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 system.
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.
I hereby request and authorize the Vancouver Police Department and its employees (referred to collectively as the "V.P.D." hereafter) to investigate the records and information in the possession of the V.P.D., any other policing agency or contained in a court registry database, to determine the existence of any records and information in which I am referred to or which I am the subject of (referred to collectively hereafter as my "personal information"). Note: Youth offender information may only be disclosed directly to the young person or adult requester of the youth information. The Youth Criminal Justice Act makes it an offence to disclose young offender information in any other manner, even with the individual’s consent. Individual’s can, however, disclose their own information.

I agree to submit my fingerprints, if requested by the V.P.D., to assist in verifying my identity or in determining the existence and/or accuracy of my personal information. I understand these prints will be destroyed when process complete. However, I direct and agree that the personal information I am requesting be disclosed, can be investigated and identified by the V.P.D. on the basis of my name and date of birth only. I understand and agree that the V.P.D. cannot and does not guarantee the accuracy of my personal information to be disclosed.

Pursuant to provisions of the Freedom of Information and Protection of Privacy Act of British Columbia, I authorize the V.P.D. to disclose my personal information to:

<table>
<thead>
<tr>
<th>Name of Agency or Organization</th>
<th>Name and Title of Person in Authority for Agency or Organization</th>
<th>Agency Phone No.</th>
</tr>
</thead>
</table>

Applicant Signature

WAIVER AND RELEASE: In consideration of the Vancouver Police Department’s providing the above services in compliance with my request, and by my signature below, I release and forever discharge the Vancouver Police Department, Vancouver Police Board, City of Vancouver, and its employees of and from all manner of lawsuits and legal actions, including but not limited to claims, demands, damages, actions, or causes of action arising or to arise by reason of the release of the personal information I have requested above; notwithstanding that the same may have been contributed to or occasioned by the negligence of the said Vancouver Police Department, Vancouver Police Board, City of Vancouver, and its employees and each of them.

Applicant Signature

Signed in the presence of: VPD Employee: __________________________

RESULTS OF RECORDS CHECK - VPD USE ONLY

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>VPD USE ONLY</th>
<th>See Attached or Item # below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Records of criminal convictions for which a pardon has not been granted, This information MAY NOT include criminal convictions by other police agencies that have not yet been entered in CPIC database in Ottawa.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Records of outstanding charges pending disposition and outstanding warrants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Records of all charges regardless of disposition. We do not release Motor Vehicle Act information (violation tickets).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Police records, information and details of allegations of criminal conduct or of statutory offences committed or suspected of having been committed, but not charged or confirmed by fingerprints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Record(s) of sexual offences for which a pardon has been granted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of Item #: For information about our Release Criteria see www.vpd.ca Record Checks FAQ

COMPLETED BY: __________________________________ Date: __________________________ Phone: (604) 717-3044

PUBLIC SERVICE UNIT - VANCOUVER POLICE DEPARTMENT

CONFIDENTIAL REPORT NOT TO BE DISSEMINATED WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE VANCOUVER POLICE DEPARTMENT
Please complete the following details about the position you are applying for:

**Description of position** (What you will be doing):  

**Details of position including** (Who you will be in authority or trust over - MUST include age group):  

### CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

I, __________________________ (Please print full name),  
am an applicant for a paid or volunteer position of authority or trust with a person or organization responsible for the well-being of one or more children or vulnerable persons.

**CONSENT FOR CPIC SEARCH:** (CPIC Form 1)  
This consent is to be used by a person applying to a position with a person or organization responsible for the well-being of one or more children (defined by CRA as persons, who because of their age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them), 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.

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 Ministry 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 the information to me. If I further consent in writing to disclosure of that information to the person or organization requiring verification and referred to on front of the VPD waiver, the information will be disclosed to that person or organization.

**CONSENT TO DISCLOSE:** (CPIC Form 2):  
This consent is to be used by a person who has consented to a search being made in criminal conviction records by completing the (Consent for Criminal Record check for a Sexual offence for which a Pardon has been Granted) and who wishes to consent to the disclosure of information obtained in that search to the person or organization who requested the search.

I consent to information contained in a criminal record, found as a result of a criminal record check for a sexual offence for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position.

I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

### VPD USE ONLY BELOW

<table>
<thead>
<tr>
<th>GO #</th>
<th>Receipt #</th>
<th>IScreen Map #</th>
<th>CASHIER INFORMATION</th>
<th>Payment Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Birth (POB):</td>
<td>Service:</td>
<td>Fee:</td>
<td>Method of Payment:</td>
<td>Note denominations received:</td>
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<tr>
<td>Place of Entry (POE):</td>
<td>□ PRC</td>
<td>□ $70.00</td>
<td>□ Cash</td>
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</tr>
<tr>
<td>Date of Entry (DOE):</td>
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<td>□ $25.00</td>
<td>□ Debit</td>
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<td>□ $25.00 ISCRN</td>
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<td></td>
<td>□ MasterCard</td>
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</tr>
<tr>
<td>Primary (photo) Govt issue ID type and #:</td>
<td>□ Extra Prints</td>
<td>□ $10.00 x sets</td>
<td>□ BA</td>
<td></td>
</tr>
<tr>
<td>How many sets?</td>
<td></td>
<td></td>
<td>□ Cheque or Money Order</td>
<td></td>
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<tr>
<td>Secondary ID type and #:</td>
<td>□ Multi PRC</td>
<td>□ N/C</td>
<td>□ $5.00</td>
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<td>□ VPD</td>
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<td>□ CPC</td>
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<td>20's</td>
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### POLICE RECORDS CHECK RESULTS

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<th>Query Type</th>
<th>Queried by</th>
<th>Negative</th>
<th>See Attached</th>
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<th>See Attached</th>
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<tr>
<td>CPIC - (QCNI)</td>
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<td>Legacy Web RMS</td>
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<td>LEIP/PIP</td>
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<td>□</td>
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<td>□</td>
<td>□</td>
<td>JUSTIN – for Disposition</td>
<td>□</td>
<td>□</td>
<td></td>
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</tbody>
</table>

V/Sector: Has applicant lived outside of BC? **DO NOT LEAVE BLANK**

Note: All fields must be completed.
October 7, 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 done.

Yours truly,

Patrice Mitchell
Homestay Coordinator,
Bodwell High School

Phone: 604-998-1000 ext. 1114
Cell: 604-812-1307
Direct Line: 604-998-5138
Email: patrice@bodwell.edu
HOMESTAY PAYMENT POLICY

1.) As of Sept. 1, 2015, host families will be paid monthly, at a rate of $30 per day. This means that the payment will vary from month to month depending on the number of days in the month. There is no special rate for younger students.

2.) The payment is mailed to the host family in the first week of each month. The cheques are received from Bodwell School, not from the students directly. Cheques can be picked up from the school by advance notice.

3.) 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, 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, prorated or calculated at $30 per day.

4.) All host families must communicate regularly with the homestay coordinator about their student 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 week 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.

7.) There is a maximum of 2 international students allowed at each homestay in accordance with the new BC government homestay guidelines.

8.) Bodwell reserves the right to remove any student for any reason. Please note, moving a student does not mean the homestay relationship is terminated.

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

Host family name: ____________________________

Host family signatures: ____________________________

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 _____________________

Cell ______________________

Email: ______________________________________

PLEASE LIST ALL 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>
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</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 an international 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. Do you have wireless internet?________________________

9. Does any family member smoke? _____________ Do you allow smoking inside your home? __________________________
10. List your house pets, if any: ____________________________________________

11. Is there a printer that the student could use? ____________________________

12. Do you have any special rules about the use of the house? (phone, shower etc.)
   ______________________________

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 Bodwell School and the travel time required:
The school is located in the automall area, at 955 Harbourside Drive, North Vancouver. Bus #231 goes from LQ to the automall
   _______________________________________________________________________

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 pages, "Homestay Handbook" 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
Email: patrice@bodwell.edu Fax: 604- 998-1150

You will be contacted by the Homestay Coordinator when students are available.
Please submit a digital photo of your family, the student rooms and the outside of your house to the homestay coordinator by email at: patrice@bodwell.edu