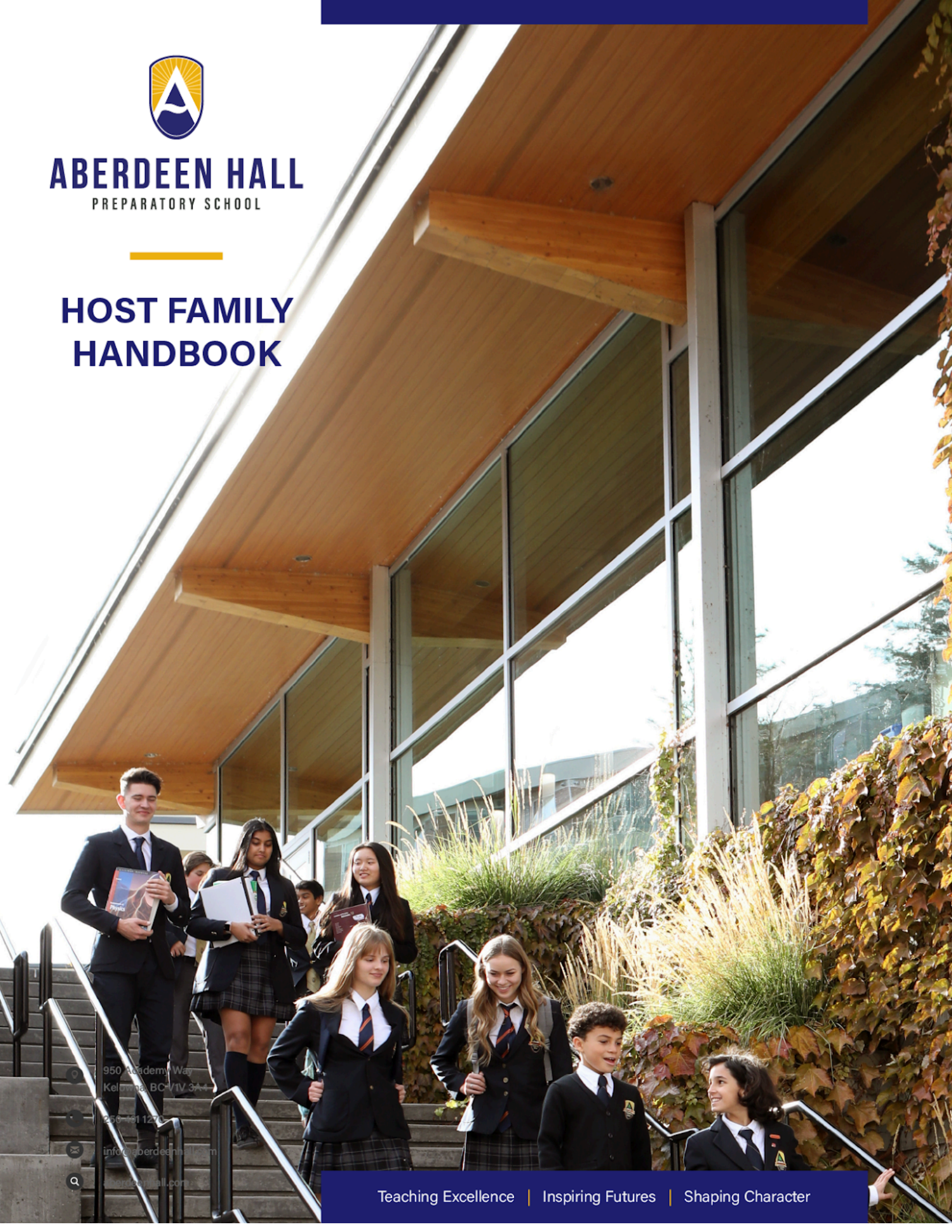




**ABERDEEN HALL**  
PREPARATORY SCHOOL

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# HOST FAMILY HANDBOOK



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www.aberdeenhall.com

Teaching Excellence | Inspiring Futures | Shaping Character

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## SCHOOL PHILOSOPHY

### OUR MISSION STATEMENT

*Empower students to lead meaningful lives as compassionate, contributing citizens,  
and inspire their success in learning and life.*

### OUR VALUES

*Resilience, responsibility, integrity, optimism, curiosity and kindness.*



## WELCOME

### WELCOME TO ABERDEEN HALL PREPARATORY SCHOOL!

By opening your home to an international student, you are helping them embark on a journey where they will learn the value of integrity and responsibility, the virtue of fairness and respect, and the benefit of perseverance within a supportive environment. As a Host Family, you provide the primary window through which our students experience Canadian culture, both in the community and within the warmth of a home.

The goal of the Aberdeen Hall Family Boarding Program is to partner with you to provide a welcoming, safe, and supportive environment - a true "home away from home" for our international students.

Canada is a proud multicultural and multi-racial nation, and we recognize that there is no "typical" Canadian family. Whether you have several children, are a single-parent household, or are a family without children at home, what our hosts share is a commitment to providing a nurturing environment. By treating these students as you would your own and looking out for their best interests, you are playing a vital role in their personal and academic success.

Every Family Boarding experience is unique. For both you and the student, this will be an exciting, challenging, and exceptional way to share cultures. We have found that being adaptable, patient, and curious goes a long way in making this a tremendous experience for everyone involved. We hope you savour the opportunity to create memories and friendships that can last a lifetime.

This handbook is a resource to help you navigate the transition and ensure an enriching, life-changing experience for both your family and your student.

## EMERGENCY CONTACTS

In an Emergency, call the designated Emergency Contact:

**Heather Nolan-Wood**

High School Principal/Deputy Head of School

School: 250-491-1270 (ext. 3532)

Email: [heather.nolan-wood@aberdeenhall.com](mailto:heather.nolan-wood@aberdeenhall.com)

**Sakura Hirata**

Director of International Admissions

School: 250-491-1270 (ext. 47)

Email: [sakura.hirata@aberdeenhall.com](mailto:sakura.hirata@aberdeenhall.com)

The AHPS Family Boarding Program is designed in accordance with the BC International Student Homestay Guideline and Canadian Accredited Independent School (CAIS) homestay standards.

[http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/international-education/home\\_stay\\_guidelines.pdf](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/international-education/home_stay_guidelines.pdf)

## WHO'S WHO?

**Host Family/Host Parent(s):** the family and parent(s) who host the student.

**Home Family/Parents:** the parents (or legal guardians) and family of the student. The Home Parents remain the legal guardians for the student while they are in the Family Boarding Program. Neither the Host Parent(s) nor the Custodian are the student's legal guardian.

**Director of International Admissions:** The Director of International Admissions is a member of AHPS staff responsible for matching students with the Host Parent(s) and providing support for students, Host Families, and Home Families involved with the Family Boarding Program.

**Home Room Teacher (Grade 6-8):** Middle School students meet with their Home Room teacher and other students in their home room at the beginning and end of every school day.

**Advisory Teacher (Grade 9-12):** Oversees High School student's progress in all subjects and provides additional support for students in their home room.

**Learning Group:** Is a group of students and staff who remain together throughout the school quarter, semester, or year and who primarily interact with each other.

**Custodian:** An AHPS representative is the custodian for all international students enrolled at AHPS aged 18 and younger who require a study permit. A custodian is a responsible adult (Canadian citizen or a permanent resident) who ensures the student is taken care of and supported.

**School Counsellor:** The School Counsellor is trained and experienced in the areas of mental health and well-being and provides a counselling program that informs, educates, and supports students and their families from Grade 6 through 12.

**Post Secondary Advisor:** The Post Secondary Advisor helps to prepare students in the High School for college and university and assist them in their applications. In Grade 11 and 12 the Post Secondary Advisor teaches the Career Life Connections and Capstone 12 courses.

**Principal:** In addition to the Head and Deputy Head of School, there are Principals of the Junior School, Middle School, and High School. They are responsible for all the students, teachers, and programs of study in each school.

**B.C. Helpline for Children (Tel: 1-800-663-9122)**

**May be called to report when a child or youth under 19 years of age is being abused or neglected. There is a legal duty to report your concern to a child welfare worker.**

**Kids Help Phone (Tel: 1-800-668-6868) Counseling and mental health support.**

**Kelty Mental Health Resource Center (<http://keltymentalhealth.ca/>) Resources regarding mental health issues, substance use, medications, and healthy living.**

### ROLES AND RESPONSIBILITIES

#### Aberdeen Hall Preparatory School (AHPS)

- To carefully select English speaking host families who are open-minded and appreciative of cultural differences. All Host Families have successfully completed the school's comprehensive screening process with all members of the household aged 19 and older having completed a Criminal Record Check.
- To inspect the homes of potential families to ensure they meet the requirements of the BC Homestay Guidelines.
- To carefully and thoughtfully place students with Host Families to ensure the best possible match.
- To support and assist students and Host Families in resolving issues.
- To facilitate a relationship with the Student, Host Family, and Home Family through formal and information communication.

#### Host Family

- To provide a safe, nurturing, and secure environment where the student is welcomed as a member of the family.
- To include the student in family activities where appropriate.
- To provide a clean home with a private furnished bedroom and access to a desk, chair, and adequate lighting for homework, a private or shared bathroom, bed linens, and use of laundry facilities.
- To provide food for 3 healthy meals and snacks per day, 7 days a week.
- To provide entry into the home (house key/alarm code) and reasonable use of the home's common areas.
- To explain house rules and expectations early on and reminders as needed.
- To ensure that the student punctually attends school every day.
- To contact the school and report if the student is going to be absent due to illness.
- To attend parent/student/teacher interviews as requested, to be involved in the student's academic progress and to support extracurricular activities when possible.
- To provide adequate and appropriate supervision. Students must not be left on their own overnight and the Host Parent must ensure they know the student's whereabouts at all times.
- To provide support and care of the physical and emotional well-being of the student and guidance in the areas of health, school, and social behavior.
- To ensure that every member of the household aged 19 and over has completed a Criminal Record Check within the last five years: (copies of which must be filed with the Director of International Admissions) and to provide notification to the Director of International Admissions if family circumstances change or another person is added to the household.

- To maintain contact with the Home Family through photos, digital, or virtual communication.
- To notify the Director of International Admissions if respite care is required and to make arrangements ensuring the respite caregiver has met AH Family Boarding safety requirements.
- Host Families will greet their students at the airport on arrival in Kelowna, and see them off at the airport when they fly home at the end of the school year. If Host Parents are unable to pick up or drop off their student at the airport, it is their responsibility to ensure that appropriate arrangements are made. While transportation to/from the airport during the school year may be a possibility, it is not an expectation of the Host Family.
- To ensure the home and vehicle has adequate house and content insurance that includes coverage of the student in the policy, and vehicle insurance with a minimum of \$2 million third party liability.
- To ensure that the household has an emergency evacuation plan in place, that the plan is communicated to the student and that functioning smoke and carbon monoxide detectors are in place in the home.

### **Student**

- To follow house rules as outlined by the family, including performing chores and household duties.
- To eat meals with and to participate in activities with the family.
- To respect privacy and confidentiality of the family.
- To engage with the host family and the school and seek opportunities to become involved in school and family life.
- To punctually attend school every day.
- To talk to the Host Family first about any problems or needs.
- To treat the home and its possessions in a caring, respectful manner, to understand and respect house rules and expectations.
- To ensure Host Parents are aware of their whereabouts and be available for contact at all times, to respect curfews.
- To check with the Host Family in advance and ask for permission to invite friends to the home.
- To communicate and consult in advance with the Host Family regarding extracurricular activities and evenings/weekends outside the home.
- To pay for any damage caused to the property of the family or any of its members (beyond normal wear and tear) if found to be responsible.
- To be considerate of all members of the family including being suitably dressed when outside of their bedroom.
- To abide by the rules and requirements of AHPS Student Code of Conduct and the AHPS Family Boarding Program.
- To abide by the laws of Canada including total abstinence from the use of alcohol, drugs, tobacco products, e-cigarettes, or vaping.

## Home Family

- To stay in contact with the student and the Host Family.
- To understand that the Host Parents are responsible for making some decisions on behalf of the student including providing permission for school field trips/activities and missing school because of illness.
- To disclose all of the student's relevant information to AHPS such as medical conditions and issues that might be considered inappropriate, uncomfortable, or not suitable prior to the student's arrival in Canada.
- To ensure that the student attends school without disruption by planning travel during school breaks; leaving early or returning late from a break is discouraged. If there are circumstances where the student has to miss school, the Home Parents must first request the permission of the Principal and inform the Host Parents and Director of International Admissions.

\*Host Families are not responsible for providing accommodation, transportation, meals, or entertainment for visiting Home Families.

## Matching Students with Host Family

To ensure that every consideration is made for a good fit, a comprehensive process is conducted in the matching of International Students and Host Families. A number of factors are considered in the matching process including, but not limited to:

- Age and grade of student
- Gender of student
- International student's home family make-up
- International student's level of English
- International student's interests and hobbies
- Host Family interests and hobbies
- Host Family daily schedule (to/from work, work from home)
- Age and gender of children in the Host Family
- Location of home in proximity to public transit
- Location of home in proximity to Aberdeen Hall
- Location of student accommodation in proximity to the family living area
- Dietary needs/allergies
- Pets in the home
- Faith

## Host Family Orientation/Training

Aberdeen Hall provides an annual training orientation for new and returning Host Families. It is mandatory that one adult family member participate. The goal is to review roles and responsibilities of the Family Boarding Program and to ensure all participants are knowledgeable and feel supported.

## HOST FAMILY HONORARIUM AND RESPITE CARE

The honorarium is intended to cover expenses for hosting an international student and to provide funds to include your student(s) in activities (Appendix A). Under no circumstances are private arrangements to be made.

Payment of honorariums are made by direct deposit, mid-month from September - June.

International students arrive in Kelowna prior to the start of the school year and families should be prepared to welcome students into their home on September 1.

### Early Arrival

Should a student arrive prior to September 1 and the Host Family are available to host, a prorated daily fee will be paid to the Host Family.

### Eligibility to Study in Canada

International students require a Study Permit to attend school in Canada. Should a student's application for a Study Permit be denied, the student is not eligible to study at Aberdeen Hall and the designated Host Family will not be compensated.

If travel restrictions impact a student's arrival in Kelowna and they arrive later than anticipated or are unable to travel to Canada, the designated Host Family will not be compensated.

### Respite Care

**Host Families are responsible to arrange short term respite care if required.** Caregivers must be 25 years of age or older or receive approval from the AHPS International Program. Caregivers are required to have a current Criminal Record Check completed for any resident in the household over 18 years old. Details of the respite caregiver and dates of Host Family absence must be provided to the Director of International Admissions.

- If you ask another AH Host Family to host your student, it is your responsibility to provide the family with prorated payment.
- If you invite another student overnight or longer, payment is not expected for hosting the student.
- Other Host Families are a valuable resource and often able and happy to help out.
- Complete the [Homestay Family Respite Form](#) once respite is arranged.

In accordance with BC Homestay Guidelines, no more than two international students will be placed with a Host Family at the same time. In exceptional cases, temporary arrangements may be approved.

### Parents Coming for a Visit

At times during their studies, natural parents may visit their children. It is most common to happen at the end of their study term but does happen throughout the year.

Host Families are not expected to host students' family or friends. Visitors are responsible for their own transportation, meals, and accommodation. Hosting is a private arrangement, and all expenses are the responsibility of the Host Family. Aberdeen Hall does not encourage hosting students' natural parents and does not provide a fee or payment for this.

## CHANGING HOST FAMILIES

You have completed a selection process as a Host Family, however this does not guarantee continued placement of students with your family each year. We endeavour to place students appropriately and with hopes of continuity but recognize this may change for a number of reasons.

Host Families, Home Families, or students should contact the Director of International Admissions if they are experiencing difficulties. The Director of International Admissions will try to help resolve the problem through open communication with those involved. The school's experience is that most issues can be resolved through mediation. The Director of International Admissions will arrange individual or group meetings with the student, the Host Parent(s) and other members of AH staff if required. The Home Family will be informed at the school's discretion.

If AH does not deem the move necessary for the health and welfare of the student but the student or their parents request the move, the Host Family will receive one full calendar month notice of payment of stipend in lieu of notice. If the Host Family requests that the student be moved to another Host Family, no compensation is paid. Final decisions are made by Aberdeen Hall.

## WITHDRAWING A STUDENT FROM THE FAMILY BOARDING PROGRAM

In exceptional circumstances the school may decide that the Family Boarding Program is not suitable for a student. In this situation, if it is not possible that the student has alternative arrangements approved by the school, they will be asked to leave Aberdeen Hall.

## HOME AND VEHICLE INSURANCE

Host parents must provide the school with copies of the following:

- Valid driver's license.
- Vehicle insurance must include a minimum \$2 million third party liability.
- Sufficient home and content insurance to cover potential liability, property, or accident claims. Many insurance companies have special clauses or riders for boarders and it is the responsibility of the Host Family to ensure they have adequate liability and content insurance to cover international students living in their home.

## FAITH

Please respect the religious beliefs and background of your student and to the best of your ability, accommodate their preference.

## EMPLOYMENT

All international students are required to have a Study Permit. The terms of the Study Permit prohibit the holder from engaging in employment in Canada.

## BANKING AND FINANCIAL MATTERS

Students are responsible for their personal expenses. It is recommended that students have a minimum of \$1,000 available at all times for personal items such as clothing, entertainment, transportation, recreation, phone cards, toiletries, and medical expenses. Please be prepared to help your student open a bank account. Students must bring their passport with them to the bank to open an account. Be sure to ask if there will be any service charges or restrictions on the student account. Advise your students not to carry large amounts of cash with them.

## PHONE PLANS

Students must come to Canada with a cell phone and a plan that will allow them to make and receive calls to Canadian telephone numbers at all times (not just when Wi-Fi is available). This is an important safety issue, as the Host Parent(s) and students must be able to contact each other at all times.

Host Parent(s) can help arrange for a pay-as-you-go cell phone, but are asked to not sign up students for a cell phone contract or purchase a cell phone contract on behalf of the student.

## TECHNOLOGY

Please discuss your phone and internet rules early. **Students are required to turn in all tech devices on school nights at a time specified by the Host Family. This includes cell phones, laptops, and ipads.** It is important to be well rested for classes and to learn time management skills. Depending on the age of the student and family circumstances, most families require devices to be turned in between 9:00-11:00pm on school nights. Weekends may be later at the Host Family's discretion.

Host Families may wish to designate appropriate locations to use devices. Many families have found that doing homework in a central location in the home is effective.

## HEALTHCARE

Aberdeen Hall arranges for private medical coverage for new students until MSP becomes effective (3 months after arrival in Canada). [Study Insured Overview](#)

A student's MSP card expires at the same time as their Study Permit. The school will apply for a new MSP card when the student receives their new Study Permit. Students are responsible for replacement of lost cards.

- Anytime a student goes to the doctor or the hospital they must take their medical card with them. If they are on BC Medical (MSP) there is no charge for the visit. During the period they are on a private insurance plan, they may have to pay the clinic for the visit and then make a claim for reimbursement. Host Parents or the school can help them with the claim.
- If attending a walk-in clinic during the first 3 months of arriving in Kelowna, call this number first to set up a file: 1-866-883-9787.
- In the case of a medical emergency, take the student to a hospital. Phone the number on the insurance card immediately and follow instructions. Ask the insurer to work with the hospital directly regarding costs. Contact the Director of International Admissions before paying any major expenses. We will assist you. We do not expect Host Families to pay for medical expenses on behalf of the students. Students are responsible for the cost of medical treatment.
- BC MSP does not pay for medicine. Prescriptions and other medicines are paid for by the student.
- Mental Wellness support is available 24/7 Toll free: 1-877-234-5327.
- If the student must stay home due to illness, please inform the school directly: [absent@aberdeenhall.com](mailto:absent@aberdeenhall.com). If the student becomes ill at school, they will call you for a ride home.

## DENTAL

Medical insurance plans do not pay for a dentist unless it is an emergency.

To learn more about the medical insurance coverage with Study Insured, please refer to the website:

<https://www.studyinsured.com/studyinsured/en>

To learn more about BC Medical Service Plan:

<http://www.health.gov.bc.ca/msp/infoben/pdf/msp-brochure.pdf>

## SAFETY

If you become concerned about any safety issue involving your student please inform the school. When in doubt, err on the side of caution. If you are not sure about a situation, please inquire. This includes students breaking curfew or the use of alcohol, cigarettes, or drugs (strictly prohibited and can result in suspension from the program). If you become aware of any of the above, it is your responsibility to inform the school immediately.

A more delicate matter has to do with relationships that may form with some students. It is important to keep the school informed if you suspect your student is becoming involved in a serious personal relationship so that the student can be counselled appropriately.

### AIRPORT TRANSPORTATION

Host Families are expected to greet their students at the airport on arrival in Kelowna (a welcome sign at the airport is a nice gesture!) and see them off when they return home at the end of the school year. If for any reason, Host Parents are unable to pick-up or drop-off their student at the airport at these times, it is their responsibility to ensure that appropriate arrangements are made and to assume any costs incurred.

### HOST FAMILIES - FIRST THINGS TO DO

- Show the student where they can store extra luggage and off-season clothing.
- Make sure they have a safe place to store travel documentation and money. In the days following the student's arrival, the school may request to see their documents; it is helpful if the Host Parent knows where to locate these in case they need to be accessed.
- Give the student a tour of the house - give them a house key/keypad code, show them where to find things, how to lock/unlock doors, and how to operate appliances (microwave, television, etc.).
- Help the student log into your home's Wi-Fi network and ensure they are able to charge any mobile devices.
- Discuss family rules about the use of phones/laptops at mealtimes, at night and at other times.
- Exchange contact information with your student - ensure they have your home address, phone number, and family members' cell phone numbers. Ensure that you have contact information to be able to reach your student on their cell phones.
- Take some time to introduce the student to the family pet.
- Advise your student on the following:
  - Tap water is safe to drink
  - What can and can not be flushed down the toilet (particularly if you are on a private septic field)
  - Whether your house is a shoes-off or shoes-on house
  - Recycling, garbage, and composting practices
  - Metal cannot go in the microwave
  - Location and use of fire extinguishers
  - Location of first aid kit
  - How to call 911 in an emergency
  - How the thermostat works, whether they can adjust it themselves, and the minimum/maximum temperature settings allowed
  - How the shower works (i.e. placing the shower curtain inside the tub, floor mat on the floor, etc.).

### The First Few Days

Host Family rules should be discussed with the student early in their stay and a written copy placed on the student's bedroom door (\*many international students' reading ability is stronger than their listening comprehension). Provide a list of home rules to the Home Family and the Director of International Admissions.

Students experience many changes during their first few weeks as they adjust to life in Canada. Expect that the student will experience jet lag, so activities should be planned to allow a day or two for the student to adjust to the new time zone. Jet lag can be greatly reduced if the student sets their watch immediately to the local time, drinks plenty of water, gets fresh air, and avoids sleeping in the day time.

## Getting to Know Each Other

- Take the time to learn the correct pronunciation of your student's name.
- Encourage a phone call/text/email home soon after arrival.
- Speak to the student's parents yourself and express your pleasure at having their son or daughter with you; even if they don't understand English, they will appreciate the gesture.
- Write down names to help your student remember them.
- Discuss how you would like the student to address you and other family members.
- Teach your student your phone numbers.
- If required, show your student where they can buy personal supplies and discuss how you would like them to dispose of sanitary items in your home.
- Visit local points of interest and make sure the student knows the route from your home to school.
- Go over school information and discuss the plans and the times for getting to school.
- Provide the student with a bus transit schedule and go over it with them.
- Small milestones (the end of the first week, the first month, etc.).
- Establish a pattern of daily conversation (in the car, at the dinner table, etc.).

## Things to do:

- Introduce the student to family, friends, and neighbours.
- Help ensure they have everything they need for their first day of school.
- Help your student get set up with a Canadian cell phone or SIM card for their phone. Host families should NOT associate their name or any credit card information with the student's cell phone account.
- Visit a local pharmacy for the students to purchase any additional toiletries, female hygiene supplies, etc.
- Visit the nearest bank and/or ATM.
- Show the student the route to and from school, or where to get on and off the bus.
- Visit local points of interest in the community.



*Photo: Hello! Meeting all the family members.*

## Growing Pains

Students may be impacted from several overlapping conditions for the first few weeks or in some cases, months.

- Culture shock comes from the realization that basic assumptions about life and familiar ways of behaving are no longer appropriate or useful.
- Remember that your student may be struggling with new experiences; language, climate, community, customs, food, home, family behaviour, and ways of expressing emotions. If you as a Host Family have had little experience in another culture, then you may experience some culture shock yourselves.
- Jet lag; most students have traveled through several time zones to reach Kelowna. They may suffer from the effects of jet lag for up to two weeks, including sleeping problems, drowsiness, and loss of appetite, general fatigue, and disorientations.
- Homesickness: many students have left their family, friends and pet for the first time and they are away from home. Natural feelings of homesickness may be further exacerbated by culture shock.
- Loneliness: students may feel very alone in this seemingly strange new environment. They may feel like outsiders in the community, in the school, even in your home.. Limited English ability may contribute to their feelings of isolation.
- Mood swings: even though they come from another country, they are still teenagers dealing with physical and emotional changes.

Suggestions:

- If you suspect that your student is suffering from any of the above, explain that it is perfectly normal, that it will get better in time and that you would like to help.
- Plan outings or activities together.
- Ask about family life in their home country.
- Look at photographs together.
- Plan topics of dinner conversations.
- Card games or board games are a great way to engage your student in an activity where they must speak English in a non-threatening way.

## All about Food

Most students adjust quickly to a Canadian diet but the food you serve in your home will likely be different from what they are used to. Meal times, table manners, and methods of serving food may also be different. If your student displays manners inappropriate to your expectations, you will need to gently explain and model appropriate behavior.

Suggestions:

- Give your student a tour of the kitchen identifying items and explaining their use.
- Talk about food the student likes and what is eaten at mealtime at home.
- Take the student grocery shopping where ethnic foods are available.
- Have a variety of fresh fruits and vegetables on hand.
- Rice is an important part of Asian diets; it's a great idea to invest in a rice cooker.
- If your student is to make their own lunch, you will want to show how to make a sandwich/wrap, pack leftovers, and show them any other items they may include in their lunch.
- If your student has permission to use the stove and oven for cooking, it should only be under supervision.

\*Special dietary requirements will be provided by the Host Family to the best of their ability, with costs to be incurred by the student (e.g. gluten free, Kosher, Halal, lactose free, vegan).



*Photo: Making homemade apple pie with host family*

## THE FIRST DAYS OF SCHOOL

### **Jump Start! Program**

All new international students are required to attend the 5-day 'Jump Start!' program held the week prior to the start of the school year. During the orientation week, students are introduced to reading, writing, grammar, and oral presentation strategies. The program also includes a number of local excursions including a visit to the UBCO campus, touring the Kelowna downtown cultural district, visiting the Farmers' Market, and other Okanagan venues. The Host Family is responsible for the student's transportation to and from the school and for providing lunch and snacks.

### **School Uniform**

#### [School Uniform Guidelines](#)

Students will be fitted for a uniform upon arrival at Aberdeen Hall. The #1 Uniform (blazer, shirt, tie, trousers, or skirt) is worn on Mondays and for special school events. The #2 Uniforms are more casual and are worn Tuesday - Friday. Students may only wear AHPS branded or approved attire in the classroom.

For their first day at AH, students need basic school supplies: pens, pencils, erasers, highlighters, empty binders, loose-leaf lined paper, calculator, and a laptop. Students are responsible for providing their own school supplies.

## CHALLENGING SITUATIONS

Everyone involved in the Aberdeen Hall Family Boarding Program works hard to ensure that things go as smoothly as possible however, we understand that difficult situations may occasionally arise.

### **Academic or Disciplinary Problems at School**

The Host Parent(s) should maintain contact with the school and be aware of the student's academic progress. The Host Parent(s) is/are strongly encouraged to attend Parent Information Evenings and Parent/Teacher Interviews.

If concerns arise with the student, the Host Parent(s) should contact the student's Advisory/Homeroom Teacher who is the first point of contact. If concerns remain, the Host Parent(s) may contact the relevant school Principal. Serious problems, such as habitual absences or consistent failure to turn in assignments will be handled by the school and communicated to the Host and Home Families if necessary.

### **Disciplinary Issues at Home**

The Host Parent(s) must ensure that the student understands the guidelines and the reasons for them. It is recommended these guidelines/house rules be put in writing. The Host Parent(s) will establish reasonable consequences for breaking the guidelines, which are age-appropriate. Aberdeen Hall takes any disregard of home guidelines seriously. The Host Parent(s) is/are encouraged to let the Director of International Admissions know as soon as possible if there are any difficulties. The Director or International Admissions will answer any questions and address any concerns of the Host Parent(s), Home Parents, and students may have. The Director of International Admissions may refer the student to a School Counsellor. If the student continues to disregard home rules, the Host Parent(s) should contact the Director of International Admissions, who will review the situation and a solution and/or consequence will be determined. If a student, despite reasonable effort by all parties, continues to disregard the house rules - they will be moved or asked to leave the Family Boarding Program.

### **Harassment, Violence, and/or Bullying (including Cyberbullying "online bullying")**

Harassment, violence, and/or bullying can be physical, verbal, written, emotional, sexual, or racial in nature and will not be tolerated at Aberdeen Hall. Harassment is defined in the British Columbia Human Rights Code as "a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". Harassment includes unwelcome contact, verbal insult or threat, written or visual display of offensive and hurtful materials designed to exclude or marginalize its victim. Bullying is defined as "The willful conscious desire to hurt, threaten, upset, or frighten anyone."

If a student believes he/she has been harassed or bullied, it is important for the child or parents to notify the school. Most students have a trusted adult at the school, but if a child is not comfortable sharing his/her experience with a teacher or Division Leader, then we invite the parent and child to meet with us. It is important for our children to learn to stand up for themselves, but we must stress that provocation is not justification for retaliation. Students are expected to seek adult assistance when feeling unsafe or threatened. Please note that cyberbullying (online bullying) should also be reported.

## TRAVEL AND VACATIONS

Families who wish to take their student on short trips during the student's stay are encouraged to do so. Please remember that AHPS is the Legal Custodian for most of the students in our International Program. This means that we need to know where students are if they are not in close proximity to Kelowna.

Travel plans must be communicated in writing to the school and the student's parents at least **1 week in advance for local trips** and **10 days for international trips**. A [Travel Waiver form](#) signed by the Home Family is required for out of area travel and if the trip extends overnight.

### Overnight and Independent Travel

**Students are NOT permitted to travel independently outside of Kelowna without permission from the school and their Host Family. They will also NOT be permitted to go on overnight trips with friends or classmates without supervision from an approved adult 25 years of age or older.**

### Student Travel in Host Family Vehicles

In the course of the school year, it is possible that International students will be passengers in a vehicle driven by Host Parents, Host Family members, or friends who hold a valid BC drivers license. Written approval must be given to the Host Family however neither they, the school, nor the Custodian accept responsibility or liability.

### Summer Holiday Travel

The Family Boarding component of the school year runs from September 1 - June 30. Students are expected to leave Canada no later than June 30.

If your student requests to stay beyond June 30, arrangements must be cleared by the school releasing Aberdeen Hall and the Custodian of all responsibility.

### International Travel

If you are crossing international borders (by car, plane, or otherwise), please inform the school **at least 10 days in advance**. Students can fly on their own to meet approved adults, such as their parents or extended family members, who are 25 years of age or older. The school requires advance notice to prepare the necessary documents, including parental permission forms and a letter from Aberdeen Hall confirming the student is enrolled. Students must also ensure they have the proper visa or permit to enter the country and provide evidence of adequate travel medical insurance.

When traveling to the United States or any other foreign country, students are required to bring:

- Study Permit (if they have one)
- Custodian Document
- A letter from Aberdeen Hall confirming the student is enrolled at the school
- Signed forms from their parents showing their permission to take their student across the border  
[Instructions for writing a consent letter for your child](#)
- Passport
- Printed Visitor Visa paperwork

## Travelling to the US:

Not all students can travel freely to the US. Some need special travel visas so please check with our office before making plans to take your student to the US.

Most will have to complete an [ESTA](#) online and an [I-94 Form](#) at the crossing. They can pay for the form online, but still need to be fingerprinted at the crossing. Heading to Point Roberts, Washington for a quick visit one evening ahead of a busy weekend can help save time at the larger border crossings.

## LIMITATIONS

Homestay parents must contact AHPS immediately if they suspect a student is engaging in prohibited or concerning behavior listed below.

### Drugs, Alcohol, and Smoking

**The possession or use of cannabis, alcohol, cigarettes, vapes, or any other drugs or electronic smoking devices is strictly prohibited and may result in removal from the program.** It is essential for the safety and well-being of the student that the school is informed immediately of any violations. Students sign a participation agreement upon arrival outlining expectations and consequences, and we continually reinforce this. Host Families should also discuss these rules with their students, especially regarding the legal drinking age, which may be lower (16 years) in some countries.

### Vehicles

Students are not allowed to drive a car or pursue a driver's license. Students are only permitted to be a passenger in a car operated by a qualified driver, 25 or older, who has a valid BC driver's license. The school and Host Family are not responsible for any incidents.

### Employment

Immigration Canada does not permit Secondary School students to do paid work while in Canada if they are here with a Study Permit. This includes both structured paid work as well as payment for baby-sitting, doing tasks in the community for neighbours, etc.

## CONDUCT WITH RESPECT TO HOSTING STUDENTS

As Host Parents, you are the responsible adult, not the best friend of the student. You are expected to act 'in a kind and judicious manner' at all times. Physical discipline is not permitted under any circumstances.

### Safety

- As Host Parents, you must be aware that safety is key. Students must be properly supervised at all times. Students should not be left alone overnight for any reason. If you plan to be away, make certain your student is in the care of an AHPS respite home or an approved responsible adult with documentation on file at AHPS.
- Do not allow your student to be 'wandering at large' at night, especially alone. The key is to make certain you know where your student is at all times.
- If a student asks to participate in a sleepover, make certain to check the particulars with the adult supervisors at the other home and have their address and contact details.

## Relationship Protocols

Different cultures have different protocols and about personal space. We ask for your own protection that you take a very careful approach to hugging, touching, or showing affection to your student. Actions can be easily misinterpreted. If the school receives any kind of information about inappropriate conduct by the adult or student, there is a legal requirement to investigate.

- Adults must dress appropriately while in the company of students.
- Adults must refrain from using 'sexually suggestive language or tell off-colour jokes' in front of students.
- Under no circumstances serve alcoholic beverages to students in your home.

## RESOURCES

### **B.C. Helpline for Children (Tel: 1-800-663-9122)**

May be called to report when a child or youth under 19 years of age is being abused or neglected. There is a legal duty to report your concern to a child welfare worker.

**Kids Help Phone (Tel: 1-800-668-6868)** Counselling and mental health support.

**Kelty Mental Health Resource Center** <http://keltymentalhealth.ca/>

Resources regarding mental health issues, substance use, medications, and healthy living.

**Child and Youth Suicide Crisis: 1 800 SUICIDE (1-800-784-2433)**

**Youthspace.ca** : online crisis and emotional support chat service.

## HOST PARENTS' CHECKLIST

- I have given my student an orientation to the neighbourhood and the community
- Bus routes and schedule have been explained
- A bank account has been set up
- Curfew rules have been discussed
- Home security discussed (locking doors)
- Safety issues discussed
- Emergency contacts provided
- House rules discussed and understood
- Travel rules discussed
- Health insurance discussed
- Internet access discussed
- Food allergy concerns discussed
- Cell phone numbers exchanged
- Fire escape plan discussed

## Host Family: TOP 10 TIPS For Student Well-Being

1. Students are to carry their cell phone with full battery and data so they can be contacted at all times. They must communicate if there is a change in plans, if they're going to be late, etc. This is essential for safety. Discourage cell phone use when in the car and in the general living area at home; this is an opportunity for casual conversation, watching and discussing television programs, etc.
2. Host Families are to ensure all tech devices are turned in at night (cell phone, laptop, ipad, etc) Depending on the age and maturity of the student, we suggest 9:00-11:00 pm. The student may need an alarm clock to wake up.
3. Students are expected to return home after school unless they have a scheduled activity or permission from host parents. Dinner is eaten at home during the school week.
4. Students are encouraged to do homework in a public area of the home (e.g. kitchen table). Discourage time alone in the bedroom until after dinner and homework has been completed.
5. Encourage students' involvement in planning activities with you or with their friends. Show them how to find events on Castanet, Tourism Kelowna sites, the YMCA, etc.
6. Invite your student to join you in routine activities; e.g. gardening, walking the dog, cooking, shopping, etc. This is 'real life' and allows our students to connect and feel a part of family life.
7. Teach your student to plan in advance and make arrangements that work with the family schedule. If they need a ride or would like to have a friend visit, they should discuss it with you in advance.
8. Draw up a list of household chores and expectations. Post it in the student's bedroom for easy reference and to revisit when needed. The student is part of your family 'team' and teamwork is the foundation of successfully studying, working, and living in Canada.
9. It is helpful to give time frames for household chores; e.g. laundry to be done on Saturday before noon and the bathroom to be cleaned every Sunday. Host families should demonstrate expectations and follow up regularly to ensure the student has done their job.
10. Establish a curfew on weekends and confirmation on where and who the student is with. If there is a sleepover, check in with the hosting family to confirm arrangements and adult supervision.
11. Please establish communication with your student's family... it will mean a lot to them, even to get photos.

***Assure your student that you are there for them, that you have their best interests at heart and are committed to their safety, happiness, and well-being.***



Please ensure that your student has the opportunity to regularly experience cultural, leisure, and recreational activities. The Host Family is expected to cover expenses (entrance, rental fees, and snacks on a family outing). Many activities in the community are free of charge and wonderful experiences for our international students.

*Photo: A host student enjoying the great outdoors with her Host Family.*

<b>Kangaroo Creek Farm</b>	5932 Old Vernon Rd   10:00am - 3:00pm, 7 days a week   250-766-4823   <a href="https://kangarookreekfarm.com/">https://kangarookreekfarm.com/</a>
<b>Paynters Fruit Market (ice cream)</b>	3687 Paynter Rd, West Kelowna   250-768-7313
<b>Don-O-Ray Farm Adventure</b>	3443 Benvoulin Rd, Kelowna   <a href="https://www.donorayfarms.com/">https://www.donorayfarms.com/</a>
<b>Starlight Drive-In</b>	5431 Highway 97A, Enderby   <a href="http://starlightdrivein.ca">starlightdrivein.ca</a>
<b>Sncewips Heritage Museum</b>	525 BC-97 Unit 260, West Kelowna   778-755-2787   <a href="http://sncewips.com">sncewips.com</a>
<b>Kelowna Heritage Museum</b>	470 Queensway Ave.   250-763-2417   <a href="http://Kelownamuseums.ca">Kelownamuseums.ca</a>
<b>Scandia Golf &amp; Games</b>	2898 Highway 97N   <a href="https://www.scandiagolfandgames.com/">https://www.scandiagolfandgames.com/</a>
<b>Gatzke's Market and Oyama</b>	15686 Pelmewash Parkway, Lake Country   <a href="http://www.gatzkeorchard.com">www.gatzkeorchard.com</a>
<b>Kelowna Farmer's Market</b>	1631 Dickson Ave.   <a href="http://www.kelownafarmersandcraftersmarket.com">www.kelownafarmersandcraftersmarket.com</a>
<b>Okanagan Science Centre</b>	2704 Hwy 6 (Polson Park), Vernon   <a href="https://okscience.ca/">https://okscience.ca/</a>

## Outdoors and Hiking

- Crawford Falls
- Canyon Falls Court
- Bear Creek
- Big White
- Knox Mountain Park
- Kalamalka Beach (Vernon)
- Myra Canyon
- Rose Valley
- Mission Creek Park
- Mt. Boucherie, West Kelowna
- Christie Falls

## Sports

**Driving Range - Two Eagles Golf**

3509 Carrington Road, West Kelowna

**Okanagan Beach Rentals**

Water sports (kayaks, pedalo) | 250-826-2546

## Fancy a Drive.....?

**Peachland Museum**

5890 Beach Ave, Peachland |

<https://peachlandhistory.ca/>

**Peachland Farmers Market**

Heritage Park, Beach Ave. |

<https://www.peachlandfarmersandcraftersmarket.ca/>

**Penticton Farmers Market**

[pentictonfarmersmarket.org](http://pentictonfarmersmarket.org)

**Tickleberrys (ice cream)**

Okanagan Falls | <https://tickleberrys.com/>

**Salty's Beach House Restaurant**

1000 Lakeshore Dr. W, Penticton. A fun place to enjoy a meal across from Okanagan Lake beach

- [tourismkelowna.com/things-to-do/farms-orchards-markets](http://tourismkelowna.com/things-to-do/farms-orchards-markets) (tons of ideas!)
- Many students need encouragement to participate in activities because of shyness, language, or the concept of participation is new to them.
- Volunteer opportunities can be found through the Kelowna Community Resources ([kcr.ca](http://kcr.ca)). Encourage your student to become involved!

Note:

- Students should only swim/participate in water activities in locations where a certified lifeguard is present.
- Please ensure that students wear a helmet when cycling, roller-blading, etc.

## Home Fire Safety Plan

One of the most important parts of fire safety is to have a family fire evacuation plan and practice it. Knowing what to do in a fire can make the difference between life and death. Follow these step-by-step instructions and practice home fire drills regularly.

1. Draw a floor plan of your home: Mark two ways out of every room - especially sleeping areas. Discuss the escape routes with every member of your household.
2. Agree on a meeting place: Find a favourite tree or another marker where every member of the household will gather outside after escaping a fire. This allows you to count heads and inform the fire department if anyone is missing or trapped inside the burning building.
3. Practice: Have a fire drill in your home and follow your escape plan at least twice a year. Appoint someone to be the monitor and have everyone participate. A fire drill is not a race. Get out quickly, but carefully.
4. Make your exit drill realistic: Pretend that some exits are blocked by fire, and practice alternative escape routes. Pretend the lights are out and some escape routes are filling with smoke.
5. Locks: Make sure everyone in the household can unlock all doors and windows quickly, even in the dark. Windows or doors with security bars need to be equipped with quick-release devices, and everyone in the household should know how to use them. If you live in a multi-story house and must escape from an upper-story window, be sure there is a safe way to reach the ground, such as a fire-resistant fire escape ladder.
6. Stairs: Make special arrangements for children, older adults, and people with Diverse Abilities. People who have difficulty moving should have a phone in their sleeping area and, if possible, should sleep on the ground floor. If you live in an apartment building, use stairways to escape. Never use an elevator during a fire; it may stop between floors or take you to a floor where the fire is burning.
7. Test doors: Kneel or crouch at the door, reach up as high as you can and with the back of your hand touch the door, the knob and the crack between the door and its frame. If you feel any warmth at all, use another escape route. If the door feels cool, open it with caution. Put your shoulder against the door and open it slowly. Be prepared to slam it shut if smoke or flames are on the other side.
8. Crawl low under smoke: Since heat rises and smoke contains deadly gases, cleaner air will be found near the floor during a fire. If you encounter smoke when using your primary exit, use an alternative escape route. If you must exit through smoke, crawl on your hands and knees, keeping your head 12 to 24 inches (30 - 60 centimeters) above the floor.
9. Stop, Drop and Roll!: If your clothes catch on fire, stop where you are, drop to the ground, cover your face with your hands, and roll over and over to smother the flames (if someone gets burned, place the wound in cool water for 10-15 minutes. If the burn blisters or chars, see a doctor immediately).

10. Get out fast! Don't stop for anything. Don't try to rescue possessions or pets. Go directly to your meeting place and then call the fire department from a neighbour's phone or a portable phone. Every member of your household should know how to call the fire department.

11. . . . and STAY OUT! Once you are out of your home, don't go back for any reason. If people are trapped, firefighters have the best chance of rescuing them. The heat and smoke of a fire are overpowering. Firefighters have the training, experience, and protective equipment needed to enter burning buildings.

12. Trapped? If you are trapped, close all doors between you and the fire. Stuff the cracks around the doors to keep out smoke. Wait at a window and signal for help with a flashlight or by waving a light-coloured cloth. If there is a phone in the room, call the fire department and report exactly where you are.

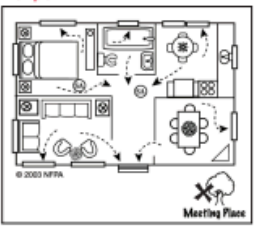
<https://www.kelowna.ca/fire-prevention>

## Fire Escape Plan

Following the instructions, draw your escape plan on the grid.

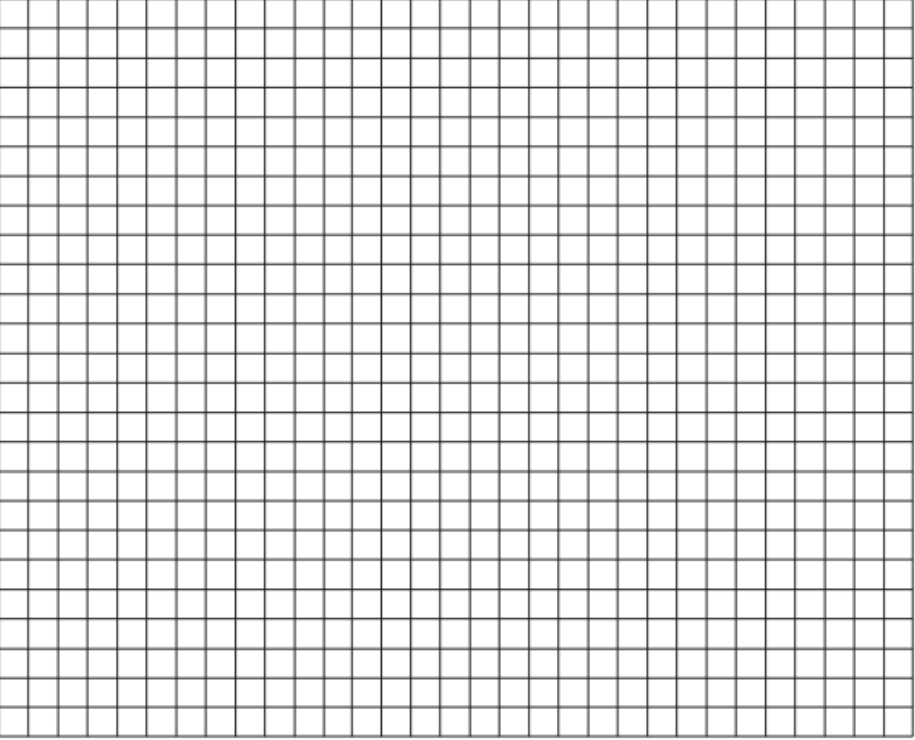
- Draw the layout of your home as best as you can, include:
  - Doorways
  - Windows (if they can be used as exits)
  - Fire escapes (if in an apartment)
- Draw two floor plans if your house is 2 stories.
- Label each room.
- Draw a circle where there are smoke alarms.
- Draw two ways out of each room.
- Write "Exit" on each way out of the home.
- Draw an "X" for a safe meeting place outside.
- Practice escaping from every room in your home!

**Example**



© 2003 NFPA

Meeting Place



Post your escape plan on a place where you will see it such as a refrigerator or bulletin board.

