



## Sister City Exchange Program HOMESTAY APPLICATION FORM

Family last name: \_\_\_\_\_

First names of everyone living in the residence from March 21 – 27, 2025:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Relationship to the above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Home address: \_\_\_\_\_

Family contact phone number: \_\_\_\_\_

Parent/Family email address: \_\_\_\_\_

Youth email address: \_\_\_\_\_

Can you offer individual sleeping arrangements for two Karuizawa youth for a minimum of 2 nights, March 21 – March 27, 2025?       YES     NO

Will a minimal of one parent be present for the duration of the Homestay, March 21 – March 27, 2025?       YES     NO

Where will the Karuizawa youth stay (family room, bedroom, suite):

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How will the Karuizawa youth feel welcomed and a part of your family while they are in your home?

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What hosting qualities does your family have?

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Do you have any pets?

YES  NO

Type/how many?: \_\_\_\_\_

Submit the Program Application & Homestay Application to:

[snicoll-russell@whistler.ca](mailto:snicoll-russell@whistler.ca)

**Or drop off to the Meadow Park Sports Centre in a sealed envelope:  
Attention Stephanie Nicoll-Russell**

All applications must be received by 5PM, Monday February 3, 2025

*Late applications are not accepted*

*Personal information is collected by the Resort Municipality of Whistler (RMOW) for the purpose of Sister City Exchange Program operations and determining Sister City Exchange Program homestay family eligibility. The collection is authorized under section 26(c)(d) of the Freedom of Information and Protection of Privacy Act and will not be shared outside of the RMOW without prior consent. All personal information will be securely stored by the RMOW on a Canadian-based server and will be retained for a one-year period following program completion. If you have any questions about the collection and use of information, please contact [privacy@whistler.ca](mailto:privacy@whistler.ca).*



## Homestay 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 & being positive representatives of the Whistler community.

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

Please  
Initial:

- \_\_\_ Each Japanese student must be provided with:
  - \*a comfortable bed or mattress (including bedding, pillow, sheets, comforter, and blanket)
  - \*a light in the room
  - \*access to a nearby washroom with either a shower or bathtub
  - \*clean towels
  - \*wash/dry laundry - if required
  - \*transportation to/from daily activities
  - \*daily nutritious and healthy meals.
  
- \_\_\_ Meals, especially dinner, should take place in a 'family' setting, hopefully with all family members present. Under no circumstances should alcohol to 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 ask students to provide 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.
  
- \_\_\_ If medical attention is required, notify the Recreation Services Supervisor, Stephanie Nicoll-Russell, immediately at 604-902-1433. Depending on the type of emergency, youth should either transported to the emergency clinic by Ambulance or by the homestay family vehicle. Arrangements will be made to ensure support is provided for the Karuizawa youth while in the emergency clinic.
  
- \_\_\_ If any physical or verbal abuse occurs by the homestay family, the Japanese youth will be removed immediately from the homestay environment. Continued participation for the Whistler student and their family will then be evaluated.
  
- \_\_\_ Homestay students are to never be left alone in the home.
  
- \_\_\_ **Homestay families are not permitted in the bedroom(s) of the Japanese students while they are in their room.** Families will respect the exchange student's private space (the bedroom) and will only enter the room with permission.



- Sleepovers from other Whistler youth will be permitted only if they have been pre-approved by Stephanie.
  
- If a situation arises where a homestay becomes unsuitable for the visiting youth, arrangements will be made to find an alternative home stay. Only as a last resort will 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.
  
- Each home must have operational and certified smoke detectors. All emergency procedures should be reviewed by the host families & the exchange students.
  
- Karuizawa students will arrive with required personal items. It is not the responsibility of homestay families to provide clothing, footwear, and toiletries to the students, however, personal items may have been forgotten in Karuizawa and items may be required.
  
- Students are encouraged to email their family members and to be present with the homestay family in Whistler.
  
- The homestay program can be terminated at any time if deemed necessary. Each homestay family is required to complete a Homestay Application Form.
  
- A tour of your home will be conducted by the Recreation Services Supervisor and a secondary RMOW employee prior to arrival of youth from Karuizawa.

I, \_\_\_\_\_, the Parent or Guardian, acknowledge and agree to adhere to all the requirements listed above.

Date: \_\_\_\_\_

Questions, please contact:

**Stephanie Nicoll-Russell**  
**Recreation Services Supervisor**  
[snicoll-russell@whistler.ca](mailto:snicoll-russell@whistler.ca)  
**604-902-1433**

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