



**COQUITLAM  
COLLEGE**  
*Established 1982*

---

## **HOMESTAY PARENT GUIDE**

**Welcome!** As a homestay family, you are taking part in a unique and wonderful experience.

### **PREPARING FOR A STUDENT**

- We encourage you to send Coquitlam College a photo of the room you have for your student, as well as pictures of your home and your family. These pictures do not need to be professional, cell phone photos work great too. Since many students request to see photos of their homestay family these can even help us to place a student with you faster. Pictures can be sent via email to: **homestay@coquitlamcollege.com (just be sure to include your first and last name in the body of the email or subject line).**
- Is their bedroom set up for them? Do they have a light to read with? One host family puts a snack and fruit basket in their room as a friendly welcome gesture.
- Write a welcome letter to post in their room, go over house rules, meal times, laundry arrangements and a reminder to help themselves to snacks. Pin up a picture of your family with their names on it. It's amazing how many students don't know how to spell or pronounce their host family's name. Write down some of their immediate concerns: telephone use, banking, bus schedule, and how they will be getting to school the first day.
- If you do not live within walking distance to Coquitlam College be prepared to show students where to buy their bus pass from and how to take public transit.

### **ARRIVAL**

- Your student will probably be tired from jet lag. They may be homesick. It is important to allow your student some rest time. Your student may feel awkward with the family at first, don't feel bad if they want to spend some time in their room. It's a good idea to go over the phone use with your student. Many students like to call home in the first day or two.
- Check to see if your student can read English to make sure they understand your welcome letter. Treat your student like a house guest at first, they will be shy to help themselves until they are comfortable.
- If your students' English is not at a high level, too much information thrown out at them will confuse them. Please take it slow.
- If you need the school to interpret we are here to help. Our head counselor speaks both Mandarin and Cantonese.

- Sometimes when students arrive, with their different culture and customs, conflicts can arise. Often, you'll find conflicts are a result of misunderstanding. The key to avoiding problems in most situations and ending them is communication.
- If you have a problem and can't talk to your student or you have talked and the problem has not improved, it is very important you contact the Homestay Coordinator as soon as possible.

### **GETTING SETTLED**

- Once your student is settled they might want to be included in some household duties and activities. For example: set the table, empty the dishwasher, take the dog for a walk, or watch you make dinner. Just be sure to ask them what they feel comfortable with.
- Your student will enjoy telling you about their family. Ask them if they have any pictures or stories to tell. Some students would love the opportunity to cook a meal, introduce you to their culture.
- If you invite your student to go out to a movie or bowling etc. it can be very awkward for your student when it is time to pay. The best advice is to tell them right up front whether they will be paying for themselves. For example, "we are going bowling on Saturday; it costs \$10.00 to play, would you like to come with us?" or "would you like to come out for dinner on Saturday, it is our treat?"

### **SCHOOL INFORMATION & OFFICE HOURS**

School office hours are from **8:30 a.m. to 4:30 p.m.**  
 516 Brookmere Avenue, Coquitlam, V3J 1W9  
 Telephone 604-939-6633

### **HOMESTAY PROGRAM COORDINATOR & ASSISTANT COORDINATOR**

**Melita O'Neill – Program Coordinator**

Telephone 604-939-6633 local 229

[melita@coquitlamcollege.com](mailto:melita@coquitlamcollege.com)

**Melissa Faraguna – Homestay Coordinator**

Telephone 604-939-6633 local 249

[homestay@coquitlamcollege.com](mailto:homestay@coquitlamcollege.com)

### **EMERGENCY PROCEDURES**

- After hours call 911
- School hours call 911 & then contact the school. (604) 939 6633
- Emergency Number (604) 785 6765 for medical and life threatening situations

## **SAFETY CONCERNS**

- Make sure your student has your information on them.
- Please write down your students name and their parents name and contact information in case of an emergency.
- Make sure they know evacuation routes in your home.
- Make sure they know where the fire extinguisher is.
- Please show them how to call 911.
- Inform your student of the safety issues of walking at night etc.
- If they have a medical emergency please take them to the hospital.

**IF YOU HAVE ANY SAFETY CONCERNS ABOUT YOUR STUDENT PLEASE CONTACT THE HOMESTAY COORDINATOR at (604) 939 6633**

## **HOMESTAY PAYMENT**

- The student is responsible to pay the homestay fee directly to you.  
The current Homestay rate is **\$900** per month (three meals a day)  
The daily rate for this program is **\$30.00**
- The rate for the non-cooking program is **\$600** per month (basic kitchen provided, students cook for themselves and provide their own food)  
The daily rate for this program is **\$20.00**
- Holiday Rate is **\$13.50/day**. This rate applies for both the cooking and non-cooking program. A holiday is considered two weeks or more where the student is absent from the home.
- Friend and Family Rate is **\$40/day**  
This rate includes 3 meals per day. Students must get permission from their homestay family before inviting friends or family to stay with them at their homestay.
- Summer program rate is **\$30/day**  
The summer program takes place every July and lasts from 2-4 weeks. Homestay families are responsible for providing the students with three meals per day and driving them to and from school each day. Please note students in the summer program may be as young as 11 years old.
- Homestay families may not charge extra or change the homestay fees from what has been outlined above.

## **GIVING NOTICE**

- The first month for a student in a new homestay is a trial period. This allows the student an opportunity to make sure the homestay is a good fit for them.
- Students must give two weeks notice to their homestay family if they intend to move out. Students may give this notice at any time throughout the month.

## **COMMON QUESTIONS**

**Damage Deposit** Unlike a rental agreement or lease, the homestay program is a unique experience where students have the opportunity to become part of a Canadian family. Due to the nature of the program homestay families **may not** ask their homestay student for a damage deposit.

**Extra Charges** It's not acceptable for homestay families to charge students extra for items such as soap, toilet paper, laundry detergent or any other common necessity that one might need for day-to-day. Both the cooking and non-cooking program fees that the students pay to their homestay family include these day-to-day living necessities which are considered part of their room and board.

**Custodianship** All international students under 19 years of age that are traveling to BC to study without a parent or legal guardian will require a custodianship. A homestay family that agrees to host a student under 19 years of age will be required to sign a custodianship form that states that they understand that they have a minor in their care and that they will do their due diligence to ensure the safety of that minor. As a custodian you are not responsible if the student in your care behaves or acts in a way that is illegal. Your responsibility in this role is to contact the school if you have any concerns regarding the student.

**Appliances** Please show your student how to use the household appliances, include the washer and dryer. Let them know if there is a schedule for washing clothes. We would prefer if you would help wash or wash your students' clothes unless they prefer to do it themselves.

**Bathroom** Shower curtains are not always found in homes, consequently water mess is very common. Show your student how to use the shower curtain as well as the shower.

**Toilets** Please show your student that toilet paper can be flushed down the toilet. Please also show them how to use the toilet.

**Telephone** Please explain how to call collect and help your student with an international calling card. The College is not responsible for long distance charges.

**Pets** Most students don't have pets and are not accustomed to being around pets, especially inside the home. Students may be uncomfortable when a dog or cat jumps up and sniffs them. Please explain that your pet is part of your family and be considerate if they are uncomfortable with them.

### **Shopping for ethnic food**

Upon arrival new foods and the time change can be a shock to the system. There are many grocery stores in the Coquitlam area that cater to the needs of many cultures. Please keep in mind it is of great comfort to eat familiar food.

Ethnic stores nearby:

- Korean & Chinese Market on North Road under the Red roof
- T&T Market in Coquitlam Centre
- Henderson Place Mall across from Coquitlam Centre

## Weekend Ideas

- Shopping
- Skating
- Hiking
- Bowling
- Indoor Badminton
- Swimming
- Visit Local Parks and Gardens

*Thank you for becoming a host family with  
Coquitlam College*