

## HOST FAMILY GUIDE

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Your role as a host family is to welcome your Danish exchange student into your family. Our expectation is that you will treat the student as a member of the family, including him/her in your family activities. It is expected that you and your family will be supportive of the student, realizing that he/she is far from home and is in a different culture and school, speaking a different language.

### YOUR RESPONSIBILITIES INCLUDE

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- Write to your student before his/her arrival, introducing yourself and your family.
- Pick up the student at Vanier College at the pre-arranged time on his/her arrival from Denmark.
- Speak English to your student at all times and provide an English-speaking environment.
- Introduce your student to your household, provide a household key, and show how the alarm system and the smoke detectors function as well as any other safety features. Give the student emergency phone numbers as well as your work number.
- Be aware of your student's whereabouts at all times as you would for your own child. Establish a curfew, again as you would do for your own child. Insist that the student call if he/she must be late for the curfew, for meals, etc.
- Provide three nutritious and ample meals per day. A packed lunch will be necessary during the week. Snacks should also be available as they are for family members. You may ask your student to make his or her own breakfast or lunch and to tidy up afterwards. The student should be introduced to the kitchen, where equipment is kept and how it is used, and where food is kept. Dinner is definitely a time for all family members, including the student, to share what has happened during the day.
- Provide the student with a clean and comfortable private bedroom with a bed, desk, lamp, general lighting, dresser and cupboard, bedding and towels. Clean sheets & towel should be supplied on a weekly basis. A shared bedroom with a Vanier student is a possibility.
- Include the student in family activities and outings. This applies especially to the Easter weekend. If there are meals involved, they should be paid for by you. Other costs should be explained to the student ahead of time.
- Introduce the student to the rules of your home which could include:
  - helping prepare the dinner with the other family members

- keeping the bedroom tidy and clean, although other larger household chores should not be requested
  - doing personal laundry (although you will have to introduce the student to the laundry room and how they should use the washer and dryer)
  - TV/DVD viewing
  - playing music
  - smoking in the home
  - use of the bathroom
  - making telephone calls. Make arrangements with your student regarding long distance calls. The student is responsible for these costs. Phone cards or collect calls are two easy solutions.
- Help the student attain internet access if at all possible. Your student may bring a laptop.
  - Introduce the student to your neighbourhood, transportation to Vanier and to downtown. Provide a card with your name, address, phone number and nearest intersection in case the student needs to ask directions.
  - Be available throughout the student's stay with you. If an emergency arises where the adults must leave the home, even if overnight, please speak to the Vanier staff to discuss alternative arrangements.
  - Be aware of, and sensitive to, the health needs of your student. Any relevant health concerns of your student will be shared with you. The student will be covered by his/her medical insurance. If problems arise, please ensure that adequate medical assistance is provided. For any serious concerns, please notify the Vanier staff.
  - Return the student to Vanier at the pre-arranged time at the end of the visit.

## **RESOLVING PROBLEMS**

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- Building a comfortable relationship where the both student and you feel free to bring up concerns will reduce the chance of a more serious problem arising. It may be, however, that, despite the best efforts of everyone, a problem does occur between the host family and the student. Please take the lead in dealing with the problem in an open and friendly manner. It may simply be a case of misunderstanding. If the problem persists, please do not hesitate to call the Vanier staff.

## **FINANCIAL & LEGAL ISSUES**

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- Vanier College undertakes to pay the host family a sum of \$800.00 provided that the student is hosted by you for the period, April 3 to April 29. A cheque for half of this amount will be sent to each host family as soon as possible after the student has arrived. If a student is, for any reason, moved from the family by Vanier College, the family will be reimbursed on a pro rata basis only.
- Note that the host family should not charge the student additional costs with the exception of internet and long distance costs as well as any costs incurred during an outing (with the exception of meals.)

- In exceptional circumstances, Vanier College reserves the right to remove a student from a host family.
- In the event of unforeseen circumstances you are unable to host, or continue to host, your student, you must contact the Vanier staff as soon as possible.
- Vanier College is not able to collect money on your behalf for costs incurred by the student. Please be aware that Vanier College will not be responsible in this matter.
- Vanier College does not assume any responsibility for any injuries, losses, damages, problems, or accidents that might occur during the homestay unless it is proved that he has committed an intentional or gross fault.

### **CONTACT INFORMATION AT VANIER COLLEGE**

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The Vanier staff are ready to help you with any issues or problems. Serious concerns such as health problems should be communicated immediately.

- Chris Hall, Coordinator, Language School,  
514-744-7897
- Judy Macdonald, Learning Enrichment & Support Services for Programs,  
514-744-7903

Please note that a teacher, Karin Asmussen, will accompany the students.

Staff will be available 24X7 in case of emergency