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rminternational.ca

## HOMESTAY FAMILY CONTRACT – 2024-25

This annual contract is an agreement made solely between School District No.6 (Rocky Mountain) and the Host Family. It must be completed in full and signed **by each Host Parent**. Please return completed contract with all requested supporting documents to [rminternational@sd6.bc.ca](mailto:rminternational@sd6.bc.ca) or your RMISP Homestay Coordinator.

Street address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Landline: \_\_\_\_\_

HOST PARENT #1: \_\_\_\_\_ Gender: \_\_\_\_\_  
Full legal name as it appears on your driver's license/passport

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ Occupation: \_\_\_\_\_ Workplace: \_\_\_\_\_  
Day Month Year

Email: \_\_\_\_\_ Mobile phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

HOST PARENT #2: \_\_\_\_\_ Gender: \_\_\_\_\_  
Full legal name as it appears on your driver's license/passport

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ Occupation: \_\_\_\_\_ Workplace: \_\_\_\_\_  
Day Month Year

Email: \_\_\_\_\_ Mobile phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Additional individuals living in the home, regular visitors, or guests of more than 2 weeks (all require Criminal Record Checks-including Vulnerable Sector if age 18+):

Full Name	Relationship (Children, adult children, significant other, friends, relatives, tenants, other)	Birthdate	Details on if living in the home, away at school or visiting regularly etc.

Host Parent initials: \_\_\_\_\_ / \_\_\_\_\_  
Parent #1 Parent #2

## ANNUAL RMISP HOMESTAY PARTICIPATION REQUIREMENTS

- 1) All Rocky Mountain International Student Program (RMISP) Host Parents must carefully read, personally complete, and submit this contract and all required supplemental documentation to RMISP. Host Parents must submit all documentation by set deadlines and well prior to the student's arrival to Canada or they will not be permitted to host. If documentation expires mid-year and is not renewed upon request and in a timely manner, Host Pay will not be remitted until the situation is resolved.
- 2) Host Parents agree to promptly inform RMISP of any changes to their home, family composition, pets, employment status, or other aspects of their personal life as originally detailed in your initial application.
- 3) Host Parents must agree to review the British Columbia K-12 International Student Homestay Guidelines, Host Parent Handbook and the International Student Program Legal Agreement and Student Handbook. A copy of all guidelines is available on the RMISP website and will be provided at the mandatory annual homestay orientation. Host Parent(s) agree to inform RMISP in cases where hosting cannot be undertaken in a manner that is consistent with the guidelines.
- 4) Host Parents agree that the premises will be open to inspection on demand within 24 hours' notice or, in the case of emergency, immediately. Host Parents (one or both) must accept periodic in-home visits (at least one per year) and attend scheduled meetings with the Homestay Coordinator to evaluate the ongoing success of the placement and to address any issues that may have arisen.
- 5) All Host Parents are required to attend the annual Host Family orientation which includes the BC Provincial Guidelines for Child Abuse Reporting Protocol.

## RMISP HOMESTAY TERMS AND CONDITIONS

The following terms and conditions must be acknowledged and accepted by the Host Parents:

- 1) Host Parents agree to fully and unreservedly support the terms and conditions of the International Student Program Legal Agreement, RMISP rules, procedures and disciplinary processes. Host Parents must immediately report any student transgressions to program staff. In cases of issues or miscommunication with students and families, the RMISP process is to meet (virtual, phone call or face to face) both independently and together with the student and Host Family. Host Families are expected to participate with the RMISP mediation process to try and alleviate any issues, and moving students to other homes is regarded as a last resort.
- 2) The Director of International Education is the student's legal custodian in Canada. Host Parents acknowledge that they are not the natural parent(s), custodian nor employees of School District 6 (Rocky Mountain) when acting in their role as Host Parents. Custodianship cannot be transferred from RMISP to a Host Parent or other individual.
- 3) RMISP reserves the right to move a student without advance notice for any reason including but not limited to ongoing and irresolvable issues between the student and their Host Family and/or to ensure the health, safety and security of the student or members of the Host Family. Host Parents must give their international student(s) and the Homestay Coordinator one full month's notice if they wish to cease hosting without cause. Host Parents understand that if an international student requires a host family change and/or a student is dismissed or moved for any reason, the Host Family will no longer continue to receive compensation for hosting.
- 4) Host Parents agree to provide criminal record checks to School District No. 6 (Rocky Mountain) for all individuals 18 years of age and older who are regularly living and/or visiting in the home and will immediately report to their Homestay Coordinator if any individual in the home (adult or child) is arrested or charged with a criminal offence. If any part of the family home is rented to tenants, they must also submit a clear vulnerable sector criminal record check. A CRC is required for all adults (18+) a minimum of every five years.
- 5) Host Parents confirm that no one living in or regularly visiting the home (friends, extended family members, etc.) is party to a restraining order and that to the best of their knowledge no one living in or potentially visiting the home has a criminal record, mental illness, addiction, history of abusive behavior (physical, sexual, verbal, psychological), or other issue/concern that might put an international student living in the home at risk.

Host Parent initials: \_\_\_\_\_ / \_\_\_\_\_  
Parent #1 Parent #2

- 6) Host Parents cannot host other children/teenagers/adults who are non-family members while hosting a Rocky Mountain International Program student. Examples include, but are not limited to hockey billets, foster children, college students, and people from other programs (international or otherwise).
- 7) Host Parents must disclose if they operate a vacation rental or any short-term rental business in any part of the home. There must be fully separate access to ensure there is no contact with students.
- 8) Host Parents must disclose if there are indoor or outdoor cameras/home monitoring devices in the home.
- 9) Host Parents must carry full personal liability insurance of not less than \$2,000,000 and must inform their homeowner/renter's insurance company that they will be hosting one or more international students. This should not increase rates but must be disclosed.
- 10) Host Parents agree to assume all liability for loss or damage to their home caused by their student(s) and hereby release RMISP and its employees and agents from all liability arising out of their participation in the program, including but not limited to property damage or loss, or the debts, conducts and/or actions of the students assigned to the home.
- 11) Host Parents confirm that Host Family vehicle(s) used for student transport are in good operating condition and that proper winter tires will be used as recommended by ICBC and/or required by the Ministry of Transportation and Infrastructure (October 1 – April 30 annually).
- 12) Host Families acknowledge that student application packages are private, confidential and the property of RMISP and/or the study abroad agency responsible for placing the student in the Rocky Mountain International Student Program. They must not be copied, redistributed or shared with anyone outside the household. Upon completion or termination of a student placement, paper and digital copies of student application packages must be destroyed and/or deleted.
- 13) The mandatory student arrival days are August 30-September 1, 2024 for first semester, and January 25-26, 2025 for second semester. Mandatory student departure dates are January 25-26, 2025 for first semester and June 27-29, 2025 for second semester/end of year. Host Families are not permitted to offer to welcome students early or host them past the mandatory program departure dates under any circumstances.
- 14) Host Families are compensated \$1000.00 per month for the 2024-25 school year. Payment is reimbursement for hosting expenses incurred, are calculated at the end of every month and remitted approximately one week after the end of the month. No additional reimbursement will be remitted for any student arriving on August 30-31, 2024 or new semester two students arriving January 25-31, 2025. All students pay monthly homestay fees and thus host families are compensated monthly.
- 15) Host Families who host new students that arrive prior to the mandatory arrival dates in August will be compensated \$50/night for those specific nights.

<b>HOST FAMILY OBLIGATIONS</b>
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- 1) Host Parents must provide three nutritious meals per day plus intermittent snacks and beverages seven days a week.
- 2) Host Parents must be present at the airport to pick up and drop off their students on arrival and departure as part of participation in the program and to provide a warm welcome to their student(s). Families who are unwilling or unable to pick up/drop off their students at the airport during regular arrival/departure periods may be subject to a deduction from their Host Pay that month. In recognition of return trips exceeding 300 km, RMISP will provide host families a flat rate of \$125 for reimbursement of travel expenses.
- 3) Host Parents must make every effort to take their students to medical appointments, including but not limited to the hospital in emergencies, doctors, dental, specialists or other appointments as needed. Host families must share this information immediately and any resulting diagnosis/information with the Homestay Coordinator.
- 4) Such as with their own children, Host Parents are expected to do a *reasonable* amount of driving to take their students to/from activities and social events, particularly if living out of town or in areas where public transportation is limited.
- 5) Host Parents must not lend money to students nor use their credit cards to pay for student purchases.

Host Parent initials: \_\_\_\_\_ / \_\_\_\_\_  
 /   
Parent #1 / Parent #2

- 6) Host Parents must make every effort to include their student(s) in Host Family activities to maximize the homestay experience, including major holidays, vacations and family events. Emergency coverage should only be requested in serious crisis/emergency situations. If Host Parents require emergency coverage for their student(s), a flat nightly rate of \$40.00 will be deducted from their monthly reimbursement to compensate the family providing coverage. This is deducted per night from the monthly Host Family payment. Families are asked to avoid making optional or lengthy travel/holiday plans without their students and that interfere with their specific hosting commitment. With permission from their Host Parent(s), students may also sleepover on weekends with friends hosted by RMISP-approved host families. This is preferable to emergency coverage, if possible. Stays of longer than two nights must be approved by RMISP. The nightly emergency coverage rate is neither provided nor deducted for sleepovers.
- 7) Host Parents must not leave their students home alone overnight and RMISP must pre-approve any plans for alternate Temporary Caregivers to come into the home. All Temporary Caregivers must have a clear vulnerable sector criminal record check and Driver's Abstract (if driving student) on file with RMISP prior to students being left in their care. All Temporary Caregivers must review all RMISP Host Family and student documents and sign a Temporary Caregiver contract.
- 8) Host Parents may travel freely within 500 km of their municipality with their student(s) for day trips if they remain in Canada. Host Families wishing to travel beyond this distance or to take overnight trips must inform their Homestay Coordinator prior to planning and any booking. It is RMISP's responsibility to obtain written permission from their student's natural parents in their home country – Host Parents are not permitted to make independent arrangements without advising RMISP. Host Parents must not allow their student(s) to travel beyond the local area without them unless they have permission from RMISP or as part of a school trip.
- 9) Students are expected to accompany Host Families on short, local trips on weekends or breaks from school. This is part of the homestay experience, and typically Host Families pay the costs associated with these events.
- 10) Some Host Family holidays, travel, or extracurricular activities may involve significant additional costs and the student may reasonably be expected to contribute toward these costs if they choose to participate (for example, a trip requiring airfare). These trips are optional. Host Families must seek pre-approval from RMISP when inviting their student(s) on trips. If the student chooses not to participate in a Host Family holiday, alternative homestay arrangements during the Host Family's absence must be arranged and/or approved by RMISP. The nightly rate for emergency coverage will be deducted from their monthly reimbursement to compensate the family providing emergency coverage.
- 11) Host Parents are not permitted to volunteer to pick up nor drop off students at the Calgary (YYC) airport nor take them to biometric or medical appointments in Alberta, due to issues with coverage for medical and vehicle insurance outside BC.
- 12) In the event of a pandemic or local/provincial/national emergency, all members of the Host Family are expected to adhere to current federal, provincial, school district, and RMISP guidelines and regulations.

<b>INTERNATIONAL STUDENT HOMESTAY RIGHTS</b>
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Students in the Rocky Mountain International Student Program have the right to a welcoming, caring and culturally sensitive homestay environment where they are shown respect, consideration and tolerance. Students should be able to expect:

- a) to be included in the Host Family unit and considered one of the family for meals, activities, trips, holidays and daily life
- b) for Host Families to welcome them to the family, home, community and provide orientation and assistance as needed
- c) to have Host Family rules, curfews, household routines and behavioural expectations clearly outlined
- d) to be shown how to use household appliances and how to clean areas of the home
- e) to participate in a reasonable amount of family chores and household upkeep
- f) to only regularly hear English spoken and communicate in English in the main home areas
- g) a private bedroom with a closet, night table, lamp and bed

Host Parent initials: \_\_\_\_\_ / \_\_\_\_\_  
Parent #1                      Parent #2

- h) shared access to a full bathroom
- i) access to a washer and dryer to clean their clothes
- j) to feel safe and secure in their home
- k) three nutritious meals per day plus intermittent snacks and beverages
- l) a key to the home and/or an access code for the door lock or alarm
- m) free Internet connectivity in their home (and reasonable access to it)
- n) to not be exposed to behavior (including speech, expressive conduct, electronic communication) that intimidates or exposes the student to physical harm, ridicule, hatred or contempt, defamation, bullying, harassment and/or cyber-bullying by anyone (Host Family members or visitors) in the home
- o) to not be exposed to conduct (including expressive conduct) that impacts the rights of others or may be seen as discriminatory as set out in the B.C. Human Rights Code by anyone (Host Family members or visitors) in the home
- p) to not be subjected to second-hand tobacco or cannabis smoke or vapour inside the home

*Additional student obligations, program rules and expectations for student behavior in homestay can be found in the International Student Program Legal Agreement and Student Handbook. These documents are available online and distributed during student and Host Family orientations.*

**LIABILITY EXCLUSIONS AND DISPUTE RESOLUTION**

Host Parents understand and accept that School District No. 6 (Rocky Mountain) cannot 100% guarantee the placement of a student for any specific duration of time, and that Host Family compensation is not considered pay or salary, but compensation for expenses related to hosting students. Neither can the District nor RMISP staff guarantee the quality of the relationship between the student and the Host Family or any other relationship.

Host Parents assume any and all risks related to their participation in this program and agree to release and hold harmless the Board of Education of School District No. 6 (Rocky Mountain), its officers, directors, employees, and agents from any and all claims for any injury, loss or damage, including injury, loss or damage caused by their negligent or intentional acts.

Host Parents acknowledge that the most current version of the RMISP Student and Host Parent Handbooks are available online at [rminternational.ca](http://rminternational.ca) and those will be referred to in cases of dispute. Host Parents agree that any dispute arising under the interpretation, application or performance of this contract or in any way arising out of their participation in the School District’s International Programs will be resolved in a British Columbia Court and they agree that they will not bring proceedings in any other court or jurisdiction but that of British Columbia.

**SIGNING OF CONTRACT**

I agree to respect and abide by all terms of this contract and those outlined in the Host Parent Handbook, the British Columbia K-12 International Student Homestay Guidelines and all policies and procedures of the RMISP and School District No. 6 (Rocky Mountain). I understand that student expectations, trips and activities, and policies and procedures may be subject to change through the year, and that I will be notified by RMISP.

Host Parent #1: \_\_\_\_\_  
Name (please print)
Signature
Date

Host Parent #2: \_\_\_\_\_  
Name (please print)
Signature
Date