



Maple Hill School and any agents who provide homestay services to students of Maple Hill School, must adhere to the Maple Hill School Homestay Policies. These policies are based on the guidelines that are set out by the BC Ministry of Education which can be found at [https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/international\\_education/home\\_stay\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/international_education/home_stay_guidelines.pdf)

1. Homestay families must be screened prior to a student being placed in a homestay. This screening process must include a home inspection with host parent interviews, scheduled criminal record checks for all adult household members, as well as reference checks for the host family.
2. Gather and maintain accurate records for the student, parents/guardians, and host family including but not limited to the following:
  - A. Legal names
  - B. Gender
  - C. Age
  - D. Relevant medical information
  - E. Country of Residence
  - F. Address
  - G. Contact number and email addresses
  - H. Relevant social media accounts
3. Ensure that data collected and information distributed complies with protection of privacy legislation.
4. Develop and deliver a training program for new host families and to disseminate new information so host families can stay current with best practices.
5. No more than two international students with a host family at the same time.
6. Avoid placement of minor students with adult students
7. Inform host families of potential student placements by submitting student profiles that include dates of accommodation, special requirements, and relevant medical and behavioral background.
8. Liaise with the student, school, host family and parents/guardians and provide each with support.
9. Communicate on a regular basis with all relevant parties to keep apprised of situations that may arise.
10. Ensure each student and host family has a 24 hour emergency contact.
11. Conduct and review program evaluation and feedback from students and host families.
12. Allow for conflict resolution services (and the opportunity to reach consensus) to both the host family and the international student.
13. Enforce clear standards and procedures for dismissal of host families in cases and procedures for moving host families.
14. Develop manuals for students and a separate manual for host families that describe the relevant legislation, standards and procedures and should include procedures that encompass the full range of the host family and international student experience.
15. Detailed fee information with a breakdown of each cost.



16. Students must have access to a person who speaks the student's primary language.
17. Share medical or mental health concerns that arise during the homestay with the school, host family, the custodian or the student's parent/guardians as appropriate.
18. Publish the homestay programs' legal limitations.
19. Inform international students with the following resources:
  - A. BC Helpline for Children (1-800-663-9122). May be called to report a child or youth under 19 years of age being abused or neglected. There is a legal duty to report your concerns to a child welfare worker.
  - B. Kids Help Phone (1-800-668-6868). Counselling and mental health support.
  - C. Kelty Mental Health Resource Center (<http://keltymentalhealth.ca/>). Resources regarding mental health issues including substance abuse, medication, and healthy living.

Agencies who are providing homestay services to students of Maple Hill School must sign and acknowledge that they follow the above mentioned guidelines.



**Maple Hill School**

#2370-4000 No. 3 Rd, Richmond, BC, Canada V6X 0J8

Tel: 604-285-9665

### Homestay Policy Verification Form

Name of Student: \_\_\_\_\_

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

Agent Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

By signing below, I (the agent) acknowledge that the homestay that myself, or the agency that I represent, has placed the above-mentioned student of Maple Hill School in follows all of the guidelines found in their the K-12 International Student Guidelines from the BC Ministry of Education. The guidelines can be found at the following website [https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/internationaleducation/home\\_stay\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/internationaleducation/home_stay_guidelines.pdf)

Agent Signature: \_\_\_\_\_

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