



Regina Christian School International Student Program



Regina Christian School International Student Program Homestay Handbook

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Mr. Rod Rilling Principal

Mr. Hank Yoo International Studies Director



Homestay Family

- Stable Christian families who support RCS's Statement of Faith, Mission Statement and Vision Statement
- Families who have a desire to work with young people, to provide supervision and guidance (spiritual, social, academic)
- Families who are interested in and can be open minded to other cultures
- Families who are actively a part of a home church and who are willing to include a student in church activities
- Families who are willing to include a student in your own family activities E.g. Holiday celebrations, travel, sports
- Families who are financially stable
- Families where members are willing to speak English when the student is present
- Families who are willing to make a 10 month commitment
- Families who are able to provide their own approved respite
- Families who have experience working with teenagers
- Families who are able to provide a separate room with a bed, dresser, desk, and chair
- A home that meets fire and health regulations
- All family members over 18 years of age are willing to undergo a criminal record check
- Families who are willing to provide the student with, "A home away from home"

Application Procedure:

- Fill out an application form & submit a short family biography
- Interview/home visit
- Criminal records check
- International Studies Director & Principal to approve



We would avoid placing students in homes where:

- The family has other school aged children who attend a different school.
- There are members of the opposite sex who are the same age as the international student.
- There is financial stress.
- The location of the home would be considered to be in an unsafe area of the city. Int'l students tend to come from very sheltered, wealthy families and do not have a lot of "street smarts".
- There are other students of the same nationality. We would put two together but no more than this for long term. Ideally we try to mix students from different countries in situations where the homestay family has room for more than 1 student.
- Under no circumstances would we place a student in a home that does not meet fire and/or health regulations. Bedrooms must have a large enough window that is in a suitable location to allow for escape should a fire occur. *All homes must have working hard wired fire detectors. Bedrooms also have a minimum size requirement per youth. We generally try to follow the guidelines as set up through the Government of Saskatchewan Private-Service Homes Regulations.



Expectations of Homestay Students

- While students are in Canada, their Homestay Parents are responsible for their physical, emotional and spiritual well being. Students are expected to conform to the normal rules of family life, to contribute to the routine operation of the household, and to take part in family activities where appropriate.
- International Students are expected to attend a Christian Church regularly and to make every effort to be involved in its programs.
- It is the student's (as well as the Homestay Parents) responsibility to make the Homestay experience a successful one. If there are concerns please try to discuss it first with your Homestay Parents. If problems cannot be resolved the Homestay Coordinator and / or Principal will assist you.
- Student will have your own room, which will be furnished with a bed, desk, closet and bed linens. It is your responsibility to keep your own room clean and tidy. Remember you are not a "guest" you are part of the family. As such, you may be asked to participate in regular light family chores just as other family members are expected to do. You may be asked to do your own laundry and be asked to prepare your own breakfast and lunch. Remember you are not staying in a hotel where maid service is provided.
- Homestay families will treat the student as a family member. So n students offer to help in the home by keeping their room clean and doing general chores.
- Students may be asked to make their own breakfast and lunch.
- Students should use less than ten (10) minutes in the shower at one time. Students are encouraged to take showers before 10:00PM and should leave the bathroom clean and dry after using it.
- Students will have access to the telephone just as any other family member. Phone calls are restricted to 15 minutes a call (including 070). You must pay for all long distance calls you make. (It would



be good to arrange for a calling card). You must not make calls after 10:00p.m.

- Students are not to have computers in their bedrooms but they should be used in a common area of the household where appropriate supervision can be given. Computer time is a privilege and not to be abused as students need to be aware of other family members needs in regards to computer use. Students should be on computers for a maximum of 1 hour daily, prior to 10:00 pm. The primary use of this computer time should be for academic purposes first and then for social interactions as time allows. Unless students have their own laptops homestay family's computers should not be used to watch movies. If the student requires extra computer time for a specific academic assignment he or she must ask for permission from their homestay parents. Internet usage is a privilege and not a right.
- Students are expected to plan outings and events ahead of time with their homestay family. The homestay parents must approve of all activities outside of the home and be aware of the student's whereabouts at all times. In the event a student is going to be late in coming home the student must phone their homestay parents before the agreed arrival time.
- Homestay parents are not required to provide transportation to and from extra-curricular activities or social engagements. They may do so if able but it is the student's responsibility to make their own arrangements and to pay for extra costs incurred as a result. For regular activities outside of the home, such as participation in sports or music lessons, the student should give remuneration to their homestay parents in the event that they are able to and willing to provide transportation.
- Students are responsible to pay the expenses required to fix any damage to their homestay home whether it be accidental or intentional.



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- Students must abide by the Regina Christian School Student Code of Conduct. Failure to do so could result in the student being sent home.
- A Students' first priority is academics. They are here to study. It is expected that they will try their best to complete assignments carefully and on time, and to practice good study habits. Negative behavior in the classroom will be dealt with by the administration.
- Students will be required to participate in extra-curricular activities involving their homeroom or the school. At times special events will be hosted for International Students and it is expected that all students will attend.
- Should a student break the above rules or those of their homestay placement appropriate consequences will be administered by the homestay parents and/or the school. In the event of a serious breach of the rules or ongoing issues the student may be removed from the homestay home and be sent back to their native country.

Curfew (recommended 10:00 p.m. on weeknights and 11:00 p.m. on weekends)

- **Weekdays:** School nights are generally work nights. Time in the evening will be required for homework and study. Exceptions would be family outings and school events.
- **Weekends:** Destinations, transportation and activities must be approved by your Homestay parent. Your Homestay parents and the Homestay Coordinator **must** approve overnight stays outside the family home and out of town travel. A ***Request for Overnight Leave*** form must be filled out and returned to the Homestay Coordinator at least 2 days prior to the overnight stay.



Expectations of Host Families

Hosting International Students is a wonderful opportunity to develop a friendship with someone of a totally different culture. The friendship grows from an understanding and acceptance of two different cultures that the student and family introduce to each other.

Our expectations of Host Families are the following:

- Homestay arrangements for students registered with Regina Christian School must be arranged and approved through the school. **No exceptions.**
- To provide a safe, secure, Christian home environment for the student.
- To provide consistency between the home and school so that the vision of Regina Christian School is encouraged. In as much as is possible, to ensure that the student abides by the School's Code of Conduct.
- To ensure that the student develops a relationship with a local Church and its programs. Homestay families should also involve their student in their regular devotional time.
- House members are to be proficient in English and are to speak English when the student is present.
- ALL household members agree to host a student.
- Host families shall provide adequate sleeping quarters. (Bed, desk, dresser, closet and bed linens), and a bed, dresser, closet, mattresses, pillow, and bed linens.
- The room will have an adequate study area with a suitable lamp, chair, and desk.
- To arrange for suitable adult supervision, as approved through RCS, in the case of an extended absence from the home.
- Homestay families shall provide nutritional, well-balanced meals.



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- Homestay families should not expect students to maintain their house or yard; or baby- sit their children or cook their meals.
- Homestay families will not provide any legal documentation to students. School will be the guardian for all homestay students.
- Household members should be willing to involve the students in activities and outings.
- Household members do not abuse alcohol or drugs.
- Homestay parents are only required to provide transportation to and from school to the student. It is the student's responsibility to make suitable arrangements and to incur the additional costs for additional activities. (ie. Bus, taxi)
- All members of the Homestay family who are over the age of 18 will submit to a Criminal Record check at their own expense.
- Homestay family will pick up the student on arrival and drop the student off on departure.
- Homestay family provides an internet access according to the internet use policy and the internet phone if student has it.

Understanding of Placement

- The minimum homestay commitment is for ten full months. This does not refer to ten months pay for the homestay fee.
- It is a requirement to describe the condition of the student's room and living area with pictures. A checklist will be filled out and signed by the homestay family upon the student's arrival.
- A Homestay family must provide one full months notice, in writing, prior to exiting from the program.
- If any problems occur between the homestay and student(s), the school must be notified. The school has the primary responsibility to resolve all issues or disputes. Homestay families should not communicate issues to anyone other than the director or the principal.



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- As the homestay placement is for the international program of Regina Christian School, if students withdraw or are expelled from the program, they must also withdraw from the homestay program.
- Students should have their own long distance phone plan.
- Homestay families are under no obligation to provide accommodation for student's families. Students need to arrange hotel accommodation for visits.
- In the event of an emergency or move due to problems attributed to student behaviors, \$60.00 per day will be paid to the homestay until another homestay placement can be found.
- Any student wishing to change their homestay must give a full month's notice to find a new placement. Changes will occur at the director's discretion.

Payment

- The monthly homestay fee will be paid by Regina Christian School.
- Students will pay the homestay fee to the school directly.
- RCS will keep \$50 per month for the administration purpose.

Dealing with problems

- Hosting international students gives the homestay an opportunity to be a part of their students life. If you are having difficulty communicating your problems or concerns with your students, you need to contact to the International Studies Director. You can text at 351-3037 or e-mail cometorcs@gmail.com. The director will arrange to meet with you to discuss your concerns, and then with the student. A meeting may be arranged between the student and you. A follow up meeting will be scheduled to make sure that the problem is resolved.



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- The Homestay family and student are expected to make every effort to make the homestay a success. In the unlikely event that a family and a student are incompatible and every effort has failed to improve the situation, including mediation with the director. The director will discuss the situation with the principal for a final decision. If the homestay or student is involved in a serious violation of the rules of Regina Christian School, RCS will determine to withdraw of the student from the program.
- In the event a Homestay withdraws from the program a minimum of one months advance notice is required.

Not allowed

- Students will not use alcohol, tobacco, and illegal drugs.
- As per Citizen and Immigration Canada students on a Study Permit, will not work in a paying job in Canada.
- A student is not permitted to drive a car and to own a vehicle while studying at Regina Christian School. A student may take the driving education program with permission from the director.
- Students will not to the internet without supervision.

Internet Use Policy

- School days: 1 hour per day for pleasure. Permission to use it for more than 1 hour, it must be for academic purposes only.
- Weekends: 2 hours per day (Fri/Sat/Sunday).
- Return all electric devices to the designated place after 10:00PM.
- If you need to use your laptop computer after 10:00PM for academic purpose only, ask for permission.



Suspension and Expelling Policy

School

If students continue to disobey the rules of the school, they may be either suspended or expelled permanently from school and sent home.

Homestay

If students disobey the Homestay guidelines, they will be withdrawn from the Homestay Program and may be asked to leave the program.

Transportation

- The homestay family will provide transportation to and from school (8:30AM/3:20PM). If students decide to stay at school after school, they will need to use public transportation (after school program, DT, or school functions). If students are participating in the after school EAL program, rides back home may be arranged.
- Students will not rely on the host family to drive everywhere. If there is an event or somewhere they want to go it must be arranged by asking the homestay to drive. Students need to pay \$10 per way.
- Students are encouraged to use public transportation where possible.
- The homestay parent may be available to drive you to activities at the school or in the community if you make polite and reasonable requests.
- The homestay or school will provide transportation to the hospital and doctor if you are sick or injured.



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RCS Homestay Anecdotal Log

Student: _____ Homestay: _____

Date	Behavior/Incident	Action Taken