



Home Stay Guidelines Sister City Exchange Program

When selected for the RMOW's Sister City Exchange Program, you & your family become a Host Family, ambassadors of the Whistler community; this includes acting as tour guides & representatives in the Whistler community.

The role of becoming a Host Family is to welcome youth from Karuizawa into your home and ensure that the set guidelines for the home stay program are adhered to. Each family must be patient and cooperate of the language barrier, the Japanese culture and all customs all while creating a comfortable environment for the Karuizawa youth in their 'home away from home'.

Each Japanese student must be provided with:

- *a comfortable bed or mattress (including bedding, pillow, sheets, comforter, and blanket)
- *a light within the room
- *access to a nearby washroom with either a shower or bathtub
- *clean towels throughout the week
- *clean laundry - if required
- *transportation to/from daily activities
- *daily meals (nutritious and healthy). Meals, especially dinner, should take place in a 'family' setting, with all family members present. Under no circumstances should alcohol be offered to the youth.

Families are encouraged to make conversation with the students, using the English language.

Under no circumstances is the host family to accept or ask students for services; these minimally include household cleaning, babysitting, shopping and laundry. Students are encouraged to *assist* with meal preparations and kitchen clean up. Should laundering be required, families shall assist.

Should medical attention be required at any time, notify Stephanie, the Sister City Program Coordinator immediately, 604-902-1433. Depending on the type of emergency, youth should either transported to the emergency clinic by Ambulance or by the home stay family vehicle. The Sister City Program Coordinator will stay, for the entire duration of the medical stay, with the Japanese youth.

If any physical or verbal abuse occurs within the family home, both the Japanese youth will be removed immediately from the home stay environment. Continued participation for the Whistler student and their family will then be evaluated.



Home stay students must never be left alone in the home; alternate arrangements are required to be made by the home stay family. **Home Stay families are not permitted in the bedroom(s) of the exchange students while the exchange students are in their room.** Families will respect the exchange student's private space (the bedroom) and will only enter the room with the student's permission.

Sleepovers – sleepovers will be permitted only if they have been pre-approved by the Stephanie, Sister City Program Coordinator.

If a situation arises where a home-stay becomes unsuitable for the visiting youth, arrangements will be made by the Sister City Coordinator to find an alternative home stay; only as a last resort, the Karuizawa student(s) stay with their chaperones. If the Karuizawa youth are transferred to stay with their chaperones, they will stay within the same hotel and the cost will be paid by the home stay family.

All emergency procedures should be reviewed by the host families & the exchange students. Each home must have operational and certified smoke detectors.

Karuizawa students will arrive with required personal items; it is not the responsibility of the home stay families to provide clothing, footwear and toiletries to the students, however, personal items may have been forgotten in Karuizawa. Should a student be missing necessary items, please contact the Sister City Program Coordinator. Students are encouraged to email their family members; there should be no reason for communication to families in Japan other than email.

The home stay program can be terminated, at any time, by the Sister City Program Coordinator if seen fit.

Each home stay family is required to complete a host application form.

A tour of your home will be conducted by the Sister City Coordinator prior to arrival of the youth from Karuizawa.

Questions, please contact:

Stephanie Nicoll-Russell

COMMUNITY PROJECTS COORDINATOR

Recreation

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