

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 room, key/security to the home, meals, desk, access to laundry, access to internet 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 in place to deal with homestay conflicts and misunderstandings
3. clearly defining expectations for both students and homestays
4. providing homestay families with a profile of their student and attend an orientation session or provide a welcome package prior to arrival. International students should receive a profile of the homestay family, emergency information card, welcome package, Homestay Coordinators contact info, city map, timetable and orientation session information
5. Conducting exit interviews or utilize evaluation forms with homestay families and students regarding their experience
6. Having a written refund policy related to homestay fees and other related issues (e.g. notice given)
7. Having dedicated staff responsible for the homestay program/student support

Practices in terms of Student Care & Support by:

1. having an established support network for students beyond the classroom
2. providing an orientation for new international students
3. clearly communicating expectations/rules pertaining to students to all students and their natural & homestay parents
4. having established expectations regarding the role of the students custodian
5. conducting an assessment of the students English language ability before or after their arrival
6. supporting transition of international students to University or College