

Standards of Practice for Members

CAPS-I members will adhere to the following practices in terms of Homestay Screening & Selection by:

1. providing homestay services either in-house or outsourced and having an oral/written agreement with the homestay service provider if outsourced
2. utilizing a comprehensive application form to compile a profile of prospective homestay families
3. conducting criminal/police record/vulnerable sector/child abuse registry checks (as applicable in each province) and personal reference checks with initial screening of all host family members (that are the age of majority at a minimum) and updated/reviewed per individual Board policy and/or procedures
4. conducting home visits and interviews with prospective homestay families to ensure the following is in place: private, single room, key/security to the home, meals, desk, access to laundry, access to internet and in compliance with local building codes
5. having a formal Code of Conduct/agreement which clearly defines expectations of homestay families to ensure a minimum level of service/care/support is provided to all students
6. having staff responsible for the homestay program as well as an established process for record keeping that complies with protection of privacy legislation
7. ensuring both students and host families receive profile information in a timely fashion
8. having host families consult with their insurance provider, advise they will be hosting and update their policy as necessary

CAPS-I members will adhere to the following practices in terms of Homestay Monitoring / Support by:

1. providing homestay families with a profile of their student and attend an orientation session or provide a welcome package prior to arrival. International students should receive a profile of the homestay family, emergency information card, welcome package, Homestay Coordinators contact info, city map, timetable and orientation session information
2. clearly defining expectations for both students and homestays
3. monitoring all host families to ensure the social, emotional and physical well-being/needs of the international student are satisfied
4. having a process in place to deal with homestay conflicts and misunderstandings
5. conducting exit interviews or utilize evaluation forms with homestay families and students regarding their experience