



HOMESTAY GUIDE

International Student Program



Student copy

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INTERNATIONAL STUDENT PROGRAM

Welcome *Collège Saint-Charles-Garnier's* French high school studies program for International Students. As an International Student in *Collège Saint-Charles-Garnier*, you will most likely be participating in the Homestay Program. This booklet has been designed to help you understand the principles of the Homestay Program and outline some rules and expectations the International Student Program has for its participants.

HOMESTAY FAMILIES - A SAFE AND FRIENDLY ENVIRONMENT

Collège Saint-Charles-Garnier has a list of local families who live near the College or that are easily accessible by public transportation. Those families have been screened and deemed able to provide an appropriate and healthy environment for an International Student. Families undergo a criminal and child abuse background check to ensure the safety of the student. Families are also interviewed and their homes are visited by International Student Program personnel to assess interests, friendliness, and concerns for the growth and development of the student. The emphasis is on a home which provides the student with comfortable surroundings and a place for practicing and developing French language skills and appreciate the francophone culture in Québec.

The French high school studies program for International Students ensures that International Students are placed with families that best match the needs of the student including:

- a) Proximity to school placement
- b) Dietary needs
- c) Pets
- d) Siblings
- e) Smoking, non smoking

Despite our best efforts, perfect matches may not always be met.

HOME

The international Student shall expect the following from the Homestay Family:

1. A private room
 - a) with window, nearby smoke detector - fire drill procedures to be explained
 - b) bed and bedding, dresser, desk, chair, lamp, closet
 - c) adequate heat, light and ventilation
 - d) your homestay family will discuss with you what can be put on bedroom walls and how to hang items.
2. Access to bathroom and bathing facilities.
3. Three meals daily and other reasonable incidental foodstuffs. Your homestay family will discuss with you as to who is responsible for the preparation of meals.
4. Access to laundry facilities and procedures / routines.
5. If you have access to internet, you will be asked to follow the rules of the house. It will not be possible to work on Internet for hours and hours and it is easy to understand why. We want you to share moments with your family and to practice the french language as often as possible. We do understand that you want to be in touch with your family and friends on a regular basis ... but that does not require hours of internet every evening.

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The Homestay family will also help you with reasonable transportation needs, however this **does not** include daily transportation to and from school.

Each month, the *Collège* will give a RTC bus pass (Quebec city's public transportation) to the international students.

The Homestay Family does not cover the extra-curricular school costs (piano lesson, hockey team, etc.) and extra costs for family outings, though Homestay Families will often pay for some activities.

YOUR ROLE - A MEMBER OF THE FAMILY

It has been determined that the Homestay environment provides the greatest opportunities for the learning and acquisition of the French Language. It is also the ideal setting for learning new skills and experiencing ordinary French Canadian life. The Homestay Program aims to integrate you as a **regular family member** as much as possible. Do not expect to be treated as an "honoured guest". You will be included in family life and activities as much as a regular member of the family.

As such, you will be expected to complete your share of household chores. For instance, you will be responsible to keep your room clean and to maintain tidiness in other areas of the house. You should also be prepared to help with meals preparation, cleaning dishes, and even doing your own laundry. All forms of household chores and work are in fact excellent learning opportunities and sharing moments between family members.

SOME RULES AND EXPECTATIONS

The following points are general information on International Student Program Rules and Expectations, and are meant to be a guide only. Please review the following with your Homestay Family upon arrival for specific information.

1. **School attendance / reports**

Regular school attendance is expected for all students participating in the International Student Program. Classes missed due to illness must be documented by a phone call to the school from your Homestay Family and a written note when you return to school. Unexcused absences will be reported to your Homestay Family. Remember that excessive absences may result in loss of credit or expulsion from the International Student Program.

Student Report Cards, Progress Reports and Attendance Reports will be mailed directly to Homestay Families and to Andrée Bélanger, International Programs Director. Homestay Families also have the privilege of attending Parent-Teacher Meeting to discuss the performance of the International Student they host.

The *Collège Saint-Charles-Garnier's* Code of Ethics applies to all International Students. It is very important to familiarize yourself with this document.

2. **Making social plans**

While academic studies, growth and development are the major objectives of the International Student Program, group interaction and socializing are also important elements to a successful stay with the Program. Students should set aside a regular amount of time each week for leisure activities and relaxation. Each student should participate in the extracurricular school activities each week though activities with your Homestay Family is also important. Regardless, all International Students should provide **detailed** information to their Homestay Families as to **where** they are going and **how** they can be reached (i.e phone number), **when** they will be back, and with **whom** they are going out. Honest Communication with your Homestay Family is important to prevent confusion and

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misunderstandings. Don't expect your Homestay Family to "know" where you are or remember plans you may have mentioned days earlier. And remember : if you are going to arrive later than you had planned, contact your Homestay Family immediately!

Also, students should be asking for permission before going out, as opposed to informing their Homestay Family that they are going out. Remember, your Homestay Family can enforce limits on the amount of socializing you may do..., and the hours of socializing you may have.

3. Curfew

As a regular member of the Homestay Family, you must respect the general rules of the household. This includes the hours you are able to spend outside the home. This may include: school nights vs weekend type of activities and age of family members in the Homestay. The International Student Program supports a 10:00 p.m.-11:00 p.m. curfew from Sunday to Thursday and a 11:00 midnight curfew on Fridays and Saturdays. Special arrangements can be made for different circumstances. Students should be reminded to phone if there is a problem.

4. Sleepovers

Sleeping over at a friend's house during the week or on weekend is not permitted by the International Student Program, as it distracts from the learning process. However, there might be cases when Homestay Families may need to make alternate sleeping arrangements for their student. In such cases, approval must be granted by the International Student Program Director and details on the student's whereabouts must be furnished.

5. Showers / Baths

International Students must respect the needs of all family members. The length of shower / bath and the time of day for a shower / bath must be mutually agreed upon within each family.

6. Telephones

The rules of the household regarding the telephone usage must be followed, especially with reference to the length of the call made or received late at night. Collect calls or calling cards are recommended. Students are required to pay the Homestay Family prior to the bill due date for any phone related services incurred by them. A separate telephone line for student must be mutually agreed upon by both parties and paid for by the student.

7. Smoking

Smoking is greatly discouraged by the International Student Program. The legal age for smoking in Quebec is **18 years of age**. If the student has the permission of his parents to smoke, he must prove it and respect the rules of the house and the provincial and federal laws in this matter.

8. Alcohol and illicit drugs

The legal age for drinking alcohol in Quebec is 18 years of age. Under-age drinking, excessive drinking, the use of illicit drugs and the use of false identification is strictly prohibited and will result in expulsion from the International Student Program.

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9. Spending money

The International Student Program discourages its students from carrying or displaying large amounts of cash and money. For security purposes, we recommend to use an automatic teller card (bankcards). The cost of living in Québec City is generally quite reasonable, and students with extensive cash flow tend to be easily distracted from their studies. Do not borrow money from other students or from members of your host family.

10. Travel

Travel should not interfere with academic studies and should be limited to scheduled school holiday periods or on weekends. A "Parental Permission to Travel" form must be completed and signed by the biological parents for each trip (not with *Collège-Saint-Charles-Garnier*) outside of Québec City. All students must provide the International Student Program personnel with a detailed itinerary of their travels including the names and addresses of those they will be travelling with and staying with. The International Student Program will not be responsible for students during those personal trips. Furthermore, **unapproved travel** is a serious infraction to the International Student Program Rules and the student may be expelled from the Program.

For security concern, travelling outside of Canada is not recommended. On the other hand, if parents give permission for that kind of trip, students will have the entire responsibility to obtain their visa or official papers from the appropriate embassy or consulate.

Many Homestay Families will want to include the International Student in their own travel and holiday plans. Students are encouraged to participate in such travels. Please note that travel within the province of Québec with the Host Family does not require parental permission but the International Student Program should be informed. However, travel outside the province of Québec with the Host Family still requires parental permission.

E) **CHANGING FAMILIES / PROBLEMS**

In cases where the International Student and /or the Homestay Family wishes to change location, or in cases where rules are not followed, the student or family may contact the International Student Program Director. The International Student Program will assess the situation and together, with the student and /or the family, will determine a reasonable solution for all parties. An acceptable resolution that involves a change in Homestay may require some time to arrange.

Casual requests to change families will not be entertained. Requests supported by evidence of a problem will be seriously considered and handled in the manner outlined above.

F) **HEALTH CARE**

Collège Saint-Charles-Garnier requires the non-canadian student to have a "personal hospital and medical insurance" prior to arrival in Québec, Canada.

You must present the proof of insurance upon your arrival at the College to the Program Director, and **always carry it with you.**

Collège Saint-Charles-Garnier will not be liable for fees related to sickness or accidents. Any cost incurred is the responsibility of the student. Be sure to have the amount necessary to pay the medical fees on the spot. The College will not cover, nor lend money, at all times.

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We can suggest that insurance company:

ETFS

73, Queen Street
Lennoxville, Québec J1M 1J3
Canada

Toll free: 1-800-465-8602 Amérique du Nord
Collect: 1-819-566-8833
Fax: 1-819-566-8447

Or

Ingle Insurance

5255, Young Street, suite 218
Toronto, Ontario M2N 6P4
Canada

Toll free: 1-800-360-3234
Fax: 1-416-730-1878
www.ingleinsurance.com

IF STUDENTS OR HOMESTAY FAMILIES HAVE QUESTIONS OR CONCERNS REGARDING HOMESTAY POLICIES, PLEASE CONTACT MRS ANDRÉE BÉLANGER, DIRECTOR OF THE INTERNATIONAL STUDENTS PROGRAM.

Thank you for the trust and interest in our institution. We look forward to seeing you.

Collège Saint-Charles-Garnier 681-0107
Andrée Bélanger, director (ext. 345)
Dominique Veilleux, Coordinator (ext. 346)
Isabelle Badie, Secretary (ext. 305)