEET – SUMMER CAMP

Our Homestay program is a very important component of our program. The Homestay parents must be committed to helping our International students feel welcome. The intent of our Homestay program is to find a happy and compatible match between our students and homestay families.

***The first week is a trial period for all students.** If the match is not compatible the District reserves the right to move students without notice. The student will only pay \$30 per day for the days spent in the home.*

Our Summer School students are here only for a short time and our goal is to have each student go home with fond memories of their visit to Langley.

The District may at any time and at its own discretion move a student without notice.

1. Homestay family does not depend on the School District to supply students to meet the homestay family's financial obligations.
2. Household members understand and are willing to respect program policies and procedures.
3. Homestay family must drive or walk with the student to and from Summer School each day.
4. Homestay family must call the school before 9 a.m. if their student is unable to attend class.
5. Household members are proficient English speakers and English is the main language spoken.
6. Homestay family will provide a variety of nutritional, well-balanced meals, three times a day including at least one hot meal. One meal, on school days, will be a bag lunch for school. Food portions should reflect the student's appetite.
7. The student's bedroom is to have a bed and bedding, dresser, opening window, plus easy access to toilet, sink, bath / shower.
8. Homestay families must provide a **clean**, well supervised environment.
9. Homestay family will not expect student to maintain their house or yard, baby-sit their children or cook their meals.
10. Household members will respect religious / non-religious beliefs and practices, culture and values of student.
11. Household members are willing and able to involve the student in various activities or outings.

12. Langley District is not liable or responsible for any damages in the home caused by the homestay student. Homestay families must provide the district with a copy of their liability insurance policy upon request. If damages should occur, homestay families are expected to ensure they have deductible coverage. Neither the student nor Langley School District will be responsible to pay the deductible.
13. Langley District is not liable or responsible for any damages in the automobile caused by the homestay student. Homestay families must provide the district with a copy of their liability insurance policy upon request. If damages should occur, homestay families are expected to ensure they have deductible coverage. Neither the student nor Langley School District will be responsible to pay the deductible.
14. Homestay parents must attend Homestay meetings that take place at the Summer School and Langley ISP School District Office.
15. Homestay parents will receive payment during the first week of Summer School.
16. **Homestay families must communicate promptly with ISP at the School Board Office if a problem arises.**
17. Homestay families not taking holidays during our Summer School Program will be given priority placement. Homestay families who, for whatever reason are away while hosting a student, must pay \$30.00 a day to the temporary homestay family, arranged by the ISP Department.
18. Criminal Record Check must be completed before we process your application.
19. If these policies are breached, termination of a homestay arrangement may result.

HOMESTAY RULES & EXPECTATIONS

1. The student is responsible for following these guidelines:

<p style="text-align: center;">Student will:</p> <ul style="list-style-type: none"> ✓ keep their bedroom and bathroom tidy & clean up after themselves if they use the kitchen ✓ abide by homestay and school curfew ✓ introduce his or her friends to the homestay parent(s) and request permission to have guests in the home ✓ inform homestay parent(s) where he or she is going, with whom, and when he or she will return ✓ show respect to all family members, their belongings, and house rules 	<ul style="list-style-type: none"> ✓ when going out, student must be reachable by cell phone (with minutes) ✓ not take food or drink into bedroom without permission from the homestay ✓ reimburse homestay family if he/she causes any willful damage ✓ make an effort to participate in family activities including eating meals with the family ✓ must have written permission from parents and school coordinator if travelling outside of the Lower Mainland area without the homestay family ✓ not have students of opposite gender in student's bedroom
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2. The Homestay Parent(s) is responsible for providing the student with:

<p>The homestay parent(s) will provide:</p> <ul style="list-style-type: none"> ✓ a clean well-supervised environment ✓ clean bed linens and towels provided weekly ✓ three meals daily – breakfast, lunch, dinner and snacks including family meal times ✓ reasonable use of the entire home and utilities and instruction in their use ✓ rules that are reasonable and age appropriate in conjunction with the school ✓ a private bedroom with a bed and bedding, dresser, opening window, storage space for books and school materials 	<ul style="list-style-type: none"> ✓ a key to the house ✓ space, time and opportunity to study and complete all school assignments ✓ assistance where possible with homework and assignments ✓ contact with the school regarding the student's academic progress and attendance at parent-teacher meetings as required ✓ transportation to and from the airport ✓ transportation to and from the school if it is more than 1 kilometer ✓ Transportation to the hospital or doctor if student is sick or injured
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Homestay Rules and Expectations continued

Sunday to Thursday – Curfew is 8pm. Student(s) needs to be home with their homestay family on week nights, unless given prior permission by the homestay family and the International School Coordinator. Students must carry a working cell phone with them at all times.

1. Student(s) should be eating dinner with homestay family each night, and studying during the evening.
2. Student(s) should not be out every week night – they need to spend time studying.

Friday and Saturday -- Curfew is 11pm. If there is a special circumstance, student(s) should make prior arrangements with homestay parents and the International School Coordinator

Langley School District ISP Guidelines:

1. Langley School District will mediate between the Homestay family and student if there are misunderstandings. ISP School coordinator should always be the first contact person for students and homestay families.
2. The District may at any time and at its own discretion move a student without notice. Langley School District has full discretion to terminate the Homestay arrangement at any time.
3. Langley School District will provide a translator if necessary in an emergency situation.
4. Langley School District has a responsibility to ensure that students are safe and well cared for.
5. Langley School District with everyone involved (Homestay family, school coordinator, school officials) will work together to support the student and help ensure his or her success.

AIRPORT PICK UP

Some new students will arrive using a new service called Language Limousine. You will receive a confirmation letter if that is how your student will be transported to your house. Otherwise, it is the responsibility of the Homestay family to pick up their student upon arrival into Canada. While your student stays with you the Homestay family is responsible for taking their students to and from the airport for the student's arrival and departure dates, and for holidays over summer and/or winter break and/or Spring Break. If the Homestay family is unable to transport the student, it is their responsibility to find alternative arrangements and to pay for those arrangements, and to inform the School District Homestay Department of what the arrangements are. Under no circumstances will the district accept the students arriving at the homestay without an adult present.

STUDENT TRAVEL

Students may not travel independently while participating in the Langley School District International Student Program. They may not travel while school is in session without written permission from the natural parent(s) and with the Coordinator's consent. Any travel that a student undertakes should only occur during school vacation time. If students plan to travel, they must be accompanied by a responsible adult (25 years or older) and have written permission from the natural parent(s), and this travel must be approved by ISP. The letter must state who (including the person's age) the student is travelling with. The only exception to this requirement is when the student is returning directly to their home country.

DRINKING AND DRUGS

The use of alcohol and/or drugs is **not** tolerated. You must contact ISP School Coordinator and Homestay Coordinator if you suspect use. Under no circumstances should a homestay family provide alcohol to students or purchase alcohol for students or allow students to drink alcohol in their home.

SMOKING

It is against the law for students under the age of 18 to buy cigarettes. Smoking is not permitted inside the Homestay home or on school property. Under no circumstances should a homestay family provide or purchase cigarettes for students.

DRIVING

ISP students are not allowed to own or drive any vehicle. The only exception to this is if they wish to learn to drive with an accredited driving school. Then they may only drive with the driving school instructor. Homestay families cannot allow students to drive their vehicles, or sign any document that allows students to drive. Students may only drive in cars when the driver has a full license (not an 'L' or 'N' status). Students may not be a passenger in a car who is not homestay family without permission from ISP Coordinator and/or ISP Office.

HOME INSURANCE POLICY

You are advised to notify your homeowner's insurance company that you will be having an additional person living in your house. Check to see if the student is covered by your insurance policy for his or her personal belongings while residing in your home.

CRIMINAL RECORD CHECKS

Every person residing on the property 19 years and older **MUST** complete a criminal record check. The Langley School District will supply the Homestay with these forms. This is a mandatory requirement for all Homestay families and must be done before we are able to process your application. If another adult moves into the home at any time, it is the responsibility of the Homestay family to notify the Homestay Department and to make sure the additional household member(s) also completes a criminal record check. A Criminal record check must be renewed every three years. This includes adults moving into a separate suite within the house (i.e. such as a rental suite).

APPROPRIATE CONDUCT

The Langley School District is responsible for the safety and the welfare of all its international students. The District expects that its homestay families act in appropriate manner at all times and not engage in inappropriate activities or behaviour towards international students.

HOUSE KEYS

You are required to provide your student with a house key or electronic code when he or she moves in.

HOLIDAY

- Please let ISP School Coordinators know at least a month in advance of any holiday you and your family are going to take, and whether or not the student will travel with you. During holiday time, you may need to contact the ISP Homestay department.
- If your student will not be travelling with you, please arrange for an adult over 25 years of age, preferably a close friend or family member, to stay in your home and look after the student while you are away. This person must provide a current criminal record check.
- If you cannot find a suitable person to stay in your home, it is your responsibility to obtain a school homestay list from the School Coordinator in order to explore options. You will be responsible to pay the temporary homestay \$27 per day for the time you are away.
- Please do not take holidays in late August and at grad time at the end of June. These are important times to connect with your student(s).

HOMESTAY PAYMENTS

- The payment period is from the first to the last calendar day of each month. The Homestay payment is due on the 1st of each month. The rate is \$800.00 per month. Homestays may not charge or receive more than \$800.00 a month.
- For the months of September to June, no partial month payments are permitted by student going away on vacation. Students pay \$800.00 for each month students reside with the homestays, unless the ISP department authorizes a student to move during the month.
- Students should pay their Homestay fee by cheque or bank transfer directly to the Homestay parents.
- New students arriving early for orientation will pay a daily rate of \$27 in August or January.

- During July and August, if the student is returning to their home country, the homestay should ask the student to pack up their things, and the homestay should provide a storage place. Homestays must not charge for storage. If you and the student agree that the student may keep their room intact during July and August while the student is in their home country, you may not charge them for the use of the room. Nor may you use it for any other purpose, since the room is still being kept for the student.
- At no time are Homestays allowed to charge students extra fees.
- For some short-term or Summer School students, homestay payment cheques will be issued by ISP at the School Board Office.
- For long term students staying for **academic summer school**, students should be charged \$800 for July and \$30 per day for August. The only exception is if the student is staying for the entire month of August, then the standard rate of \$800 should be charged.

TUTORING

If your student requests a tutor, please have them speak to their ISP School Coordinator, who will make the appropriate referral to a qualified tutor/tutoring service.

MEDICAL COVERAGE

The ISP office applies on behalf of the student for both private medical insurance (Guardme) and BC Medical Services Plan (MSP). This is routinely done on the student orientation day in August and January. If the student misses this orientation, it is important to take the student to the ISP office immediately (with the passport and study permit) after arriving in Canada to sign medical forms.

PHASE ONE: Private Medical Insurance – First Three months

There is a three-month waiting period before MSP coverage begins. GuardMe Insurance Company provides this temporary insurance. GuardMe has an agreement with the clinic listed below whereby direct billing has been set up. GuardMe cards and claim form must be presented at the time of treatment in order for the clinic to invoice GuardMe directly. (Phone no. 604-534-9284)

Valley Centre Medical Clinic
19851 Willowbrook Dr (inside Canadian Superstore)
Langley, B.C. V2Y 1A7
604-534-9284

Other Clinics

If a student uses any other clinic he/she will be expected to pay and then submit the receipt along with a claim form to GuardMe for reimbursement. The student will receive a claim form when the card is issued. Additional claim forms can be obtained from the ISP office or from GuardMe directly.

The following claims procedure applies at all other medical centres:

- At the time of treatment, students pay for the medical service (for example, a visit to the doctor's office). Be sure to take the claims form with you.
- Keep your receipt you are given at the time of the medical service.
- Within 30 days, send the completed claim form and original receipts to:

GuardMe Claims
300 John Street, Suite 610
Thornhill, Ontario L3T 5W4
Tel: 1-888-756-8428
www.guard.me

****Note:** keep a copy of your claim form and a copy of your receipts.

PHASE TWO: After the First Three Months - Medical Services Plan of British Columbia

If the student is sick or has an accident, after the initial three-month period, he or she must present their MSP Care Card at the time of treatment. The health care service (e.g. the doctor's office or hospital) needs to see the number on the card. This medical plan pays the health care service directly. There are no receipts issued or required. Students will receive their Care Cards from the Coordinator at their school and only the person to whom it is issued can use it. Students must carry their Care Cards in their wallets or purses at all times.

STUDENT PERMIT AND PASSPORT

Please check for study permits or passports that are expiring. Please contact the ISP Department if either document needs renewal.

TEMPORARY RESIDENT VISA

The Langley School District is not responsible for the applying/renewal of the Temporary Resident Visa to visit other countries. It is best obtained at the country of origin.

FOOD

The international students truly miss their own food. If your student comes from Asia, we ask that the Homestays take their students to an Asian market maybe twice a month so they can choose some of their own foods. We recommend that the families cook rice at least twice a week. Also, ask what foods they enjoy and take them grocery shopping once in a while. Keep in mind the Homestay family is to provide a variety of nutritional, well-balanced meals, three times a day. Food portions should reflect your student's appetite and include at least one hot meal per day.

TELEPHONE

If a student needs to use the Homestay's phone for international calls, please ensure the student uses a calling card purchased by the student.

CELL PHONES

Homestays **MUST NOT** sign for a student's cell phone unless it is a month-to-month contract. or enter into a cellphone contract with students! For safety reasons, all students must always carry a working cell phone with minutes.

COMPUTER & INTERNET

Students bring their own computer. Homestay families are not expected to provide a computer. Internet service is the responsibility of the Homestay family. Homestay parents may not charge for internet use.

BANK ACCOUNTS/HOMESTAY FEES

Please assist your student in opening a bank account immediately. It is advisable to use your own branch. Students should be encouraged to have a chequing account and to use cheques to pay the monthly Homestay fee or to pay by direct deposit to the Homestay parents' account. Students should be discouraged from carrying a lot of cash.

MONEY

Students are expected to provide their own spending money to cover incidental expenses, such as weekend entertainment, personal items, and school supplies. However, if your family goes to dinner at a restaurant, the student should not be asked to pay, or if you are out for the day, purchasing a meal for yourself/family members, please also pay for homestay student's meal. You are expected to discuss these financial matters with your student at the start of his/her stay. Even though this may seem awkward, it prevents hard feelings later on if you are clear from the beginning.

ID WALLET CARD

We will provide your student with an ID wallet card to include the Homestay family name, address, home phone, cell phone numbers for homestay parents and the emergency contact number of the homestay

coordinator. Families should introduce students to neighbours and family friends so students have a greater comfort level in asking for assistance should they need it.

VISITING THE UNITED STATES

Students from most countries require a US Visitor's Visa to enter the US. If traveling with your student be sure to find out about visa requirements well in advance of departure, as visas cannot be obtained at the border. Always remind the student to purchase extra travel insurance.

See: <http://vancouver.usconsulate.gov/> more details.

VISITING PARENTS

The Homestay Program provides housing for students while they are attending school. Visiting parents must make arrangements to stay in one of our local hotels. A list is available at the following website: www.hellobc.com/langley/accommodations.aspx

At this point only new students are able to travel on the Language Limousine (Van) service for new students.

PAID JOB WHILE IN CANADA

Immigration Canada does not permit students to take a paying job in Canada while on Student Study Permits (Visas). To do so may result in a dismissal from Langley School District.

BABYSITTING & DOG-WALKING

International Students must not be expected to be responsible for younger children or dog-walking at anytime.

GETTING PREPARED

Before your student arrives, you can prepare for your new family member in a number of ways. You may wish to go to the library and borrow some books about your student's native country. If your children are old enough, you can make this an interesting learning experience for them. Find out about the climate, the customs, the lifestyles, and the history of your student's country. You might even try to master some simple phrases of your student's native language. Gather some materials about your own community to give to your student when he/she arrives. Helpful literature might include community information, a map of your area, bus schedules, etc.

The purpose of the Homestay is not to convince the student that Canada is in anyway better than his/her own country, nor are you to turn this person into a Canadian. Rather, the ultimate goal is to develop mutual respect and understanding. It is a natural human tendency to feel that one's own customs, beliefs and values are the best. Accepting that "different" does not necessarily mean "better" or "worse" and withholding value judgments will create an environment of mutual respect that will allow for greater understanding.

AVOIDING STEREOTYPES

Homestay families and students should avoid stereotypes of different cultures that influence their behavior and communications. There are usually far more exceptions to a stereotype, or generalization, than examples supporting it. As Robert Kohls states in his book, *Survival Kit for Overseas Living*, "the problem with stereotypes, really, is that they prevent us from getting to the richer reality which lies behind them." (Kohls, 1984). Try not to attach "labels" to your student. For example, if your family is matched with a Japanese student, do not assume that he/she will be shy. Instead, do your best to have an open mind. Avoiding pre-judgment will increase your enjoyment of the time you spend with your student.

The Homestay experience can bring endless new insights. It involves change, questioning and sometimes frustration. Openness, sensitivity and respect are necessary to ensure a valuable experience for you, your family and your student.

THE EARLY DAYS

Give your student time to adjust. It is normal for the student to be disorientated and tired for the first few days. Since English is not the student's native language, try to speak slowly and use eye contact to

ensure good communication during the first few days. Give the student a tour of your home and local area. Once “jet lag” has worn off, the student will be ready to learn about his/her surroundings.

Remember, your student will be just as nervous as you are. When your student meets you for the first time, he/she may be feeling rather insecure and shy. You will probably be feeling somewhat the same. Silence may be due to fatigue and the struggle with a new language. Watch your student and set the appropriate pace. A good sense of humor, warmth and understanding are important.

As you and your new family member become acquainted with one another, misunderstandings and miscommunication often result unless you are prepared for the adjustment. Below, we have outlined the most common sources of frustration, resentment and misunderstanding. Please read through this information carefully. You may be surprised at how much you take for granted.

CANADIAN CUSTOMS

Remember that your student is not familiar with many Canadian ideas and customs. You and your student have developed different sets of concepts and behaviour patterns based on different cultures and backgrounds. For instance, you may differ markedly in your table manners. These are cultural differences, and in most cases clarification and discussion are all that is necessary to resolve them. Other differences may be more subtle such as your student’s view of the proper roles of men and women or parents and children.

FAMILY RULES

A careful explanation of the rules you wish your student to follow and reasons why they are important to you is best done at the very beginning. A few minutes of friendly, frank explanations may save everyone from later irritation and bewilderment.

As time goes on, you may have to re-evaluate your rules depending on the needs and maturity of your student.

Please be sure to communicate your expectations and house rules to your student right from the beginning of their stay. Don’t wait to talk about these rules to your student. The sooner you lay everything out on the table, the clearer the student understands what is and isn’t expected. Topics should include computer usage, shower times, and other house rules. You want to avoid the feeling that you are confronting your student with a rule, after the fact, because you do not trust him/her. Be clear and consistent in your explanation of family rules, and provide an atmosphere that permits explanation and discussion as needed.

FAMILY CUSTOMS

Give your student a reasonably typical schedule so that he/she knows when you usually go to bed, when you get up, when you eat meals, and how the schedule may differ on weekends. Think about how you expect your student to fit into your family schedule.

Let your student know what you expect regarding his/her room. You might want to make it clear that belongings are to be picked up and the bed made daily. Be sure to tell them if you do not want them to have food in their bedroom.

What is your family routine regarding laundry? Show your student where to put dirty clothes. If you want your student to do his/her own laundry, demonstrate the operation of the washing machine and dryer and make sure that you convey his/her responsibility to fold and put the clothes away if appropriate.

Let your student know how often members of your family bathe. Overseas bathing customs differ. The same may apply to the frequency of laundering clothes. Talk with your student freely about these cultural differences and explain how it is done in your home.

Most students don’t need guidance on studying, but it’s still a good idea to set aside a certain time of day as study time. The student should be provided a place which is quiet and away from the stereo and TV. Decide what your rules are about studying at night. In some countries, students study very late into the night, but it may not be right for your home. Keep in mind that international students will require more study time than Canadian teenagers due to the language difficulties. Encourage your student to take the time necessary to complete his/her studies without feeling pressure to join in the family activities until they are complete. Make sure the student understands what the volume and time limits are regarding the television, the stereo, and the telephone. Let the student know that he/she is responsible for paying for all personal telephone calls.

Explain your family customs on privacy. Let your student know you will respect his/her privacy by knocking on the bedroom door before entering, and that you expect the same privacy in return. You might want to tell your student that it's all right if he/she needs to be alone for a while each day. Perhaps you do too. Assure the student that you won't pry into his or her belongings, phone conversations or papers.

Explain to your student what your family rules are regarding dating, weekend activities, extracurricular activities, and curfew hours. Tell your student, early on, that you should be informed of his/her whereabouts at all times. Make it clear that if plans should change, you must be advised.

FAMILY HOME

Give the student a chance to settle in after arriving. Show the student the entire house and where things are located, such as the bathroom, the closet, the dresser and household appliances. Don't assume, as you would with a Canadian guest, that showing your student the bathroom or kitchen is enough. Since plumbing facilities, appliances, etc., vary around the world it is important to show your student how everything is used – from the light switches and locks to the shower and sink.

We take many things for granted in our home, such as the accessibility of the family refrigerator to Canadian youngsters. Many students complain of being hungry, when the real problem is a feeling of reservation or embarrassment to freely take food from the refrigerator. Tell your student what's available for his/her use so that he/she will feel at ease in your home.

RELIGION

You should respect your student's religious beliefs and he/she should respect yours. Your student may want to attend your services or may prefer some quiet time to himself/herself. If special arrangements need to be made in order for your student to observe his/her religion in everyday life, try to help work out something that is both satisfactory to your student and appropriate to your family life. Your student will probably enjoy explaining his/her particular religious holidays and appreciate some recognition by your family of holidays that occur during the stay. Absolutely no attempt should be made to change your student's religious beliefs. Attempts at conversion could result in the student's removal from the home.

PERSONAL CRIME PREVENTION SAFETY TIPS

Tell your students to:

- Be aware
- Be alert
- Be Prepared

The student(s) you have in your care are from different countries and what seems common sense for us may be totally strange to them. These students are someone's children. The same rules you have for your children should apply to them.

SUGGESTIONS

- Create a sense of belonging – have a **photo** of your student on the **fridge**.
- Know any health concerns
- Know where your student keeps their important documents
- Advise against wearing clothing or accessories with their name on it
- Carry contact information cards in their wallet
- Know their cell phone number if they have one
- Get their friends telephone numbers and if possible friend's Homestay family
- Explain our currency

- Talk to them about carrying cash – do not display large amounts of cash in public

SAFETY TIPS FOR YOUR STUDENT ON THE STREET

- Plan your route – know exactly where you are going and let others know your schedule
- Walk deliberately – be alert and sure of yourself
- Avoid shortcuts & dark, isolated places
- Carry ID and limited money
- Never accept rides from strangers
- Carry a flashlight & Personal safety alarm when walking alone at night
- Don't overburden yourself with too many parcels when shopping
- If you suspect you are being followed:
 - Cross the street
 - Go to the nearest group of people/ store / business/ etc.
 - Call the police if necessary
- Stay within a group
- 911 calls are free from any phone (pay-phone/ cellular, etc)
- Keep parents/ friend/ Homestay parent informed of your whereabouts
- If riding a bike, you must wear a helmet
- Crossing street, wait for traffic lights and for traffic to be stopped; walk quickly – do not walk out into the road and expect traffic to stop for you
- Do not run across the street, trying to beat the traffic

SAFETY TIPS FOR YOUR STUDENT ON PUBLIC TRANSPORTATION

- Try to avoid isolated stations
- Sit near the front or near an emergency exit
- Use the "Request Stop" service if necessary
- Avoid confrontations with other passengers

Source: BC Crime Prevention Association

REPORTING MISSING STUDENTS

- Tell your student you **will** call the police if they are missing.
1. Contact friends or other Homestay parents if you have their numbers. After taking reasonable measures to find your student, then
 2. Contact the Police - Do not wait 24 hours
 3. Contact the School District – they may have information regarding a relative living in the area

QUESTIONS THE POLICE MAY ASK YOU:

- Age, general description (picture on fridge will be great)
- Clothing
- Mode of Transportation
- Frequented locations
- Friends, Contacts
- Missing from e.g. school, shopping, home
- Access to money
- History
- Reason for not returning home
- Incidents that may have affected their emotional state or well being
- Disabilities
- Drug Use

- What time last seen

Source: BC Crime Prevention Association