



HOMESTAY FAMILY LETTER OF AGREEMENT



Thank you for becoming part of the RDIEA Homestay program. It is an integral part of international education and our co-operative success a direct effect on the reputation of our community and province.

In our continuing effort to insure our homestay placements are a rewarding experience for you and for our student it is important that all parties maintain open communication. It is your responsibility to contact the Homestay Coordinator to discuss any matters of concern regarding your student before the situation becomes unmanageable. The Homestay Coordinator will assist in finding mutually agreeable solutions through compromise and discussion.

In being a Homestay family you have agreed to the following:

1. Provide the student with a home environment that is safe and clean.
2. Provide the student with a room of his/her own. The room will contain a bed, closet, dresser, study space with a desk and a lamp, and a night table.
3. Provide the student with wholesome food each day.
4. Provide laundry facilities with instructions for use.
5. Firmly, yet gently, enforce all house rules as explained to the student.
6. Be open and honest, tolerant and respectful in communicating with the student.
7. Arrange for pick-up transportation when the student arrives and departs. If this is not possible because the student arrives on a working day the homestay family must inform the Homestay Coordinator.
8. The homestay family must inform the Homestay Coordinator of any time they plan on being away from Red Deer without their student. Adequate notice must be given to allow the Homestay Coordinator to arrange a temporary placement for the student.
9. Orient the student to Red Deer and to their neighbourhood, including matters such as public transportation, banking locations and procedures, nearby stores and recreation facilities.
10. Orient the student to household fire procedures.
11. Inform the Homestay Coordinator when:
 - i. the makeup of your family changes, a record of family members must always be current.
 - ii. hosting a student from another institution, a record of student nationalities in the home must always be current.
12. Attend homestay information/orientation sessions when available.

We further understand that:

- All hosts and students are expected to contribute to the creation of a welcoming and secure home environment. If it is learned that there are problems in the home or there is a violation of one of the Homestay program guidelines, and efforts to find a solution are unsuccessful, the placement may be terminated and the student withdrawn from the home.
- A 30 day period of notice must be given by the host family in the event they request the student be removed from their home. For serious cases, one month notice may not be considered necessary. This determination will come from the Homestay Coordinator after consultation with effected parties including the International Services.
- The homestay parent(s) of primary and secondary students are required to monitor student attendance at school. Should the homestay parent receive notice from the school that their student has not attended the Homestay Coordinator is to be informed immediately.

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