

# WESTERN SCHOOL DIVISION HOST FAMILY APPLICATION FORM

Thank you for applying to the Western School Division's International Education Program. Please fill out and sign all applicable sections. If you need assistance filling out the form, please contact [international@westernsd.mb.ca](mailto:international@westernsd.mb.ca)

APPLICATION PACKAGE CHECKLIST: Please note that incomplete packages will not be reviewed

1. COMPLETED APPLICATION FORM;
2. CRIMINAL RECORD & VULNERABLE SECTOR CHECK;
3. CHILD ABUSE REGISTRY CHECK;
4. HOME CHECK

## HOMESTAY PARENT #1

NAME \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_ WORK PHONE NUMBER \_\_\_\_\_

OCCUPATION \_\_\_\_\_ PLACE OF EMPLOYMENT \_\_\_\_\_

WORK SCHEDULE \_\_\_\_\_ WORK HOURS \_\_\_\_\_

## HOMESTAY PARENT #2

NAME \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_ WORK PHONE NUMBER \_\_\_\_\_

OCCUPATION \_\_\_\_\_ PLACE OF EMPLOYMENT \_\_\_\_\_

WORK SCHEDULE \_\_\_\_\_ WORK HOURS \_\_\_\_\_

## HOME INFORMATION

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ HOME EMAIL \_\_\_\_\_

DO YOU REGULARLY COMMUNICATE BY EMAIL?  Yes  No



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## FAMILY MEMBERS OR OTHERS STAYING IN YOUR HOME

Please provide the following information for all other members of your household, including non-family members residing in your home. Please include any that no longer live at home but may stay overnight periodically.

### MEMBER 1:

NAME \_\_\_\_\_

DATE OF BIRTH (DD/MM/YYYY) \_\_\_\_\_ AGE \_\_\_\_\_ GENDER  F  M

RELATIONSHIP \_\_\_\_\_ OCCUPATION \_\_\_\_\_

### MEMBER 2:

NAME \_\_\_\_\_

DATE OF BIRTH (DD/MM/YYYY) \_\_\_\_\_ AGE \_\_\_\_\_ GENDER  F  M

RELATIONSHIP \_\_\_\_\_ OCCUPATION \_\_\_\_\_

### MEMBER 3:

NAME \_\_\_\_\_

DATE OF BIRTH (DD/MM/YYYY) \_\_\_\_\_ AGE \_\_\_\_\_ GENDER  F  M

RELATIONSHIP \_\_\_\_\_ OCCUPATION \_\_\_\_\_

### MEMBER 4:

NAME \_\_\_\_\_

DATE OF BIRTH (DD/MM/YYYY) \_\_\_\_\_ AGE \_\_\_\_\_ GENDER  F  M

RELATIONSHIP \_\_\_\_\_ OCCUPATION \_\_\_\_\_

### MEMBER 5:

NAME \_\_\_\_\_

DATE OF BIRTH (DD/MM/YYYY) \_\_\_\_\_ AGE \_\_\_\_\_ GENDER  F  M

RELATIONSHIP \_\_\_\_\_ OCCUPATION \_\_\_\_\_



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## ABOUT YOUR FAMILY

HAS YOUR FAMILY EVER BEEN A HOMESTAY FAMILY FOR WSD?  Yes  No

HOW DID YOU HEAR ABOUT THE WSD INTERNATIONAL EDUCATION PROGRAM?

WHICH LANGUAGE(S) DO YOU SPEAK AT HOME?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

DOES ANYONE IN YOUR HOUSEHOLD SMOKE?  Yes  No

DOES ANYONE IN YOUR HOUSEHOLD USE CANNABIS?  Yes  No

DO YOU HAVE ANY PETS?

No  Yes (Please indicate what kind and whether they are kept inside or outside the house).

HOW DOES YOUR FAMILY USUALLY SPEND WEEKNIGHTS, WEEKENDS, AND SPARE TIME? (Include regularly scheduled activities)



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ARE THERE ANY ACTIVITIES OR INTERESTS THAT YOU ARE INVOLVED IN AND WOULD LIKE THE INTERNATIONAL STUDENT TO PARTICIPATE?  Yes  No

IF YES, PLEASE DESCRIBE

DOES YOUR FAMILY ATTEND RELIGIOUS SERVICES OR PARTICIPATE IN FELLOWSHIP/YOUTH GROUP ACTIVITIES?  Yes  No

IF YES, PLEASE DESCRIBE

WOULD YOU BE COMFORTABLE HOSTING A STUDENT WHO HAS A RELIGIOUS BELIEF OTHER THAN WHAT IS PRACTICED IN YOUR HOME?  Yes  No

DESCRIBE ANY FAMILY/HOUSE RULES THAT YOU WOULD EXPECT A STUDENT TO FOLLOW

ARE THERE ANY HEALTH ISSUES OR CONCERNS WITHIN YOUR FAMILY THAT WOULD BE IMPORTANT FOR US TO KNOW?  Yes  No

IF YES, PLEASE DESCRIBE

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## ABOUT YOUR HOME

### WHAT KIND OF HOME DO YOU LIVE IN?

- Apartment/condo       Bungalow       Two-storey       Other: \_\_\_\_\_

WILL THE STUDENT HAVE A PRIVATE BEDROOM?     Yes     No

WILL THE STUDENT HAVE A PRIVATE BATHROOM?     Yes     No

WHERE IS THE BEDROOM LOCATED?     Upstairs     Main floor     Basement

### WHICH OF THE FOLLOWING DO YOU HAVE IN YOUR HOME?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Wireless internet  | <input type="checkbox"/> Shared family computer | <input type="checkbox"/> Security system |
| <input type="checkbox"/> Smoke detectors    | <input type="checkbox"/> Fire extinguisher      | <input type="checkbox"/> Deck/patio      |
| <input type="checkbox"/> Exercise equipment | <input type="checkbox"/> Laundry facilities     | <input type="checkbox"/> Pool/hot tub    |
| <input type="checkbox"/> Registered vehicle | <input type="checkbox"/> Extra bike             | <input type="checkbox"/> Piano           |

## STUDENT PREFERENCES

ARE YOU ABLE/WILLING TO TAKE MORE THAN ONE STUDENT?     Yes     No

HOW LONG WOULD YOU LIKE TO HOST A STUDENT IN YOUR HOME? (Check all that apply)

- Short term/temporary placement/emergency situations
- 1 semester (5 months)
- Unsure/Open to discuss
- 2 semesters/full year (10 months)



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## GENDER PREFERENCES OF INTERNATIONAL STUDENTS

No preference       Male       Female

## WOULD YOU BE WILLING TO HOST A STUDENT WHO HAD SPECIAL DIETARY NEEDS? (RELIGIOUS RESTRICTIONS, VEGETERIAN, ETC.)

Yes       No

## IF YES, WHAT TYPE OF MEALS WOULD YOU BE WILLING TO PROVIDE?

Vegetarian       No Pork  
 Vegan       Halal  
 Allergy adapted       Other \_\_\_\_\_

## HOW FAR IS YOUR HOME FROM THE SCHOOL?

Walking: \_\_\_\_\_ min      Car: \_\_\_\_\_ min

HOW WOULD THE STUDENT GET TO AND FROM SCHOOL? \_\_\_\_\_

DOES YOUR ADDRESS QUALIFY FOR SCHOOL BUS?     Yes     No

## PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT MIGHT BE USEFUL:



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**REFERENCES**

PLEASE PROVIDE THREE CHARACTER AND/OR WORK REFERENCES (NOT FAMILY MEMBERS)

**REFERENCE 1**

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ / \_\_\_\_\_

EMAIL \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THIS PERSON \_\_\_\_\_

**REFERENCE 2**

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ / \_\_\_\_\_

EMAIL \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THIS PERSON \_\_\_\_\_

**REFERENCE 3**

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ / \_\_\_\_\_

EMAIL \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THIS PERSON \_\_\_\_\_



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## AP 773 INTERNATIONAL HOMESTAY AGREEMENT

### BACKGROUND

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Western School Division has been hosting students in our schools and homes since 2001. Each year our International Education Program offers students from around the world an opportunity to be welcomed into the homes and lives of families in our community. This cross-cultural experience creates an enriching learning opportunity for both the international student and the hosting families, as well as for our schools and our community. It takes a team of people to make this work and we recognize the extreme importance of the families in our community who are willing to open their homes. It is in the spirit of cooperation among Western School Division, the homestay family, and the International Education student; that this agreement is made in order to facilitate understanding about roles and responsibilities of all participants.

### PROCEDURES

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#### Western School Division International Education Program will:

1. Provide support to the homestay family and International Education student from its staff consisting of the International Education Coordinator, the Homestay Facilitator, and the International Education Administrative Assistant.
2. Collect homestay fees from the international student and reimburse the homestay family \$700 at the end of each month for the expenses of food and shelter. In the event of a partial month, the reimbursement will be \$23 per day.
3. Reserve the right to move the student from a homestay placement to a new home at any time if it is in the best interest of the child or the homestay family.
4. Provide a legal custodian for the international student.
5. Advise the family of each student's program start date, length, travel arrival and departure information as soon as possible. Preferably 4 weeks prior to arrival.
6. Facilitate communication between students and homestay families prior to arrival wherever possible.
7. Encourage networking between homestay families to share best practices and offer mutual support.
8. Ensure that homestay families and students have ready access to the Homestay Facilitator in order to discuss any concerns or issues that may arise at any point.
9. Assess placements after a six week adjustment period to ensure that both parties are satisfied.
10. Meet with students twice per year (October and January) to ensure that their homestay placement is suitable.
11. Contact each homestay family on a regular basis to ensure that the placement continues to be suitable.
12. Conduct additional follow-up visits if there are reasonable grounds to suspect that a placement has become unsuitable.
13. Seek feedback from homestay families regarding student's progress and welfare.



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14. Undertake an annual appraisal of homestay families, including confidential discussions with students, and take action as necessary.

## The homestay family will:

1. Provide a criminal record and vulnerable sector check, and child abuse registry check for all household members, age 18 and over. Western School Division will be informed if an additional adult moves into the household or if the status of either the criminal record or child abuse registry checks changes.
2. Treat the international student as one of their family, including them in activities.
3. Provide the following:
  - a) A private room with:
    - i. A window, nearby smoke detector – fire drill procedures to be explained;
    - ii. Bed and bedding, chair, lamp, & closet;
    - iii. Adequate heat, light, and ventilation;
    - iv. Discuss with your student(s) what can be put on the bedroom wall and how to attach items.
  - b) Access to bathroom and bathing facilities.
  - c) Three meals daily and other reasonable incidental food.
  - d) Access to laundry facilities and procedures/routine.
  - e) Reasonable transportation needs.
  - f) Access to a designated study area
4. Ensure that they have adequate liability insurance to cover an international student living in their home. Please check with your household or homeowner policies.
5. Keep information about their international student confidential. Personal information will only be shared with student's legal guardian in Canada and the Program Coordinator.
6. Obtain the required permissions for travel for their International Education student.
7. Provide an environment conducive to homework and studying and will provide supportive interest in the student's school progress.
8. Attend student-involved conferences with the student and, if academic difficulties are encountered, contact the school.
9. Provide an environment where the focus is on learning the English language.
10. Provide controlled email and internet access for the student.
11. Provide a safe, comfortable, and friendly environment where students feel welcome and cultural exchange can take place.
12. Set clear, reasonable, and age-appropriate rules for the student and ensure they are understood.
13. Advise the International Education Coordinator of any medical emergency or accident.



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14. Respect the culture and values of the student.

## The Student will:

1. Follow all rules outlined by the homestay family.
2. Pay for any damage that he or she causes to property of any homestay family member beyond reasonable wear and tear.
3. Pay for any charges beyond food and lodging such as sports fees, phone calls, clothes, etc.
4. Seek permission for the International Education Coordinator to arrive in Canada before September 1, leave Canada after June 30, or remain in Canada for the summer months while part of the International Education Program.
5. Refrain from driving any motorized vehicle.
6. Become a member of his/her homestay family.
7. Refrain from using drugs or alcohol.
8. Communicate your whereabouts with your homestay family at all times.

## NOTE

- No additional fees outside of those set by Western School Division will be charged to the student by the homestay family.
- Western School Division reserves the right to carry out monitoring visits of the homestay family premises to ensure standards are maintained.

**My/our signature(s) below indicate(s) that I/we have read and understand the above statements:**

### International Educational Coordinator

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Homestay Parent(s)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### International Student

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



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## HOMESTAY FAMILY CONTACT LIST

The Western School Division International Student Program will create a contact list of homestay families and international students. This contact list will be distributed to current homestay families and international students, and is not to be distributed outside of the Western School Division community. The purpose of this contact list is to create a support network between homestay families and international students within the Homestay Program. Please sign below to authorize to have your name, address, email, and phone number appearing on the Homestay Family Contact List:

Applicant(s) Signature(s) \_\_\_\_\_ Date: (DD/MM/YYYY) \_\_\_\_\_

## HOMESTAY MEDIA RELEASE AGREEMENT

I, \_\_\_\_\_, give my consent to the Western School Division (WSD) to use my and my family's voice/image as recorded for us by the division in any print, electronic, display, promotional, or marketing materials. This consent extends to the contractors and suppliers of the Western School Division. I authorize the producers of these electronic recordings/still images the exclusive right to continue to use, reprint, and broadcast my recorded voice or image for the lifetime and duration of these materials in any city or country whatsoever without remuneration.

Name(s) of applicant(s) and children under 18

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Applicant(s)/Guardian of children under 18 Signature(s) \_\_\_\_\_

Date: (DD/MM/YYYY) \_\_\_\_\_

