GUIDELINES FOR HOMESTAY

Responsibilities of the Student:

1. To be considerate of all family members.
2. To respect household rules and repay the family for any damages caused.
3. To make an effort to participate in family activities, including meals. Inform the family in advance, if he/she is not going to be home for a meal.
4. To follow curfew set by school:
   - **School days:**
     - **8:00 pm** 14 years and under
     - **10:30 pm** for all other students
   - **Weekend Curfew times:**
     - **10:00 pm** 14 years and under
     - **11:30 pm** for all other students
5. The student must have advanced written permission (AWP) from their counselor for permission to stay overnight at another location. Inform the host family also.
6. To invite guests home **ONLY** with the permission of the host parent. Invited guests must leave before curfew. *It is preferable for visiting family members to stay at a hotel.
7. No food or drink in bedrooms. Keep your own bedroom clean.
8. To ask to use the telephone and pay for long distance charges, preferably use a phone card. Limit phone calls to a responsible length of time. No phone calls after 10 pm.
9. To be reasonable and responsible about computer use in the homestay. No downloading movies or use of pornographic sites.
10. To be responsible for personal bathing items such as: shampoo, toothpaste, sanitary / shaving supplies. Limit shower to 10 minutes.
11. To clean up after him /herself in the home and assist with basic household chores when necessary.
12. To keep the home safe by locking the door when leaving and if needed, set the home security alarm.
13. Students are prohibited from using cigarettes, alcohol or illegal drugs. In cases where this has occurred, the school rules and expectations will be applied.

Responsibilities of Host Family and School are listed on the reverse side of this page.
Responsibilities of the Host Family:

1. To provide the student with a private room (bed and linens, desk, dresser and/or closet, alarm clock, window and appropriate lighting) three meals a day and interaction with the family.

2. To include the student in family activities, meals and outings.

3. To treat the student with respect and tolerance, and respect cultural differences.

4. To report all concerns and student absences to the school. Ask for the homestay coordinator or the student's counsellor.

5. Call or email the homestay coordinator if your student is sick and will miss classes.

6. Report any suspected drug or alcohol use immediately.

7. To inform the school when a student who does not have parental consent, stays overnight elsewhere, comes home very late for dinner or after the Bodwell curfew time.

8. To help the student learn Canadian culture and about Vancouver.

9. To ensure that English is the language spoken when the student is present.

10. Provide general care to the student and help the student to succeed in school.

11. To provide the student with a key to the house.

12. To let the student use the telephone, computer service, TV, laundry and other household appliances.

13. Not to ask the student to do household chores or to babysit.

14. To maintain relevant home insurance policies throughout the homestay period.

15. To inform the school in case of the absence of an adult overnight at home.

16. To have an up to date criminal record check from the North Vancouver RCMP.

Responsibilities of the School:

1. To make a concerted effort to match prospective students to appropriate, chosen homestay families.

2. To pay homestay fees to the family according to the Bodwell payment and refund policy.

3. To brief the family and student on their respective responsibilities prior to the homestay program.

4. To mediate between the family and student if there are any misunderstandings, and determine changes in the homestay arrangement.

5. To make final judgment as to any possible disputes between the family and student, and have full discretion to terminate the arrangement at any time when it deems necessary.
CONSENT FOR DISCLOSURE
OF CRIMINAL RECORD INFORMATION

PART 1

Surnam(e) Given name (1) Given name (2) Sex Tel. no. (incl. area code)
Address (no., street, apt.) City Province Postal code
Date of birth (yyyy-mm-dd) Place of birth Driver's licence no. Usual first name or alias Maiden name/Any other Surname
Previous address if less than 5 years at current address
Address (no., street, apt.) City Province Postal code

IF COMPLETED MANUALLY, PLEASE PRINT

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name Patrice Mitchell Title Homeroom Coordinator Name of organization Bodwell High School
Address (no., street, apt.) 955 Harbourside Dr. North Van BC Postal code V7P 3S4

PART 3

WAVES AND RELEASE:
I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, however arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.
Signed this day of Signature of applicant

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **A record may or may not exist for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
1200 Varier Parkway
OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information MUST be given to the requestor. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.
- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative check results.
- Checks resulting in possible "yes" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4 is your personal information.
- You may withdraw this consent prior to disclosure.

<table>
<thead>
<tr>
<th>No.</th>
<th>INITIALS</th>
<th>Category of Information for Disclosure</th>
<th>FOR POLICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Records of criminal convictions found in the Identification Data Bank attributable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted.</td>
<td>None located □ □ May or may not exist</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Records of criminal convictions attributable through CPIC for which a pardon has not been granted (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC)</td>
<td>None located □ □ May or may not exist</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) for which a pardon has not been granted (plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.</td>
<td>None located □ □ May or may not exist</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Police information located on computer system (e.g. Police Information Retrieval System (PIRS), CPIC, PORS, PRIME, LEIP) and information located through local police index checks. This will include all information related to non convictions and all charges regardless of disposition.</td>
<td>None located □ □ May or may not exist</td>
</tr>
</tbody>
</table>

COMPLETED BY

Member (signature) Reg. no. Unit Date

RCMP GRC 3554a (2005-03)
CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

Identification of the Applicant

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name(s)</th>
<th>Sex</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (Y-M-D)</th>
<th>Place of Birth</th>
<th>Current Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous addresses, if any, within the last 5 years

Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

<table>
<thead>
<tr>
<th>Description of the paid or volunteer position</th>
<th>Name of the person or organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details regarding the children or vulnerable person(s)

Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety and Emergency Preparedness Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Canada
A National Police Service of the
Royal Canadian Mounted Police

Signature of Applicant

Date (Y-M-D)
IT IS IMPORTANT YOU UNDERSTAND THE PROCESS FOR A CRIMINAL RECORD SEARCH BEFORE YOU FILL IN THE CONSENT FORM. THIS LETTER FULLY EXPLAINS WHAT YOU ARE CONSENTING TO AND MUST BE READ AND SIGNED BEFORE A CRIMINAL RECORD SEARCH IS PROCESSED AT THE NORTH VANCOUVER RCMP DETACHMENT.

The RCMP Criminal Record Search form shows a "category of information for disclosure."

Box 1 Indicates the RCMP are searching a database looking to see if you have ever had a criminal conviction that has not been pardoned.

Acknowledged: ___________________________ Witnessed: ___________________________

Box 2 Indicates the RCMP are using information obtained from the Box 1 search AND to see if you have any outstanding charges.

Acknowledged: ___________________________ Witnessed: ___________________________

Box 3 Indicates the RCMP are using information obtained from the Box 1 and Box 2 searches AND to look for records of discharges. Discharges are a Judge's Court ruling that does not include incarceration. Some examples of this would be probation for 6 months or a conditional sentence, such as, probation and community service. This information may or may not have been removed from the police database.

Acknowledged: ___________________________ Witnessed: ___________________________

Box 4 Indicates the RCMP are searching an ENTIRELY DIFFERENT database looking for police information. This database is used primarily as a tool for police officers and indicates if you have been involved in ANY police matter.

Acknowledged: ___________________________ Witnessed: ___________________________

If a box is checked as "May" or "May Not Exist," a letter will be sent out attached to the Criminal Record Check form. You are encouraged to discuss the matter with your potential employer/organization you are volunteering for.

If you are not sure what the information may be, you are encouraged to attend the front desk with your identification and discuss this with our employee responsible for Criminal Record searches.

If one or more boxes from 1-3 are checked and you do not feel this is your information you have the right to have your fingerprints taken and forwarded to Ottawa for comparison. You will be responsible for the fee.

Acknowledged: ___________________________ Witnessed: ___________________________
January 27, 2015

To Whom It May Concern:

At Bodwell High School we require all homestay families to have a General Criminal Record Check and a Vulnerable Sector Check as they will be responsible for children under 18 years old.

Please bring this letter to the North Vancouver Police Department when you go to get your criminal record check.

Yours truly,

Patrice Mitchell

Homestay Coordinator, Bodwell High School

Phone: 604-924-5066 ext. 117  Fax: 604-924-5030
Cell: 604-812-1307  Email: patrice@bodwell.edu
PAYMENT AND REFUND POLICY

1. The first thirty days will be an arrangement which is a trial period for both the student and the host family. The student should be able to leave the host family, if it is deemed necessary, within the first thirty days, even with short notice and should not be punished. The host family will also have the option of asking a student to leave if there are circumstances which might lead to such a decision. The host family should refund the unused portion of the homestay fees to the school as soon as the student leaves the home, calculated at $28 or $30 per day.

2. Host families are paid $850 for each month. However, if the student moves in after the first day of the month, the host family will be paid a prorated amount. At the beginning of a semester, the host family may be paid half a month’s fee within a week of the student moving in. After two weeks if all is well, a cheque for the remaining money will be sent. For families hosting minor students, under age 16, the payment is $900 per month.

3. For each subsequent month, the payment is mailed to the host family in the first week of the month. The cheques are received from Bodwell School, not from the students directly.

4. All host families must communicate regularly with the homestay coordinator and submit regular monthly written reports to the school.

5. After the first thirty days, if either one party decides to terminate the arrangement, 2 weeks notice is required. Payment or refund will be accepted in lieu of notice.

6. Families agree to follow the Homestay Rules as set out by the school. If they have any concerns related to the student, they must contact the school as soon as possible. All adults in the home must have submitted a recent criminal record check from the North Vancouver Police.

I have read the above and fully accept the payment and refund policy.

Host family name: ________________________________

Host family signature: ________________________________

Date: ________________________________

**Please return a copy to the school after you have signed and keep another for your own reference.
PERSONAL INFORMATION

Applicant's Name: ____________________________________________________________

Address: ________________________________________________________________

Postal Code: ______________________________

Telephone Number(s): Home ______________________ Work ____________________

Cellular ______________________

Email: __________________________ Fax:__________________________

PLEASE LIST THE PEOPLE WHO LIVE IN YOUR HOUSE (INCLUDING YOURSELF)

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Relationship</th>
<th>Education Level</th>
<th>Occupation</th>
<th>Spoken Language</th>
<th>Country of Origin</th>
<th>Years in Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. How did you hear about this program? ____________________________________________

2. Are you registered with other homestay agencies? If so, which ones? _______________

3. Have you ever had a foreign student stay in your home? _____ yes _____ no

4. Do you have students staying with you now? If yes, how many? ______________________

5. What is the maximum number of students you would be willing to house at one time? ________________

6. Briefly describe your home (i.e. number of bedrooms, bathrooms, levels, etc.) ____________________________

7. Describe the room(s) where the student(s) will sleep (at which level, size of room, number of beds, furniture, etc.) ___________________________________________________________________________________

8. Is there an internet connection in the room? ______________________________

9. Does any family member smoke? ____________ Do you allow smoking inside your home? ______________
10. List your house pets, if any: ____________________________________________________________

11. Is there a computer or printer that the student could use? ________________________________

12. Do you have any special guidelines about the use of the computer or phone? ________________

13. Is there a piano or private washroom for the student to use? ________________________________

14. What are your family’s hobbies and interests? ____________________________________________

15. In what kinds of activity would you include the student? ________________________________

16. Please indicate the most convenient bus route to the new North Van school and the travel time required: (The school located in the automall area, at 955 Harbourside Drive, North Vancouver.)
________________________________________________________________________________________

17. Are you willing to help with transportation in emergencies and/or special occasions? _____________

18. Are you willing to give your student(s) some assistance with school assignments? ________________

19. Do you have any religious or cultural beliefs which influence your relationship with others? ________________
________________________________________________________________________________________

20. Please indicate any additional information pertaining to your household (food, laundry, family rules, etc.): _____________
________________________________________________________________________________________

21. Do you have any preference for the student regarding age, sex, nationality, etc.? ________________

22. Describe your work schedule: __________________________________________________________

23. Will someone be at home during the day? ________________________________________________

24. Have you had a criminal record check completed in the past two years? ______________________
   If so, by what agency or employer? ______________________________________________________

25. Please list name of two references:
   Name: ____________________________ Relationship to you: ____________ Tel. No.: ________________
   Name: ____________________________ Relationship to you: ____________ Tel. No.: ________________

I declare that the information given in this application form is correct. I have read and agreed to the two attached papers, “Guidelines for Homestay Program” and “Payment & Refund Policy”.

Host family signature: ___________________________________________________________________

Date: ________________________________________________________________________________

Please return completed forms to:
Patrice Mitchell
Homestay Coordinator, Bodwell High School
955 Harbourside Drive, North Vancouver, B.C., V7P 3S4
Fax: 604- 924-5030

You will be contacted by the Homestay Coordinator when students are available.

Please submit a digital photo of your family and the outside of your house to the homestay coordinator at: patrice@bodwell.edu