



# SD#8 Kootenay Lake International Student Program

811 Stanley Street  
Nelson, British Columbia, Canada  
V1L 1N8

Program Administrator: Sandra Prentice  
International Program Coordinator: Michele Le Lievre

Home Stay Coordinators: Ingrid Savard, Shawna Hart, and Jo-Anne Schultz (Creston)

Phone: 250-505-7033  
e-mail: [clerical.international@sd8.bc.ca](mailto:clerical.international@sd8.bc.ca)

## INTERNATIONAL PROGRAM - HOST FAMILY AGREEMENT

Between:

**School District #8 International Student Program**

-and-

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Please print name(s)

for the period:

**September 2017 to \_\_\_\_\_**

**The authority of the School District under this agreement is exercised by Ms. Sandra Prentice, Program Administrator, the homestay coordinators for SD#8 and the program administration assistants:**

In consideration of the student being admitted to the International Student Program and assigned a Host Family, and in consideration of the promises set out in the agreement, the parties agree to and undertake the following:

### 1. Financial Considerations:

- I will abide by the program handbook and policies re amount of homestay honorarium.
- For the academic year 2017-2018 the payment for expenses to me is \$850 per month
- Fees will be requisitioned by our program secretary twice per month, with funds deposited via bank transfer into your bank account (may take 5-7 days).
- Students **do NOT** pay the Host Family expenses fee directly.

- Because students often return home for holidays and/or leave early for summer vacation, we do not pay Host Families for the few days in August when they arrive early. Any pro-rated situation will be determined by the Host Family Contractor in consultation with the Program Administrator.
  - The Host Family cannot charge any additional fees to the student.
  - The student must pay for any damage that he or she causes to the property of any Home Stay Family members.
  - Students and Host Family members may not lend or borrow money from each other.
  - The student must pay for all charges, such as long distance telephone, including charges that arrive after the student has left (ask student to use phone cards).
2. Host Parents are expected to provide a personal bedroom, suitably furnished, three nutritious meals a day, and snacks. As well, students should expect reasonable use of the common areas of the house and facilities.
  3. Students are not encouraged to stay in the summer so if your student wants to stay over the summer please contact the International Program office immediately.
  4. I will submit my name for an RCMP criminal record check for all household members, age 19 and older. If an adult subsequently takes up residence in the household, they will also require a RCMP criminal record check. It is the responsibility of the Host Family to notify the Host Family Supervisor that there is another resident in the home. If you are requested to have a more in depth check done with fingerprints please let the office know and they will provide a letter to the RCMP that will waive the required \$25 fee.
  5. I understand that the Host Family Supervisor will move a student if a move is in the best interest of the student.
  6. I will not allow my student to drive my family or business vehicle.
  7. I am aware that I am responsible for arranging adequate liability insurance to cover an international student living in my home. All households or home owners' policies require the owner to notify the insurer of any change in risk.  
**The Host Family must provide evidence, on paper, to the Homestay Contractor that they have complied with this requirement.**
  8. I will contact the Homestay coordinator should significant problems with students occur.
  9. I will keep all information about students confidential as required under the Freedom of Information and Privacy Act. Personal information about students will be shared only with the Program Administrator/Homestay Coordinator.
  10. I will obtain consent of the Program Administrator for student travel as outlined in the Student Handbook and Homestay Handbook.
  11. I will act as a judicious, caring parent, and regard my international student as a family member. This will include such family responsibilities as transporting students to activities as I would provide for my own child.

12. International students, while adjusting to our culture and school, make judgments and assumptions about their host family situations. They tend to share this information with others. If this occurs, I agree to direct my concerns to the Homestay Coordinator, and I will not involve other Host Parents.
13. I will provide an environment conducive to homework completion and studying and will provide supportive interest in the student's school progress. I will attend parent/teacher interviews as requested. If academic difficulties are encountered, I will contact the school in order that appropriate, timely interventions can be undertaken.
14. I will provide the teenaged student with a house key and instructions regarding home safety.
15. I will provide an English only environment for the students in my care.
16. If I host an international student from another program, I will notify the International Program Coordinator immediately. Failure to do so will result in the removal of the SD#8 student from the home.
17. I understand that hosting a student this year does not automatically guarantee I will host a student in the future.
18. Occasionally students will express dissatisfaction with the Kootenay Lake District International Program and consider changing to another school district. If I become aware of a situation like this, I will contact the Homestay Contractor.
19. I agree to have e-mail and internet access available for supervised student use and for allowing regular communication with the Program Administrator and /Homestay Contractor.
20. I will set clear, reasonable and age-appropriate rules for the student, and ensure they are clearly understood without being too restrictive or punitive.
21. I acknowledge that students may not use drugs or alcohol and I agree to contact the District Principal/Homestay Contractor directly and immediately should this issue arise. Further, I will not provide alcohol in **any** situation to my student and will not advocate for the use of marijuana or the need to change the laws in Canada in relation to marijuana use.
22. I will immediately advise the Homestay Contractor of any medical emergency or accident.
23. In circumstances where an incompatibility exists between the student and Host Family, the Homestay Contractor will determine if a satisfactory solution can be found and work diligently to solve the problem. If necessary, I understand that my student may be moved.
24. In the event of an emergency, the student will be moved without lengthy notice and without compensation to the Host Family. An emergency situation could be, but is not limited to:
  - Inappropriate touching of the student
  - Illicit drugs or other illegal items in the home
  - Inadequate meals or care and supervision
  - Physical fighting or other inappropriate altercations in the home
  - Abusive, aggressive, or disrespectful language toward the student
  - Extreme lack of cleanliness and organization in the home

25. I understand that I must never leave the student alone, unsupervised overnight, regardless of the student's age.
26. I am aware that students are permitted to travel to the USA, other countries, and other parts of Canada and will contact the homestay Contractor to ensure the proper papers are filled out and supplied for travel.
27. I understand that I am expected to attend Host Family Orientation once per school year. As well, I am expected to make every reasonable effort to attend in-service Host Family educational events as scheduled.

The Host Family agrees to abide by these rules and understands and agrees that failure to comply with the terms of the agreement may result in the immediate removal of the student from the home and the forfeiture of compensation that has been paid in advance for services.

I am aware that in hosting an international student, I am completely responsible for him/her. I am aware that if I fail to properly supervise or protect the student, I could be held legally responsible.

Host Mother:

Host Father:

\_\_\_\_\_  
(please print)

\_\_\_\_\_  
(please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**\*\*\*Our Risk Management procedures are governed by the expectations and protocols of B.C.'s Public Schools Insurer – B.C. School Protection Program.**