### Host Family Guide



## Saanich English Language Summer Academy

Saanich English Language Summer Academy (SELSA) LTD.

2043 Ocean Ave., Sidney, BC V8L 4S4

www.selsa.ca

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**Introduction to the Program:**

The **Saanich English Language Summer Academy**, strives to provide quality homestay experiences for all students enrolled in SELSA.

Introduction

Our guiding principle is to find the best possible homestay situation for both the family and the visiting students. To this end, we carefully screen each individual family wishing to participate in the program and will ask for information regarding your interests, hobbies, and activities you enjoy. Based on information the student provides on his/her application form we will try to find a suitable match for each family.

##### At no point can we guarantee the placement

*of a student in your home*.

**We adopt the following guiding principles:**

We believe that a positive homestay experience requires a healthy relationship between all parties involved in the program. This relationship shall be governed by courtesy, respect and consideration.

Any person participating has the right to be free from personal and/or sexual harassment as established through legislation and as outlined in the BC Human Rights Code (see Appendix B at the end of the document).

geaufdy3[1]Please feel free to contact us should you require more information than we provide in this manual. Contact information for SELSA staff members is provided at the back for quick reference.

**Why students come to BC?**

Our students come for the language and cultural experience only. Their main focus is to improve their English skills.

**Where do the students come from?**

The students we are placing come from various countries and cultural backgrounds.

A great number of students are from **Quebec** and they have qualified for a bursary to attend English Language Training in Canada’s other official language.

**3zrah3u4[1]**Others may find out about the SELSA program by attending educational fairs in their home country, recommendations from participants, the program’s website ([www.selsa.ca](http://www.selsa.ca)), or through agencies that specialize in international language school programs. So far, students have come from **Asia** (Japan, China, Hong Kong, Taiwan, and Korea), **Europe** (Germany, Turkey and Spain) **Middle and South America** (Mexico and Brazil). It is a fairly expensive endeavor to come and attend a summer program in Canada.

**The responsibilities of a SELSA student:**

* Treat the host family with respect and kindness
* Integrate into family life as much as possible
* Demonstrate a willingness to learn about Canadian culture and customs
* Share the family chores and adapt to the families customs
* Follow family rules such as curfew, TV viewing, computer access, etc.
* Comply with all of the rules and guidelines as established by SELSA.
* Accept the guiding principles for participation in the SELSA program as outlined in this brochure.

**What are we looking for in a host family?**

*One day one of your own children might want to participate in a program like this – What kind of home would you like for them to live in while in a different country?*

Becoming a host family is not a decision that should be made lightly. It takes openness, kindness, and a willingness to accept and understand a person from a different cultural background. Students placed in your home will essentially have to become part of the family.

Hosting a SELSA student should in no way be viewed as a means to supplement your family income. **We realize that for some families the host family remuneration is a welcome addition to their monthly budget. BUT at no time should a family rely on the remuneration to meet their monthly financial obligations.** As we cannot guarantee the placement of a student in your home at any point of time, we strongly caution any family to count on this “income.” We need to be assured that you will not suffer financial hardship if a student is moved from your home or a student cancels their participation prior to arrival.

**osfhijyn[1]**Having someone from a foreign country share in your life will hopefully be a very rewarding experience for all family members. A great host family sees that potential and uses the time as a period of growth for both the family and the visiting student.

**Your responsibilities as a host family:**

* Treat the visiting student with kindness and respect
* Demonstrate a willingness to get to know them and their background
* Integrate the student into family life as much as possible, this does include the sharing of family chores
* Help the student integrate into school and social life in Canada
* Act as the primary care provider. See “Frequently asked questions” for more information on your role as a primary care provider.
* Provide adequate supervision at all times. See “Frequently asked questions” for a definition of adequate supervision.
* Familiarize yourself with the school calendar (will be distributed to students and is available on www.selsa.ca)
* Maintain adequate homeowners insurance. Please check with your insurance provider regarding the implications of hosting a foreign student in your home. To our knowledge this has never been an issue before.
* Accept all of the terms, conditions, and expectations as outlined in the host family agreement form (Appendix C) and on the host family application form.
* Accept the guiding principles for participation in the SELSA program as outlined in this brochure.

**The Logistics of Arrival and Departure:**

The SELSA program runs from the **1st Monday in July until the 1st Friday in August** of each year. (In certain years it may start in very late June. It always ends on the first Friday in August and runs for the 5 weeks prior.)

We ask all of our students from Quebec to make contact with their host family to confirm exact arrival time and date.

Most of our “other international” students will do the same but some, especially groups, may request that we inform the host families about the arrival date and time.

**When will the student arrive?**

Most students will arrive a few days before the start of the program. It is our expectation that you will accommodate a student as of his/her arrival date. The Host Family will be compensated for any additional days of hosting.

**It is your responsibility to pick them up at the airport or ferry/bus terminal.**

**When will the student leave?**

Most students will leave soon after the end of the program. It is our expectation that you will accommodate the student until his/her departure date. The Host Family will be compensated for any additional days of hosting.

**IMPORTANT: Please confirm your student’s departure date well before the end of the program.**

**It is your responsibility to bring them to the airport or ferry/bus terminal and ensure their check-in.**

**IMPORTANT:**

Should your family have any kind of schedule conflict with the arrival and/or departure time of your student(s), please advise the Host Family Coordinator as soon as possible.

**The First Few Days:**

The First Few Days

bvr4abiz[1]The student normally arrives a day or two before the start of classes. The experience of living in a different province or country will be a daunting prospect for most of them at first. For some of them this will be the first time away from home for an extended period of time. Jetlag (a feeling of general fatigue and reversal of sleeping patterns) may be an issue for students from countries in different time zones. So please **take it easy on your student for the first few days** and take the above into consideration when making plans for those days. Do not overwhelm the student with too many introductions to family and friends, too many sightseeing excursions, and other activities. Let the student settle in and observe you as a family for a few days. Most students also need to adjust to living in an English-speaking environment. The task to constantly translate in your head what you hear and what you would like to say can be exhausting at first.

Some students may be coming to us from other language programs. Their greatest challenge will be to settle into a new host family and it’s routine.

The first few days and prior to the start of classes is a great time to **orient the students within their new surroundings**. Take him/her for a tour of the neighbourhood; show the best route to and from school, important landmarks and main streets. Maybe use a map of Greater Victoria to help the student understand where he/she will be living for the next while.

Please provide your student with **a key to your home.** It also is expected that you allow the student to be in the house on their own (not overnight of course).

**Money Matters:**

**How does the student’s family pay home stay fees?**

SELSA will invoice the student’s family or the responsible agency for the student’s homestay fees. The student’s family will prepay the entire amount of homestay fees to SELSA.

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**How will you be paid?**

The remuneration is based on a rate of **$180.00 per student per week**.

The majority of our students will be here for the entire 5 week program. If you are hosting a student for the entire 5 weeks you will be paid $900.00 per student.

Some of the students will leave the program after 4 weeks. If you are hosting a student for 4 weeks you will be paid $720.00 per student.

Any additional days of hosting will also be remunerated at a rate of $25 per day.

You will be paid three times during the program (every 2 weeks):

Cheque #1: remuneration for weeks 1+2, dated for Friday of week 1

Cheque #2: remuneration for weeks 3+4, dated for Friday of week 3

Cheque #3: remuneration for week 5 and any additional days of

hosting, dated for the last day of the program

Cheques will be mailed to your home address as indicated on your application.

If we move student(s) out of your home (regardless of the reasons) you will be remunerated only for the exact number of days you have hosted. This may mean that you as the host family need to repay a certain amount to SELSA so that the “new” host family (if applicable) can be fairly remunerated. Please refer to the Host Family Agreement (Appendix C) for more information.

**Who pays for what?**

You are expected to pay for items that you would pay for your own children, i.e. going out for dinner, ice cream or snacks while away from home and so on.

The basic rule should be: “If you initiate the activity, you should be prepared to pay for it”.

It is the student’s responsibility to pay for **public transportation** unless on an outing with the family. All students should be encouraged to purchase a monthly student bus pass at a reduced rate. Please check with BC Transit as to the rates and places where they can be purchased.

The host family is expected to let the student use the **personal hygiene items** available to all family members. The student is responsible to cover the expense of special brand items or additional products.

The student is responsible for all costs relating to **long distance phone calls** being made while living with your family. Should you feel uncomfortable collecting money from your student when the phone bill arrives, encourage the student to use a phone card instead. We strongly encourage the use of **phone cards** as it is a simple and straight forward solution for any issues that may arise otherwise. These cards can be obtained almost anywhere and offer very competitive rates. Most students will arrive with their own cell phones.

**Allowance and spending money** are also the student’s responsibility.

**Prescription medication:** Should a student be required to take prescription medications regularly, we assume that the student has made adequate financial provisions or will arrive with enough medication to last for the entire stay.

Should a student fall ill and require medication, we hope that you as the host family will be willing to help the student obtain their medication. Most students will have access to money via credit or debit cards, but some may not. In this case we kindly ask that you please advance the funding (within reasonable limits) and then contact the Host Family Coordinator for reimbursement. Should you be unable to assist your student please contact SELSA as soon as possible.

**Internet Access:** The student is not responsible for any internet service charges when using the host family computer or Wi-Fi. Please discuss any special data limits you may have with them as soon as possible after arrival.

**Medical Insurance:**

One of the program requirements is that the student maintains adequate healthcare insurance for the duration of their stay.

Our students from Quebec will be covered under their province’s health insurance plan.

Our “international” students will arrive with their own **private medical insurance**. Please ask your student for information on their insurance coverage so that you are aware of it in case of emergency.

If students seek medical treatment, they will have to pay the charges and then get reimbursed from their insurance plans at home. For more information regarding seeking medical treatment, please refer to page 11 of the guide.

**Prescription medication:**

Please see comments in the “Money Matters” section.

You may wish to record particulars regarding your student’s medical insurance here:

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**In case of illness or injury:**

It is your responsibility to assess each occurrence of illness or injury as a careful parent. This means that you will do what every careful and reasonable parent would do.

**Minor illness – student not feeling well:**

If your student is unwell and not able to attend school, please **call the Campus Coordinator** in the morning so that the teachers will not be expecting the student that day. Please call for every day your student will miss classes.

**Illness/Injury possibly requiring Medical Attention:**

If your student is ill or injured and you feel he/she may need medical attention, medication, or treatment; please **contact the Host Family Coordinator immediately.** This is necessary to meet insurance requirements and to decrease potential liability issues. The Host Family Coordinator will discuss any steps to be taken and will be able to assist in seeking treatment.

If deemed necessary SELSA will pass information on to the natural parents and/or agent of the student. You may very well have established some kind of relationship with the student’s parents via e-mail yourself and may inform the parents regarding any health concerns.

**Drug and alcohol abuse:**

Prior to arriving in Victoria the students are advised that the consumption of any alcohol and/or drugs is not permitted during their stay. We realize that in some countries different cultural values exist and that for some students this may be something they are not used to. Nevertheless, the repercussions of alcohol and drug use while in Canada have been clearly outlined to them. Any student infracting on this rule may be sent home immediately at his or her own expense.

**Should you become aware or suspicious of alcohol and drug abuse by your student, please contact the Host Family Coordinator immediately**.

**Safety:**

Your students will spend a considerable amount of time on their own with their friends. As a host parent always put safety first when it comes to ensuring that your students have a way of getting to and from activities. Getting home can be a real challenge especially during the evening hours. Putting safety first and picking your students up in the evenings may be an inconvenience to you but will go a long way in ensuring their safe return to your home. Let the Host Family Coordinator know if not having a safe way to get home becomes a pattern for your students.

**Please refer to Appendix A for a more detailed definition of the role and responsibilities of a careful host parent.**

# Communication is the key!

Open and honest communication is the most important ingredient in your successful relationship with your students. Some students may not be used to this kind of interaction with adults or people of authority. It may take a while for them to adjust and to open up and really start communicating with you. Please do not give up.

Explain your “house rules” shortly after their arrival. If there are things that are important to the smooth running of your household, the students should be made aware of them as soon as possible. You may wish to do so as part of a conversation and in writing.

# Breaking the language barrier

It is inevitable that you and your students will experience some kind of language barrier. The degree may vary greatly from one student to the next. In the past, host families have used a number of tools to help them deal with this.

Here are some suggestions:

1. use a dictionary
2. picture books and magazines
3. interpretation websites such as <http://babelfish.altavista.com>

If you are really at a loss and are unable to communicate, please contact the Host Family Coordinator who will connect you to a person able to interpret for you.

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**Computers and Gadgets:**

It is a given nowadays that most students will want to communicate with family and friends via e-mail and other internet-based communication services. Access to a computer with Internet service is almost a must for each host family. We are seeing more and more students who indicate on their profiles that one of their hobbies is using a computer – be if for gaming or communicating with friends. The days when the computer was used for school projects and homework only are long gone.

**Time being spent on the computer:**

How much time do you allow your students on the computer? This totally depends on what you feel comfortable with. One thing to remember is that the students are here to learn English and to experience Canadian life. If they spend most of their time alone in front of the computer, talking to friends back home; then chances are that we are not fulfilling the goals mentioned above. If this is the case, please limit the time your students spend on the computer and get them more involved in person-to-person contact in their environment here.

**The Threat of Viruses and unwanted information:**

… This is very much a growing concern for most of our host families; especially in a day and age where most teenagers, and sometimes even kids, know more about these things than the adults in the home.

Please discuss your **expectations regarding responsible use** of the host family computer early during a student’s stay in your home. Make sure they understand what kind of functions they are allowed to perform on your computer. You may not want to allow them the privilege of installing any kind of software or programs on your computer, unless they have discussed it with you and you have agreed to it.

Please be very clear about what information you will allow on your computer. This should include a discussion about **inappropriate Internet sites**. Most Internet service providers provide some kind of parental controls to block access to inappropriate websites. Unfortunately these are only as effective as the person setting and updating them.

Most students will come and already have **e-mail accounts**. These accounts will not interfere with your own e-mail setup through Shaw, Telus, or others. Should your student not have his/her own free mail account, encourage them to set one up. If they don’t know how, one of their friends can surely help them.

No matter what you do, no matter how diligent you are, there is always the threat that something will go wrong with your computer. We believe that one thing you can do is to install **up-to-date virus protection and firewall software** on your computer. This is not necessarily cheap, but compared to replacing your entire system it is more cost efficient. Most of these software packages include automatic, free updates for the duration of your subscription and do provide a high level of protection. The key is to have software that is updated as new viruses crop up and that is able to scan your entire system for corrupted files every now and then.

**Damage done to your computer:**

As you can imagine it is almost impossible to determine which user was the one who caused a system failure. By allowing your students onto your computer you assume the risk that something may go wrong. Unless you can prove that it was the student who caused the damage, we are not able to compensate you for money paid for repairs to your system.

**Digital cameras:**

A large number of students will arrive with digital cameras. Hopefully they have been told that they cannot expect the use of the family computer to download and manage their photos. We have asked them to arrive with enough Memory cards to store all of their photos. If they do not bring enough Memory cards, they need to be prepared to pay for the service of having the pictures burned onto a CD at a Photo Lab. If you are willing to let them use your computer to burn their pictures to CD Rom, please ask them to delete the pictures off your system immediately afterwards.

# Adjustment Issues

**Adjusting to a different climate:**

This may be an issue for students from countries with very different climates. What seems to be a moderate and comfortable temperature to us may be too cold (or too warm) for some students. Please check with your students whether or not their room temperature is comfortable for them. Hopefully they will adjust and get used to our climate and your family’s home temperature.

**Adjusting to cultural differences and customs:**

It can be quite a challenge and a shock for some students to adjust to our West Coast culture. Your role as a host family is very crucial in making their stay in Victoria a success and as enjoyable as possible. The most important thing is kindness and a willingness to learn and understand each other. Some students, depending on where they come from, may not require any adjustment period and they will blend in almost immediately. Others may struggle for a while and will need the support of their host families. Some of the students may seem very withdrawn at the beginning and it will take patience and persistence on the part of the host family to draw these students out of their shells.

**Food dislikes and intolerances:**

Some students may be very picky eaters and they may have some food items they will absolutely not eat as part of their diet.

Hopefully this and any food allergies were indicated in their application profile. Nevertheless, it is a good idea to ask your students whether or not there are some foods they will not eat as part of their diet.

**Some examples of different customs:**

**Preparing meals:** Some students may not be used to preparing their own breakfast, lunch, snacks, or, on rare occasions, dinner. Please explain to them that it is customary here for all family members to help and partake in the task of preparing food. Our expectation is that you as the host family will provide the students with three nutritious, well-balanced meals per day and access to snacks. This also means that it is quite all right for student to have to fix their own breakfast, make a bag lunch for school and, on rare occasions, fix their own dinner if necessary. This does not mean that the students can be expected to prepare a meal for the entire family (this is stated in the Host Family Agreement Form), unless, of course, he/she volunteers to do so.

**Dinnertime:** Some students may arrive with the expectation of a sit-down dinner with all family members in the evening. If your family’s schedule does not allow for this, you may wish to explain your family’s dinnertime routine early during a student’s stay.

**Chewing with the mouth open:** In some cultures, chewing with your mouth open is viewed as a sign of appreciation to the cook. We find this rather rude.

**Not asking for things:** In some cultures it is customary to decline any offer for food and drink at least three times before accepting. Do not hesitate to ask your student several times if they would like something to eat/drink.

**Pets in the family home:** Some students may be very hesitant towards pets in the home (dogs and cats in particular). If you detect hesitancy on the student’s part in this regard, please introduce your “non-human” friends slowly.

**Personal Hygiene:** Some students will want to take long showers or enjoy a bath fairly late at night. This may be a disruption or disturbance to you. Please explain to them that here the custom is to have a short shower in the morning. In certain countries, it is not customary to bath or shower every day. Please accept this as a cultural difference and not ignorance on the student’s part.

Some students may never have had to use a shower with a shower curtain. To avoid embarrassment on their part and the potential flooding of your bathroom, please explain that the shower curtain needs to be on the inside of the tub.

**Socializing with friends:** In some countries, especially those with a warmer climate, it is customary to delay socializing until the later hours of the evening. Please explain to your student that this is not acceptable to most Canadian families.

**Curfews and consumption of alcohol:** Some of the students will not be used to having a curfew. They may also be of legal age to consume alcohol in pubs/bars in their home countries. Our rules here may come as quite a shock to some and they may view the Canadian “guidelines” as very restrictive. Nevertheless, they have decided to come to Canada and experience Canadian culture. Please explain to them your family expectations regarding curfews and the laws of this province regarding alcohol consumption. Please refer to the “Health and Safety” section for information on what to do if you suspect that your student is drinking alcohol and/or abusing drugs.

The Program enforces a **10:00 pm curfew from Sunday to Thursday and a 12:00 midnight curfew on Fridays and Saturdays**.

Special arrangements can be made for different circumstances depending on student’s age and maturity and nature of activity they would like to participate in.

**Public Transportation:** The public transportation system in the student’s home country may be very different from the one in greater Victoria. This may frustrate them, especially if coming from a major city with excellent subway, bus, and train systems. Please take the time to explain our system to your students and maybe even do a trial run with him/her. The more comfortable the student feels moving freely within the area, the more independent they will be able to become. The BC Transit website (www.bctransit.ca) is a great resource to figure out the best route and timetables. You may also want to get him/her the BC Transit brochure available at a number of locations throughout Greater Victoria.

# What if things don’t work out?

Things not working out?

Hosting a SELSA student should be an experience that both the family and the student enjoy. At no time should it become a burden so unbearable that you can hardly wait for the day the student leaves. We make every effort to place a student with similar interests in your home. But as we all know, not all matches are made in heaven.

Please address any situation that bothers you as soon as possible. Find a convenient and appropriate time to address the issue in a relaxed setting. In our experience, most conflicts can be resolved by open communication from the onset. Should a situation persist and you feel that you have exhausted your capabilities of dealing with it, contact the host family coordinator to discuss the situation. We may decide to facilitate a meeting with all parties involved, looking for a solution that will work for everyone. We strongly support the concept of mutual respect between the family and student throughout this process.

If a situation has deteriorated beyond reconciliation we will make arrangements for an alternate placement as quickly as possible. Please be understanding while we work through the process of finding a “new” family for the student.

Under certain circumstances we will move a student from a home for reasons that he/she does not feel comfortable discussing with you. Some of these reasons may be a sense of “not being wanted in the family”, little or no opportunity to interact with family members, house rules which are deemed too restrictive, or simply a significant personality conflict. As you can imagine this is not an easy thing to discuss, nor do we want to hurt anyone’s feelings as we move through the process. Please trust that we will carefully evaluate any request to be moved from a home. If we have a “new” home available, the student may be moved fairly quickly. We understand that this can be surprising and/or hurtful for the original host family. We assure you that this kind of occurrence does not disqualify you as a host family nor do we assign any kind of responsibility for the failure of this match to any party involved. When making the decision to move a student, it is based on the fact that the student has paid a significant amount of money to come and stay in a host family. Our goal will be to find an arrangement that will work for them so they can enjoy their time here in Victoria.

Yes, this is not an easy situation.

If a student is found in non-compliance with the rules and expectations of SELSA he/she may be expelled from the program. The student will then be required to return to their home province or country as soon as possible. A SELSA representative will liaise with you should this occur.

Any kind of sudden departure of a “family member” can be traumatic especially for younger family members. You may wish to discuss with your younger children the possibility that any student you may be hosting, may leave the household rather suddenly (intentionally or non-intentionally).

# Some rather delicate issues:

**What if a student leaves your home prior to program-end?**

It may be on the request of the host family or the student, that we would move a student to a different home prior to program-end. Should this occur we need to rely on your cooperation to repay part of the host family remuneration you already have received. As you can imagine, we need to remunerate the “new” host family for the actual number of days hosted. Your understanding and cooperation during this period is greatly appreciated.

**What if the student causes damage to your home/property?**

Generally the students participating in programs such as SELSA are responsible and are aware of respecting your home and property as well as looking after any items they may borrow from you, i.e. tent for camping, plastic dishes. Nevertheless the possibility that some items may get lost or damaged exists. We trust that you would view such an incident in the context of normal teenage behaviour which may occur with your own children also.

It is important that you maintain adequate home and content insurance at all times. You also need to check with your insurance provider regarding hosting a student. In our experience this has not been an issue with any insurance carrier.

Should you feel that damage caused exceeds your acceptance level, please contact the Host Family Coordinator as soon as possible. To receive any kind of reimbursement we will need paid receipts or cost estimates from you. We will have very little chance of recourse once the student has departed from your home, hence it is very important that these issues get addressed while the student is still in your home.

**Lost and/or presumed stolen items:**

The student’s insurance should cover all lost and/or presumed stolen items of the student. Should you as the host family lose (or presume stolen) any items, please submit a claim to your insurance provider. SELSA cannot compensate you for any lost or presumed stolen items.

**A student’s right to privacy:**

Please respect a student’s right to privacy in their room. Most teenagers are very protective of their privacy and SELSA students will be no different. Always knock before entering their room and talk to them about your need to enter the room when they are not home. You have every right to ensure that the room is kept to your expectations, but please respect their need to a private and safe space.

You may not search their belongings at any time.

# Frequently asked Questions

**What does it mean: “act as a primary care provider”?**

As the primary care provider of a SELSA student we expect you to act as a careful and prudent parent. Your responsibilities in that role include basic care, such as food and shelter, as well adequate supervision. Please refer to Appendix A “About being a Host Parent” for more information.

**What does adequate supervision mean?**

Adequate supervision is the same level of supervision you would provide for your own children of the same age as the SELSA student. Please discuss with the student your standard of adequate supervision and what information regarding the student’s whereabouts you require at what times. **At no time may you leave the student unsupervised overnight**. Should a situation arise where you are unable to ensure this level of supervision, you may make alternate arrangements, such as ensuring that another responsible adult is staying with the student or arranging for the student to stay somewhere else where a responsible adult is present. You need to contact the Host Family Coordinator and provide information regarding the type and length of the arrangement you have made.

Travel

**Students traveling on their own (un-chaperoned travel):**

**Students are not allowed to travel** outside of the Greater Victoria area without the supervision of their host family or program staff. This means that students may not travel up-island or to Vancouver on their own.

**Travel with the host family:**

There is no need for special permission forms should you decide to take your students with you on a **family excursion/trip**.

**Please ensure that the Host Family Coordinator is aware of your travel plans**.

It is NOT appropriate to plan family travel with your student(s) on regular program days. (Monday to Friday)

# How to contact us:

**Host Family Coordinators**:

**Michelle Harris** Cell: 250.216.8562 (use during program only!)

*Victoria* Phone: 250.385.0583 (Home Office)

*Saanich* Fax: 250.385.0583

*Peninsula* Email: michelle@selsa.ca

**Carol McLeod** Cell: 250.213.8575

*Colwood* Email: carol@selsa.ca

*Langford*

**In case of a homestay emergency** and you are unable to reach the host family coordinator, do not hesitate to call the Program Directors:

Chris McFarland at 250.858.6232 (cell)

or

Kristi Timmermans at 250.818.1375 (cell)

**Campus Coordinator:**

**Kristi Timmermans** Cell: … 250.818.1375

Email: kristi@selsa.ca

Call the Campus Coordinator if your student is unwell and will not be attending school. Call every day your student will be away.

**Campus Address:**

**Saint Margaret’s School**

1080 Lucas Ave.

Victoria, BC

**Program Directors:**

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**Appendix A**

**About being a host parent**

Your responsibility as a host parent is to do **all the things a prudent and reasonable parent would do**. In essence, the host parent needs to ***act as a careful parent***, who foresees dangers and risks.

**There is no duty of care to foresee every accident or supervise a student for every second of the day.**

**A careful parent will do the following:**

* Provide adequate supervision and communicate expectations and rules clearly
* Will not allow the use of improper, inadequate, defective equipment
* Will warn of dangers and caution the student
* Will train the student in safety and proper use of any equipment
* Will take reasonable precautions against injury
* Will treat an injury that has occurred
* Will institute actions/measures after a previous incident

**A careful parent will make reasonable and thoughtful decisions based on:**

* Age of student
* Nature of activity and degree of adult supervision
* Student’s language abilities and how well you are able to communicate instructions and risk of injury.
* General awareness of situation
* Foreseeable risks based on previous incidents

**Appendix B**

**Harassment:**

We expect all relations to be free from any behaviour that can be identified as being personally or sexually harassing in nature. Such behaviour is unacceptable and will not be tolerated.

For purposes of this policy, harassment shall be defined as follows:

**Personal Harassment**

* Any improper behaviour that is directed at or offensive to another person, is unwelcome, and which the person knows or ought to reasonably know would be unwelcome; or
* Objectionable conduct, comment or materials or displays that demeans, belittles, intimidates, or humiliates another person; or
* The exercise of power or authority in a manner which serves no legitimate purpose and which a person ought to reasonably to know is inappropriate; or
* Such misuses of power or authority as intimidation, threats, coercions and blackmail.

**Sexual Harassment**

* Any comment, look, suggestion, physical contact, real or implied action of a sexual nature which creates an uncomfortable environment for the recipient, made by a person who knows or ought reasonably to know such a behaviour as unwelcome; or
* Any circulation or display of visual material of a sexual nature that has the effect of creating an uncomfortable environment; or
* An implied promise of reward for complying with a request of a sexual nature; or
* A sexual advance made by a person in authority over the recipient that implies a threat or an expressed or implied denial of an opportunity which would otherwise be grated or available, and may include a reprisal or a threat of reprisal made after a sexual advance is rejected.

**Appendix C**

**Host Family Agreement**

This document is a formal agreement between the **Saanich English Language Summer Academy** (**SELSA) LTD.**

and **the undersigning homestay parent(s).**

This agreement shall be in effect as of the day the student(s) move(s) into the home of the host family, until the day the student(s) leave(s)

the host family home. Please discuss any questions and/or concerns about this agreement with a representative of **SELSA**.

In consideration of a student being admitted to **SELSA** and being assigned a homestay, and in consideration of the promises set out in this agreement, the parties agree to and undertake the following:

**WE, the host family, agree to the following:**

1. to provide a clean, orderly, pleasant and safe living environment for the student.
2. to provide the student with adequate sleeping quarters, furnishings, and necessary household items such as linens, towels, etc.
3. to provide a variety of nutritional, well-balanced meals on a regular basis ( three meals per day – bag lunch on school days, snacks).
4. to involve the student in activities and outings and generally make them feel a part of the family. We will encourage and support the student to participate in social and recreational activities outside our immediate family.
5. to instruct the student on the course of action to take in the event of a fire, earthquake, and other emergencies.
6. to allow the student reasonable use of the home and facilities – meaning the student will enjoy the same privileges and opportunities enjoyed by the family’s own children of similar age.
7. to provide adequate supervision and discipline that is consistent with being a responsible parent and in accordance with the **SELSA** program’s expectations and requirements.
8. to maintain adequate home insurance.
9. to ensure that proper care is taken when transporting students, such as the wearing of seatbelts and no driving with students under the influence of alcohol.
10. to not abuse drugs or alcohol.
11. to not make any improper physical advances toward the student(s).
12. to not conduct ourselves in any way that could be viewed as harassment or discrimination.
13. to not expect the student to maintain our house or yard, baby-sit children, or cook our meals.
14. to not lend money or borrow money from each other.
15. to not enter the students’ room without their permission except for cleaning, changing bedding etc..

**WE, the host family, understand and agree to the following:**

1. to discuss any unresolved misunderstandings/issues between the host family and the student with a representative of **SELSA**. We understand that **SELSA** is under no obligation to resolve misunderstandings and/or conflicts.
2. to promptly notify **SELSA** of any changes with regards to household members (i.e. family members moving in or out, or students from other programs moving in or out, or other boarders/renters moving in or out, etc.)
3. to provide a **Criminal Record Check** for each person over the age of 18 residing in the home.
4. to promptly notify **SELSA** if we have any concerns about the health and safety of our student(s).
5. **failure to meet the standards and expectations listed will result in the student(s) being moved from our home.**
6. **the best action in case of unresolved personality and/or character conflicts will be to move the student out of our home.**
7. **depending on the exact date a student is moved out of our home, we will repay part of the remuneration already received.**

**SELSA agrees to pay $180 per week, per student residing in your home. Extra nights will be payed at $25 per student.**

WE, the host family, understand that the **placement of a student in our home cannot be guaranteed**. We understand that some students may withdraw or be expelled from the program with very short notice. We understand that these are circumstances beyond the control of **SELSA** and we will not request any form of compensation other than the remuneration owing to us, should a placement be cancelled or end early.

**Host Parent #1:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the above expectations and standards. I agree to comply with all of them.

(please print name)

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Host Parent Signature Date

**Host Parent #2:**  N/A

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the above expectations and standards. I agree to comply with all of them.

(please print name)

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Host Parent Signature Date