



**SINTERNATIONAL PROGRAM - HOST FAMILY AGREEMENT
BETWEEN:**

**BOARD OF EDUCATION OF SCHOOL DISTRICT #8 (KOOTENAY LAKE)
AND:**

_____ [Insert Host Parent Names]
FOR THE PERIOD: _____ to _____
 (month/(year) (month/year)

FOR HOMESTAY AT _____
 [Insert address where homestay is being hosted]

BACKGROUND:

- A. The District offers an international student program (“**Program**”) for students who are not resident in British Columbia who wish to attend educational programs at the District (each a “**Student**”).
- B. For Students requiring accommodations during the Program, the District places students with local families willing to provide lodging, meals, accommodation, support and supervision (“**Homestay Program**”).
- C. The Host Parent(s) have agreed to participate in the Homestay Program and to provide homestay accommodations, supports and services to one or more Students for the Term.
- D. This Agreement sets out the terms and conditions for the participation of the Host Parent(s) in the Homestay Program.

TERMS AND CONDITIONS:

In consideration of the promises set out in the Agreement, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

1. Interpretation:

- a. This International Program Host Family Agreement (“**Agreement**”) is binding on the Host Parent(s) and the School District. Each of the Host Parent(s) is responsible for complying with the terms of this Agreement.
- b. References in this Agreement to “me”, “I” or “my” refer to the Host Parent(s) set



out above, and references to the District refer to the Board of Education of School District No. 8 (Kootenay Lake).

- c. Where this Agreement requires that notice of any matter be provided to the District, the communications should be directed to the Distinct Principal for the International Program: Kent Tamblyn at kent.tamblyn@sd8.bc.ca

1.

2. Acknowledgement and Agreement

- a. As a Homestay Parent, I understand and agree that it is my responsibility to provide to the Student(s) assigned to me by the District with the Homestay services and supports (“Homestay Services”) described in the Homestay Program Handbook (“Handbook”) and this Agreement.
- b. I acknowledge that I have received, reviewed and understand the terms and conditions set out in the Handbook and this Agreement.
- c. I have had an opportunity to ask the District questions about my responsibilities as a Host Parent(s) and am satisfied with the information that I received.
- d. I confirm that all information that I have provided to the District in support of my application to become a Host Parent(s) is, to the best of knowledge and belief, accurate and complete.
- e. If I am aware of any fact or circumstances about me, the Residence or the members of my household that may create or increase any risk of illness, injury or physical or emotional harm to Student(s), I confirm that I have fully disclosed those facts and circumstances to the District and will continue to do if such facts or circumstances may arise.

3. Eligibility

I understand that the following eligibility conditions apply to me as Host Parent(s):

- a. As a condition of eligibility as a Host Parent(s), I have submitted or will submit to the District an RCMP criminal record check (CRC) for myself and all household members, age 19 and older, including grown children living at home and any renters with access to shared facilities in the Residence. If any adult subsequently takes up residence, I will notify the District (Homestay Contractor) immediately and ensure that they undergo a CRC, and the results are submitted to the District. I understand that non-compliance or unsatisfactory results of a criminal record



check may result in the termination of this Agreement and the removal of the Student.

- b. While the School District respects the privacy of Students and Host Parent(s) (including vaccination status), during the Term, I understand that, if required by the District, I must comply with and not intentionally disregard or circumvent (or cause or encourage the Student to disregard or circumvent) Public Health Orders and Provincial and District Guidelines regarding any public health crises or emergencies that may arise.

4. Fees and Expenses

I understand and agree that the following terms set out the financial compensation available to me as a Homestay Parent:

- a. During the Term, the District will pay to Host Parent(s) the maximum amount of \$1,000 per month, distributed as (2) payments of \$500 at mid- and end-of month (effective Feb 1, 2024) (“Fees”). Fees will be requisitioned by the District’s International Program Coordinator.
- b. Fees are intended to offset the expenses that Host Parent(s) incur in providing the Homestay Services to the Student. Fees should not be considered or treated as income. The Homestay Program is intended to be a mutually enriching experience for Students and Host Parent(s) and not an income generating activity.
- c. Host Parent(s) may not charge Students or collect additional fees from Students for any expenses or other amounts without prior written approval from the District.
- d. Students are expected to pay “up front” for day-to-day expenses they incur that are not included in the Homestay Services. For example, Fees do not cover expenses Students incur such as bus passes, taxi rides, gifts for friends, social outings with friends (e.g. sporting events, movies, etc.) Students are expected to pay “up front” for these excluded expenses, and Host Families may not charge or collect fees from Students for these or any other expenses.
- e. Under this Agreement, the District may terminate any Student placement with the Host Parent(s) at any time or for any reason on notice to the Host Parent(s). In such a case, the Fees shall be payable only for the number of days the Student resided with the Host Parent(s) and calculated at the daily rate of \$33.
- f. Host Parent(s) are responsible to arrange for local airport/travel pick up and



return for their Students at “arrival” and “departure”. No additional Fees are payable for these activities.

- g. Host Parent(s) are not responsible for elective travel that a Student undertakes, but Host Parent(s) are responsible to help Students in making travel arrangements to assure their safety and for ensuring the District is aware of such elective travel.
- h. Host Parent(s) who wish to make private travel arrangements with a Student will first consult with the District. Additional Fees are not payable for expenses associated with these activities.
- i. Students and Host Family members may not lend or borrow money from each other. Students have their own cards and funds to draw from. If it’s ever necessary for a Host Parent to provide a credit card or other loan facility to a Student, they must first receive authorization from the District.

5. Insurance and Damage to Property

I understand that occasions may arise where the actions of a Student, whether intentional or unintentional or accidental, may cause loss, damage, injury or expense to the Host Parent(s) or other members of their household. I understand and agree that:

- a. The District does not provide insurance for Host Parent(s) or in respect of loss or damage to the Residence or the personal property of the Host Parent(s) or other members of their household. Host Parent(s) must have their own insurance coverage, including home insurance, to protect the Residence and its contents and insurance to cover loss or injury to family members, the Student and the District. Host Parent(s) are responsible for seeking their own advice as to the amounts and types of coverage that they may require.
- b. I am responsible for providing evidence to the District (a digital photo with policy number, dates, homeowner information) that appropriate insurance coverage is in place and will ensure that such coverage remains in place and in good standing during the Term. I acknowledge that many homeowners’ policies require the owner to notify the insurer of any change in risk, like hosting a Student.
- c. In the event that a Student causes loss or damage to the Residence or property of the Host Parent(s), the Host Parent(s) will bring this to the District’s attention in a timely way and seek support from the District before confronting the Student or demanding repayment. The Host Parent understands that normal wear and tear



(ie. a torn sheet or a scuffed wall) is not considered damage and will not be recoverable from Student(s).

- d. If a Student engages in reckless or intentionally wrongful conduct that causes the Host Parent(s) to incur loss, damage or expenses, the Host Family will notify the District, and provide requested supporting documentation (e.g. digital photos, description of the damage, quote for replacement or repair). In such a case, the District will provide its reasonable assistance to the Host Parent(s) in seeking reimbursement from the Student or their parent/guardian. The District reserves the right to decline such assistance to the extent that the damage is caused by acts or omissions of the Host Parent(s), including the reckless, negligent or intentionally wrongful conduct of the Host Parent(s).
- e. The District does not provide supervision for Students during their residence with the Host Parent(s), nor does it assume liability or responsibility for the acts or omissions of Students while residing with their Host Parent(s). The Host Parent(s) acknowledge and agree that hosting a Student may give rise to certain risks, whether anticipated or unanticipated, including risks of illness, injury, loss or property damage. The School District will provide reasonable support and cooperation to Host Parent(s) in resolving disputes when such risks or losses are brought to its attention, but Host Parent(s) who choose to participate in the Homestay Program voluntarily agree to accept and assume the associated risks, losses and expenses. I understand and agree that the District is not responsible for reimbursing me for losses or expenses that I may incur as a Host Parent.

6. Duty to Provide Room and Board

As a Host Parent(s), I understand and agree to provide Students with:

- a. exclusive use of a personal bedroom (ie. not shared) at the Residence listed above, furnished including with bed, desk, closet/dresser, lighting, heat;
- b. a minimum of three nutritious meals a day, beverages and snacks, all in sufficient quality and quantity to meet the Student's reasonable nutritional needs; and
- c. reasonable access to common areas of the home and facilities.

I agree to provide all of the above accommodation, services and support at the Residence, unless the School District approves a change in residence. I will ensure that the Residence is clean and sanitary and provides Students with a safe and healthy environment in order to support student health, safety and learning.



7. Term and Post Term

- a. I understand that the Term ordinarily runs from September 1 – June 30th and acknowledge and agree that I am able and available to provide homestay services and accommodations to the Student throughout the expected Term. I will notify the District promptly if my circumstances change and I am unable to comply with the terms of this Agreement through to the end of the Term.
- b. I understand and agree that the District may at any time on notice to me and for any reason make other arrangements for Students and end their homestay arrangement with me. In such case, the District's sole obligation to me will be to pay me the Fees in respect of the days the Student was residing at the Residence.
- c. I understand that homestay arrangements are not expected to extend beyond the Term, and Students and their parents/guardians are expected to make other arrangements for the Student if they wish to remain in Canada after the Term. The District discourages homestay parents from making private arrangements with Students or their parent/guardians to extend the homestay arrangement. However, I understand that, if I do make homestay arrangements for Students after the Term, I will be assuming additional legal responsibilities for the Student and the District may not have arrangements in place to manage and support homestay arrangements after the Term. In such a case, I agree to consult with the District and provide such assurances and documentation as the District may require in order to ensure the safety and wellness of the Students.
- d. I will notify the District if a Student wants to extend their stay beyond the Term, whether staying with me or even with their own family, as students may have to pay medical extension fees (a legal study permit requirement) to the District.

8. Termination

I understand and agree as follows:

- a. The Host Parent(s) may terminate this Agreement and any homestay arrangement by providing written notice to the District. If a Host Parent wishes to terminate this Agreement or any homestay arrangement prior to the expiry of the Term, they will endeavor to provide as much notice as possible to the District, but in any event no less than four weeks' notice. The District reserves the right to terminate the homestay arrangement prior to the expiry of any notice period



provided by the Host Parent(s).

- b. Notwithstanding any provision of this Agreement, the District may terminate this Agreement or any homestay arrangement at any time and for any reason on written notice to the Host Parent(s), and the termination shall be effective on the date specified in that notice.
- c. In the event of the termination of this Agreement or any homestay arrangement, the District's sole responsibility to the Host Parent(s) is to provide the Host Parent(s) with the Fees payable up to and including the last date that the Student resided with the Host Parent(s) calculated in accordance with the terms set out in Section 4 above.

9. Other Requirements

I understand and agree as follows:

- a. Students may not be permitted by Host Parent(s) to drive any family or business vehicle, even if the Student is fully licensed.
- b. I will contact the District should disputes, conduct issues or other problems arise with the Student before they become unmanageable or chronic.
- c. I will respect the Student's privacy and won't discuss the Student's personal information with friends or family or publish or display (online or otherwise) images, video footage of other personal information about the Student without their consent. Personal information about Students will be shared only with the District Administrator/Manager/Homestay Contractor.
- d. I will establish and comply with appropriate physical standards of privacy in the Residence, including by ensuring that every person in the Residence respects the Student's personal privacy and, among other things, does not enter their bedroom or bathroom (when in use) without their permission unless there are urgent compelling reasons to do so.
- e. I must pre-plan travel with the Student to the USA or outside of Canada, by providing the District with a minimum of a week's notice. The District manager/administrator must determine student eligibility and then provide me with a **custodial letter** to carry with me. The District may require time to seek permission from natural parents. International trips, while possible, require even more advance notice and planning of the District.



- f. I will endeavor to provide a caring and nurturing environment, treating the Student as a family member. This will include such family responsibilities as transporting students to activities, including them in family outings, knowing their whereabouts, etc.
- g. I understand that Students must be supervised overnight; I will only allow sleepovers when I am home and after I have confirmed the location and environment is suitably safe.
- h. International Students, while adjusting to our culture and school, may receive information from other students and make judgments and assumptions about other host family situations or school staff. Such judgements may or may not be warranted. In either case, if the Student brings such concerns to my attention, I will alert District staff in a timely way. I will treat such concerns as confidential, and not involve other Students or homestays to permit the District to investigate and address concerns.
- i. I will provide a suitable home study and homework environment. I will provide supportive interest regarding the Student's progress and report cards. I will attend parent/teacher interviews if requested or notify the District. If academic difficulties are encountered or suspected, I will contact the school or District in order that appropriate, timely interventions can be undertaken.
- j. I will provide a teenaged-Student with their own access to our home (ie. a house key, code and instructions) and will thoroughly review house rules for opening windows and locking doors.
- k. I will provide an English language environment for the Students in my care. I understand that family meals and informal family time are opportunities to engage in English conversation to learn.
- l. I will NOT host any other international students (e.g. with another school district, college or other institution) or arrange a private homestay at the same time I am hosting a Student placed in my home by the District. Failure to inform the District of another international student or renter will result in the removal of Students from the home and termination of further participation in the Homestay Program.
- m. I understand that hosting a Student this year does not automatically guarantee or require the District to place other Students with me in the future.
- n. Occasionally, Students express dissatisfaction with the Program and consider changing to another district. If I become aware of a situation like this, I will



contact the District Homestay Manager immediately.

- o. I agree to provide wifi internet access to the Student, for appropriate personal use and to allow regular communication with the Program, School and the Student's natural family.
- p. I will set clear, reasonable and age-appropriate rules for the Student and ensure they are clearly understood without being too restrictive, controlling, or punitive. I understand that it is not appropriate to use any form of physical force with Students to enforce household rules.
- q. I acknowledge that Students can NOT use illicit drugs, marijuana or alcohol and I agree to contact the Homestay Contractor directly and IMMEDIATELY should this issue arise. Further, I will not provide or advocate their use in **any** situation with my Student. I will not allow Students to attend 'bush parties' (outdoor, unsupervised party environments).
- r. I will immediately advise the Homestay Contractor of any medical emergency, illness or accident involving the Student or impacting my ability to perform my responsibilities under this Agreement. I will seek appropriate medical care for the Student, following medical procedures outlined in Homestay Handbook and at orientation. I will request and provide the International Program with the medical report from the attending physician.
- s. Conflict may exist or arise between the Student and Host Family. In this circumstance, the District Homestay Manager needs to be contacted and will mediate and work diligently to address the problem. If necessary, I understand that my Student can be moved to another home. However, care will be taken to understand and try to solve the problem first.
- t. In the event of a crisis, the Student will be moved without lengthy notice and without compensation to the Host Family. A crisis situation could be, but is not limited to:
 - i. Inappropriate touching of the student
 - ii. Illicit drugs or other illegal items in the home
 - iii. Inadequate meals, care, supervision
 - iv. Physical fighting or other inappropriate altercations in the home
 - v. Abusive, aggressive, or disrespectful language toward the student
 - vi. Extreme lack of cleanliness and organization in the home



- vii. Extreme trauma in the home
- viii. Abuse of controlled substances (i.e. alcohol) by homestay member
- u. I will not leave the Student alone or unsupervised overnight, regardless of the Student's age. If I need to be away overnight, I will follow District guidelines, **arrange approved respite with another homestay family, with the District's knowledge** and consent. I am responsible for providing respite pay directly to the respite provider at homestay daily rate.
- v. I understand that I must participate in a Host Family Orientation in my own home, once per school year. Also, I am encouraged to attend in-service educational or informational events as scheduled.
- w. I will comply with the guidelines and instructions set out in the Handbook, explained in Host Family Orientation or as otherwise established by the District and communicated to me from time to time.

10. Photo and Image Consent

- a. I understand that homestay family activity photos are often taken and posted to social media and/or website and used in marketing. If I share homestay photos with the District, I will notify everyone visible in the photo that the photos or footage may be provided to the District and included in newsletters or promotional and marketing materials. I will not provide such photos to the District if anyone visible in the photos objects to them being provided and used for these purposes. By providing the photos to the District, I consent and authorize the District to use them for the above purposes.

11. General

- a. As Host Parent, I agree to abide by the terms of this Agreement, including the rules and standards for homestay arrangements, and understand that failure to comply with the terms of the Agreement may result in the immediate removal of the Student and the forfeiture of Fees.
- b. I acknowledge, understand and agree that in hosting a Student, I am responsible for the care, supervisions, safety and support of the Student. I am aware that if I fail to properly supervise or protect the Student, I could be held legally responsible.



- c. I understand and agree that nothing in this Agreement gives me the right or authority to act on behalf of the District or purport to undertake any obligation, agreement or the payment of any money by the District. This Agreement does not create a partnership, joint venture or employment relationship between me and the District.
- d. This Agreement is governed by and will be interpreted in accordance with the laws of British Columbia.
- e. This Agreement is the entire Agreement between the Parties concerning the subject matter set out herein and supersedes all prior agreements between the Parties concerning the same subject matter, whether verbal or written.
- f. This Agreement may only be amended by written agreement for the Parties.

By signing below, I acknowledge that I have read, understand and agree to accept and comply with the terms of this Agreement:

Host Parent 1: _____ Host Parent 2: _____
(please print) (please print)

Signature: _____ Signature: _____

Date: _____ Date: _____

Witness: _____ (Homestay Contractor)

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