



St. James-Assiniboia School Division International Student Program

470 Hamilton Avenue

Winnipeg, Manitoba R2Y 0H4

Phone: (204) 837-1331 Fax: 1-204-888-0945

Email: intered@sjasd.ca

www.sjasd.ca/programs/ISP

HOMESTAY FAMILY – GENERAL INFORMATION

The International Student Program of the St. James-Assiniboia School Division welcomes students from all over the world to attend our schools, to further their studies and to experience Canadian culture. Our students attend our Program for varying lengths of time.

Homestay families provide many benefits to international students. In a homestay situation, international students have the opportunity to improve their English skills and to learn about Canadian family life and Canadian culture. Younger students also benefit from the guidance and supervision that families provide.

We look for families to share their home and who are available to host students for periods such as:

- Short-term (two weeks, one to four months)
- One semester (September to January, or February to June)
- Long-term (two semesters – September to June)

International students attend all three levels of schools, including senior, middle and elementary schools.

We provide on-going support to our homestay families. If you have any questions, or require further information, please contact Alexandra Humphries (ISP Manager) at 837-1331 or email alex.humphries@sjasd.ca

Thank you for your interest in the St. James-Assiniboia School Division's International Student Program. Please read over the entire application and follow the instructions for completion of the application.



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APPLICATION PROCESS FOR THE HOMESTAY PROGRAM

1. Complete the Homestay Family Application Form. Include a recent family photograph. The application must be completed in full, to be considered for the Homestay Program. Return all materials to:

St. James Assiniboia School Division
International Student Program
Alexandra Humphries, ISP Manager
470 Hamilton Avenue
Winnipeg, Manitoba R2H 0H4

2. Your application will be reviewed and the Homestay Manager will call to arrange a visit to your home. The purpose of the visit is to meet with you and your family and to assess the accommodations for the student. At that time all household members who are 18 years and older will be required to complete a Provincial Child Abuse Registry Access Application. Two pieces of identification such as Manitoba Driver's License, Manitoba Health Card, Canadian Social Insurance Number or other recognized identification card must be verified. Once complete, the Provincial Child Abuse Registry Access Application will be forwarded to the Child Abuse Registry Unit by the School Division for processing.
3. If a student is suitable for placement in your home, we will supply you with, and have you complete, a pre-paid Personal Request for Criminal Record Search. These must be verified through the Winnipeg Police Service as per the instructions provided. This Search must be completed for every adult (18 years and older) in the home.
4. We will be in contact with you to confirm your status within the Program.
5. It is the responsibility of all applicants to inform the International Student Program of any changes in status in your family.



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HOMESTAY FAMILY APPLICATION FORM

A) Applicant's Surname		A) First Name	
B) Spouse/Partner's Surname		B) First Name	
Mailing Address- Street			Postal Code
Home Phone Number	Cell Phone Number	Home Email Address	

Company / Occupation	Work Email (optional)	Telephone / Cell Number	Work Schedule
A)			<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
B)			<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

Provide the following information for all other members of your family (including non-family members residing in your home)

Name	Gender (M/F)	Date of Birth (mm/dd/yy)	Age	School Attending or Occupation	Grade

FAMILY INFORMATION

1. How did you hear about this program? _____

2. Has your family ever hosted an international student before? Yes No
If yes, when and how long: _____

3. Why would you like to host an international student? _____

4. Language spoken in your home (other than English): _____

5. Do any members of your family smoke? Yes No

6. List any pets in your home (Specify if the pets are kept inside or outside):

7. Does your family regularly travel outside of the city? (To a cabin, a farm or to visit friends/relatives)
If yes, specify: _____

Phone number: () _____

8. Do you have any older children, family member or friends of the family who stay periodically overnight?
If yes, please specify: _____

9. Provide a brief description of your family's hobbies and interests:

10. How would an international student be included in your family's activities?

11. Please describe a typical family weekday/weekend routine:

12. Are there any health issues or concerns, within your home or family, that would be important for us to be aware of?

13. Would you be willing to host a student who had special dietary needs? Yes No

If yes, what types of meals would you be willing to provide?

halal vegetarian vegan allergy adapted others: _____

14. What would you feel is important to inform your student regarding your household?
(i.e. rules, diet, cleaning, etc.)

15. What is your religious affiliation? (optional question) _____

16. Please feel free to provide any further information that might be useful to us: _____

YOUR HOME

Briefly describe the characteristics of your home:

1. Dwelling:

Duplex Bungalow Condominium Two Story Other: _____

2. How many extra bedrooms do you have? _____

3. Where are the extra bedrooms located in the home?

Main Floor Upper Floor Basement

(**Note:** Bedrooms in the basement **MUST** have a window that opens and meets building code.)

4. Number of bathrooms (Full or Half) _____

Location(s): Main Floor Upper Floor Basement

5. Describe the room in which the student will sleep:

Approximate Size: _____ Number of Windows: _____

Private Bathroom (not necessary): No If yes, please describe: _____

6. Which of the following do you have?

Security System Carbon Monoxide Detector Fire Extinguisher(s) Smoke Detector(s)

Others: _____ (**Please Note: Smoke Detectors Mandatory**)

7. Describe any unique features about your home and yard (Swimming pool, piano, etc):

8. Would the student have access to a home computer? Yes No

9. Write a generic message to international students that we may include with the family profile that will be sent to students who will stay with you.

TRANSPORTATION/SCHOOLS

List the schools that are closest to your home:

A. How would the student get to and from school? _____ total minutes (walking/bus).
walking public transit driving/being driven

B. How far away is the nearest bus stop? _____ minutes.

STUDENT INFORMATION

1. Preference of student: Male Female No Preference

2. Willing to host younger student (10-14 years old)? Yes No

3. Able to host: One student Two students Three students

4. Date available for Homestay student: _____

I/We agree that the information that has been provided in this application is true and correct to the best of my/our knowledge. I/We have read and abide to follow “The Homestay Family Agreement”.

Signature of Host Family

Date

Please provide photos of your family in your home or surrounding along with this application form that we can share with our students.



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HOMESTAY FAMILY AGREEMENT

I agree to abide by all St. James-Assiniboia School Division Homestay Program guidelines, including:

1. I will act as a judicious, caring parent, and regard my international student as a family member. I will maintain involvement in their daily lives at school. I agree to interact with students on a daily basis, including in appropriate family activities and transport them to certain activities, as required from time to time.
2. I agree that the primary consideration for hosting a student is for the cross-cultural experience. I agree to respect the culture and values of the student.
3. I will keep all information about students confidential. Personal information about students will be shared only with the International Student Program (ISP) staff.
4. I will contact the ISP should significant problems with students occur (legal, medical, academic).
5. I will set clear, reasonable and age-appropriate rules for the student, and ensure they are clearly understood. I acknowledge that students may not use drugs or alcohol and I agree to contact the ISP directly and immediately, should this issue arise.
6. I will immediately advise the ISP of any medical emergency or accident.
7. I will provide an environment conducive to homework completion and studying and will provide supportive interest in the student's school progress. I will attend parent/teacher interviews as requested. If academic difficulties are encountered, I will contact the school or the ISP staff in order that appropriate and timely interventions can be undertaken.
8. I will provide each student with his/her own bedroom. The bedroom will include a bed, dresser, closet, desk, chair and lamp for studying. Sharing of a room for elementary children is permitted only if acceptable to all concerned.
9. I will provide the student with phone numbers to reach me during the day, as well as a house key, alarm security codes and instructions regarding the home safety.
10. I will provide the student with three meals daily and other reasonable snacks.
11. I will provide an "English-only" environment for international students.
12. I will inform the ISP if I host a student from another program.
13. I will abide by the Program guidelines regarding the amount of home stay honorarium, as set by the St. James-Assiniboia School Division.

14. I understand that the ISP may move a student if a move is in the best interest of the student. I also understand that I must reimburse the Program for the balance of the honorarium if an advance has been given.
15. I will not allow an international student to drive any vehicle that requires a federal or provincial operator's license.
16. I will not allow international students to participate in any activity that may be considered dangerous or inappropriate to the student. If I am not sure if an activity is appropriate, I will contact the ISP.
17. I am aware that I am responsible for arranging adequate liability insurance to cover an international student living in my home.
18. I understand that hosting a student does not automatically guarantee that I will host a student in the future.
19. I will obtain consent from the ISP for student travel. Adequate notice must be provided to the International Student Program if documents are required for travel. I will assist students purchase additional travel insurance if a student travels outside of Manitoba.
20. I will allow the student reasonable use of a computer for educational and communication purposes in accordance with the St. James-Assiniboia Division's Computer and Internet Use Policy.
21. I will inform ISP if there is a change of my contact information (phone numbers, emails, etc.)

Homestay Family Signature and Date

ISP Signature and Date



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HOMESTAY FAMILY CONTACT LIST

The St. James-Assiniboia School Division International Student Program (ISP) will provide a contact list of Homestay families and International Students. This contact list is to be used by Homestay families and students to create a support network within the International Student Program. The list will be distributed to current Homestay Families and International Students and should not be distributed outside of the St. James-Assiniboia ISP Community.

Please print and sign your name below to authorize have your name, address and phone number appearing on the Homestay Family contact list.

Name: _____

Signature: _____ Date: _____



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HOMESTAY PROGRAM LIABILITY POLICY

The St. James-Assiniboia School Division's International Student Program presents a wonderful opportunity for families in the community to share their home and lifestyle with students from around the world, and to learn about the language and culture of the student they are hosting. However, as with all Homestay Programs worldwide, there is some risk and liability that is assumed on the part of the homestay family. The International Student Program is committed to assisting the families in its Homestay Program with trying to recover any costs associated with loss or damage caused by the international student they are hosting, but the St. James-Assiniboia School Division cannot be held liable or responsible for any such loss or damage. All Homestay families are required to sign and return to the International Student Program, the "Homestay Program Liability Policy" form.

It is understood that families in the Homestay Program are responsible for their own insurance coverage with reference to hosting an international student. The St. James-Assiniboia School Division strongly advises that each homestay family contact their insurance company to confirm that:

- (1) they are properly insured for any accidental loss or damage caused by an international student, and
- (2) their insurance policy protects them in the event that the international student and/or the biological parents seek legal action against them related to the condition or maintenance of the home.

My/our signature(s) below indicate that I/we have read and understand the above stated policy.

Signature

Date

Signature

Date