



HAPPY HOMESTAY

Ph: 64 21 021 91000

sarah@happyhomestay.co.nz

GUIDELINES and AGREEMENT for HOMESTAY FAMILIES / DESIGNATED CAREGIVERS

Happy Homestay will be responsible for:

- 24/7 emergency contact persons:
 - Sarah Brandeis **021 021 91000**
 - Amy Harrison **021 248 9955**
 - Fiona Brind **021 079 7660**
- Selecting, monitoring and approving all accommodation
- Provision of support for host families
- Accommodation assessments, including police vetting and reference checking

Homestay families will be responsible for:

- Providing a safe and friendly living and studying environment
- Providing day to day care including:
 - Accommodation, which is a typical New Zealand dwelling that is clean, secure and warm
 - Two meals a day (Breakfast & Dinner) during the week and three meals (Breakfast, Lunch & Dinner) on weekends and Public Holidays; OR
 - Three meals a day (Breakfast, Packed Lunch/Morning Tea & Dinner) during weekdays, weekends and Public Holidays
 - Own room
 - Bed and bedding
 - Study desk and chair
 - Adequate bedroom furniture to store clothes, books and other personal possessions
 - Lamp and adequate lighting
 - Adequate heating
 - Bathing / showering / bathroom access
 - Laundry (student may choose to do their own)
 - Provisions for an emergency situation eg. smoke alarms, first aid kit etc.
 - Discussing an emergency plan with the student
- Treating the student with respect, making them feel comfortable and part of the family
- Notifying Happy Homestay if there are any changes or additions to the household. **This includes hosting other international students at a time when they are due to host a student from Happy Homestay. **Homestay Families are only allowed to host a maximum of 4 International Students at any one time.**
- Notifying Happy Homestay immediately if there are any problems with the student: medical condition, misconduct
- Notifying Happy Homestay if the student seems homesick or depressed
- Notifying the Student's school if there is any accident or illness of the Student
- Looking after the student in their home to the best of their ability
- It is expected that the Student will be a member of the Homestay Family for the duration of his or her stay with the Homestay Family and adequate care and supervision will be provided to the Student in accordance with his or her age

Homestay families will NOT be expected to:

- Pay for mobile phone calls
- Cook special food
- Insure the student's goods or pay for property the student damages or loses
- Offer accommodation to visiting friends or relatives
- Comply with unreasonable requests

The Homestay Visit Assessment

- Will be undertaken by Happy Homestay
- Caregivers need to be present when the visit takes place.
- Police vetting is a compulsory component for any person 18 years or above and two (2) forms of ID need to be sighted.
- A referee for the homestay family is also required. This person cannot be related to the homestay family in any way.
- Vaccine passes are required for any person 18 years or above and must be sighted

This is to ensure that the homestay / caregiver:

- Has read, understood and accepts the requirements of the Education (Pastoral Care of Tertiary & International Learners) Code of Practice 2021
- <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>
- Agree to act on the parents' behalf for the student in all aspects of school and home life
- Agree to meet regularly with Happy Homestay as and when required

Police Check

Happy Homestay requires that all members of the Homestay Family aged 18 years and above undergo a police check before any students are placed within the home.

Smoking, Drinking & Drugs

The student must NOT smoke anywhere inside the family home or on the Homestay Family's property, unless the host parents allow. Drinking is not allowed in a homestay situation, unless the student is 18 years old and above, and the host parents allow. The student must inform the host parents of any medicines they need to take. Also, the student must bring any medication they need to take on a regular basis. Illicit drugs of any kind will not be tolerated.

Hosting Students under the age of 18

- Students may go out BUT you must know who they are with, where they are going and how they are getting home – for safety reasons, students may need to be transported home. It is your responsibility to ensure that you have all the necessary contact details for your student when he/she is away from the home.
- Students may not be left alone overnight by the homestay family under any circumstances.
- Children under the age of 14 cannot stay at home alone.

Curfews

Students under 18 must be home no later than 8pm from Sunday to Thursday and 10pm on Friday and Saturday. Students over 18 years must be home no later than 10pm from Sunday to Thursday and by midnight on Friday and Saturday. **Note this is the general curfew, however some schools/institutes may vary and in this case, we will advise different curfews.

Homestay Fees

Homestay fees vary depending on the school, agent (or Student) seeking placement for the Student and the particular payment for each student will be confirmed in writing to the Homestay Family. As a guideline, the homestay fee is between NZD\$260 to NZD \$300 per week for individual students and NZD\$500 to \$560 per week for twin placements. Fees will be paid on a weekly basis.

Holding Fees

When a student goes back home temporarily or on holidays for two (2) or more weeks, a holding fee of NZD\$50 per week or pro-rated per day is paid. If the student is away for less than two (2) weeks, the regular homestay fee is paid to homestay families.

Relocation/Extension

If a relocation is required (at either the Student or Homestay Family's request):

- The Homestay Family must notify Happy Homestay in writing of the reasons required for relocation.
- Homestay Families are to provide two (2) weeks notice or payment in lieu of notice unless there are reasonable grounds for an urgent relocation.
- Happy Homestay will endeavour to relocate the Student within a reasonable time frame should the reasons for relocation be accepted.

If the student wishes to extend their homestay period with you, they need to notify Happy Homestay at least two (2) weeks prior to the end of their term.

No private/direct arrangements are to be made between the Student and Homestay Family. If any such arrangements occur, the Homestay family will be in breach of this agreement and the agreement will be terminated.

COVID-19: In the event the student tests positive for Covid-19, they will remain in your household until they test negative. Similarly, should a family member test positive and the student is a close contact, they will remain in your household until such a time as deemed safe to move. No students will be relocated/ shifted/ moved whilst either positive for Covid-19 or staying in a household where a family member is positive for Covid-19.

To All Host Families

We thank you for opening your homes and sharing the Kiwi culture with our International students.

We ask you to read the information provided to you carefully as it will inform you about important guidelines required for International students, and the Code: <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>, which is documentation set up by the Government to ensure high standards of care and education are offered to students at all times.

We know your experience will build lasting memories for your family. We are here to assist you in any way.

EFFECTIVE DATE This Agreement will become effective at the date of signing by both parties.

TERMINATION This Agreement can be terminated at any time, by either party giving four (4) week's notice in writing.

Happy Homestay reserves the right to terminate your appointment immediately at any time if, in the opinion of Happy Homestay, you have engaged in misconduct or in behaviour deemed inappropriate or otherwise failed to abide by the terms of this Agreement.

Declaration

I/ We _____ understand and agree to the conditions stated above.

Host Family:

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Happy Homestay:

Name: _____ Signed: _____ Date: _____