

# HOMESTAY PARENT GUIDE

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

## **PREPARING FOR YOUR STUDENT**

Provide a:

- A private, warm, adequately furnished bedroom with:
- An area with a bed, desk, chair, and adequate lighting for homework.
- Access to a bathroom.
- Linens and the use of laundry facilities, or if you are doing their laundry for them, let them know the schedule or routine.
- Entry into the home (e.g. housekey and alarm code - if applicable).
- If the bedroom is in the basement the student might need a space heater.

Post a welcome letter in their room with the following information:

- General House Schedule and Recommendations.
- General Meal Times.
- Laundry Arrangements.
- Let them know that our tap water is safe to drink.
- Place a picture of your family with their names in their room.
- Post the Internet Password.
- The Bus schedule and information on how to take the bus.

If you do not live within walking distance to Coquitlam College, please help the student buy a bus pass and show them how to take public transit. Please note: Once students have enrolled, they will be provided with College ID which will make them eligible for a student pass.

## **WHEN YOUR STUDENT ARRIVES**

- Your student may have jet lagged and feel a bit homesick. Don't feel bad if they want to spend time in their room and are not very talkative the first few days.
- Ask them if they want to call home and help them call collect.
- Please offer them snacks and drinks as they will be shy to help themselves.
- The key to making a homestay situation work is through communication.
- If you have question or need help with an issue, please call the Homestay Coordinator as soon as possible.
- If the students' English is not at a high level, too much information thrown at them at first will confuse them. Please speak slowly.

### **GETTING SETTLED**

- Once your student is settled, please include them in some family activities. For example: take them grocery shopping, go for a walk, invite them to a family function.
- Your student will enjoy telling you about their family. Ask them if they have any pictures or stories to tell you about them.
- Your student may want to cook a meal for the family.
- If you invite your student to go out to a movie or bowling etc. it can be very awkward 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 ADDRESS & OFFICE HOURS**

Office hours: **8:30 a.m. to 4:30 p.m.**

Address: 516 Brookmere Avenue  
Coquitlam, BC V3J 1W9

Telephone: 604-939-6633

Website: [www.coquitlamcollege.com](http://www.coquitlamcollege.com)

### **HOMESTAY PROGRAM COORDINATOR**

**Eve Eckford**

Telephone: 604-939-6633 (Local 249)

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

Office Hours: Mon-Fri 9:00-4:00pm

Evening and Weekend Emergency Number: 604-314-1289

### **After Hours Emergency Numbers:**

604-314-1289

### **EMERGENCY**

- School hours call 911 & then contact the school: 604-939-6633
- Evening and Weekend Emergency Number: 604-314-1289

### **SAFETY**

- Make sure your student has your contact information with them.
- Please write down your student’s name and their parents name and contact information in case of an emergency.
- Clearly mark or explain the evacuation routes in your home.
- Make sure they know where the fire extinguisher is and how to use it.
- Please show them how and when to call 911.

- Inform your student of the safety issues. For example: Walking at night or meeting new friends on the internet.
- If they have a medical emergency, please take them to the hospital or call 911.

**PLEASE POST THE FOLLOWING RESOURCES FOR YOUR STUDENT.**

- a) B.C Helpline for Children (1-800-663-9122)  
May be called in cases where the international student feels he/she is being mistreated or feels unsafe in the home or at school.
- b) Kids Help Phone (1-800-668-6868)  
Provides counselling and mental health support
- c) Kelty Mental Health Resource Center (<http://kelymentalhealth.ca/>)  
Provides resources regarding mental health issues, substance use, medications and healthy living.

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

**HOMESTAY PAYMENT**

- The student is responsible to pay the homestay fee directly to you.  
The current Homestay rate is **\$1100.00** per month (three meals a day).  
Please visit [www.coquitlamcollege.com](http://www.coquitlamcollege.com) for the most recent changes in homestay rates.
- Holiday Rate is **\$20.00/day**. A holiday is considered two weeks or more where the student is absent from the home.
- Summer/winter program rate is **\$60.00/day**  
The summer/winter 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 students are from 11yrs – 20 yrs.
- Homestay families may not charge extra or change the homestay fees from what has been outlined above.
- Homestay families should give the student a receipt for payments.

**WHEN A STUDENT WANTS TO MOVE OUT**

- The first month is a trial period- students may move out at the end of this month if homestay is not suitable for them. Please ask your student within the first two weeks if they plan to stay with you.

- After the first month, students must give two weeks' notice and can give notice at any time throughout the month. For example: If you pay the homestay fee on Oct 1<sup>st</sup> and tell your homestay Parent on Oct 15<sup>th</sup> you have given the correct notice. If you tell your homestay on October 20<sup>th</sup>, you will owe the homestay for the remaining of the month plus three days.

Damage Deposit: Please do not ask for a damage deposit.

Extra Charges: Please do not charge students for items such as soap, toilet paper, laundry detergent or any other common household necessities.

Custodianship:

All international students under 19 years of age that are studying in British Columbia without a parent or legal guardian will require a custodian.

As a homestay family you may be asked to sign as the student's custodian. The homestay coordinator will send you the documents to sign.

As a custodian, you are responsible to advise your student of any safety issues that may arise from living in Canada and if you have any concerns to contact Coquitlam College as soon as possible. For emergency situations it is imperative you respond right away with the Hospital or Police then the Coquitlam College emergency number. (604-314-1289)

Appliances: Please show your student how to use the household appliances, including the washer and dryer. Let them know if there is a schedule for washing clothes or if you will be washing their clothes.

Telephone: Please explain how to call collect and help your student with an international calling card. The College cannot be 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. Please allow them time to adjust.

Shopping for 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.

Weekend Ideas

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

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