

# HOMESTAY APPLICATION—FAMILY

Thank you for your interest in hosting an international student attending the River East Transcona School Division International Education Program! We look forward to welcoming you to our program.

1. Please complete all sections of the Homestay Family Application.
2. It is important to provide information in as clear a way as possible, keeping in mind that abbreviations, acronyms or slang terms will not be understood internationally.
3. Should you have any questions or require further clarification, do not hesitate to contact us at 667-7130 or [homestay2@retsd.mb.ca](mailto:homestay2@retsd.mb.ca).
4. One of our program team members will contact you to arrange a suitable time for the initial screening process and visit to your home. This visit will take approximately one hour. While we realize it may not be possible for all family members to be present during this visit, your efforts to include as many family members at this time are appreciated. (Please note: the homestay family is responsible for informing the program of any change in status of their family after submission of their application.)
5. Along with the completed application, please write and attach a separate, one-page letter of introduction that describes your family and the individual members of your family, including interests, family habits and routines, lifestyle, etc. Keep in mind that this letter will be shared with your international student and his/her family in their home country. The letter should provide information that you would be interested in knowing if the situation were reversed and you were the parent of an international student, sending your son or daughter to study in Winnipeg.
6. Please note that an international student cannot be placed in your home without all the appropriate documentation returned to our office substantiating that the mandatory screening checks are complete (criminal record check and child abuse registry check).
7. The River East Transcona School Division International Education Program cannot guarantee placement of an international education student in your home. Suitable matches are based on information provided by both the potential homestay family as well as the international student and are at the discretion of our homestay staff.



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Application date: \_\_\_\_\_

## Female Head of Household

Surname:		First name:	
Street address:			
City:		Province:	
		Postal code:	
Occupation:			
Home phone:		Work phone:	
Fax:		Email:	

## Male Head of Household

Surname:		First name:	
Occupation:			
Home phone:		Work phone:	
Fax:		Email:	

## Other Occupants

Please list all other occupants of your household.

Name	Birth Date	School or Occupation (if adult age)



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1. How long would you be available to host a student in your home?

- Semester 1: Sept.–Jan. (5 months)       Semester 2: Feb.–June (5 months)  
 Full school year: Sept.–June (10 months)       Other (please describe) \_\_\_\_\_

2. What is your gender preference for a student?

- Male       Female       No preference

3. Are you willing to host more than one student?

- Yes       No      If yes, how many? \_\_\_\_\_

*Please note: Each student must have a private bedroom.*

4. Which age range would you prefer?

- Elementary       Junior high       Senior high       No preference

5. Does anyone in your home have a medical or physical condition that may impact hosting responsibilities?

- Yes       No      If yes, please describe. \_\_\_\_\_

6. How did you hear about our program?

- Newspaper       Friend/relative       Other (please describe) \_\_\_\_\_

## Family Information

1. What is the primary language spoken in your home? \_\_\_\_\_

2. Does anyone in your home speak a language other than English?

- Yes       No      If yes, please describe. \_\_\_\_\_

3. Would you be willing to assist a student with homework?

- Yes       No



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4. Do you allow smoking in your home?

Yes    No    Outside only

5. Do any of your family members smoke?

Yes    No   If yes, please list. \_\_\_\_\_

6. Would you host a smoker?

Yes    No    Outside only

7. Do you have any pets?

Yes    No   If yes, please list. \_\_\_\_\_

8. Are you willing to host a student with special dietary needs? (e.g. religious restrictions, vegetarian, etc.)

Yes    No

9. Please provide a brief description of your family's hobbies and interests.

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10. Please describe your typical work week routine. (homestay parents only)

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11. How does your family usually spend the weekend?

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12. Please describe specific family rules that children in your home must follow.

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13. Why do you want to host an international student? What are your expectations from this experience?

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14. Have you ever hosted an international student in the past?

Yes    No   If yes, when and for how long? \_\_\_\_\_

15. What is your religious affiliation? (optional question) \_\_\_\_\_

16. Would you feel comfortable hosting a student who has different religious beliefs from those practiced in your household?

Yes    No

## Home Information

1. Please list the school(s) nearest to your home.

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2. What type of home do you have?

Apartment    Single-family dwelling    Duplex    Condominium

3. How many bedrooms do you have? \_\_\_\_\_

4. Where are the bedrooms located in the home?

Main floor    Upper level    Lower level

*Please note: Bedrooms in the lower level of your home must have a window that opens.*



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8. International students must have a bedroom of their own. Please describe the bedroom the student will have.

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5. Students will have access to the following. (Please check all that apply)

Computer     Internet     Kitchen     Laundry facilities     Phone

*Please note: Internet access is mandatory.*

6. How many bathrooms do you have? \_\_\_\_\_

Location(s):     Main floor     Upper level     Lower level

7. Please describe any unique features about your home and yard.

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\_\_\_\_\_  
Applicant (PLEASE PRINT FULL NAME)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Applicant (PLEASE PRINT FULL NAME)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PLEASE NOTE:** All homestay families are required and must agree to attend our orientation session prior to the student's arrival.



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## Homestay Fire & Safety Agreement

### Room Descriptions

Bedroom #1 dimensions: Length \_\_\_\_\_feet Width \_\_\_\_\_feet Height \_\_\_\_\_feet

The bedroom is on:  2nd floor  Main floor  Lower level

Bedroom #2 dimensions: Length \_\_\_\_\_feet Width \_\_\_\_\_feet Height \_\_\_\_\_feet

The bedroom is on:  2nd floor  Main floor  Lower level

Bedroom #3 dimensions: Length \_\_\_\_\_feet Width \_\_\_\_\_feet Height \_\_\_\_\_feet

The bedroom is on:  2nd floor  Main floor  Lower level

### Smoke Alarms

Is there at least one functional smoke detector on each floor between the bedrooms and living areas?

Yes  No

*Please note: Smoke detectors are mandatory. For homes built since 1987, if more than one smoke detector is required, they must be electrically interconnected so that if one sounds, they all sound. (Manitoba Building Code requirement)*

Do you check your smoke detectors regularly to ensure they are functioning properly?

Yes  No

Do you have a family fire evacuation plan in place?

Yes  No

*Please note: If you do not already have one in place, we require that you create one and plan once every six months to explain your evacuation plan to your family and homestay student(s). Your signature at the end of this survey/agreement will indicate you agree to this.*

Is your home equipped with a functional fire extinguisher?

Yes  No

Is your home equipped with a functional carbon monoxide detector?

Yes  No

*Please note: A fire extinguisher and carbon monoxide detector are preferable but not mandatory.*



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## Windows

Does every bedroom have a window that is fully operational? (i.e. opens and closes properly; handles and other hardware are attached and working properly)

Yes       No

Does every bedroom have windows that are fully accessible with no obstructions hindering one's:

- Access to the window from the inside (storage boxes, appliances, etc.)       Yes       No
- Access to the window from the outside (bikes, snow, lumber, A/C units, etc.)       Yes       No
- Access out of the window       Yes       No
  - Parts of the windows (e.g. screens) cannot be fastened or sealed shut by paint, ice, screws, etc.
  - If window wells are present, they must be clear of any snow, debris, etc. and must not have a fastened cover preventing one's exit from the house.
  - Bedroom windows (on any floor of the house) CANNOT have security bars or fixtures on the windows that require a key or special tool to remove them.

## Agreement of Terms

Please check in support of the following:

- I have read and understood the Homestay Fire and Safety Agreement
- I understand the importance for the safety of my family and the international student(s) to respect these fire and safety measures.
- I agree to meet the fire and safety requirements stated in this agreement in order to ensure the safety of all the inhabitants of my home and to abide by the requirements of the Homestay Program.

I have read and understand the written information provided in this Homestay Fire & Safety Agreement and agree to abide by the terms of that information. I declare that all the information provided in this application is accurate, and understand that any misinformation will invalidate this application. I understand that if I choose to not comply with any of the items above, I cannot be considered for a placement of an international student.

Homestay signature: \_\_\_\_\_

Date: dd/mm/yy \_\_\_\_\_

Homestay signature: \_\_\_\_\_

Date: dd/mm/yy \_\_\_\_\_





# HOMESTAY APPLICATION—FAMILY

## Homestay Program Liability

The River East Transcona School Division International Education Program presents a wonderful opportunity for families in the community to share their home and lifestyle with students from around the world. It also exposes the family to the language and culture of the student they are hosting. However, as with all homestay programs worldwide, there is liability that is assumed on the part of the hosting family.

The RETSD International Education Program is committed to assisting its homestay families in recovering costs that may be associated with loss or damage caused by a person residing in their home who is not a family member. However, River East Transcona School Division is neither liable nor responsible for such loss or damage.

It is understood that families in the Homestay Program are responsible for securing their own insurance coverage in reference to hosting a person in their home who is not a family member.

River East Transcona School Division strongly advises that each homestay family contact their insurance company/provider to confirm that:

- They are properly insured for any loss or damage caused by a person residing in their home who is not a family member.
- Their insurance policy protects them in the event that a person residing in their home who is not a family member and/or the biological parents of such a person under the age of 18 years seek legal action against them.

My/our signature(s) below indicate that I/we have read and understood the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# HOMESTAY APPLICATION—FAMILY

## Criminal Record Check

The River East Transcona School Division International Education Program requires all applicants to submit a criminal record check for all members of the household who are 18 years of age or older.

*The criminal record check must be dated within one year of your Homestay Family Application and is valid for three years.*

Upon presentation of the original criminal record check, a photocopy will be made, stamped “certified copy” and placed in your file. Feel free to turn in your Homestay Family Application with the record checks to follow at a later date.

For more information about how to apply for a criminal record check, visit the Winnipeg Police Service website at [www.winnipeg.ca/police](http://www.winnipeg.ca/police). Applications are subject to a processing fee.

## Vulnerable Sector Search

When filling out the application, you will have the opportunity to give police permission to do a vulnerable sector search. Due to the fact that the Homestay Program regularly involves minors under age 18, all applicants must consent to and clear a vulnerable sector search, as requested by the province of Manitoba.

NOTE: By consenting to the vulnerable sector search, you are in no way implying that you have a criminal record or that you have committed an offense. You are simply indicating to the police that you will be working with minors and that a vulnerable sector search is required.

## Child Abuse Registry Check

The River East Transcona School Division International Education Program also requires all applicants to submit to a child abuse registry check for all members of the household who are 18 years of age or older. The child abuse registry form can be completed at the time of the home visit or through our office.

Please return the completed Homestay Family Application and criminal record check forms to:

Homestay Family Applications – Homestay Co-ordinator  
International Education Program  
River East Transcona School Division  
589 Roch St.  
Winnipeg, MB R2K 2P7

