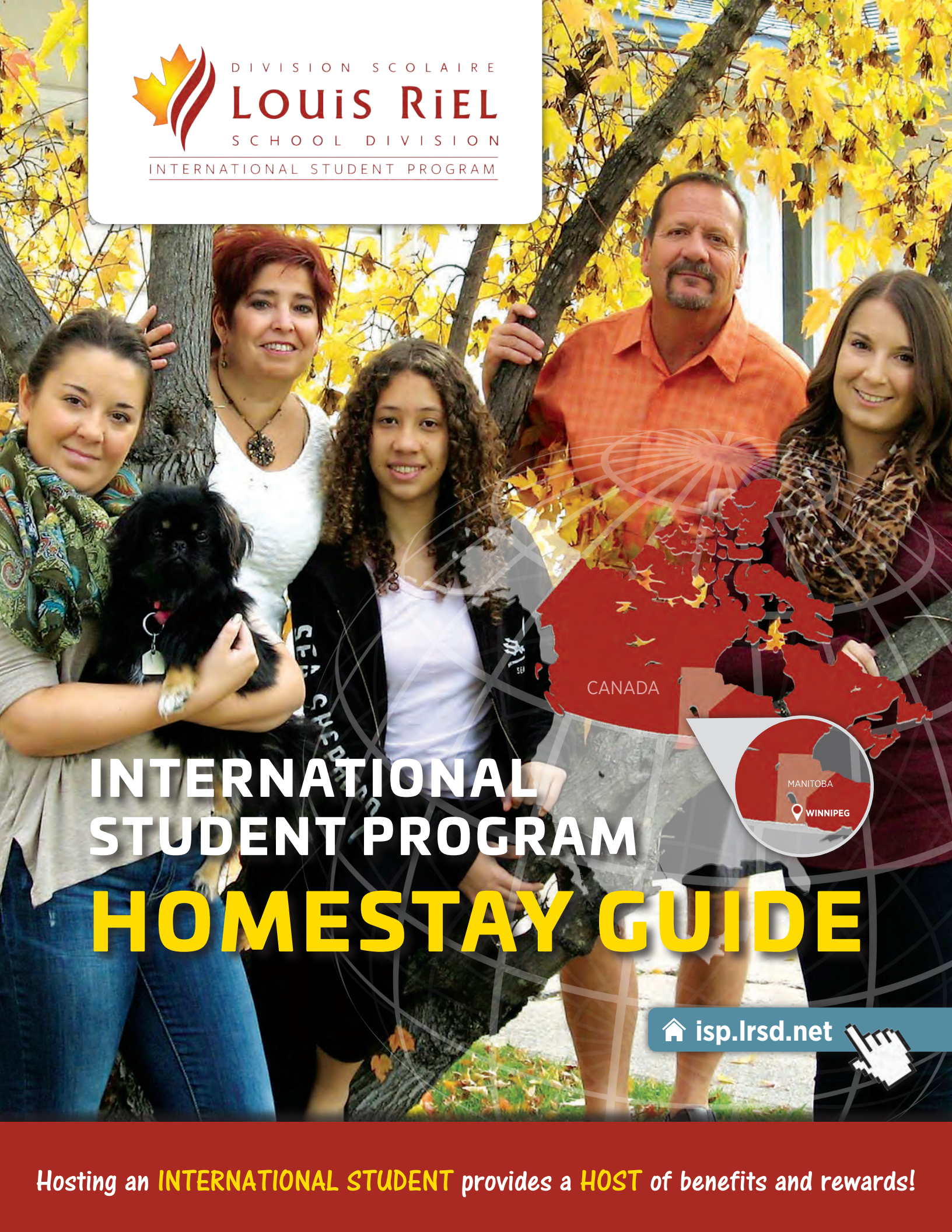




DIVISION SCOLAIRE  
**LOUIS RIEL**  
SCHOOL DIVISION  
INTERNATIONAL STUDENT PROGRAM



# INTERNATIONAL STUDENT PROGRAM **HOMESTAY GUIDE**

🏠 [isp.lrsd.net](http://isp.lrsd.net)



Hosting an **INTERNATIONAL STUDENT** provides a **HOST** of benefits and rewards!



## HELPFUL WEBSITE LINKS AND CONTACT NUMBERS



### **Louis Riel School Division, International Student Program Main Line: (204) 253 8025**

Office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.

50 Monterey Road, Winnipeg, Manitoba, R2J 1X1. Canada.

After hours and emergency, please visit our website [\*\*isp.lrsd.net\*\*](http://isp.lrsd.net) for personnel contact information.



### **LRSD School websites**

Have helpful information including contact numbers, addresses with maps and school calendars. School websites can be found through the LRSD website at: [\*\*lrsd.net/school/community-of-schools/Pages/default.aspx\*\*](http://lrsd.net/school/community-of-schools/Pages/default.aspx)



### **Province of Manitoba International Education information [\*\*gov.mb.ca/ie/index.html\*\*](http://gov.mb.ca/ie/index.html)**



### **CITY OF WINNIPEG**

Find information about city events, places to visit and other items of interest for people living in or visiting Winnipeg. [\*\*winnipeg.ca/interhom\*\*](http://winnipeg.ca/interhom)



### **WINNIPEG TRANSIT**

Find out about bus passes, including costs and where to purchase them, check bus schedules and search bus routes. [\*\*winnipegtransit.com\*\*](http://winnipegtransit.com)



### **WINNIPEG AIRPORT**

Check arrival and departure information, travel tips and security information. [\*\*waa.ca\*\*](http://waa.ca)



### **TOURISM WINNIPEG**

Looking for things to do in Winnipeg, including places to eat, sporting events, concerts, activities to enjoy and more. [\*\*tourismwinnipeg.com\*\*](http://tourismwinnipeg.com)



### **TRAVEL MANITOBA**

Explore Manitoba and find out about the places to visit, cultural events and activities happening in the province. [\*\*travelmanitoba.com/things-to-do\*\*](http://travelmanitoba.com/things-to-do)



### **HEALTH LINKS**

Is a 24-hour, 7-days a week telephone information service available in Manitoba. Whether a student has a small medical question or a more urgent need, they should first call Health Links at: **1-204-788-8200**

# WELCOME!

Welcome to the Louis Riel School Division's (LRSD) International Student Program (ISP). This Homestay Guide has been designed to explain our homestay program and outline the rules and expectations that LRSD has of its participants. Homestay parents, like biological parents or guardians, can't always rely on rigid rules. Sometimes they may need to make decisions based on their understanding of the situation and the maturity of their international student. The rules and decision-making process will develop and evolve during the semester/year if the international student and the rest of the homestay family members respect and communicate with one another.



## WHY TAKE PART IN THE HOMESTAY PROGRAM?

The LRSD International Student Program Homestay Coordinators carefully select homestay families who have a strong interest in learning about other cultures. In return, the family offers the visiting students a safe & caring environment in which they can learn about Canadian culture and practise their language skills.

**Students apply for a homestay experience because they want to:**

- **LEARN** about Canada and experience customs & celebrations and how they differ from their home country,
- **SHARE** their culture with their Canadian hosts,
- **EXPERIENCE** what it's like to live a Canadian lifestyle in a Canadian home,
- **PRACTISE AND DEVELOP** English/French language skills.

**Homestay families who welcome an international student into their lives also benefit from this cultural exchange by:**





- **AN INCREASED** understanding of the world and its people,
- **MAKING LIFELONG FRIENDSHIPS** and helping young people adjust to a new life and experiences in Canada,
- **SHARING** the beauty of their home, city and country.

# CONTENTS

HOMESTAY PROGRAM .....	5
EXPECTATIONS OF THE HOMESTAY FAMILY .....	6
HOMESTAY FEES .....	8
AIRPORT ARRIVAL .....	9
COMMUNICATION PROTOCOL .....	10
WHAT IS AN EMERGENCY AND WHEN TO CONTACT THE ISP .....	11
KEEPING STUDENTS SAFE AND HEALTHY .....	13
HEALTH INSURANCE .....	14
WHAT TO DO AND HOW TO CLAIM – STEP BY STEP .....	16
ISP PROGRAM RULES/GUIDELINES AND CANADIAN LAWS .....	17
EVENTS .....	23
PERMISSION FORMS .....	24
WHO SIGNS WHAT? .....	27
HOMESTAY FOOD SUGGESTIONS .....	28
HOUSEHOLD CHECKLIST .....	29
HOST FAMILY AND STUDENT EXPECTATIONS .....	30
OTHER HELPFUL SUGGESTIONS .....	34
TRAVEL .....	36
HOMESTAY CONCERNS .....	42
GOING HOME .....	43
END OF PROGRAM CHECKLIST FOR STUDENTS .....	44
HOMESTAY FAMILY AGREEMENT .....	45
ACTIVITIES AND THINGS TO DO IN WINNIPEG .....	47
FAQs .....	50

## CONTACT THE SCHOOL DIVISION

900 St. Mary's Road  
Winnipeg, Manitoba, R2M 3R3  
1-204-257-7827

 [www.lrsd.net/](http://www.lrsd.net/)  
 [internationalstudent@lrsd.net](mailto:internationalstudent@lrsd.net)  
 [lrsdinternational](https://www.facebook.com/lrsdinternational)  
 [lrsd\\_isp](https://twitter.com/lrsd_isp)





## The Homestay Selection Process

---

### STEP 1

Submit a completed application. The requested references will be contacted either by email or by phone.

### STEP 2

The home visit will be scheduled. The homestay coordinator will visit the applicant's home, see the space available for a student, ask many questions to determine if the family is suitable and the home is a safe, healthy and comfortable living environment. The homestay family will also be asked to provide information about their interests, activities, and motivation for hosting a student. ISP students do well in comfortable surroundings with opportunities to practise and develop English language skills.

### STEP 3

Any person 18 years of age or older living in your home is required to undergo a PIC (Police Information Check) and Child Abuse Registry check. Successful applicants will be provided with instructions of how to apply for a PIC and the application for the Child Abuse Registry check will be done during the home visit.

### STEP 4

ISP staff work hard to make sure that students are placed with families that have similar interests and needs. Considerations include:

- Family composition and dynamics.
- Pets (preferences, fears, allergies, etc.).
- Medical concerns and allergies.
- Dietary needs.
- General interests (sports, music, etc.).
- Proximity to school that a student will be attending.

## About Canadian Families

---

The LRSD Homestay Program encourages families of many different cultural backgrounds to join the program. Students are not typically placed with a family of the same cultural or language backgrounds, though in some cases this may be necessary or beneficial.

Students are told that Canadians generally can expect all family members to share in activities around the house and as part of the family, students may be expected to complete their share of chores. This may include keeping their room clean, maintaining tidiness in other areas of the home, helping with meal preparation, cleaning dishes and doing their own laundry. Household chores can be an excellent opportunity for learning and sharing moments between family members. We encourage homestay families to talk about household schedules and expectations early in the student's stay. Including them in the family routine will help the student feel more like a part of the family.

In terms of meals, students are told that breakfast during the week will likely be toast, a muffin or cereal, and may include pancakes, eggs or hot cereal on the weekend. Lunch is usually a light meal, such as soup, a salad or a sandwich. Dinner or supper is the main meal of the day and is eaten in the early evening, usually between 5:00 and 6:00 p.m. Students will know that family members – including the student – are expected to be home at a certain time for dinner and are asked to plan in advance or call if they will not be home on time.

As many Canadians recycle plastic, paper and glass, it may be necessary to inform international students about recycling expectations in the home. Many Canadians are also conscious of their energy consumption. Discussions about length of showers, turning off lights and electrical equipment - such as the television - when it is not being used and turning the heat down at night would be beneficial.



# EXPECTATIONS OF THE HOMESTAY FAMILY

The International Student Program (ISP) has established guidelines for both homestay families and international students to follow. An important goal of the Homestay Program is to place international students with families with whom they will develop positive relationships.

When possible, we encourage the homestay family to communicate with their international student by email before they arrive in Winnipeg. The students are encouraged to make the first contact and it is hoped that the homestay family will respond prior to their arrival. We also expect the homestay family to meet the student at the airport when they arrive.

## Welcoming the Student to Your Home

Homestay families should give their student a full and detailed tour of their home and share rules and expectations within the first 24 hours of their arrival. This includes showing the student how to use all items and appliances they may end up using. Assumptions should not be made that students will know how everything works, as similar household items may function differently in other countries.

International students should be treated as family members, not as “honoured guests.” They should be included in family routines and activities which will allow everyone to learn about each other.

International students should be encouraged to ask questions if they don’t understand or can’t remember something. As there is a lot for them to learn, they will appreciate gentle reminders.

International students will expect the following from their homestay family:

1. A private bedroom that includes:
  - a window that can be opened, large enough to exit and nearby smoke detector,
  - a bed with mattress (mattress on the floor is not acceptable), bedding, dresser, desk, chair, lamp and closet.

Linens, towels, blankets and pillows must be provided as well,

- adequate heat, light and ventilation,
- please clarify what is allowed on walls and how items should be attached to the wall.

2. Access to washroom and bathing facilities and shared basic products, such as toilet tissue, soap/body wash, etc.

3. Three nutritious meals per day and other reasonable snacks. The plan for how school lunches will be prepared should also be discussed with the student.

4. Launder a reasonable amount of clothing on a weekly basis. If a student is expected to do their own laundry, they will need to be taught, including how to use the machines.

5. Access to fire extinguishers is advised (especially in the kitchen). Students need to know about fire drill exits from their bedroom and other areas of the home. Students also need to know where to find and how to use a first aid kit, as well as who to contact in case of an emergency.

6. A key to the home and any security codes the student may need. Remind the student that doors are to be locked when leaving the home and during the night. Students are responsible for the key given to them.

7. Access to a phone, computer and internet (within reasonable time limits). If there is no landline in the home, the student must be provided with a cell phone and minutes to use for local calls (students will be responsible for the costs associated with additional minutes, long distance calls and data charges).

8. A card containing important contact information, with the family’s names, address, phone numbers (home and work) clearly printed. The student should carry this with them at all times. This information should also be entered into their cell phones for quick access.





# EXPECTATIONS OF THE HOMESTAY FAMILY



9. A safe, clean comfortable environment.

10. Pets that have been properly vaccinated. Students should be taught about pets so that they know the safe way to be around them.

## Learning English and Experiencing Canadian Culture

Homestay environments provide the greatest opportunity and ideal setting in which to learn and practise English, learn new skills and experience an authentic Canadian experience.

International students are expected to speak English at all times, both at school and at home. Students may speak to their family members in the language of their choosing.

Homestay families are also expected to speak English at all times when the student is present. In some cases, international students may become role models or “brothers/sisters” to other children in the home. Spending time with younger children in the home can offer numerous opportunities for growth and learning. When young children bond with students, they help to engage them in English conversation.



## Guidelines for hosts regarding hugging and touching

Social touching differs from one culture to another. Each culture has unspoken rules about what kind of touch is considered socially acceptable. Handshakes are usually acceptable almost everywhere, even between strangers (though often not between men and women in Middle Eastern cultures) but other types of contact are not. For example, putting an arm around someone, hugging, kissing on the cheek, patting on the shoulder or head, or touching a knee or other body part can be considered inappropriate and may make a student feel uncomfortable.

For many people from other parts of the world, some actions may be seen as offensive or as a violation of one’s personal space. For this reason, we advise to avoid touching students in any way until everyone has established a rapport with each other.

Sexual contact (or contact that could be interpreted as sexual) between any homestay family member and an international student is strictly prohibited. It is also important to be aware that sexual comments or jokes may be upsetting and offensive.

Any reported information regarding ‘inappropriate conduct’ by any adult, must be investigated by members of the ISP team. This is a legal requirement.



## HOMESTAY FEES

Homestay fees are intended to offset the additional costs of having another person living in the home and are not considered as 'income'.

International students pay a non-negotiable monthly fee to LRSD (in Canadian dollars). The collected fees are remitted to the homestay families **at the end of each month** of hosting a student. This payment will be made through the ISP finance department by either cheque or direct deposit. The homestay fees are a set monthly amount regardless of the number of days in the month.

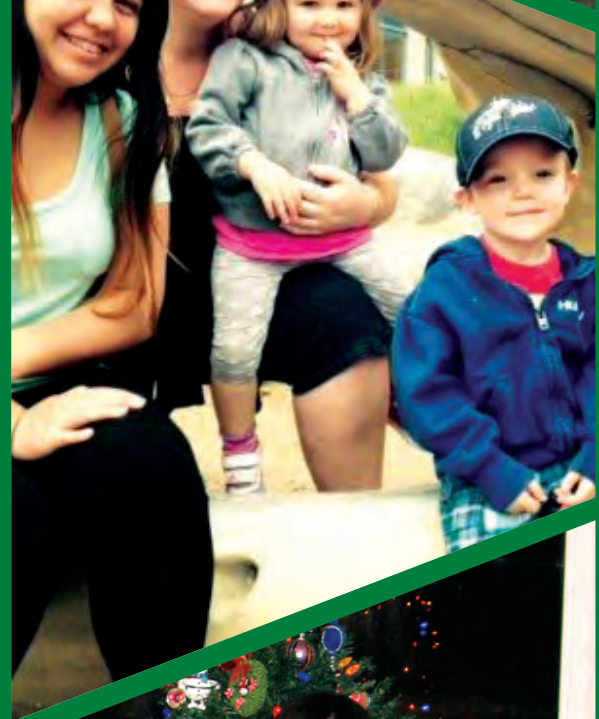
Homestay fees do not cover extra-curricular school costs (such as sports team fees, band fees, etc.) or extra costs for family outings such as vacations. If students want to participate in such activities, they are responsible for covering the costs involved. The homestay family may offer to pay for some family activities such as bowling, movie night, etc. International students should accompany their homestay family if they are eating out at a restaurant and **should not** be expected to pay for their own meal.

Students are responsible for buying their own clothing, cosmetics and other personal effects including toiletries and hygiene items. Students should also budget for leisure activities, school articles, travel, bus fare, postage and cell phone charges.

If a student is away for part of a month during the program (for example, during Christmas vacation, Spring Break, etc.) there will be no adjustment to the homestay fee.

If a homestay family needs another homestay family to care for their student in their absence, homestay fees should be transferred to that family. If the time is 5 days or longer, the ISP Finance Department will adjust the monthly fee payment. If the time is less than 5 days, the family needing the arrangement will repay the other family either by cash or returned favour.

Please contact the Homestay Facilitator if you have any concerns about the homestay fees.







Welcoming students at the airport is an important part of the bonding experience. Students truly appreciate this and it will be the first of many memories from their Canadian experience.

Homestay families are expected to be at the airport to welcome their student with as many family members as possible. If you are unable to be at the airport, please notify ISP of your situation.

It is nice to have a sign with the student's name on it so that they can easily identify their homestay family when they arrive. There may be many students meeting new families that day. Decorating a welcome sign can get the whole family involved and is part of the excitement of the student's arrival.

A member of the ISP team will be at the airport to make sure that each homestay family will connect with

their student. After their luggage has been collected, a photo will be taken by the ISP staff member to capture these first moments together. Families can take their student home to begin to get them settled into their home. Many students are very tired after a long journey to Canada and may need a day or two to rest and become acclimatized to the new time zones.

Students will be notified of the date when they need to be at school and that information is usually included in their package of information that they receive at the airport. Please contact the ISP team if there is any question about that appointment.

Students can purchase school supplies after their course timetable has been made and they have had their initial meeting with the school guidance teacher. Electronic devices, such as laptop computers, are now required in all LRSD high schools.





# COMMUNICATION PROTOCOL

## Daily Communication

---

Good communication is a key element in a successful homestay experience for both the homestay family and the student. Language can be a barrier to understanding, especially in the beginning of a homestay family/student relationship. One way to ensure understanding, consider the following strategy:

Rather than asking a student if they understand and having them answer 'yes' even if they didn't, it might be better to ask them to say what they understood of what was said or maybe by using open ended questions instead of questions that can be answered by yes/no. For example, 'What did you learn about in History class today?' Instead of 'Did you have a good day?'

Using internet translator websites and phone apps are an excellent way to bridge some of these communication barriers.

The student should be able to ask for advice and guidance in any situation as they would a mother/father or aunt/uncle. Sometimes the need for difficult conversations may arise (awkward topics, translating assistance, etc.) and families are most welcome to contact the ISP department for assistance.

## School concerns

---

If students feel that they cannot address their concerns directly with their teachers, the homestay family will contact a member of the ISP staff who will in turn, contact the school to help resolve the problem.

The ISP will share information with homestay families and students on an ongoing basis throughout the school year. Homestay families are welcome and encouraged to participate in parent-teacher events as the student's family representative.

## Homestay concerns

---

Homestay families, students and ISP staff should communicate openly, honestly and regularly. Students are encouraged to communicate with their homestay families first. Sometimes, limited language skills make this a longer process but patience is appreciated as the student learns how to navigate life in Canada. If an issue continues, please contact an ISP staff member for help.

An ISP staff member will visit the high schools on a weekly basis and international students can come to them with their concerns. If a homestay concern is shared, that information will also be shared. Sometimes students from other countries find it difficult to tell the family directly what is bothering them and are more comfortable with it being shared through another channel.

If the homestay family needs help addressing an issue with their student, an ISP staff member can help them understand the concern. When possible, the ISP staff member will meet with small groups and address similar issues with several students at the same time. For example, it may be more effective to gather five or six students and talk to them as a group about helping with family chores. This may be less intimidating than meeting with a student one-on-one to say that their family is not happy that they are not helping around the house.

## ISP department

---

Email is usually the easiest way to get in touch with us. We encourage host families to monitor their emails regularly as this is the most common way the ISP department will provide information to the homestay families.

Remember...  
**ISP staff** are available **to help**  
students and families **communicate**  
when questions arise.





# WHAT IS AN EMERGENCY AND WHEN TO CONTACT THE ISP



ISP should be contacted immediately if there is an emergency. If the emergency requires a 911 call, that call should be made first and an ISP staff member should be the next call. ISP staff can be reached at the office during the day or on their cell phones after hours. **Go over emergency procedures with the student – including when and how to call 911 and where to find numbers for police and fire. These should be kept in an accessible location or added into their phones.**

Please contact the ISP Homestay Coordinator

during regular business hours (8:30 a.m. to 4:30 p.m., Monday to Friday). When calling, please leave a message. Messages should include the caller’s full name, the date and time of the call and a brief description of the purpose of the call along with the name and school of the student. Please be sure to include the contact phone number and availability.

**PLEASE NOTE:** If the call is urgent, please indicate this when leaving the message or contact an ISP staff member on their cell phones.

When to contact the ISP if something goes wrong		
PRIORITY LEVEL	EXAMPLE	TIMING
High	Fatality, police involvement, accidents	Immediately
Medium	Parties, drugs, alcohol, extreme curfew lateness	Next business day
Low	Academics and attendance	Within current business week
Low	Mediation and moves	Within current business week
Low	Everyday life questions, general inquiries, travel letters, visas, medical insurance, etc.	During business hours: (8:30 a.m. to 4:30 p.m.) Phone: (204) 253 8025





# WHAT IS AN **EMERGENCY** AND WHEN TO CONTACT THE ISP

## **Please communicate with the ISP under the following circumstances:**

- If the student is seriously ill, especially where hospitalization or surgery is expected or if they contract a communicable disease.
- If the student may be experiencing discrimination, harassment, threats or inappropriate advances.
- If the student may be involved in violent acts or acts of bullying, either as a victim or a perpetrator.
- If the student may be experiencing a mental or emotional disorder.
- If it is suspected that a student may be seriously depressed or suicidal.
- If there are plans to change the homestay residence or if the homestay home is listed for sale.
- If there has been a theft or break-in.
- If a student causes damage in the homestay home.
- If any resident in the homestay home turns 18 years of age.
- **If the student is planning to leave Winnipeg as they require a travel permission form.**
- If the student is planning on changing schools or homestays,

of if they are planning on leaving the program or homestay.

- If it is suspected that a student may be experiencing financial difficulty.

## **The ISP team will expect to hear from homestay families when:**

- families notice a change in the student's pattern of behaviour.
- there is a change in the accommodation that is being offered to the student.
- there will be a new resident in the home (student, pet, family or friend) or if someone is leaving the home.
- there is a change in the home or work contact information.
- homestay parents need to be away from the home overnight as adequate supervision needs to be arranged.
- a resident in the homestay contracts a communicable disease.

The Homestay Coordinator is happy to hear from families, any time that they feel that they may like some guidance, support or feedback. And, of course, it is always nice to hear about positive relationships and events. Please send photos and/or testimonials to post on our social media sites!





# KEEPING STUDENTS SAFE AND HEALTHY



## Please remind students to:

- Always wear a helmet when riding a bike.
- Always wear a seatbelt in a car.
- Never get into a car with a driver who has consumed alcohol or taken recreational drugs.
- Carry a copy of their passport with them as ID – they should leave their original passport in a safe place in the home.
- Carry only a small amount of cash with them.
- Always let someone know where they are going, who they will be with and what time they will be home and provide a number where they can be reached.
- Review what to do in an emergency, such as a fire in the home.
- Call 911 in an emergency for police, ambulance or the fire department.

## Helping Students cope with Homesickness

- Talk to them and let them share their feelings.
- Be sympathetic.
- Try to engage them in activities and keep them busy.
- Make sure they are eating well and getting proper rest.
- Encourage them to reduce the number of calls home to once or twice a week and suggest that weekends are the best time for these calls.
- Contact the ISP staff if things do not seem to be getting better.







## Guard.me

All international students are insured under a mandatory Guard.me health insurance plan. The students are completely covered from the time they leave their home country until they return home. It is very important for us to have arrival and departure dates to ensure students are properly insured. Students do not need to purchase additional travel insurance if they travel during the school year. GuardMe coverage includes accidental dental and accidental eye services. Please refer to the complete coverage and claims details at: [guard.me/louisriel](https://guard.me/louisriel)

## Regular Medical Attention

If a student requires medical attention due to illness or injury, they should be taken to a walk-in clinic or emergency room.

Students do not have to see a regular family doctor – walk-in clinics are fine. Visit [guard.me/louisriel](https://guard.me/louisriel) to view a list of clinics that have a direct billing relationship with Guard.me so the student would not have to pay for a visit.

If they are required to pay (if they visit a clinic that does not direct bill), students can apply to make a claim for reimbursement online at [guard.me/louisriel/claim.php](https://guard.me/louisriel/claim.php).

Students can also contact Health Links, a 24-hour, 7 days a week telephone information service available in Manitoba. Whether a student has a medical question or concern or a more urgent need, it may be helpful to first call Health Links at 204.788.8200.

When calling this service, the student will tell the nurse that they are not from Canada so do not have a Manitoba Health number. They will be asked for their name, date of birth, phone number, address and present location in case an ambulance needs to be sent.

## Emergency Medical Attention

If there is a medical emergency, 911 should be called first or the student should be taken to emergency. Please notify ISP staff.

ISP staff must be notified of any serious accident, hospitalization or emergency health concern. ISP staff will inform the student's biological parents/guardians as soon as possible.

If the student is injured in an accident, the homestay family or student **should not** sign any form that releases anyone from responsibility for the accident.

The names of people involved should be recorded along with a police incident number (if applicable), and this information must be shared with ISP staff immediately.

We recommend that students carry their health insurance card with them always and encourage homestay parents to make a copy of the student's medical health insurance information in case of emergency.





**Please share the following  
with your International Student:**

### **What do I do if I am sick?**

**1.** Your homestay family, or adult who is responsible for you, must always contact the school when you are missing school because you are ill. If you are seriously injured or are in an accident, the **ISP staff must be notified.**

**2. Go to the nearest walk-in clinic (or hospital).** Ask someone to take you if you feel unable or uncomfortable to go on your own.

**3. Visit this website for a list of clinics:**  
**[https:// www.guard.me/louisriel/](https://www.guard.me/louisriel/)**

You must **show your photo identification PLUS your medical insurance card** to be seen by a doctor.

Your GuardMe insurance card is included in your 'Welcome Folder.' **You must keep your GuardMe card with you at all times!**

You **may have to pay** the fee up front. Then you can issue a claim to GuardMe to receive your money back (reimbursement). Make sure to get a receipt/proof of payment from the clinic.

**4. Make a Claim** – if you have had to pay for a doctor visit or medical service, you can either submit a claim online at **<https://guard.me/louisriel/>** or mail in the claim form included in your welcome package. **Additional medical records may be requested to be provided from the doctor if there are questions about the claim.**







## WHAT TO DO AND HOW TO CLAIM – STEP BY STEP

### STEP 1

International students, parents and homestay families should read the Guard.me policy carefully for full details about benefits, limitations and exclusions. Not all medical costs qualify for reimbursement.

### STEP 2

If a student becomes ill or is injured, they should ask their homestay parents to take them to the nearest walk-in clinic or a hospital. The student must show photo identification PLUS their medical insurance card to be seen by a doctor. The student must bring a Guard.me claim form to the visit. This form will need to be signed by the medical provider.

### STEP 3

Most medical facilities will require immediate payment for the visit unless they have a direct payment agreement with Guard Me. Any costs for services must be paid by the international student. Students must then submit a claim to Guard.me directly to be repaid. Most prescription medications qualify for coverage at local pharmacies. Students should produce their Guard Me health card when filling prescriptions.

**REMINDER:** there are some walk-in clinics in Winnipeg that will accept the Guard.me medical card and bill them directly. When students go to these clinics for services, eligible fees will be covered by the insurance policy immediately.

Find a list of these clinics at [guard.me/louisriel](http://guard.me/louisriel).

### STEP 4

Students and homestay families must always be sure to tell ISP staff of any illness, serious injury or accident. Students can contact ISP staff with questions about policy coverage and submitting claims.

### Insurance, Landlord's Consent, and Safety

---

All homestay families must carry current household insurance including appropriate liability coverage with no restriction on using the home for homestay accommodation. If the home is rented, the landlord's permission is required.

Ensure that the household insurance covers accidental damage to property and remains valid while students are under the care of the homeowner and living in the home.

Purchase adequate insurance to cover any liability, if students should suffer an accident or injury during their stay.

Students are advised to insure their own valuables and personal possessions but it would be helpful for homestay families to provide a secure place for storage of important items such as passports.

Families should explain the use of electrical appliances in the Canadian context. For example, many countries do not have power points in the bathrooms so students may not be aware of the dangers of electrical appliances and water.

Students need to be taught about gas safety for any gas appliances in the home. Hot tubs should have a locked hard cover and swimming pools should be locked. Students using either of these must be appropriately supervised at all times based on their age.

Students need to be taught and guided in the safe handling and care of animals if there are pets in the home.



# ISP PROGRAM RULES/GUIDELINES AND CANADIAN LAWS



## CURFEWS

Curfews are set for international students which require them to be home prior to a specific time.

As a regular member of the family, students must respect the household rules. Factors determining curfews may include school night versus weekend, type of activity, age of the student, ages of the other family members and limited bus service.

For high school-aged students, the ISP supports a 10:00 p.m. curfew from Sunday to Thursday and a 12:00 a.m. curfew on Fridays and Saturdays. No student, regardless of their age, should have a curfew later than midnight. Special arrangements may be made for exceptional circumstances.

Students should be reminded to call homestay parents if there is a problem or delay in their arrival time.

## SLEEPOVERS

International students may invite a friend for a sleepover **only** if they have been given permission ahead of time. Students can also sleep over at another LRSD homestay family's home if it is **pre-planned** and discussed between both sets of homestay parents. Both families must agree on the plans and notify ISP personnel.

Students may be allowed to stay overnight at a home that is not part of the LRSD Homestay Program only if the proper documentation has been completed and signed by biological parents/guardians (please find more information under Permission to Travel). LRSD and our homestay families will not assume any responsibility for the student during this time.

## SHOWERS / BATHS / TOILETS

Guidelines should be set and discussed for an appropriate length of time for a shower/bath at an appropriate time of day. In most cases, a showering time of approximately 10 minutes is reasonable. Students should leave the bathroom clean and dry when they are finished. Students will need to be shown what is expected of them (e.g., tidying up, hanging towels, etc.).

Plumbing, sewer systems and water supplies may be very different in other countries. Students need to be told and shown how our plumbing works with regards to what can flush and what should not flush down the toilets. It may feel like an awkward conversation but will be easier and less expensive than a visit from the plumber.

Many students will not know how to clean a bathroom so please take the time to teach them.







# ISP PROGRAM RULES/GUIDELINES AND CANADIAN LAWS

## LAUNDRY FACILITIES

Some homestay families may offer to include the student's clothes in the family laundry; however, this is not an expectation. If a homestay parent offers to do the student's laundry, it should be expected that some students may feel awkward about someone else handling their personal items. A suggestion to consider may be to provide the student with laundry bags that can be put directly into the washer and dryer to avoid any feelings of embarrassment.

If a student is expected to do their own laundry, they will need to be taught how to properly use washers and dryers. Students must also be informed of the family's regular laundry schedule.

## HOME ACCESS

Some students may have never had to think about home security, so this is something to discuss with them. For example, remind them that the doors are to be locked when leaving the home and overnight while everyone is asleep.

Students must be provided with their own key to the house. They will need to be taught how to properly lock the house when they leave and how to get into the house when they get home. Students are responsible for their house key at all times. If they lose their key, students will be expected to pay for the cost of re-keying the locks.

If there is an alarm system, the student needs to be taught how to arm and disarm the system. When possible, students should have their own unique alarm code that is easy for them to remember and they should not be given the master code. Students also need to know what to do in case of an alarm.

Please ensure that there is a plan in place if the student cannot get into the house.

## STUDENT PRIVACY

A student should never be behind closed doors with another person. Doors should be kept ajar

most of the time except when the student is alone and/or needs privacy (for example, when they are changing clothes, using the washroom or going to sleep at night).

Students should be encouraged to have their door ajar as much as possible until they go to bed. Closed doors can limit airflow and decrease interaction with the family.

The homestay family should respect the student's privacy and only enter the student's room with their permission. Families should not go into a student's room when they are not there nor should they go through their belongings.

## MAKING SOCIAL PLANS

Students should set aside time each week for fun, activities and relaxation. Much of this time should be with members of the homestay family, although activities with school friends are also important.

Canadians tend to plan things a little more than some other cultures. It may be necessary to give the student gentle reminders that it's a good idea to make social arrangements in advance out of courtesy for the family.

Ongoing and clear communication with students is very important and helps to prevent confusion and misunderstandings. Rather than informing families that they are going out, students may need to be reminded that they **should ask permission**. Students are also encouraged to introduce their friends to their family so that they know with whom they are spending their time.

Before going out, the student should be able to always tell you:

- **where** they are going,
- **who** they are going to be with,
- **how** to contact them,
- **when** they plan to be home, and
- **how** they will be getting home.



# ISP PROGRAM RULES/GUIDELINES AND CANADIAN LAWS



If they don't provide this information voluntarily, they should be asked.

Knowing where a student is and how to get in touch with them is an important safety issue.

If students are going to be later than they had planned, they must contact their homestay family immediately and agree on a new time for them to return home.

## APPROPRIATE CLOTHING

Students are responsible for purchasing their own clothing but they will need advice on where to shop, what is acceptable and what is appropriate for weather conditions.

Students are not allowed to get any tattoos or body piercings while enrolled in the program without written consent of their biological parents.

## RELIGIOUS BELIEFS

Families and international students need to show mutual respect for each other's religious beliefs. Exchanging cultural beliefs can be enriching and provide great opportunities for conversation.

Students have the right to practise their own religion and homestay families should make every effort to assist their student in finding a place of worship to attend religious services of their choosing.

**Homestay families do NOT have the right to insist that international students attend religious services or church activities with them.**

## TRANSPORTATION

Homestay families are not responsible for the student's daily transportation to and from school, but we do ask that they help the student to learn about all of their transportation options. Students should learn about the Winnipeg Transit system, about the bus routes and where they can purchase tickets or Peggo cards.

We suggest that a member of the homestay family ride the bus with the student on their planned bus route the first time they use it. For more information on using public transportation, please refer to: [winnipegtransit.com/main](http://winnipegtransit.com/main)

Transportation costs (bus passes/transit fares) are the student's responsibility.

Offers to drive the student to school when the weather is inclement or when circumstance arise are welcomed and encouraged.

Transportation needs should be discussed **before** a student commits to any extra-curricular activity such as sports teams, music/dance lessons, volunteering, etc.







# ISP PROGRAM RULES/GUIDELINES AND CANADIAN LAWS

## TELEPHONE / CELL PHONE USE

We encourage families to set guidelines and limits on telephone use and length of calls. These rules should apply to the house phone, personal cell phones or an internet phone service/program like Skype.

Unless there is an emergency, phone calls should not be made or received before 10:00 a.m. and should be completed by 10:00 p.m.

Students who make long distance calls are responsible to pay for those calls. Less expensive and easier options would be to make collect calls or to use a free online phone/video chat program, phone card or personal cell phone. Please consider what method is best for both the student and family.

If students wish to buy a cell phone while in Canada, there are pay-as-you-go and prepaid student plans available. Service providers such as Phone Box are also encouraged as the company activates their plans with the credit card of a biological parent.

**Homestay families should not sign any contracts on the student's behalf as all costs related to phone use are the student's responsibility.**

## COMPUTER USE

The internet (including email and social networking sites such as Facebook) is a fast and easy way for many students to communicate regularly with their friends and families in their home country.

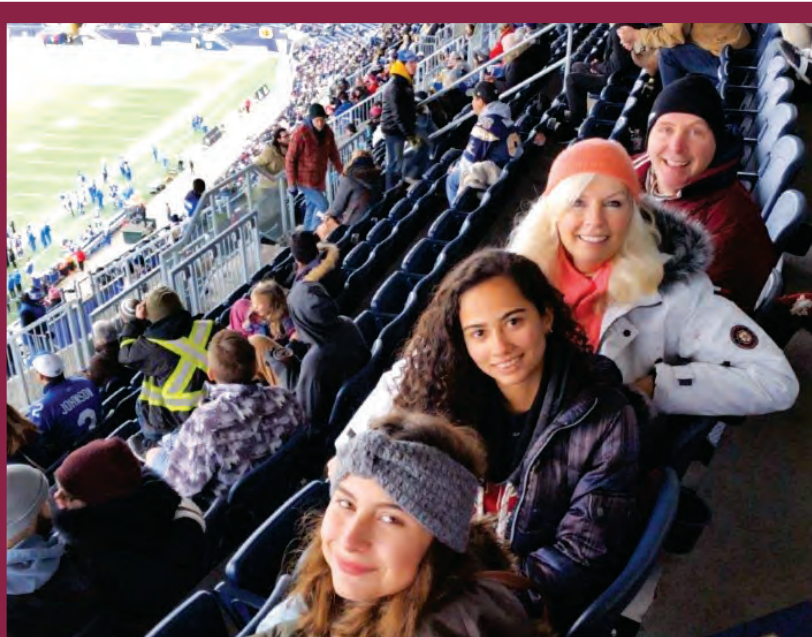
Students should contact family and friends only once or twice a week, preferably on weekends. Less frequent contact with family and friends back home has been found to be beneficial to most students in their adjustment to their new family and environment. It is important to discuss internet use, expectations and limits with the student.

Many international students will have their own personal laptops and students should be encouraged to use them in a public area of the home. For health & safety reasons, we advise against students keeping their laptop or cell phone in their bedroom overnight.

**Setting up an overnight 'docking station' area, in the kitchen for example, is strongly recommended. This should be discussed as soon as the student arrives to prevent extended computer use.**

If students use the family computer they will be expected to share time with other family members. Please outline the family's rules for time and type of use that is allowed. Students may not download inappropriate content and they will be expected to respect rules and limits on computer use.

Homestay families may limit the amount of time students spend on the computer, particularly if they are spending a lot of time online. Allowing students too much time on the computer can interfere with their balance of rest, study time and other daily activities – and their overall experience in Canada.



# ISP PROGRAM RULES/GUIDELINES AND CANADIAN LAWS



## **VOLUNTEERING AND PAID WORK:**

**The Federal Government of Canada does not allow international students to work, as clearly outlined on the study permit (visa) granted by the Canadian Embassy.**

International students attending the regular high school program are not allowed to have a paying job. This includes paid work for the homestay family or any other paid work, regardless of what form the payment is in. Students attending post-secondary school at the Arts & Technology Centre (ATC) may have a paying job so long as they have the proper documentation.

Students may wish to volunteer (do non-paid work) at schools, religious organizations or community centres. Students are encouraged to volunteer for school credit, scholarship opportunities, to make social connections, to practise language skills and for the positive feelings created by helping others.

## **DRIVER'S LICENCES AND DRIVING**

International students in the ISP are not allowed to own, rent or drive any type of motor vehicle regardless of their existing licence or training from their home country.

**International students are not permitted to take Driver's Education classes or other forms of driving instruction.** They cannot write their driver's licensing test while enrolled in the ISP.

International students attending the high school program should only ride in a vehicle if the driver has a valid driver's licence on them and the vehicle is fully insured. Homestay families or ISP staff may tell international students they are not allowed to travel in a vehicle when severe weather causes bad road conditions or if they have reason to question the student's safety.

Seatbelts are mandatory for all passengers in any motor vehicle. Homestay families can and should insist they be worn.

## **SPENDING MONEY**

International students should not carry or display large amounts of cash as this can attract attention and put them at risk for theft. Use of debit cards, pre-loaded credit cards and small amounts of cash are recommended.

For security purposes, all international students should open a personal bank account, particularly those students enrolled in the full-year program. Homestay families should help students to open a personal bank account at a local financial institution.

**International students should not lend money to or borrow money from homestay family members or other students.** International students are responsible for keeping track of their own budgets but may ask for guidance if this is new for them.







# ISP PROGRAM RULES/GUIDELINES AND CANADIAN LAWS



## STUDENTS 18 YEARS OF AGE OR OLDER

The rules and guidelines in this handbook and online forms apply to ALL international students including those who are 18 years of age or older. **This helps maintain fairness and consistency between students and families of our program.**

The ISP will share information with students' biological parents/guardians about their performance and behaviour in school regardless of age.

## BREAKING THE LAW

Any international student who breaks the law may be removed from the program and sent home immediately. If the police are involved, they may make that decision and Immigration will be notified.

## WEAPONS

The **Canadian Criminal Code** and LRSD policy state that having a weapon or using an object as a weapon is unacceptable. This includes guns, knives, air guns, paintballs, slingshots, bows and arrows, etc.

Students who break this rule will be suspended and their biological parents/guardians will be notified by the ISP department. The student will be removed from the program and sent home immediately.

In some cases, the police may be involved with the situation.

## ALCOHOL, ILLICIT DRUGS AND OTHER CONTROLLED SUBSTANCES

It is unacceptable for students to use, possess, sell or

purchase alcohol, illicit drugs or drug paraphernalia at any time while they are a student of LRSD.

Students may be removed from the program and be sent home immediately if they:

- Possess, sell or use any alcohol, illicit drugs or drug paraphernalia.
- Enter a bar, lounge or night club.

**Please help to remind international students that they signed an agreement not to consume alcohol or drugs while in the ISP program. Health insurance becomes null and void if a student requires medical attention while under the influence of alcohol or drugs.**

## SMOKING

Some students may come from countries where smoking is acceptable; however, in Canada it is illegal for minors (under 18 years of age) to buy cigarettes, cigars or other tobacco products.

Smoking is not permitted in any LRSD building or school nor any public buildings in Manitoba. Students are NOT allowed to smoke in a homestay home. If they break this rule, please call ISP staff. The student will be disciplined and may have to find their own alternate living arrangements.

**Smoking on school property or in areas where it is not permitted may result in a suspension from school which will require notification to be sent to the biological parents.**







## ISP Events

The ISP organizes group activities for international students throughout the school year and we strongly encourage students to take part in these activities as they provide great opportunities to meet and connect with other international students.

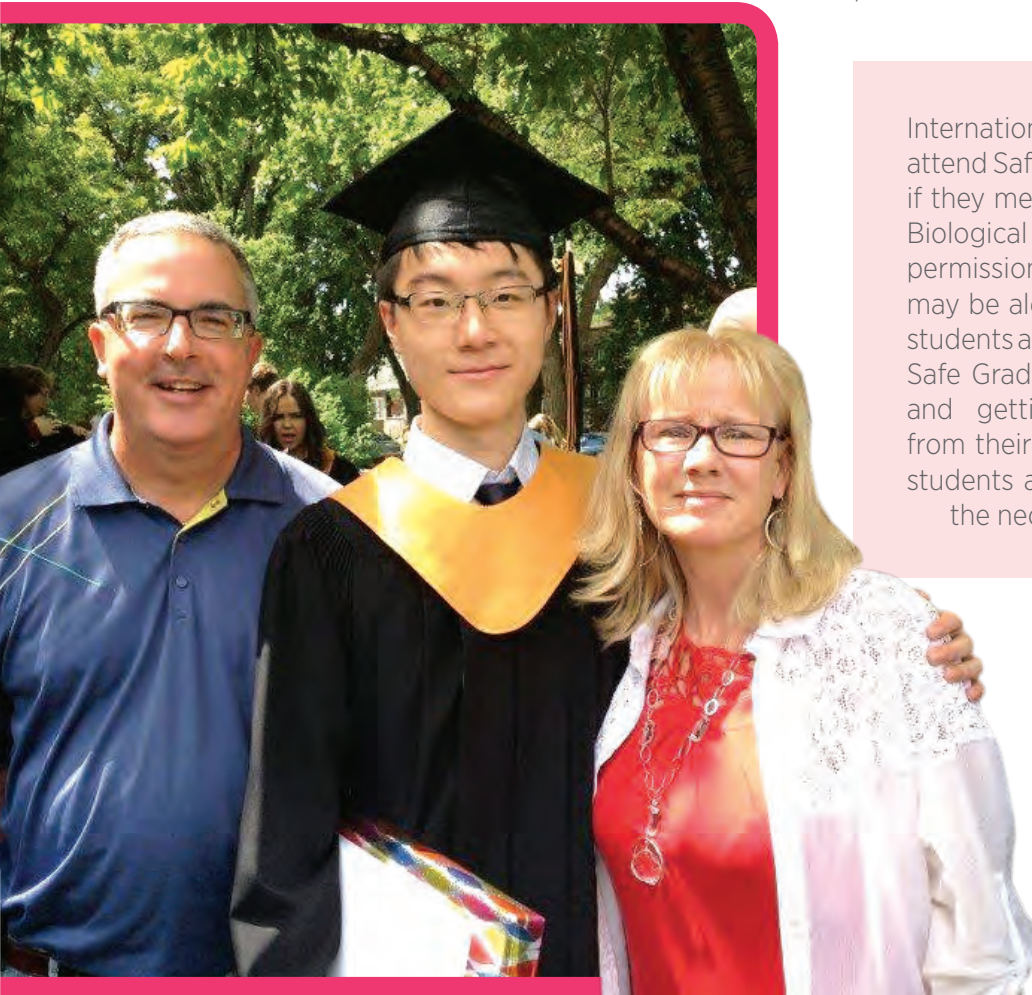
Students will be told about special events in advance and given appropriate permission forms as needed. Students will need to get permission forms signed by the homestay parents to take part in group activities outside of school. If activities are considered high-risk, forms will need to be signed by the student's biological parents/guardians.

## Graduation, Convocation and Safe Grad

Biological parents/guardians and homestay families are welcome to attend convocation ceremonies to celebrate graduation. The ISP can provide a letter of invitation to students' friends and family, if it is required, for their travel visa applications.

Students who complete the required course credits for graduation by January will be invited to attend their school's convocation ceremony in June.

Students are responsible for covering the costs of graduation, convocation, the dinner and dance as well as the Safe Grad event. These fees are collected at the school and have not been paid as part of their ISP fees.



International students will be allowed to attend Safe Grad (as a graduate or a guest) if they meet all the school's requirements. Biological parents/guardians must sign permission forms for Safe Grad as there may be alcohol at the event. International students are responsible for completing the Safe Grad forms required by their school and getting the necessary signatures from their biological parents/guardians. If students ask, ISP staff can help them get the necessary signatures.

Once international students leave Safe Grad, they must return directly to their homestay family's home. They are not allowed to go to another place or party. Forms state who will be picking the student up from the Safe Grad event.





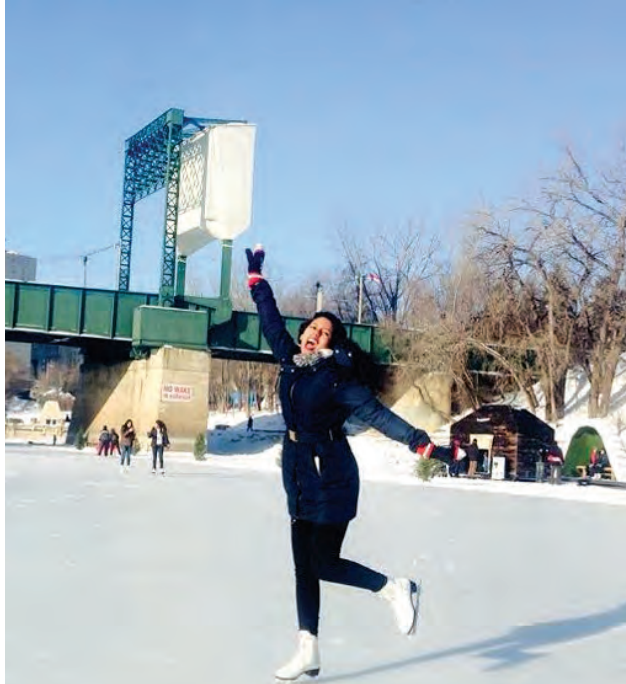
# PERMISSION FORMS

## Biological Parent / Guardian Signature

---

Most forms with financial commitment or for high-risk activities need to be signed by the student's biological parents/guardians. For example, if students wish to join a sports team, attend a gym, take music lessons or open a bank account, they may require a signature from a biological parent/guardian.

When the biological parent signature is required, ISP staff will assist students to get signatures from their biological parents in their home countries. Students should first tell their biological parents/guardians about the permission form and then contact ISP staff for help. Forms can be emailed through the ISP and most are available on [isp.lrsd.net](http://isp.lrsd.net) under "Homestay" then "Resources for Homestay Families."



## High-Risk Activities

---

Some activities that Canadians are used to may be considered "high-risk" activities to others. For example, families may go to the lake every year and take their children boating, water skiing or tubing, but international students need their biological parents/guardians to sign a permission form for such activities.

We know that families will do their utmost to ensure everyone's safety, but before plans are made to take a student on an outing that may include a high-risk activity, please consult with the ISP and have the forms filled out and signed prior to leaving. If there is uncertainty if an activity is considered high-risk or not, please ask.

If an establishment has a waiver that must be signed to allow participation in an activity (e.g., at Skyzone Trampoline Park), the activity is considered 'high-risk'. Biological parents/guardians must sign these types of waivers and are often available online.

The High Risk Activity Consent Waiver form can be downloaded from [isp.lrsd.net](http://isp.lrsd.net) - find it under "Homestay" then "Resources for Homestay Families."

**The following pages has a sample form.**





## INFORMED CONSENT AND WAIVER FORM FOR HIGH-RISK ACTIVITIES

Student Name: \_\_\_\_\_ Biological Parent Name: \_\_\_\_\_

I, the undersigned, parent of \_\_\_\_\_, hereby acknowledge that certain risks of injury are inherent to participation in high-risk to medium risk activities. These types of injuries may be minor or serious and may result from my child's own actions or the actions or inactions of others, or a combination of both.

I understand that certain activities require a minimum level of fitness and health (physical, mental and emotional) and that each person has a different capacity for participating in these activities.

I hereby declare that our child is physically fit to participate and understand that the choice to participate brings with it the assumption of those risks and results which are part of these activities.

I understand and acknowledge that despite the precautions taken by the student and their homestay family, there are potential risks associated with engaging in high-risk activities, including risks of physical injury, accident, sickness, death, delay, inconvenience or damage to personal property as a result of my child's participation in the activity.

I authorize my child to participate in the following activities by checking off the selected activities. Some of the associated risks arise from and include, but are not limited to, the activities listed below:

- School Sport Teams (Interscholastic Sport); please complete the backside of this form;
- Encountering wildlife;
- Travel by snowmobile;
- Water skiing/tubing
- Travel by motorized boat or small self-propelled watercraft
- Ice sport events (includes but is not limited to skating, curling, hockey)
- Downhill skiing
- Other: \_\_\_\_\_

I agree that the Louis Riel School Division (LRSD) and its homestay families and employees shall not be liable for any injury to my child or loss or damage to personal property arising from, or in any way resulting from, my child's participation in these activities. Student will be covered by medical insurance for all approved LRSD/ISP Program and activities including sporting events.

In adherence with the ISP Policy, I understand that my child is forbidden from operating motorized vehicles.

I declare having read and understood the above INFORMED CONSENT AND WAIVER AGREEMENT in its entirety and give consent for our child to participate acknowledging all of the foregoing.

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Date)

Thriving Learners ∞ Flourishing Communities

50 Monterey Road | Winnipeg, Manitoba, Canada | R2J 1X1 | ISP@LRSD.NET





# PERMISSION FORMS

## INTERSCOLASTIC MEDICAL FORM

This form must be completed prior to the participant's involvement in each interscholastic sport. The rationale is to provide coaches with the most up-to-date medical information for your son/daughter. It will be readily available at the interscholastic site for our immediate referral if an emergency or mishap occurs.

Player's Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

### International ISP Contact:

LRSD (Board Office), 900 St. Mary's Road, Winnipeg, MB Canada R2M 3R3 Phone: 1-204-257-7827

### Person to contact in case of emergency in Winnipeg:

Name: \_\_\_\_\_ Relationship to the Student: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Manitoba Medical Number (6 digits) \_\_\_\_\_ PIN (9 digits) \_\_\_\_\_

Extended Health Coverage? Yes \_\_\_ No \_\_\_ If yes, who is the carrier? \_\_\_\_\_ Policy Number \_\_\_\_\_

*(All students will be covered by Guard Me and/or Manitoba Health.)*

### Please check off appropriate response below pertaining to your child:

- Yes  No Previous history of concussions(s)
- Yes  No Fainting spells during exercise
- Yes  No Epileptic
- Yes  No Wears glasses
- Yes  No Wears contact lenses
- Yes  No Wears a dental appliance
- Yes  No Hearing problem
- Yes  No Asthma/exercise induced asthma

- Yes  No Is taking some form of medication
- Yes  No Has allergies
- Yes  No Is allergic to penicillin or any form of drug
- Yes  No Wears a medical alert bracelet
- Yes  No Has body piercing
- Yes  No Has had surgery in the last year
- Yes  No Has been hospitalized in the last year
- Yes  No Has had a serious injury from an accident in the last year (sport/otherwise)

- Yes  No Requires the use of an 'inhaler'
- Yes  No Trouble breathing during exercise

- Yes  No Is presently injured and receiving treatment
- Yes  No Is presently injured and not receiving treatment

- Yes  No Heart condition
- Yes  No Diabetic
- Yes  No Has had an illness lasting more than a week in the last 6 months

- Yes  No Has had a tetanus shot in the last year
- Yes  No Smokes

### Please give details below if you answered YES to any of the preceding questions.

\_\_\_\_\_

As the parent/guardian of this athlete I understand that it is my responsibility to advise the coaches of any changes in the above information as soon as possible.

I hereby authorize the coach(es) to take my child to the hospital/physician if she/he deem it necessary.

I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child.

I authorize the release of this medical information to appropriate individuals (paramedics, physicians or nurses) if deemed necessary.

Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Signature of Participant \_\_\_\_\_



# WHO SIGNS WHAT?



## Student

---

1. Terms and Conditions contracts.
2. Agreements to disclose student information.

## Homestay Parents

---

1. Permission for school-based day/field trips.
2. Act on behalf of biological parents/guardians in emergency situations until ISP staff is contacted.

Homestay families should **NOT** sign any contracts on the student's behalf as all costs related to the ISP are the responsibility of the student or their biological parents/guardians (e.g., cell phone bills, skating lessons, sports team fees, etc.).

## ISP Staff

---

1. Documents regarding school-related issues
2. Health emergency and hospital care.  
(ISP staff will inform biological parents/guardians immediately of any issues or emergencies).

## Biological Parents / Guardians

---

1. High-Risk Activity Consent Waiver forms.
2. Permission to Travel forms (for travel independently or with the homestay family).

Once a form is completed by the student or homestay family with all necessary information and details, it needs to be sent to the ISP who will forward it to biological parents/guardians for their signatures.

3. Any document requiring financial responsibility.
4. Terms and Conditions contracts.
5. Extra-curricular activities, if waivers are required.
6. Safe Grad.







## HOMESTAY FOOD SUGGESTIONS

### Do

---

**Have simple** meals and ensure plenty of food is available. Students should not go hungry. Tell students what is available for snacks after school or in the evenings, as well as limits for snack food. Students will need to learn what they should purchase on their own.

**Be respectful** of dietary restrictions and allergies. Talk about food likes and dislikes, as well as what they're used to. Some of our foods may be more difficult for students to digest and their bodies may even reject them if they aren't part of their regular diet (e.g., milk products, such as cheese; bread made with wheat, etc.). Students may find Canadian food very different from what they are used to, and trying different foods is an important part of experiencing and learning about Canadian culture. It is important that students enjoy the food that's prepared for them.

**Family meals** together are encouraged, even though busy schedules mean there may be only one per day. The student should join you for all evening meals. Exceptions can be made ahead of time with your permission.

**Teach students** about our food and refer to the Canada Food Guide as a guide/tool to explain to them about how to eat well in Canada.

**Take them** on at least one trip to the grocery store to learn about what kinds of foods are available. This becomes a terrific place for conversations.

**Explore the web** (for example, [foodbycountry.com](http://foodbycountry.com)) to learn about how people eat in the country where your student comes from. Better yet, have the student teach you about some of their foods.

**Show them** how to use appliances (toaster, microwave, etc.) if they are expected to prepare some foods on their own.

**Encourage your student** to help in the kitchen by preparing food, setting the table, clearing dishes,

loading/unloading the dishwasher, etc. – helping may make them feel more like part of the family.

**When dining out** with the family in the evening, the meal should be paid for by the family. If the student chooses to dine with friends, the student is responsible for paying for that meal.

**Be patient.** Adjusting to a new country's cuisine, both physically and mentally, can take some time. By the time they go home, the student will have a whole new list of favourite foods. Students may wish to share recipes or food preparation techniques with you and are encouraged to do so – this is an excellent opportunity for cultural exchange and English conversation.

**Empathize** with your student as they adjust to eating Canadian food – try to remember a time when you missed a familiar food that was unavailable to you.

### Don't

---

**Don't feel you need to cook** a separate meal specifically for your student. If possible, offer them choices if they do not like the prepared meal. Make an exception to this rule when they first arrive or for health or religious concerns.

**Don't feel that you must only cook food** from the student's country (e.g., don't cook only Italian food because you have an Italian student). Most students will appreciate it if you try to cook a recipe or two using foods that they are familiar with. See ideas and recipes at [foodbycountry.com](http://foodbycountry.com).

**Don't expect that they already know how to do certain things.** For example, if they have never made a sandwich, they will not know how to do it, what to put in it and where to find everything they need. They may need to be taught how to prepare certain foods. They also don't know where everything is in your kitchen or how to use your appliances, so you will need to show them.





**This checklist offers some ideas about rules or information a student will require to understand their new environment. They are suggestions for conversation starters.**

## GENERAL

- What are the safety rules and emergency procedures in your home?
- Are there any rules about pets? (Indoor or outdoor, feeding time, etc.)
- Can their friends visit them at the home or stay overnight?
- What time do you wake up during the week? On weekends? What time is their curfew?
- Are there any areas of the house that are off limits?

## KITCHEN

- What time are meals? Will students need to prepare their own breakfast or lunch?
- Can the students help themselves to food or drink?
- Where are glasses/dishes/utensils kept?
- How do the stove/microwave/other appliances work?
- What is your dishwashing procedure?

## BEDROOM

- Who will wash the sheets? How often?
- Should the room always be kept tidy?
- Will anyone else in the family enter the student's room?
- What should the student do if they are too cold or too hot?

## BATHROOM

- When is a good time to shower/bathe?
- What is your family routine and when is the bathroom usually busy?
- What is a reasonable length of time to stay in the shower?
- Should the shower curtain be tucked into the bathtub?
- Should they clean or wipe the shower after each use?
- Where are cleaning supplies kept?
- Where are dirty towels placed and where are clean ones kept?
- What is acceptable use of the toilet? (E.g., don't flush paper towel or feminine products)

## LAUNDRY

- Will the student do their own laundry?
- When is a good time or day to do laundry?
- Where should dirty clothes be kept before laundry day?
- How do you operate the machines?

## GETTING AROUND

- What is the bus route to the school? What is the bus schedule?
- Where is the bus stop and how long is the bus ride?
- Where is the nearest store to purchase bus passes and other items?

## COMMUNICATIONS / ELECTRONICS

- Does the student have a cell phone or need help to set up a plan?
- Can they listen to messages on your answering machine? Should they answer your home phone?
- Can they use the family computer? When is it a good time to use it?
- How do they use the TV or other electronic devices? Are there time limits for use?







# HOST FAMILY AND STUDENT EXPECTATIONS

HOST FAMILY	STUDENT
<b>BEDROOMS</b>	
<p><b>Provide a comfortable,</b> private room with a bed (sheets, blankets and pillow), closet, dresser/shelves, desk, chair and lamp.</p> <p><b>Respect the privacy</b> of the student's bedroom.</p> <p><b>Unless there is an emergency,</b> you should request permission to enter a student's room by knocking on the door or asking.</p>	<p><b>Students should keep</b> their bedroom clean and wash bedding as needed.</p> <p><b>Homestay parents</b> are not expected to clean the student's bedroom.</p> <p><b>Students should turn off</b> any lights or additional heaters when not in their bedroom.</p> <p><b>Students should not</b> take food into their bedrooms.</p>
<b>HOUSE RULES</b>	
<p><b>Clarify</b> your expectations early on.</p> <p><b>If there are specific rules,</b> put them in writing (for example, no phone calls after 10:00 p.m.).</p> <p><b>Be sure students understand</b> any specific rules or preferences. Ask them what they understand and encourage them to ask questions if they don't understand something.</p>	<p><b>Students will need</b> to understand and respect the homestay family's expectations.</p> <p><b>Each family will have</b> different house rules. Students will expect homestay families to go over their rules. Families may print them or use notes for reminders.</p> <p><b>When unsure,</b> students should ask the family for clarification.</p>
<b>HOUSEHOLD CHORES</b>	
<p><b>As a member of the family,</b> students should be expected to help with light household chores such as setting or clearing the table.</p> <p><b>If students are interested,</b> they may be encouraged to help with other light duties.</p> <p><b>Students should not</b> be expected to babysit for long periods of time or engage in heavy cleaning or housework.</p> <p><b>Each homestay</b> chooses how to do laundry in their home. If you expect the student to do their own laundry, you need to teach them how to use the machines. Once a week is reasonable.</p>	<p><b>As a member of the family,</b> students should help with the general household work, such as offering to clear or set the table.</p> <p><b>If a student is interested,</b> they can help in other ways, such as meal preparation, taking out the garbage or sweeping the floor.</p> <p><b>Students may help</b> with children in the house by reading to or playing with them, but they should not be expected to babysit for long periods of time.</p> <p><b>If the homestay family asks</b> the student to do their own laundry, the student should be prepared to do so. The homestay family will teach the student how to use the machines.</p>



# HOST FAMILY AND STUDENT EXPECTATIONS



HOST FAMILY	STUDENT
<b>FOOD / MEALS</b>	
<p><b>Provide food for three daily meals</b> (breakfast, lunch and dinner) and snacks. Tell the student if there are any limits to available food. Open discussions about food are very important. Don't take it personally if your student cannot eat or does not like the food you have prepared.</p> <p><b>Tell the student</b> what time you expect them to be home for meals.</p> <p><b>Provide a variety</b> of healthy foods, including adequate proteins, fruits, vegetables and meat. Refer to the Canada Food Guide if uncertain.</p> <p><b>Ask if the student</b> has any dislikes, preferences or food allergies.</p> <p><b>If you decide to eat</b> one of the three daily meals in a restaurant you should pay for the student's meal.</p> <p><b>Take the student grocery shopping</b> with you at least once. It may help to learn what foods they like and/or know about.</p>	<p><b>Students are expected</b> to be on time for family meals.</p> <p><b>If they will be delayed or absent</b>, students should phone/text the family in advance.</p> <p><b>If allergies or serious dislikes</b> are a concern, the family should be notified.</p> <p><b>Students should offer</b> to help with small tasks such as setting the table or cleaning up.</p> <p><b>At times, the students may</b> prepare their own meals (especially breakfast or lunch).</p> <p><b>Students should be</b> encouraged to share recipes from their country.</p> <p><b>Students should be</b> encouraged to discuss food (including likes and dislikes) with the homestay family.</p>







# HOST FAMILY AND STUDENT EXPECTATIONS

HOST FAMILY	STUDENT
<b>RESPECT</b>	
<p><b>Respect</b> the student's cultural or religious differences.</p> <p><b>Respect</b> the student's privacy in their room and the privacy of their belongings.</p> <p><b>Listen</b> to and ask about additional needs.</p> <p><b>Express</b> your concerns or rules in a respectful manner.</p> <p><b>Be truthful</b>, honest and open.</p>	<p><b>Just as the family</b> is expected to respect the student's cultural or religious differences, the student is expected to do the same.</p> <p><b>Students must respect</b> the house rules and the homestay family's privacy of their rooms and belongings.</p> <p><b>Students will express</b> their concerns and ask questions in a respectful manner.</p> <p><b>Students are reminded</b> to be truthful, honest and open.</p>
<b>LANGUAGE PRACTICE</b>	
<p><b>Many international students</b> choose to live in homestay as an opportunity to practise English/French.</p> <p><b>If the first language in the home is not English</b>, host families need to remember to speak English (or French) when the student is home. They have been promised an English (or French) speaking environment.</p> <p><b>The host family can help</b> with a student's language practice by talking with the student about a number of topics, helping them build their vocabulary or explaining movies, television or other contexts.</p> <p><b>Host families need to be patient</b>, speak slowly and remember that lower level English students may need time and help to learn basic words and structures.</p> <p><b>Avoid using idioms or slangs</b> without explanation. Things that are a "piece of cake" for proficient speakers may take time for international students to learn and understand.</p> <p><b>Repeat instructions</b> as the student may not have understood everything. By asking them to repeat instructions allows them to confirm comprehension.</p>	<p><b>Students should practise</b> their English/French skills with their homestay family.</p> <p><b>Students should always</b> communicate any concerns with their homestay family.</p> <p><b>Students should ask</b> for clarification when they don't understand.</p> <p><b>Students should be encouraged</b> to have a diverse group of friends so that the common language amongst them is English (or French).</p>



# HOST FAMILY AND STUDENT EXPECTATIONS



## HOST FAMILY

## STUDENT

### CULTURAL EXCHANGE

**Living with** your family may be the student's first introduction to Canadian culture.

**Students will perceive** Canada and Canadian customs through your family's examples and activities.

**Many homestay families** choose to host international students as a way to exchange cultural experiences and learn about the student's home country.

**Students are encouraged** to share their perspective on Canadian customs.

**Students should limit** their computer time to allow more time for English activities.

**Students should participate** in school and ISP activities to meet people and converse.

### FAMILY LIFE

**Treat the student** as a member of the family, not as a guest.

**A good guideline** is to treat the student as you would wish your own child would be treated in another country.

**Include the student** in family activities when appropriate and invite them to be a part of regular routines and chores.

**Students are expected** to behave as a member of the family, not as a guest.

**Students are encouraged** to participate in family activities and offer to help around the house.

**Students should talk** to their homestay family about problems or needs first, instead of their biological parents/guardians who are far away. ISP staff members can help to facilitate the discussion when needed.







## OTHER HELPFUL SUGGESTIONS

### Do

---

**Talk** to the student every day.

**Learn a few words** in their language, a bit about their country and how to pronounce their name.

**Give them a tour** of the home and show them how to use everything including showers, appliances and plumbing systems. Things here may work differently than in their home country. Ask them how things work in their country.

**Go through the program** handbook together – this can prompt good conversations about expectations and rules.

**Remember** that the more the student engages in conversation, the more confidence they will have. Keep in mind that talking about school may not be the most interesting topic for them.

**Teach them** how to take the bus to and from school and other places they may like to go to (the mall, etc.). A ride on the bus together is the most beneficial way for them to learn their surroundings and recognize landmarks. Peggo card can have a

photo added to them. Transit photos are available at Winnipeg Transit Customer Service Centre, PO 414 Osborne St., Mon-Fri 8:30am – 4:30pm. The student will also need their letter of acceptance to the LRSD ISP as additional ID.

**Help them to set up** a bank account and cell phone. Please do not sign for any cell phone plans that will commit you financially to any bills.

**Teach them how** to lock and unlock your home properly (including how to arm and disarm your alarm system, if you have one). Some students may never have been the last out or first home – or they may never have needed to lock their doors at all!

**Be respectful of their privacy;** always ask them for permission to enter their room.

**Be patient;** it may take time for students to learn to do things the way you expect them to be done.

**Check with the ISP staff** if you are unsure about anything (signing forms, travel requirements, etc.).

**Include them in family activities,** celebrations and outings. You should consider paying their way, especially if you are paying for your own children.







**Be sensitive** about expressing your feelings about waste (e.g., wasting food, long shower times increasing water bills, etc.). Students may interpret these concerns as being focused on the financial.

**Take them to see** some of Winnipeg – maybe once a month. Encourage them to participate in many different activities, including the ones offered by the ISP and the school.

**Get to know each other** through conversation and by looking at photos – and have fun!!

### Don't

---

**Don't assume** they will know how to do certain things or behave appropriately – remember, they have been raised in another culture and family and they may do things differently. Change takes time.

**Do not misinterpret** their body language (eye contact, etc.) and shyness for disinterest or bad attitude. Cultural differences can be seen in body language too.

**Don't discuss financial issues** with the student unless they ask for help with budgeting. These

discussions should be kept between adults.

**Don't sign** anything that will commit you to financial or other responsibilities (e.g., cell phone contracts, waivers for high-risk activities).

**Don't assume** that they understand if they answer 'yes' all the time. They are trying to be agreeable and likeable even if they don't understand. They may be embarrassed to say they didn't understand. Ask them to tell/show you what they understood and encourage them to ask questions.

**Don't think they're 'spoiled'** because they don't know how to do something. Many cultures don't ask their children to be as independent as ours. Part of their experience is about learning life skills and they will be thankful to you for teaching them.

**Don't be surprised** if your student comes home later than the time they said they would. Different cultures may have different views of time. This is part of their learning.

**Don't treat** your student as a guest. Make your expectations clear from the beginning – you may need to teach them how to do things and then explain when they will need to do it on their own.







# TRAVEL

## Travel with the Homestay Family

The student may travel with their homestay family if they choose to invite them and if their biological parents/guardians give the proper permission. The ISP staff must be notified of any travel plans and travel should not interfere with the student's school attendance.

When the student is not able to travel with the family, arrangements must be made with ISP staff to place them in another home temporarily. There are two options in this case:

- A reliable family member or friend of the homestay family who meets all required security checks may stay with the student in the homestay home while the family is away.
- The student may stay with another LRSD homestay family. This may include a trade of time or payment of homestay fees (calculated at a daily rate) to the other homestay family.

Please notify the ISP if homestay fees need to be adjusted for any period of time greater than 5 days.

## Permission to Travel Forms Requiring – Biological Parent / Guardian Permission

Students who wish to travel while they are participants in the LRSD ISP must provide the written permission of their biological parents/guardians by submitting the **Permission to Travel** (p.40) form to the ISP department at least 48 hours prior to their departure. ISP will forward it to the biological parents/guardian for signature.

All students are covered by Guard.me insurance for travel, except in their home country. Students should keep a completed signed copy of the **Permission to Travel** (p.420 form for their records and to have one with them when travelling.

The Permission to Travel Form is available on [isp.lrsd.net](http://isp.lrsd.net) under "Homestay" then "Resources for Homestay Families" (see page 40 of this guide).





## Independent Travel

International students may wish to travel on their own (not with the homestay family) while attending school in LRSD or after they are finished school, before they return to their home country.

Students travelling independently:

- must tell ISP staff of their travel plans and provide written permission from their biological parents/guardians by completing and submitting the Permission to Travel Form (p.42).
- should plan their travel around their academic schedule:
  - During school holiday periods (two weeks at Christmas, one week at spring break).
  - After their classes are finished and exams are complete.

LRSD is not responsible for students once the program has ended and/or whenever they travel independently.

## Travel Outside of Canada

Students will need several important documents before travelling outside of Canada and they are responsible for receiving all of these documents well in advance of their trip. Documents may include:

- A valid passport from their country with an expiry date beyond six months of their return date.
- A Multiple Entry Canadian Visitor Visa.
- A Visa for travelling to the US or other countries outside of Canada.
- A **Permission to Travel Form** (p.42) signed by the student's biological parents/guardians.
- An authorization letter (provided by the ISP), giving permission to the homestay family or other adult to take the student out of Canada, signed by the student's biological parents/guardians.

Please contact ISP staff if there are plans to travel outside of Canada.







## Traveling to the United States

If the student plans to travel to the United States (US) by driving through any border crossing, they may be required to complete an I-94 form. There is a small cost associated with this and the student will be fingerprinted. **This form is valid for six months but MUST be returned to US customs before departing Canada.** Not returning this form could result in the student not being allowed back into the US.

Students from the following countries do **NOT** require a US visa to travel to the US due to the fact that their home country is part of the US Visa Waiver Program (VWP):

Andorra	Liechtenstein
Australia	Lithuania
Austria	Luxembourg
Belgium	Malta
Brunei	Monaco
Chile	Netherlands
Czech Republic	New Zealand
Denmark	Norway
Estonia	Portugal
Finland	San Marino
France	Singapore
Germany	Slovakia
Greece	Slovenia
Hungary	South Korea
Iceland	Spain
Ireland	Sweden
Italy	Switzerland
Japan	Taiwan
Latvia	United Kingdom

For the complete updated list of countries, please visit: [immihelp.com/visa-waiver-program](http://immihelp.com/visa-waiver-program).

Some students may not be eligible to travel to the US without a valid visa. Visa requirements will vary from one nationality to another. Please check US visa requirements prior to departure.

## Visitors to Canada

If students are planning to have visitors come to Canada, they need to talk about this in advance with both the ISP and the homestay family. These visits should not interfere with the student's studies. **Boyfriends/girlfriends are not allowed to visit while students are participating in the ISP.**

**Homestay families are not expected to host the student's friends and family members.** Visitors to Canada should make their own arrangements for lodging. The ISP has a list of hotels in the area to offer to visitors.

The ISP must be notified when visitors are coming to see ISP students. A tour of the school can be arranged if visitors would like to see it and meet the student's teachers. Letters of invitation can be arranged, if required for the student's friends and family members for their Canadian visitor visa applications. Students or their parents should contact the ISP to request this letter.

For more information, visit [www.lrsd.net/schools/isp/news/pages/prepare-for-your-trip-to-study-in-canada.aspx](http://www.lrsd.net/schools/isp/news/pages/prepare-for-your-trip-to-study-in-canada.aspx).





## Student Travel

### Check List

TRIP WITHIN CANADA	TRIP OUTSIDE OF CANADA, INCLUDING USA
<p>1. Confirm that you have someone 21 years or older to travel with, or who will meet you at your destination. Make sure your dates do not conflict with school. Talk with your family and homestay family about the trip.</p> <p><i>Begin to complete your Student Request for Leave from School Form with your teacher.</i></p>	<p>1. Confirm that you have someone 21+ to travel with, or who will meet you at your destination. Make sure your dates do not conflict with school. Talk with your family and homestay family about the trip.</p> <p>Confirm you have proper visa for entry to the designated country or USA and re-entry to Canada by contacting our office <u>before finalizing your plans</u>.</p> <p><i>Begin to complete your Student Request for Leave from School Form with your teacher.</i></p>
<p>2. Have your parents complete the Permission to Travel Form.</p>	<p>2. Have your parents complete the Permission to Travel Form.</p>
<p>3. Return the Permission to Travel form to the International Student Program team two weeks in advance of your trip.</p> <p><i>Complete and submit your Student Request for Leave from School Form.</i> Forms may be emailed to: <a href="mailto:Internationalstudent@lrsd.net">Internationalstudent@lrsd.net</a> or can be forwarded to us by the school staff, or given to us in person.</p> <p>It is your responsibility to complete and submit the forms.</p>	<p>3. Return the Permission to Travel form to the International Student Program team two weeks in advance of your trip.</p> <p><i>Complete and submit your Student Request for Leave from School Form.</i> Forms may be emailed to: <a href="mailto:Internationalstudent@lrsd.net">Internationalstudent@lrsd.net</a> or can be forwarded to us by the school staff, or given to us in person.</p> <p>It is your responsibility to complete and submit the forms.</p>
<p>4. Bring your health insurance card with you on your trip.</p>	<p>Bring your health insurance card, passport and visa with you on your trip.</p>
<p>5. Have a good time.</p>	<p>5. Have a good time.</p>

Trips with homestay family within Manitoba (including Northern Ontario cottage country) do not require permission forms. However, the homestay staff does appreciate an email informing us of the travel plans so that you can be found in case of an emergency.

For trips outside of Canada and the USA, please contact the International Program Staff for more guidelines and information.

Thriving Learners ∞ Flourishing Communities

50 Monterey Road | Winnipeg, Manitoba, Canada | R2J 1X1 | ISPLRSD.NET





# TRAVEL



## Permission to Travel Parental/Legal Guardian

Students who wish to travel while they are participants in the Louis Riel School Division International Student Program, must provide the written permission of their biological parents/legal custodian by submitting this form to the International Student Program at least 48 hours prior to their departure. All students are covered by Guard Me insurance for travel except in their own country. After completing this form, please keep a copy for your record and have it when travelling. Check one that applies:

**Travel with Homestay**    **Recurrent Travel**    If this is a recurrent travel, only one consent will be required.

**Independent Travel**    For students in the Louis Riel School Division program, we do require written consent from the biological parents for all independent travel in or outside the province. The Louis Riel School Division and the Louis Riel School Division Homestay families will not assume any responsibility for the student during such travel. All international students must have a responsible adult who is at least 21 years old who will be responsible for them at the destination.

Name of Student:	Phone number at destination:
Address at Destination:	
Method of travel: <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Car <input type="checkbox"/> Bus	
Dates of trip (Include flight # and times)	
Departure from Winnipeg:	Return to Winnipeg:
<b>COSTS THE STUDENT MAY HAVE TO COVER:</b> (give the amount or approximate and brief description of what would be applied to)	
<u>Winnipeg Contact (in case of emergency)</u>	<u>Contact in Home Country (in case of emergency)</u>
Name	Name
Phone	Phone

### CONTACT INFORMATION OF ADULT RESPONSIBLE FOR STUDENT AT DESTINATION

Name:	Phone:	D.O.B. (mm/dd/yyyy)
<p>Note 1: If you are travelling outside of Canada, please ensure you have all necessary documentation to do so. This includes all of the necessary visa and paperwork needed to enter another country and to re-enter Canada. Failure to do so may result in the refusal to enter another country, or being refused re-entry back into Canada. This is important and it is the responsibility of the student to ensure all document requirements are met.</p> <p>Note 2: Unauthorized travel by a student is not permitted and could result in the student being released from the program and returned home.</p> <p>Note 3: In case of any emergency immediately call 204-257-7827 (58345) or 204-257-7827 (58284).</p>		

I, the undersigned, give my child permission to travel as outlined above.

Signature of Biological Parent/Legal Guardian	Date
---	------

Thriving Learners ∞ Flourishing Communities

50 Monterey Road | Winnipeg, Manitoba, Canada | R2J 1X1 | ISPLRSD.NET





# Student Request

## Leave from School

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of Leave: \_\_\_\_\_ Total # of Days Missed: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Course/Teacher	Teacher's Signature	Comments

- My biological parents and I accept the responsibility to ensure that all work missed (assignments, tests, presentations, etc.) is completed to a good standard.
- My biological parents and I understand that I will need to meet with my teachers prior to my departure to inform them of my upcoming absence and to establish deadlines for missed work.
- My biological parents and I understand that missing several classes within a semester may have a negative impact on my achievement in these courses, perhaps including loss of credit.
- My biological parents and I understand it is my responsibility to obtain missed notes, etc. from a classmate. It is not the teacher responsibility to ensure I have all information that I will miss because of this leave.
- It is my responsibility to inform Louis Riel School Division International Student Program (ISP) about my travel plans and understand I must have this form completed for ISP.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Biological Parent/Legal Custodian Signature: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Thriving Learners ∞ Flourishing Communities

50 Monterey Road | Winnipeg, Manitoba, Canada | R2J 1X1 | ISPLRSD.NET





## HOMESTAY CONCERNS

Living inter-culturally can be challenging. If a student has concerns about living with a homestay family, they are asked to first talk about their concerns with the family directly. Contacting their biological parents/guardians or an agent about these concerns is not always the most productive way to solve problems. Homestay families are also encouraged to speak directly with the student – calmly, openly and respectfully – about any concerns and be open to listen to any concerns they may have.

Miscommunication, lack of communication or a misunderstanding is often the source of problems. Discussing expectations and ensuring their understanding when a student first arrives in Canada can help minimize issues. These conversations may need to be repeated.

Most issues between homestay families and students can be resolved with an open mind, understanding and compromise from both sides. If the concern can't be resolved even after talking about it, the homestay family or the student is welcome to contact ISP staff for help.

ISP staff is here to help – we'll gladly work with homestay families and students to resolve problems. We encourage everyone involved not to wait too long to address issues or concerns.



### Change of Homestay Family

---

Life in a new country or welcoming a new member into a household may require time to adjust. For this reason, international students and homestay families are asked to commit to a minimum semester-long homestay arrangement. We encourage both families and students to try to adjust to each other's lives, and have patience during this process in working towards creating a positive environment.

Although most placements in the Homestay Program are successful, changes in placement may become necessary. If there are issues, either the family or the student may contact ISP staff to look at the situation and determine a reasonable solution or compromise. Many times, a change of homestay placement can be avoided by reviewing and following these Homestay Program guidelines.

An international student or homestay family may request a change of placement only after an attempt has been made to resolve concerns. Students cannot request a change of homestay family within the first month of their stay for reasons of food preference, to be closer to friends/school, or if they disagree with rules. Adequate time to adjust is needed. If a change of homestay is needed, ISP staff will require some time to make new living arrangements.

The ISP reserves the right to move a student without notice if it is determined that a situation is unsafe or unsatisfactory for either the homestay family or for the student.

Students requesting to withdraw from the homestay program to make independent living arrangements will need to complete the Withdrawal from Homestay Program form (including custodianship documents) required by the ISP department one month in advance.





It may be difficult for students to think about leaving Winnipeg at the end of their studies. Students often have mixed emotions about going home – they're excited to see their family and friends again, but they're also sad to leave their homestay family and new friends.

Students are encouraged to keep in touch with their homestay family and friends!

### Departure Expectations

---

When students decide to leave their homestay, it is very important that they give the family and the ISP proper notice (see sections on Homestay Fees and Change of Homestay Family).

Students may feel awkward about talking to their homestay families about leaving and going home. It helps if there is an understanding that students leave for a variety of reasons: going back to their country, moving to another city or moving into an apartment.

### Notice to Students

---

Students should contact the ISP with information about their return flight/date/time and provide the reservation number and airline code.

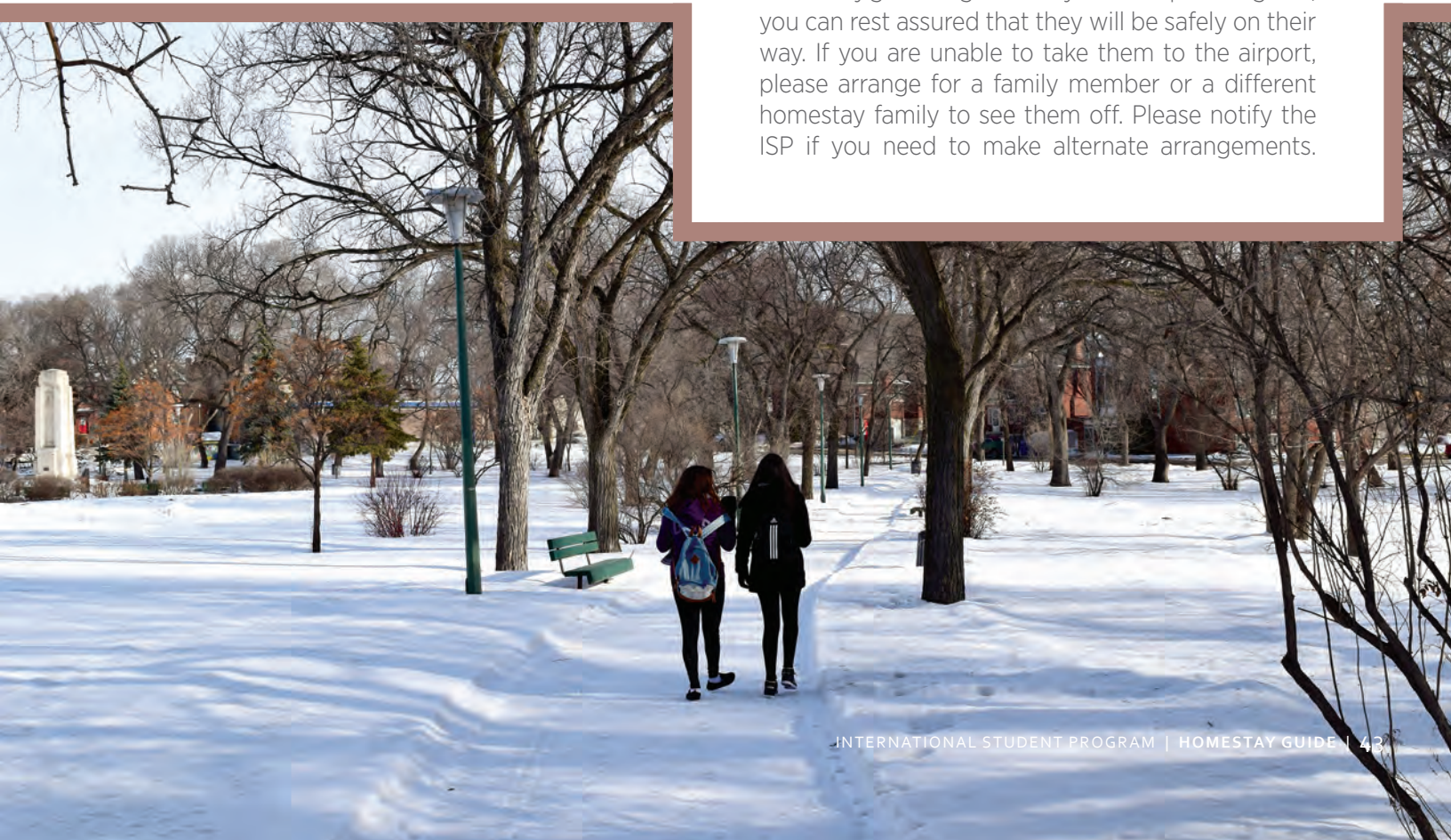
We ask that students be at the airport with plenty of time to spare, at least two hours before their scheduled departure. Students are reminded to be prepared for long line-ups.

### Notice to Homestay Families

---

We ask families to help students double check that they have their passports and other required documents (airline ticket). Also make sure they take all their belongings, including electronics (cell phone, charger, etc.).

We also request that homestay families arrange to take their student to the airport for their departure. This gesture is greatly appreciated. Once they go through security at the departure gates, you can rest assured that they will be safely on their way. If you are unable to take them to the airport, please arrange for a family member or a different homestay family to see them off. Please notify the ISP if you need to make alternate arrangements.







# END OF PROGRAM CHECKLIST FOR STUDENTS

The following checklist should be completed by students prior to their departure. Homestay families are not required to help with these steps, but if the student asks for your assistance please be prepared to help.

	THINGS TO DO	DONE
1	<b>Book a return flight.</b> Confirm the time of the flight a day or two before the departure date. Check with the airlines for luggage weight and size restrictions, as well as carry-on restrictions. Be prepared to pay extra baggage costs by cash or credit card.	
2	<b>Be sure</b> carry-on bags are not overweight or too large. Only carry on permitted items. Check out <a href="http://catsa-acsta.gc.ca">catsa-acsta.gc.ca</a> for more information about restrictions.	
3	<b>Pay any owed</b> and/or outstanding bills (e.g. cell phone bills, school fees, etc).	
4	<b>Close Canadian bank account(s)</b> and make sure the bank has up-to-date contact information. Students should take out some Canadian cash to pay for excess or overweight luggage fees or for food to eat while travelling.	
5	<b>Return</b> the homestay house key.	
6	<b>Return borrowed items</b> to their rightful place or owner (e.g., library books, text books, graphing calculators, etc.).	
7	<b>If students wish to receive a yearbook</b> from their school, they must make arrangements with the secretary at the school office and pay for it. Please provide a pre-paid envelope with the proper mailing address of where it should be sent.	
8	<b>Students must be sure</b> to have all the necessary documents (e.g., report cards, transcripts) to take home. If they don't have these documents, they may request to have them mailed to their home address. ISP staff can assist with this.	
9	<b>If students have plans</b> to stay in Winnipeg for any time after the end of the program, they should discuss these plans with the homestay family and the ISP staff in advance. Homestay families may have a new student moving in and students may not be able to stay at the home longer than initially planned. Students may need to extend their health insurance through the ISP office as well. If students plan any independent travelling before going home, the ISP should also be notified.	
10	<b>Students need to clean</b> their bedroom and dispose of or donate all items they don't plan to take home.	
11	<b>Make sure the ISP</b> has the correct contact information (email, cell phone number and home address).	
12	<b>Students are encouraged to keep</b> the ISP up to date on their achievements after leaving the program. The ISP – and often the homestay family – would love to hear from students and about all their endeavours.	



# HOMESTAY FAMILY AGREEMENT

## (as copied from application form)



I, \_\_\_\_\_ agree to abide by the following Homestay Program guidelines:

**1.** I will act as a judicious, caring parent and regard the international student as a family member. I will be involved in the student's daily life at school, interact with the student daily, include them in appropriate family activities and occasionally transport them to certain activities, as required.

**2.** I agree that the primary consideration for hosting a student is for the cross-cultural experience. I agree to respect the student's culture and values and provide activities and/or experiences that will expose the student to our Canadian culture.

**3.** I will keep all information about the student confidential. Personal and academic information about the student will be shared only with the International Student Program (ISP) or those authorized by the ISP staff. When disposing of any information regarding the student, I will shred or similarly discard any documents.

**4.** I will contact the ISP if any problems occur with the student (legal, medical, academic, behavioural, etc.). I will immediately advise the ISP of any medical emergency or accident.

**5.** I will set clear, reasonable and age-appropriate rules for the student and ensure they are clearly understood. I acknowledge that the student may not use any drugs, alcohol, tobacco or other controlled substances, and I agree to contact the ISP directly and immediately should any issues regarding substance use arise.

**6.** I will provide an environment conducive to homework completion and studying and will show support and interest in the student's school progress. I will attend parent/teacher interviews as requested. If the student encounters academic challenges, I will contact the school and the ISP to undertake appropriate and timely interventions.

**7.** I will inform the ISP of any concerns regarding issues with communication, behaviour or non-compliance with our home rules.

**8.** I will inform and update the ISP of any communications between the student's biological family/guardians and me. I will redirect any matters concerning academics and finances to the ISP.

**9.** I recognize the ISP recommends that visitors to Canada are not encouraged to stay with the homestay family. Visitors must make their own arrangements for lodging and the ISP will help with this process. I understand that the ISP must be notified of visitors coming to see ISP students.

**10.** I will provide each student with their own bedroom. The bedroom will include the necessary furnishings and an area appropriate for studying.

**11.** I will allow the student reasonable use of a computer for educational and communication purposes in accordance with the Louis Riel School Division (LRSD) Computer & Internet Use Policy.

**12.** I will provide the student with phone numbers to reach me during the day, as well as a house key, alarm security code and instructions regarding home safety and emergency procedures.

**13.** I will provide the student with three daily meals and other reasonable snacks.

**14.** I will provide an "English-only" environment for an international student in the English program or a "French-only" environment for a student in the French Immersion program.

**15.** I will inform the ISP if I host a student from another program.

**16.** I will inform the ISP if my contact information changes (phone numbers, email addresses, etc.).





# HOMESTAY FAMILY AGREEMENT

## (as copied from application form)

**17.** I understand that the ISP may move a student if it is in the best interest of the student and my family. I understand that we will only be paid for the time that they were in our home.

**18.** I will not allow an international student to drive any motorized vehicle.

**19.** I will not allow an international student to participate in any activity that may be considered dangerous or inappropriate. If I'm not sure about the activity, I will contact the ISP for clarification. I understand that the student may not participate in high-risk activities unless they have completed a High-Risk Activity Consent Waiver and have had it signed by their biological parent/guardian.

**20.** I am aware that I am responsible for arranging adequate liability insurance to cover an international student living in my home.

**21.** I understand that hosting a student during this academic year does not automatically guarantee that I will be able to host a student in the future.

**22.** I will obtain consent from the ISP for student travel with my family. I recognize that adequate notice must be provided to the ISP if documents are required for travel and agree to provide this notice, if required.

**23.** If it is necessary for me to be away from home, I will make arrangements for a responsible adult family member, who has passed a recent Child Abuse Registry Check and Police Information Check, to stay at my home with the student. If I must leave the student at the home in the event of an emergency, I will inform the ISP immediately. I understand that an international student cannot be left alone overnight.

**24.** I will try not to make travel/holiday plans that would interfere with my commitment to the student during their stay. If travel is necessary, I will make proper arrangements and notify the ISP. If the student is invited to join the family for travel, our plans will not interfere with the student's academic schedule.

**25.** I will follow all policies as they pertain to the LRSD ISP Homestay Program.

**26.** I understand that it is my responsibility to welcome the student at the airport when they arrive and take them to the airport for their departure. If I am unable to provide this service for my student, I will make suitable arrangements with another family member, friend or another LRSD homestay family. I will notify the ISP if I need to make alternate arrangements.

**PLEASE NOTE:** LRSD requires that all homestay parents (and adults over the age of 18 who live in the household) submit to a Police Information check (PIC) and a clearance from the Child Abuse Registry. Child Abuse Registry forms are available from the ISP and must be submitted once the homestay family's application is approved and the home inspection has been completed. All homestay families are responsible for informing the ISP of any changes in the status of their family.

*I have read the important notes regarding my application. I hereby certify that the information given in this application is true, correct and complete, to the best of my knowledge. I understand that falsified or misleading statements and omissions will result in rejection of my homestay application.*

*I understand that any information secured by the Division is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA). LRSD will use information obtained on this form only to complete the homestay family application process. This includes conducting reference checks. This information will not be shared with other organizations and will remain confidential.*

Applicant(s) Signature(s)

Date: ( DD / MM / YYYY )

International Student Program Signature

Date: ( DD / MM / YYYY )





Homestay families are not expected to be tour guides, but international students do appreciate and benefit from participating in family activities. We recommend at least one planned family activity per month, if possible.

Winnipeg offers many activities that are popular with international students. Information about most of the following events and activities can be found online at [travelmanitoba.com](http://travelmanitoba.com), [tourismwinnipeg.com](http://tourismwinnipeg.com) or [winnipeg.ca/interhom](http://winnipeg.ca/interhom). The following list is a sample of the events and activities; there are many others as well.

## Winnipeg's Top Festivals and Special Events

### Fall Events (September – October)

- Canada Goose migration
- Manitoba Culture Days
- Manitoba Dragon Boat Festival
- Corn Maze

### Winter Events (November – February)

- Canad Inns Winter Wonderland
- Santa Claus Parade
- Winnipeg Symphony Orchestra New Music Festival
- Festival du Voyageur
- Springhill Winter Park
- Harbour View Recreation Complex

### Spring Events (March – May)

- Human Rights Film Festival
- Dance Manitoba: Provincial Dance Festival
- Teddy Bear's Picnic
- Winnipeg International Airshow

### Summer Events (June – August)

- Winnipeg International Children's Festival
- Winnipeg International Jazz Festival
- Red River Exhibition
- Winnipeg Folk Festival
- Winnipeg Fringe Theatre Festival
- Ballet in the Park
- Folklorama
- Manito Ahbee Festival

## Parks, Museums and Historical Sites

- Lower Fort Garry
- Mennonite Heritage Museum
- Riel House National Historic Site
- Musée de Saint-Boniface Museum
- Canadian Museum for Human Rights
- The Manitoba Museum (Science Gallery and Planetarium)
- Manitoba Children's Museum
- Manitoba Electrical Museum
- Western Canada Aviation Museum
- Winnipeg Railway Museum
- The Forks Historical Site
- Living Prairie Museum
- Fort Whyte Alive
- Oak Hammock Marsh
- Assiniboine Park and Zoo
- Fun Mountain
- St. Vital Park and Duck Pond
- Provencher Park
- Harbourview Park
- La Barrière Park
- Crescent Drive Park
- Central Park (Downtown)
- Birds Hill Park
- Manitoba beaches







# ACTIVITIES AND THINGS TO DO IN WINNIPEG

## Arts and Culture

---

- The Winnipeg Art Gallery
- Gallery 1C03 (University of Winnipeg)
- Plug In Institute of Contemporary Art
- Art galleries in the Exchange District
- Manitoba Theatre for Young People (MTYP)
- Royal Manitoba Theatre Centre (MTC)
- Rainbow Stage
- The Forks (performances and entertainment)
- Canada's Royal Winnipeg Ballet
- The Winnipeg Symphony Orchestra
- Manitoba Opera
- Outdoor concerts

## Great Shopping

---

- St. Vital Shopping Centre
- Polo Park Shopping Centre
- Portage Place Shopping Centre
- Shops of Winnipeg Square
- Kenaston Common & Outlet Mall
- Exchange District
- Chinatown
- Osborne Village
- Corydon Avenue
- Academy Road
- Old St. Boniface
- The Forks Market
- St. Norbert Farmers' Market
- Value Village and other nearly-new stores (ideal for low-cost winter clothes)

## Sports and the Great Outdoors

---

- Football (Winnipeg Blue Bombers)
- Baseball (Winnipeg Goldeyes)
- Hockey (Winnipeg Jets and Manitoba Moose)
- Ringette
- Soccer

- Miniature golf
- Golfing
- Bowling
- Skating on the Red River
- Curling
- Skiing/snowboarding
- Cross-country skiing
- Tobogganing/sledding
- Snowshoeing
- Rollerblading
- Swimming
- Mountain biking
- Fishing and ice fishing
- Hiking
- Skateboarding

It is important for families to share information about Canadian holidays and special occasions. Students need to know which dates are actual holidays and which are simply special days when schools still will be open.

## Fun Family Activities

---

- BBQ or picnic in a park
- Bonfire and roasting marshmallows
- Build a snowman (fun at any age!)
- Cook and bake food from the student's home country together
- Take the family pet for a walk
- Take a new class together
- Look at old family photos and take new photos together
- Watch videos or movies and talk about them afterwards
- Play board games, card games, etc.
- Play interactive games together: Nintendo Wii, karaoke, etc.
- Invite the student's friends over for a special occasion (birthday, etc.)
- Have the student teach the homestay family something from their country (phrases, customs, etc.)











## FAQs

Here are the answers to some of the most frequently asked questions by families interested in hosting an international student. Please contact us with any other questions you may have.

### **Why become a homestay family?**

Your family can bring some of this vast world into your home by hosting a student. You will also contribute actively to the promotion of peace and intercultural understanding. You may even develop long-term bonds with your student!

### **What are the requirements to become a homestay family?**

LRSD's ISP makes no distinction as to race, gender, language, religion, family composition or social status in our selection of homestay families. If you have a generous heart, a good sense of humour and lots of patience, are flexible, are interested in learning about other cultures, have a spare furnished room and are willing to open your home...then you are eligible to host an international student!

Please note that we require all family members over 18 years of age living in your home to undergo a Police Information Check and Child Abuse Registry check before a student can be placed in your home.

### **What if our children are still young?**

International students often become role models or "brother/sister" figures to younger children. Some students will specifically request to be placed with a family with young children, as it is closest to their family structure back home.

### **Can we choose the student that we host?**

ISP will select the best student for you based on the information we have available. Matches will be based on health information, interests, preferences, etc.

### **What if we work outside the home?**

This usually is not a problem as students will be attending school during the day. If shift work means that no one will be home during the evenings, this may not be best for the student as they may need support and we encourage family meals in the

evenings. Students cannot be left alone overnight.

### **Can I host if I am a single parent?**

Yes! Single parent families often decide to host an international student and apply for our program.

### **Do we have to pay?**

Students pay their homestay fees to the ISP and the division then forwards the fees to the homestay family at the end of each month. The homestay family provides the student with support, advice, care, a room and food. Students will have money from their biological family/guardians for personal expenses, bus passes, clothing and independent entertainment.

### **How long do the students stay in Winnipeg?**

Most of our families host for at least a semester, with some hosting for a full year. The majority of our students arrive in late August or early September. The length of a student's stay may vary from four weeks to a full school year. Some students go home during the summer months and return each year until they complete high school. In these cases, if the relationship between student and family is going well the family could host the same student for a few years. If a change in homestay is requested, then the end of a semester or school year would be the most logical time to make a change.

### **Must a student have their own bedroom?**

Yes – a private, furnished room with a door and window that meet safety and building codes is required.

### **Which school does the student attend?**

The students are placed in an LRSD high school within approximately a 30-minute bus ride from the homestay. Some exemptions may apply.

### **What happens if we already have vacations planned?**

The student must adapt to your family's routines and plans. If you wish, the student can go on vacations with your family. If that is not possible, we will have to make alternate arrangements while



you are away. If you do not know anyone (friends, relatives, etc.) who could take care of the student in your home while you are away, the ISP can help to find a temporary family to host the student. The homestay fees would be adjusted for the time that you are away.

### **Do we have to host the student for the whole program length?**

The homestay family commitment is usually for the whole program length. Program length can be from four weeks to a full school year. We understand that priorities and family situations can change. Even though the ISP tries to make the best match possible, sometimes it does not work out. The ISP offers support to both the families and students if a difficulty arises. If the homestay arrangement does not work out, the ISP will find a new family for the student.

### **What are the roles and responsibilities of the homestay family?**

By hosting an international student, families agree to provide them with a clean and safe environment,

food and the support required to ensure a successful integration and a positive experience. Families commit to collaborating with the ISP, respect the rules and standards required and encourage regular contact between the student and the ISP. The ISP is responsible for our students as their legal custodian.

### **What support is offered by LRSD ISP?**

ISP staff are here to help you if you have any questions or concerns. International students also have supports available to them when they need help. ISP staff visit the schools on a regularly scheduled day every week. In case of an emergency, an ISP staff member will always be available, 24 hours a day and 7 days a week.

### **What is the selection procedure?**

You will need to first complete the homestay family application and send it to the ISP office with three references (who are not family members) that we can contact by phone or email.

An ISP staff member will come to your home to see the space that you have available for a student, to learn more about you and to go over the program in detail. You will then need to have the required criminal record and child abuse registry checks completed for all family members over the age of 18 who live in the home.

Once your application is approved and a student has been selected for you, ISP staff will contact you with a brief profile which consists of information provided on the student's application form and photos, if available. Once you accept the student, your information and photo will be sent to them and they will be asked to contact you by email to begin your communications. We encourage you to get to know each other a bit before they arrive.

### **How old are the students and where do they come from?**

We do not take students into our Homestay Program under 12 years of age. We accept students up to grade 12, which means they may be over 18 years of age. They come from countries all over the world.







DIVISION SCOLAIRE

**LOUIS RIEL**

SCHOOL DIVISION

---

INTERNATIONAL STUDENT PROGRAM

---

 [isp.lrsd.net](http://isp.lrsd.net)