

International Education Custodian Information Session

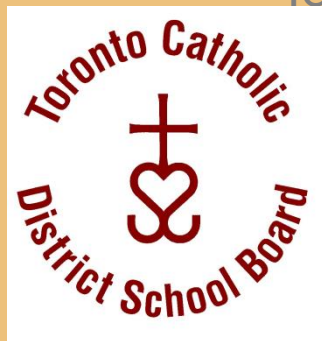
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Custodian

- ▶ They can be relatives, family friends, or recommended by the recruiter who can **speak the school's language**
- ▶ Custodians are appointed by the child's parents/legal guardians
- ▶ A custodian is formally appointed with the notarized forms:
 - ▶ Custodianship Declaration (Custodian)
 - ▶ Custodianship Declaration (Parent/Legal Guardian)
- ▶ The minimum age required to be a custodian is 19 years of age, regardless of province (age of 25 for TCDSB recommendation)
- ▶ Written notice is required to delegate someone acting on behalf of the custodian. The custodian must submit a written notice with photo identification of the delegate. The written consent should be filed in the OSR, and Trillium should be updated
- ▶ Full custodianship for the student during his/her stay in Canada, while under the age of 18 in Ontario
- ▶ To make necessary arrangements for the care and support of the student in place of the parents as appropriate.
- ▶ Should reside within a reasonable distance of the student's intended residence and school and will be able to fulfil the custodian's obligations in the event of an emergency

Only Custodians can sign papers, receive student's information.

Delegates are temporary and cannot or should not replace the custodians. Delegates cannot change student's information or sign papers.

Custodian vs. Homestay

Custodian

- ▶ Call in for illness
- ▶ Must receive attendance, academic and school related reports
- ▶ Should sign any medical or financial documents
- ▶ To attend school meetings
- ▶ May assign delegates

Homestay

- ▶ May call in for illness if authorized by custodian in writing
- ▶ May receive attendance calls or any school reports if authorized by custodian in writing
- ▶ May sign excursion forms if authorized by custodian in writing

Custodian and Homestay can be the same person.





CUSTODIANSHIP DECLARATION – CUSTODIAN

STUDENT Information

Student's full name	Citizenship	Date of birth (dd/mm/yyyy)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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Name and address of school in Canada

Address where student will reside in Canada

Email address (A MUST): _____

PARENTS/GUARDIANS Information (Preferably from both parents/guardians)

	Parent/Guardian 1	Parent/Guardian
Full name		
Date of birth (dd/mm/yyyy)		
Home address		Email Address (A MUST): _____
Telephone number		

Email from
custodian and
parent

CUSTODIAN Information

Full name	Date of birth (dd/mm/yyyy)
Home address	
Telephone number	Email Address (A MUST):

This application of the official seal below confirms that the notary public has received evidence that the custodian is a Canadian citizen or a permanent resident, is over 19 years of age, and currently resides at the home address stated above.

I, _____ (name of custodian), hereby solemnly declare that I will undertake the full custodianship for the said student, _____ (name of student), during his/her stay in Canada, while under the age of majority in the province in which he/she resides. As a custodian, I have made the necessary arrangements for the care and support of the said student in place of the parents as appropriate. By signing this custodianship agreement, I certify that I reside within a reasonable distance of the student's intended residence and school and will be able to fulfill my obligations as a custodian in the event of an emergency.

Signature of custodian: _____ Date: _____

Sworn before me at _____ (city), in the province of _____ (province/territory) _____ country (if applicable) This _____ day of _____ (month), _____ (year)

Signature of notary: _____ Official seal of Notary Public

Your responsibilities
No expiry date

Expectations of a Custodian for the TCDSB International Education Program

The custodian is an individual who has been designated by the parents/guardians to provide care for their minor child while he/she studies in Canada for a temporary period of study. The custodian is responsible for the proper care and supervision of the international student at all times, including in times of emergency when medical attention or intervention is required.

Requirements

1. To be a custodian for a Toronto Catholic District School Board (TCDSB) International (Visa) Student, the individual must be a Canada Citizen or Permanent Resident of Canada over the age of 25.
2. All minor applicants must supply a notarized declaration, one signed by the parent or legal guardians in the country of origin, as well as one signed by the custodian in Canada, stating that arrangements have been made for the custodian to act in place of the parent.
3. Proof of custodian's status in Canada (Passport, Permanent Resident Card).
4. Each custodian can only have a maximum of 5 Toronto Catholic District School Board (TCDSB) international students; if they have more students they will have to assign a delegate and the delegate can also only have a maximum of 5 TCDSB international students. Custodian must provide written delegation notice and photo identification of delegate(s) to the schools.

Responsibilities

The custodian will do the following for the:

International (Visa) Student	<ol style="list-style-type: none"> 1. Assist the student with "Arrival Details" <ol style="list-style-type: none"> a. Register for and attend admissions appointment at the TCDSB and assessment at the Orientation Centre b. Make appointment with school counselor for course selection for the student c. Report with student and documentation for school registration at the school 2. Provide "parental" advice to student regarding school program and activities 3. Assist the student in adjusting to the new environment (e.g. banking, purchasing a cell phone, etc.) 4. Maintain regular contact with the student 5. Provide consent as needed by the school for academic program and activities 6. Advocate for student on behalf of parents on any academic, attendance, behavioural and/or emotional issues 7. Provide notes as required for student attendance (e.g. absences, lates, etc.) 8. Ensure student's health insurance is in place and proper medical care is provided as needed (including payment and reimbursement)
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	<ol style="list-style-type: none"> 9. Assist student with all "Renewal Details" <ol style="list-style-type: none"> a. Make appointment at school to get school renewal form signed b. Assist student with paying tuition fee c. Ensure student have a valid Study Visa/Permit while in Canada d. Pick up new Health Insurance Package from the TCDSB e. Provide updated Study Visa/Permit to the TCDSB 10. Any additional fees needed to be approved and paid for by the parents/guardians.
School	<ol style="list-style-type: none"> 1. Serve as official contact for all matters concerning the student 2. Maintain correct and current custodian contact information with school office 3. Provide an additional contact person for emergency situations who can communicate in the school language 4. Provide notes as required for student absences (e.g. absences, lates) 5. Inform the TCDSB if they (custodian/homestay parents/ student) will be leaving the province 6. Custodians MUST appoint a delegate in writing with delegate photo identification if they are going to be out of the GTA for more than 48 hours or if they leave the province. Custodians MUST provide the delegate's information to the students' schools prior to the departure. 7. Provide consent as needed for academic program and activities 8. Attend parent-teacher interviews 9. Communicate regularly with school regarding school matters (e.g. attendance, performance) 10. Advocate for student on behalf of parents on any academic, attendance, behavioural and/or emotional issues 11. Provide current student permit/visa to school and TCDSB
Homestay	<ol style="list-style-type: none"> 1. Maintain regular contact with homestay provider 2. Co-ordinate the custodial duties with the homestay provider 3. Inform school and TCDSB regarding changes of homestay 4. Ensure all homestay meet TCDSB homestay guidelines <p style="text-align: right;">**Students under 18 must live with a homestay**</p>
Parents	<ol style="list-style-type: none"> 1. Communicate <u>regularly</u> with school and parents regarding school matters 2. Advise parents immediately of any academic, attendance, behavioural and/or emotional issues 3. Advocate for students on behalf of parents on any academic, attendance, behavioural and/or emotional issues
International Education Department	<ol style="list-style-type: none"> 1. Serve as official contact for all matters concerning the student 2. Maintain correct and current custodian contact information 3. Inform the TCDSB if they (custodian/homestay parents/ student) will be leaving the province 4. Custodians MUST appoint a delegate in writing with photo identification if

they are going to be out of the GTA for more than 48 hours or if they leave the province.

5. Provide an additional contact for emergency situations who can communicate in the school language
6. Submit notarized custodianship documents to the TCDSB
7. Submit a copy of the most current Study Visa/Permit to the TCDSB
8. Once a custodian has 5 students under their care they must appoint a delegate in writing.

I, _____ (print your name) have read and agreed to abide the Expectations of a Custodian for the TCDSB International Education Program.

Name of Student: _____

Date of Birth: _____

Signature of Custodian: _____

Witness: _____

Date signed on: _____

TCDSB Homestay Expectations

Homestay Guidelines for
the TCDSB International
Education Program





Homestay Guidelines for the TCDSB International Education Program



Homestay Screening & Selection:

Homestay Services may be provided through the International Student Program office or by contracting/outsourcing those services. Regardless of each District's situation, the following practices should be adhered to:

1. Utilizing a comprehensive application form to compile a profile of prospective homestay families
2. Conducting criminal/police record checks, provincial child welfare check (where applicable) and personal reference checks with initial screening of all host families and updated/reviewed per individual Board policy and/or procedures.
3. Conducting home visits and interviews with prospective homestay families to ensure the following is in place:
 - Private, single bedroom fully furnished with at least a bed, dresser, lamp, desk and closet
 - Quiet, well-lit and heated study space (a minimum room temperature of 21 Celsius degree)
 - Access to the common living area of the house
 - Hot water and facilities for bathing
 - Key/security to the home
 - Lock provided for students to secure personal belongings in a safe space
 - Three wholesome meals a day and snacks as required
 - Access to laundry
 - Access to internet
 - Same gender
4. Having the Homestay Manager review the student's application and determines what their likes/dislikes are, their allergies, special talents etc. The Manager then finds a family that has similar interests and experiences. The Manager must ensure both the host family and the custodians/natural parents are contacted to approve the homestay-student match.
5. Placing students in an English speaking homestay

And in compliance with local building codes

- A. having a formal Code of Conduct/agreement form for homestay families to ensure a minimum level of service is provided to all students
- B. having identified staff responsible for the homestay program as well as established process for record keeping

Homestay Monitoring / Support by:

1. Monitoring all host families to ensure the social, emotional and physical well-being of the students
2. Having a process to deal with homestay conflicts and misunderstandings
3. Defining expectations clearly for both students and homestays
4. Providing homestay families with a profile of their student
5. Ensuring that the students have been provided a profile of the homestay family, emergency information card, welcome package, Homestay Coordinators contact info, city map, schedule and homestay orientation session information
6. Conducting exit interviews or utilize evaluation forms with homestay families and students regarding their experience
7. Having a written refund policy related to homestay fees and policies
8. Having dedicated staff from the Homestay company responsible for the homestay program/student support who can speak the language of the student

Practices in terms of Student Care & Support by:

1. Having an established support network for students beyond the classroom (for example: community support)
2. Providing an orientation for new international students, including a tour of the neighborhood and local transportation. Students should be shown the route to and from the homestay to their schools before the first day of school, banking locations and how to use a public telephone and to dial 911, in the event of a personal emergency
3. Communicating expectations/rules pertaining to students to the guardians, custodians, homestay parents and the students
4. Having established expectations regarding the role of the students custodian
5. monitoring the students English language ability before or after their arrival
6. encouraging the participation of students in family activities and interaction with family members

7. Conducting a research on the student's country: its population, climate, lifestyle, food, major cities, etc. This knowledge will not only make the student feel more at home, it will also encourage acceptance of the homestay way of life
8. Supporting transition of international students to University or College

Before the arrival of your students

Must email a copy of your Passport/PR card and Driver's Licence/Proof of address to:
International.education@tcdsb.org

- ▶ Attend the Custodian Information Session at CEC prior to the arrival of the international students
- ▶ Know the arrival date of your student and arrange OC assessment for your student
- ▶ Accompany their students at the orientation
- ▶ Should attend registration at school and meet with school guidance and/or administrator

At the arrival of your students

- ▶ Make sure your student(s) will be picked up from the airport;
- ▶ Inspect the homestay place (refer to Homestay Guidelines); obtain homestay parent's contact information
- ▶ Exchange contact information with students and their parents
- ▶ Meet with the student(s) and/or their parent(s) in person
- ▶ To assist student(s) with their daily needs
- ▶ Arrange orientation assessment and school registration date and time with students
- ▶ Always inform students and parents the period you will be away from Toronto and assign delegates (temporarily)

Orientation

Custodians **must** attend (English speaking)

- 1) Student's passport
- 2) Letter Of Acceptance (LOA)
- 3) Report cards from the student's country in the past two years
- 4) Pencils, Pens, dictionary/translators (cell phones are not allowed), ruler, calculator
- 5) Assessment Tests
 - ▶ English
 - ▶ Mathematics
 - ▶ Student's email address (please help student sign up a valid email account ahead, such as Gmail)



Equivalent Credits

Orientation Center only considers recommending credits if:

- ▶ Student shows a transcript denoting end of semester which is 5 months of uninterrupted learning, (not 2 months, or 3 months or 4 months).
- ▶ Student to submit an official letter from the school stating that they did complete half of the school year in China and they completed the final exams of semester 1 at the end of five months of study.



TCDSB International Education Assessment Test for New Students

Student Name:
Date of Assessment:
Time:
Location: **Orientation Centre**

You must bring the following to the test:

- Official TCDSB International Education Acceptance Letter
- Passport
- Copy of previous report cards or a transcript
- Pen, pencil and calculator

**** Please ensure that you are accompanied by a translator who will stay with you for the duration of the assessment**

General Information:

- Your assessment will take approximately 3 ¼ hours to complete
- You will be tested in the areas of Math and English
- Walk-ins will not be taken so please attend on your assigned day



Location & Directions:

The Assessment Test will take place at the **Orientation Centre**, located at **700 Markham Street, Toronto** (near the intersection of Bathurst St. & Bloor St. West)

If you are taking the TTC (subway), take the Bloor Line to Bathurst Station and follow the signs to the "Markham St." exit. Once you are outside, turn right and walk 3 minutes north – the building is on the left side of the street. Proceed to room # 130.

Contact Information:

You can reach the Orientation Centre by phone at: **416-393-5500**.

Insurance

- ▶ Insurance is included in the tuition fee
- ▶ Plan Benefit Summary, Claim Procedure and Forms can be found in different languages at <http://www.vhip.ca/plans-for-tcdsb/>
- ▶ How to claim:
 - ▶ Bring the claim form to the doctor's office for the practitioner to complete and sign
 - ▶ Student will have to pay first and get reimbursed later
 - ▶ Mail the receipt and claim form to the insurance company for reimbursement

Support from school/board

- ▶ Counsellors, VPs
- ▶ Social worker, psy, CYW
- ▶ Board resource teacher and coordinators
- ▶ Extra-curricular activities available from schools
- ▶ Teacher Advisor Program (TAP) - a 10 weeks program for new international students at schools
- ▶ Orientation and Information Session for semester 2 new students on Saturday March 3, 2018, 11am to 2pm.
Board building

Next Step

- ▶ Call the student's school to book for a registration appointment using the information sheet provided by OC
- ▶ Attend the school registration appointment with your student. Make your appearance to the school staff. **School VP or counsellor expect to meet the custodians in person or they may not register the students**
- ▶ Verify and update all school documents with the correct information on the Student's Registration Form at the school
- ▶ Provide an Emergency Contact
- ▶ Provide written delegation letter with delegate's photo ID to the school (optional)



Toronto Catholic District School Board
International Student Registration Form
 School Name _____
 Address and Number _____

Admit Date: _____	Grade: _____	
Student No.: _____	Teacher: _____	Class: _____
	Special Ed. Register Yes No	
Ontario Education Number (OEN): _____		Verification Document Type: _____

Student Information	Surname: _____		First Name: _____		Middle Name: _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Preferred Name: _____		First Name _____		Middle Name _____		Date of Birth: (YYYY / MM / DD)
	Sibling in school: <input type="checkbox"/> No <input type="checkbox"/> Yes		Medical Insurance Company: Insurance Policy #: _____		Medical Alert Information or disability: _____		Transportation Required: <input type="checkbox"/> No <input type="checkbox"/> Yes
	Names _____ _____		Immunization Record Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		_____		Letter of Request Written [] Form Sent in []
Home Address		Number/Street Name	Unit #	City	Postal Code	Phone No.	Unlisted <input type="checkbox"/>

Admit Information	Religious Information	If Birth Country Is Not Canada		Previous School Information
	Baptismal Certificate: <input type="checkbox"/> No <input type="checkbox"/> Yes Baptismal Parish: _____ City/Country: _____ Current Parish: _____ Under Mother _____ Father _____ Sacraments received: <input type="checkbox"/> Baptism Date _____ <input type="checkbox"/> Reconciliation Date _____ <input type="checkbox"/> Eucharist Date _____ <input type="checkbox"/> Confirmation Date _____	Birth Country: _____ Arrival/Entry Date: (YYYY / MMM / DD) _____ Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other Visa <input type="checkbox"/> Refugee <input type="checkbox"/> Student Visa	Country of Last Residence: _____ Verification: <input type="checkbox"/> Immigration Papers <input type="checkbox"/> OSR Record <input type="checkbox"/> Passport <input type="checkbox"/> Unable to Establish <input type="checkbox"/> Other	Previous School: _____ Phone # _____ Fax # _____ Address: _____ BOARD _____ Reason for Transfer: _____ SITTER / DAYCARE NAME: _____ ADDRESS: _____ PHONE NUMBER: _____
	Mother tongue: Language spoken at home: _____			

Personal information contained on this form is collected under the authority of Section 170 & 266 of the Education Act, R.S.O. 1990. Questions should be directed to the school principal.