



Canterbury International College

APPLICATION TO BE A RESIDENTIAL CAREGIVER

This form should be used for:

- Prospective homestays
- Designated caregivers
- Boarding establishments where five or more international students will be accommodated in the residence of a family or household.

To apply to become a residential caregiver for an international student at CANTERBURY INTERNATIONAL COLLEGE, please complete this form and return it to: JAMES WEI FANG, P.O.BOX 80045, RICCARTON, CHRISTCHURCH, NZ

Contact details:		
Residential address:		
Postal address (if different from above):		
Telephone:(work)	(home)	(cell)
Email:	Fax:	
Best telephone number to use in emergency:		Whose number is this?

Household members:			
<i>Parents:</i>	Name:	Occupation:	Full time or part time?
Mother			
Father			
<i>Other family members (please list):</i>			
Place in family:	Name:	Age:	Occupation:

Homestay Information Pack [CANIC]

Pets (please circle): Cat(s) Bird(s) Fish

Dog(s) (*Please state what kind and how many*):

Other pets (*please state*):

Medical information:

Does any member of the family have an existing medical condition that an international student should be made aware of? (*E.g. asthma, epilepsy, etc – please circle*) Yes / No

If yes please state which family member and the medical condition:

International students will usually be taken to the residential caregiver's general practitioner in the event of illness. Please give your family doctor details:

Family activities:

Please list the hobbies, sporting activities, and interests of family members:

Hobby / Sport / Interest:	Family member participating:	How often:

Household information:

Total number of bedrooms:

Number of spare bedrooms:

Number of bathrooms:

Number of telephone lines:

Do you have a computer with email facilities available for an international student to use? Yes / No

Facilities available (*E.g. swimming pool, piano, books etc*):

International student preferences:

Number of students you would like to have:		Preferred gender:	Male / Female
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Preferred nationalities:

Any other requests or comments:

Family information:

Religious affiliation:	Attend church or other place of worship weekly? Yes / No
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Do you follow any special dietary regime? (*E.g. vegetarian, don't eat chicken or pork, etc*)

What languages are spoken in the home by family members?

Do any household members smoke? Yes / No

Are there any possible risks to the health and safety of the international student in the accommodation?

Are there any unusual lifestyle patterns or procedures that an international student should know about?

Will your insurance policy cover any breakages or damage caused by your international student?

Please give a brief description of your typical weekly family routine:

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Saturday	
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International student arrangements:					
How would an international student get to school from your home? (<i>Please circle</i>):					
Walk	School bus	Public bus	Be driven	Train	Other (<i>please state</i>):
Will they be accompanied to school? Yes / No By whom?					
How would the student get home from school (<i>if different from above</i>):					
How long will it take the student get to and from school?					
Please state what arrangements would be made for the care of an international student after school:					
<i>Note - Your international student must not be left at home without reasonable provision being made for supervision and care.</i>					

Which family member(s) will help the student with his/her homework?
What can your family offer an international student?
Describe what your family would do with an international student on a typical Saturday:

How many other international students live or will live in your household? _____

Under the "Code of Practice for the Pastoral Care of International Students", CANIC is required to request a police vet for all persons aged 18 and over in the accommodation. Please have all family members and other persons living on the property aged 18 and over sign the following declaration:

Police Vetting Declaration:

I hereby give permission for Canterbury International College to request a police vet:

Name: _____ Signed _____ Date _____

I hereby give permission for Canterbury International College to request a police vet:

Name: _____ Signed _____ Date _____

I hereby give permission for Canterbury International College to request a police vet:

Name: _____ Signed _____ Date _____

Referees:

Please nominate two referees who can provide information on your suitability to care for an international student in your home. If you have provided residential care before, the person or organisation who employed you in that situation should be one of your referees.

1. Referee's name: _____
Contact details: _____
Best time to contact: _____

2. Referee's name: _____
Contact details: _____
Best time to contact: _____

I declare that this information is true and complete to the best of my knowledge and I have not left anything out.

Signed by applicant to host international student: [name] _____ Date _____



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EMERGENCY AND ACCIDENT PROCEDURES FOR HOMESTAYS AND BOARDING ESTABLISHMENTS

This information sheet contains information about what you need to do in case of an accident or emergency involving your international student. Please keep it in a safe place, e.g. on your fridge, on the family noticeboard, or by the telephone.

Homestay caregivers need to ensure that everyone who takes care of the international student is aware of these procedures.

1. Emergencies and accidents

Emergencies

An emergency is a situation that requires immediate action. In a situation that requires immediate action, there is not usually time to look up procedures or refer to written information. It is vital that everyone is familiar with emergency procedures before an emergency occurs.

Accidents

An accident may or may not constitute an emergency. If the accident does not constitute an emergency, there may be time to look up procedures or refer to written information.

Homestay caregivers need to decide if a situation is an accident or an emergency, and act accordingly.

2. Education provider's responsibility

CANIC has responsibility in the case of emergencies and accidents during and outside of school hours when the student is in a homestay or boarding establishment situation. This means that the education provider should be contacted as soon as possible in these situations. CANIC will help and support you and make sure that all appropriate procedures are followed.

3. What to do

In an emergency act appropriately (e.g. remove the student from danger, apply first aid, call an ambulance) **then** phone the interpreter:

Interpreter's name:	Annie / Eve
Interpreter's number:	0211055452 / 3-3770839 (Office)

Then contact the school's **24-hour contact person**:

24-hour contact person name:	Annie / Eve
24-hour contact person number:	0211055452 / 0275880202

CANIC is responsible for contacting the international student's parents. You are not responsible for this, and in an emergency or accident contact with the international student's parents should be made by CANIC **only**.

4. In case of accident or illness

If an international student is injured or unwell and **your level of concern is high** take the student to the nearest accident and emergency department or if appropriate dial 111 and ask for an ambulance. If **your level of concern is low or moderate** take the student to your GP, or if time permits call the emergency number for CANIC's advice during the day.

If you are concerned for your student's well-being and unsure of what to do, call the students emergency contact for assistance as it is better to be cautious.

Your student's details:

Insurance Details (company, policy type, contact number):	Medical Concerns:	Allergies:	Previous illnesses:



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VISIT CHECKLIST

Use this checklist as you are inspecting a prospective international student residence (homestay, designated caregiver residence, or boarding establishment in the residence of a family or household).

Do not give it to the residential caregiver applicants to fill out. Make sure that all questions are answered.

PART ONE: PROPERTY DETAILS

Family Name: _____

Address of Property: _____

Date Visited: _____ By Whom: _____

Description of Property: _____

Advantages:

Disadvantages:

General Comments:

PART TWO: HOUSE CHECKLIST

Does the house have:	✓ or X
<i>A home security system</i>	
<i>Adequate heating</i>	

<i>Adequate toilet facilities</i>	
<i>Computer and internet access</i>	
<i>Television</i>	
<i>Stereo / Video / DVD</i>	
<i>Telephone</i>	
<i>Smoke alarms & Fire evacuation procedures</i>	
<i>Adequate laundry facilities</i>	
<i>Adequate and clean bathroom facilities</i>	
<i>First aid supplies</i>	

Is the house:	✓ or X
<i>Clean</i>	
<i>Tidy</i>	
<i>Close to public transport</i>	
<i>Spacious enough</i>	
<i>Light and roomy</i>	

PART THREE: STUDENT'S BEDROOM

Students may have their own room, or may share a room with another international student of the same sex, or a child of the family if they are the same sex and in the same age range. Students may only share a room if they have agreed to do so.

<i>Is the student's bedroom (circle all that apply):</i>			
<i>Double</i>	<i>Single</i>	<i>Ensuite</i>	<i>Inside the house</i>
<i>To be shared with another international student</i>	<i>To be shared with a child of the family</i>	<i>Other (state):</i>	

The student's bedroom MUST have:	✓ or X
<i>Wardrobe and/or chest of drawers</i>	
<i>Bed with linen and blankets / duvet for each student</i>	
<i>Heating appliance or central heating</i>	
<i>Study desk for each student</i>	
<i>Study chair for each student</i>	
<i>Bedside lamp for each student</i>	
<i>Mirror</i>	
<i>Bedside table</i>	



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HAVING A HOMESTAY

Minimum basic requirements for homestay students:

Homestay students should be provided with:

- Meals - 3 meals a day and snacks, including a packed lunch during the school week.
- Laundry – washing / ironing.
- Bedroom with a table or desk, chair, mirror, reading lamp, bed with linen and blankets or duvet, heating system, chest of drawers and/or wardrobe.

Chores

Children should not be expected to do a lot of chores, but should be asked to tidy their room and participate in family chores such as setting the table and doing the dishes.

Transport

Homestay families are responsible for showing children how to get to and from the education provider. If the child is to take the bus or walk a short distance with another child, a homestay parent should accompany the child on his/her first day. It may be necessary to accompany the child for the first few days or a week if the child is unsure about how to get to school. Children should not be expected to walk to the education provider alone and should not be given a bicycle to ride to the education provider.

Toiletries

Children have been asked to provide their own soap, toothpaste, shampoo, and personal toiletries. Please help them to buy more when they run out.

Heating

Children will feel the cold and adequate heating must be provided.

Communication

Children must have regular communication with their families. It is desirable that one phone call a week, and email access is provided. Payment for phone calls will be by the parents. The education provider will advise homestay carers of the toll call payment policy.

On Arrival

The education provider (or accommodation agent) will meet your homestay student on arrival at the airport and bring him/her to your home. It is very welcoming if homestay families can also go to the airport.

Student Care

Homestay families are responsible for children for the school year, including school holidays. It is the homestay carers' responsibility to know where their child is, how they can be contacted and who they are spending their time with, at all times. A mobile phone number is not adequate as an only means of contact for a child. Homestay carers need to have a physical address for the child's whereabouts. If a child is staying at a friend's place overnight, contact should be made with the host parents beforehand, and homestay carers should consider visiting the host home if possible.

When your student goes out, please ensure that he/she is carrying telephone numbers and addresses of both the school and the homestay.

Children should also have a regular phone card to use in New Zealand telephone boxes.

Children must not be left alone in the house for any reason.

Homestay carers may need to be mindful of the developmental needs of older children.

Homework

It is the homestay carer's responsibility to help international students with their homework.

Student Behaviour

Homestay carers should expect the same standard of behaviour as would be expected from their own children of a similar age, but make allowances for cultural differences.

Illness

In the case of serious illness or accident/emergency follow the emergency and accident procedures listed in the homestay Accident and Emergency Procedures form.

Safety

It is the homestay carer's responsibility to care for the child in a way that ensures they are kept safe from harm and their emotional well-being is nurtured.

Contact with Parents

It's a good idea to make contact with your child's parents. A letter/email introducing yourself and family members and some regular contact about the child throughout the year will be greatly appreciated by the parents.

Changing Homestays

Students must give at least two weeks notice or two weeks board in lieu of notice. Students may never change homestays without the knowledge of the school. If a student is to be moved, the homestay will be advised of the reason why.

Language

The child will probably be unfamiliar with New Zealand accents (even if he/she has good English) and colloquial expressions and may take time to adjust.

Homestay families should attempt to learn some basic greetings in the student's language. Learning a few phrases of your student's language helps to show respect for their culture and may help them feel more welcome and cared for.