

## Homestay Participation Agreement

As a participant in West Vancouver Schools International Programs, the following outlined terms and conditions set out in this agreement will apply:

### **Welcome and Support – Care and Connect**

1. Students will be welcomed into the home with the spirit that they are new members of the host family. They will be invited to partake in family outings and other activities. They must be provided with reasonable use of the house and amenities. The term "reasonable" means that the visiting student should enjoy the same privileges and opportunities enjoyed by the Host Family's own children of similar age. In short, they will be treated like a member of the extended family.
2. The host family will provide a clean, safe, caring environment, including emotional support, supervision, and encouragement.
3. The host family will provide a variety of nutritional, well-balanced meals seven days a week: three-meal per day basis plus reasonable snacks and beverages. Dietary supplements are not included. For specifics, please visit the International Programs website: [www.westvancouver.schools.ca/international](http://www.westvancouver.schools.ca/international)
4. The host family will provide supervision to the student consistent with that which would be provided by a careful and prudent parent.  
Any additional supervision arrangement other than the host parents, must be authorized by the Internationals Programs office. A student will never be left alone overnight.  
For specifics, please visit the International Programs website: [www.westvancouver.schools.ca/international](http://www.westvancouver.schools.ca/international)
5. The host family will provide the student with written house rules then review and discuss expectations within the first week of the student's arrival.
6. The primary language spoken in the host family home will be English.
7. The primary communication method with the student will be in -person.
8. The host family will identify and discuss a safe place for the student in case of emergency (loss of keys, no one home, family emergency, etc.)
9. The host family will regularly inspect the student's bedroom to ensure a safe clean and caring environment. The host family will discuss the purpose of basic inspection and schedule with their student (e.g. weekly, every other week, etc.)
10. The host family will inform the Homestay Manager immediately (mobile only at 604.341.0515) of any medical or legal emergencies or any other serious concerns or worrisome behavior.

11. Hosts and students are expected to eat dinner together as a family at least three times per week. Students are required to inform their hosts by 4 pm if they will not be home for dinner.
12. The student will share the same responsibilities to the host parents and to the general household as those held by the family's own children of similar age. The student agrees to follow all house rules regarding behavior, curfews, attendance at meals, etc. and to occasionally share in the performance of household duties normally undertaken by the household's own children.
13. The host family agrees to students curfews in effect outlined by the International Programs. Currently, the times are:  
 Friday and Saturday night is 12 am for grade 11 and 12 students, 11 pm for grade 10 students and 10 pm for grade 8 and 9 students.  
 Sunday to Thursday is 10 pm for grade 11 and 12 students, 9 pm for Grade 8, 9 and 10 students.  
 This information may change with short notice, please refer to our website for the latest updates.
14. The student will not invite visitors or friends into the home to visit or study unless given specific permission to do so by host family.  
 The student will never have visitors/friends stay overnight in their bedroom or elsewhere without a) prior permission from the host family and  
 b) submitting the *Sleep-over Request Form* on the International Programs website: [www.westvancouver.schools.ca/international](http://www.westvancouver.schools.ca/international)
15. This information may change with short notice, please refer to our website for the latest updates.
16. The host family is not responsible for housing the student's visiting family members (if any) during the academic year unless otherwise agreed.
17. Students have the right to exercise their freedom of religion, spirituality, and way of thinking. The homestay family will accept and tolerate their student's participation in their cultural, religious, and/or spiritual activities while in their residence.

### **Bedroom and-house amenities**

1. The student will be provided a private bedroom that includes a bedroom door, window, bed, dresser, closet, night table, table lamp and ideally a study desk or table and chair.
2. The student will be provided full access of the common areas of the home. Common areas include the living room, kitchen, dining room, family room and laundry room. Permission and access to all other bedrooms in house will be outlined and discussed with student as part of house rules.
3. The student is not responsible for purchasing their own linens, blankets, towels, etc.  
 The use of family toiletry articles, such as shampoo, hand soap, toilet paper etc., is open to students, but if they have special requests or needs in this area, they

must pay for these themselves.

For specifics, please visit the International Programs website:

[www.westvancouver schools.ca/international](http://www.westvancouver schools.ca/international)

4. The student will be provided basic internet access at no cost, subject to reasonable limits on data usage. Access will be provided upon arrival.
5. The use of the family television, internet, stereo and other such household items is under the control of the host parents. Any restrictions or internet issues that last for more than three days should be reported to the homestay team.
6. The student will be provided with a key to the house or house code and instructions regarding home safety.
7. The student will have access to suitable laundry facilities (washer and dryer). Host families are required to provide laundry and allow their student to do laundry weekly. In the case of coin-operated laundry facilities, the host must provide sufficient change for their student. Students are permitted to do laundry up to two times per week.
8. The student will have access to a private or shared bathroom that is clean and hygienic with adequate fixtures that are in good repair. Students are required to limit their showers to 10 to 15 minutes a day. Students must be allowed to shower daily. Host families should discuss a suitable shower schedule with their student.
9. Upon the students request only, the host family will provide a lock for the student's bedroom. The student will provide the primary host with a copy of the key to their bedroom door if this door has a lock fitted.
10. The host family will report any arising issues that may impact the quality and accessibility to hosting the student (renovation, flood, etc.).

### **Legal, Financial, and other Contractual**

1. The Host Family will provide Police Information Checks (PIC), including Vulnerable Section Search to the Homestay Manager or designated for all individuals over the age of 19 that permanently reside in the home. The cost of the Police Information Check document is the responsibility of the host and must be renewed every three years
2. Hosts families must advise the Homestay Manager within 24 hours if any resident of the home is charged with or convicted of an offence. It is the host family's responsibility to ensure the document is current. A total of three renewal reminders will be provided to the host. Expired Police Information Checks on file may result in the immediate removal of the student from the host home, or the withdrawal of the host from participation.

3. The host family will ensure that the house is at all times safe and complies with the BC building Code and/or the local building bylaw, as applicable, and with the local fire code.
4. The host family must carry full personal liability insurance of not less than two million dollars and it is up to the family's discretion to inform their landlord/homeowner/renter's insurance company that they will be hosting one or more international students.
5. The international program reserves the right to terminate this agreement and relocate students between homes without notice and without reason.
6. If the international program deems the host and student match is not compatible for any reason, or problems in the home are exhibited by a family member or a student, the student may be removed from the home at any time at the discretion of the International Program.
7. Two Week Notice to host family: If a student decides to terminate the hosting relationship, a Two-Week Notice must be provided. The Homestay Manager or designate will be providing the host with the two weeks' notice. While this may be a conversation over the phone, a follow up in writing must be also sent to the host family.  
Two Week Notice to student: The host must inform the Homestay Manager or designate why they feel the student placement is unsuitable and they would like to provide the Two Week Notice. Depending on homestay availability, the Homestay Manager will work together with the host family on a rehousing plan for the student.  
In both cases, the termination day does calculate as day one of notice provided. Payment details, including reimbursements, are outlined on the International Programs website: [www.westvancouver.schools.ca/international](http://www.westvancouver.schools.ca/international)
8. The host family cannot remove the student from the home prior to the expiry of the agreed term of the homestay without the agreement of the Homestay Manager.
9. The host family represents and warrants that all the information in the Homestay Application is true. Each homestay family member has been made aware of this Agreement and will abide by its terms and will welcome the student into the family home.
10. The host family understands we cannot guarantee that one or more students will be matched with the host each semester. The International Program does not guarantee placements.
11. It is the host family's responsibility to ensure their family profile is current. The homestay team must be informed if there are any changes or additions to the following: email addresses; home, work and cell phone numbers; family members, including partners, visitors, children and pets; change in address or home.
12. The host family will inform homestay staff of additional adults visiting the residence overnight.
13. The host family will participate in annual mandatory homestay trainings.
14. The host family will be communicating regularly with International Program staff and respond to email inquiries in a timely manner.

15. Under no circumstances will a host family provide alcohol to students or purchase alcohol or allow to drink alcohol in their home. Suspect use must be reported.
16. The host family will inform the Homestay Manager if they intend to host another international student through another institution at the same time. Details may be discussed further with the Homestay Manager.
17. Students of opposite genders will not be accommodated together within the same homestay residence.
18. The Host Family agrees that the premises will be open to inspection on demand on 24 hours notice, or, in the case of emergency, immediately. It is expected that the premises will be inspected regularly.
19. Host families will never permit the international student to drive the family motor vehicle(s) for any reason.
20. Hosts are not permitted to ask students to supervise children or do heavy or risky household chores.
21. All members of the host family must maintain appropriate relationships with students. Allegations of improper relationships will be referred to the local police service.
22. Student application information are private, confidential and the property of West Vancouver Schools International Programs. The information provided to the host family is for the express purpose of improving the homestay experience and ensuring the health, safety and security of the student. This information must not be copied, redistributed, or shared with anyone, including children in the residence. The host family will honor and respect the student's privacy. Providing information to natural parents, especially of sensitive nature of the student is the sole responsibility of the International Program staff.

## **Financial**

1. Because of the special nature of the student/host family relationship, and because the philosophy of the International Program is that the students are to enjoy the privileges and responsibilities of being a "member of the family", the student will not be charged a separate fee by families in the form of a security or damage deposit, nor any similar fee.
2. The student is responsible for all their own mobile phone costs, their own personal entertainment costs and personal supplies, including school stationary supplies.
3. Students will be responsible for any outstanding bills, expenses or damages to the home or amenities, which are directly attributable to the student, including bills or expenses that come to the family following the student's departure from the homestay.
4. With respect to the homestay fee, the payment terms and details are as set out in the schedule attached to this agreement.

5. Should a damage claim be made by a host family against a student, following the student's departure from the home, host families have 14 days from the date of departure to submit copies of receipts for repairs or replacement to the Homestay Manager.  
If no receipts are received within that time frame, damage may not be compensated. Please review the damage policy on the International Programs website: [www.westvancouver.schools.ca/international](http://www.westvancouver.schools.ca/international)
- a. If a Student causes damage to their host families home or property, or bodily injury to the host or any person in the home, the host agrees that their recourse is solely against the student and hereby agrees to waive and release West Vancouver Schools International Programs from any and all claims for such damages.
- b. If a member of the host family causes damage to the student's property or causes bodily injury to the student, the host is responsible for paying for all damages, repair and/or replacement costs.
- c. The host agrees to indemnify West Vancouver Schools International Programs for any losses, claims, damages, actions, causes of action, costs and expenses ("Claims") that they may sustain, incur, suffer or be put to at any time, including any claim of bodily injury (including death) or damage to property which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the host in connection with this Homestay Agreement.
18. Students and host families may not borrow money from, nor lend money to, each other. Financial transactions between students and host are limited to the students' paying the monthly home stay fee to the host family.
19. Some host family holidays, travel or extracurricular activities may involve significant additional costs and the student may reasonably be expected to contribute toward these costs if they choose to participate (for example, a trip requiring airfare). Such trips are optional.
20. Our academic year runs from September 1- June 30. Long term students may remain in the homestay during non-academic time in July and August. The monthly homestay fee for the non-academic time can not exceed the current fees dictated by West Vancouver Schools International Program.
  - a. During student's absence in summer months, arrangements must be made between student and host families for room maintenance and suitable storage of student belongings. The storage and maintenance fees for the non-academic time can not exceed the fees dictated by West Vancouver Schools International Program.  
Please see more details for storage and maintenance fee on our website: [www.westvancouver.schools.ca/international](http://www.westvancouver.schools.ca/international)

**Liability Exclusions**

1. The host family agrees to abide by these rules and understands and agrees that failure to comply with the terms of the Homestay Participation 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.
2. Any breach of the Homestay Participation Agreement guidelines may result in the immediate removal of the student from the host home, and/or the withdrawal of the host from participation in the participation of the program.
3. These agreement terms are subject to change as deemed necessary by West Vancouver Schools International Programs administrators or designates.

I, the undersigned, have read the West Vancouver Schools International Programs Homestay Participation Agreement and agree to abide by all rules contained herein. I understand that failure to abide by any International Program or School District rules may result in termination of our agreement and contract with West Vancouver Schools International Programs and accept any circumstances that may arise from our actions.

I understand and assume any and all risks related to my participation in this program, and hereby agree to waive, release and absolve, and to indemnify and hold harmless West Vancouver Schools, and its officers, directors, employees, agents, and independent service providers from any and all liability for any or all loss or damage howsoever caused, including without limitation, property damage, personal injury, illness or death that may arise from the homestay program or participation in the homestay program.

I have read and understood the conditions and guidelines outlined by the International Program on their website and on all documents provided.

\_\_\_\_\_  
Printed Name of Host Parent

\_\_\_\_\_  
Signature of Host Parent

\_\_\_\_\_  
Date