

## **SD 42 PROCEDURE: 9325.2**

### **EDUCATION PROGRAMS FOR NON-RESIDENTS – HOMESTAY FAMILIES**

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#### **Purpose(s)**

1. To provide guidelines for Temporary Custodians of Students.
2. To provide guidelines for Maple Ridge – Pitt Meadows School District Homestay families.

#### **Definitions**

Custodian - A responsible Canadian citizen or permanent resident (aged twenty-five (25) or over), who will temporarily take care of and support a student.

Homestay – Homestay allows students to live in a Maple Ridge-Pitt Meadows home as a member of the family, sharing meals, family experiences and learning first-hand how Canadians live. Homestay includes friendly guidance from the host family to help the student to adjust to life in Canada. Homestay parents may also act as hosts for Out of Province students, under the same rules and guidelines applicable to International Students.

#### **Temporary Custodian Responsibilities**

1. Parents of all fee paying non-resident students will provide a statement specifically identifying who is to assume the role of custodian while their child is studying in the school district, and will complete all documentation necessary to appoint this custodian.
2. Where applicable, Maple Ridge – Pitt Meadows School District Custodians are approved as per the rules and regulations set out by Immigration, Refugees and Citizenship Canada.
3. Custodians identified by parents will provide a statement in approved form stating they will accept and fully discharge the required parental responsibilities throughout the course of the student's studies in the school district. These include but are not limited to:
  - Handle all communication with the International Education Program and/or school of the Maple Ridge-Pitt Meadows School District including report cards, parent-teacher interviews and any disciplinary action.
  - Ensure student maintains proper medical coverage pertaining to the applicable School District policy, and is prepared to make decisions relating to medical emergencies and any costs incurred for emergency care.
  - Provide contact names and addresses for medical emergencies.
  - Monitor the student's health and medical care.
  - (Done by the recruiter) Monitor the student's attendance, punctuality and academic performance.
  - Encourage the student to take full advantage of the educational system and ensure that they attend regularly and complete all of their assignments.
  - Monitor the student's behaviour as defined by the School District and the School District Code of Conduct.
  - Ensure that the student is at all times supervised by a responsible adult over the age of twenty-five (25) in a home environment which is safe and supportive of learning.
  - Take an interest in the student's activities and friends.
  - Foster opportunities for the student to take part in activities that will increase awareness of Canadian culture.

- Inform the school and student's parents of any concerns regarding the student.
- Notify the International Education Program in writing immediately in the event this custodianship is terminated with the notification of termination from the parent(s).

### **Homestay**

1. Unless otherwise approved by the Superintendent and/or Designate, all students in the International Education program are required to stay in a Maple Ridge – Pitt Meadows School District approved homestay. Students not residing in a Maple Ridge – Pitt Meadows School District Homestay must complete an Exemption form and provide a copy of a custodial agreement.
2. The International Education Program office is responsible for the recruitment, vetting and assessment of Maple Ridge – Pitt Meadows School District Homestay Families.
3. Prospective homestay families must submit a formal application to the International Education Program before being considered for approval.
4. The homestay family will agree to and follow all the provisions contained in the Homestay guidelines and Host Family Agreement.
5. All members of the homestay families over the age of nineteen (19) are required to undergo criminal record checks and must be present at a home visit to ensure student safety.
6. Homestay families must provide references who can speak to the suitability of the family to participate in the Homestay program.
7. Homestay families must attend at least one orientation session annually. Orientation sessions will instruct host families in such matters as:
  - Program goals and policies
  - Supervision needs of students
  - Safety requirements
  - Medical requirements
  - Discipline procedures
  - Appropriate family activities and trips
8. Homestay fees are reviewed yearly by the Manager of International Education and approved by the Secretary Treasurer or Designate.
9. The student will not be charged any fees in addition to those expressly provided in the agreement during the student's stay with the homestay family, unless otherwise authorized by the Secretary Treasurer or Designate.
10. The Board reserves the right to rescind its approval of a homestay family at its sole discretion.

**UPDATED: June 2022**