



Homestay Placement Standards and Responsibilities

Host Family agrees to abide by the following policies:

- Obtain and submit the following documentation:
 - Livescan background check;
 - Tuberculosis risk assessment; and
 - Motor vehicle and driving records.
- Complete a home visit and interview.
- Provide Student a safe and welcoming homestay family environment that will encourage Student to experience life as a member of the Host Family and, where suitable, include Student in Host Family related activities.
- Provide Student breakfast, lunch, and dinner every day at the expense of the Host Family. If the Host Family chooses to dine out, it must pay for Student's meal.
 - Make breakfast and lunch for Student or provide options for Student to make his/her own breakfast and lunch.
 - Make dinner for Student.
 - Take Student's dietary preferences and limitations into mind. For example, many international students are not used to an American style breakfast. Host Family should ask Student about his/her likes and dislikes, and make a reasonable attempt to accommodate his/her eating habits.
- Provide Student a safe, secure, and private bedroom for the Student's sole use with all of the following:
 - A twin size or larger bed;
 - Clean linens, a blanket, and other bedding;
 - Suitable storage space for clothes, personal effects, and study materials; and
 - Suitable facilities for study purposes including a desk, a chair, and adequate lighting.
- Attend the following School parent events: parent-teacher conferences, host family evenings, Back-to-School-Night, Student-led Conferences, and Grade-level Night.
- Host a maximum of two students.
- If hosting two students, Host Family must host students of the same sex, unless the two students are siblings (i.e., a brother and a sister).
- Maintain a clean and sanitary Homestay Residence that is free of hazards, in good repair, and with appropriate furnishings.

- Provide Student a smoke-free Homestay Residence.
- Prohibit use of alcohol, drugs, and tobacco by Student. Notify the School should you suspect Student is using alcohol, drugs, and/or tobacco.
- Provide Student access to a shared or private bathroom, clean towels, and reasonable time for showers and other personal hygiene at the Homestay Residence.
- Provide Student access to kitchen, living areas, laundry facilities, and shared areas of the Homestay Residence.
- Provide Student free access to a telephone at the Homestay Residence for use in the event of an emergency.
- Provide Student free Wi-Fi internet access at the Homestay Residence.
- Arrange to meet and provide transportation from the airport on the Student's initial arrival.
- Provide Student future airport transportation or help the Student to secure transportation at the cost of the Student.
- Provide Student daily and timely transportation to and from School free-of-charge. School hours are usually 8:00 AM - 3:30 PM Monday-Thursday and 8:00 AM - 2:30 PM on Fridays. Student may be required to stay for the afterschool program on Mondays and Wednesdays until 5:15 PM. Student should not be waiting beyond 4:00 PM to be picked up on normal School days.
- For all long-term placements, provide 30 days' written notice to the International Program Coordinator (Lisa Bonnici lbonnici@rollinghillsprep.org) to end a homestay placement unless there is a legitimate, immediate emergency.
- Provide Student with any keys, alarm codes, or passwords required to have free access to the Homestay Residence.
- Refrain from borrowing from or lending money to Student.
- Refrain from using Student as a babysitter.
- If the Host Family attends any religious service, provide Student the option to attend or stay behind.
- Provide Student an orientation within the Homestay Residence regarding the use of facilities and security. This should include household protocols and safety rules pertaining to swimming pools, internet, telephone, mealtimes, visitors, and appropriate times to return to the Homestay Residence during the week and on weekends.
- Orient Student to the local area including public transportation, the location of shops, doctors and/or medical facilities, and recreation areas.
- Inform Student of emergency numbers including 911 and the location of police stations.
- Ensure that Student is appropriately supervised at all times throughout the homestay placement, including:
 - Maintaining suitable supervision of Student outside of School hours; and

- Monitoring Student's general welfare including Student's social activities.
- Contact the International Program Coordinator regarding any student welfare, academic progress, and/or attendance issues.
- Notify the International Program Coordinator at least **two weeks in advance** of any change of circumstances in the household including:
 - If the Host Family proposes to materially change the Homestay Residence in such a way that will affect their ability to meet the Homestay Residence standards listed above;
 - If the Host Family is temporarily unable to provide accommodation or suitable supervision for periods of holidays or at other times; or
 - If the Host Family intends to move from the Homestay Residence or change their contact information.
- Ensure Student resides at his/her approved Homestay Residence at all times and notify the International Program Coordinator and the School immediately if Student fails to do so or intends to move.
- Assist and support Student's attendance at the School and, when necessary, support the completion of Student's homework assignments.
- Assist Student in accessing any necessary medical, dental, hospital, or other health-related services, care, and treatment, including making appointments, and where necessary, accompany Student to those appointments. Advise the International Program Coordinator of any medical issues that arise.
- Maintain an environment free of discrimination and harassment of all types.
- Permit International Program Coordinator or other RHP representative to access the Homestay Residence monthly for in-person check-ins with Student and Host Family.