

Dear host family,

Thank you for taking interest in hosting one of our international students. We are looking forward to working with you and we know that our international students are excited about having the opportunity to live with an Irish family. In order to help you and the student have an enjoyable experience, we have provided the following guidelines. Please remember it is important to make the student feel at home and feel treated just like another family member throughout their stay. Students will expect to be included in your normal daily activities and should be encouraged to practice their English at every opportunity with all the family members. The student will be a young, perhaps teenage boy or girl, who wants to study English and live an Irish experience. It may be their first time abroad, so please take time to make them feel comfortable within your family environment.

Please feel free to contact us if you have any concerns.

Before the student arrives:

Our host family coordinator will pay you a visit to your home and go through the details of what the experience entails.

All our host family members over the age of 16 should be Garda vetted prior to receiving a student. The family will receive guidance as to how to go about this procedure. Once you have passed the requirements necessary to host a student, Chaplin's International host family coordinator will send you a detailed profile of the student you will host. The meeting point for arrival and departure for host families will be provided at least one week in advance.

Accommodation

Your student should have their own bedroom or shared (with another nationality) that has a comfortable warm bed with a good supply of bedding, study desk and chair, mirror, wardrobe space and an easy to access bathroom. Students must be allowed to have a hot shower or bath once a day. Students must be aware of the time spent in the bathroom and take other people's needs into consideration.

Please note that many European nationalities prefer shower over a bath. Adequate heating must be provided at all times. There must also be an access to the general living area in the house and students must respect the family's time and rules.

Host families with several bedrooms can take four students at the most, including students from other language schools. Please note that you are only allowed to host one same nationality (or same language) at any given time unless specified by Chaplin's International. If the nationality rule is not followed, Chaplin's International reserves the full right to remove the student from your house and stop the payment immediately.

We strictly ask you to ensure you have no holidays, celebrations, etc. booked for the hosting period but should you need to leave the house overnight, you are expected to organise a host for your student and inform Chaplin's International of the temporary address and contact details. Payment must be organized between you and the responsible temporary host. In no circumstances should the student be left to look after themselves.

Meals:

As a host family you are asked to provide breakfast, a packed lunch and dinner every day. Please inform your student of the potential cultural differences in Irish meals and meal times. It is good to ask students again if they have dietary needs for religious or medical reasons. As in all matters of the students stay they should be treated as a member of your family and should eat the same meals at the same table as your family. This is the best time for you to spend time together.

School:

Our students will attend our Language Centre during the summer or will be attending a local secondary school throughout the academic year. A detailed schedule will be provided in advance by email.

Please remember that your junior student is in a new country and might feel worried about getting around during his/her first days so it might help to show the student around during these introductory days.

Laundry:

As a host family you are expected to provide the students with fresh towels and sheets every week. The students will also have washing therefore we kindly ask you to please include their items in your weekly wash or show them how to use your washing machine.

Key:

It is up to each host family if you wish to provide your student with a house key, luckily most families are fine with this but we understand if you prefer not to do this. However, please note that your student needs access to the house at all times in case of an emergency, bad weather or they may have forgotten something.

Telephone & Internet

Chaplin's International expects all of our host families to have WiFi. Presuming you have a WiFi access in your house, you should provide your student with the access code. This is also an ideal way for the student to stay in touch with family and friends. Should you have any downloading limits etc, please discuss these rules with the student. If you do not have WiFi you need to inform Chaplin's International.

Telephone calls from host family's own phones should not be made unless the host family is present and/or has given the student permission. Any charges incurred must be settled immediately between the student and the host family.

Evenings & Saturdays

Your new student may wish to go out with friends in the evening time or at weekends. Students from Europe will be used to being out much later in the evening but we do insist students must be home by 10pm every evening - no excuses. You must call the student's mobile (if there is one) immediately if not home at 10pm.

It is also a good idea to have a relationship with your student's parents so you can converse directly with them, some families like to go through their house rules with the parents so there is no confusion or house rules when your international student is staying with you.



Chaplin's
GROUP

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Illness:

Every EU student should have their European Health Insurance Card. Should your student be ill outside school hours and need to visit a doctor, please bring the student to your family doctor and at the same time inform the Host Family Coordinator or call the Chaplin's International Emergency Phone if urgent . Only genuine illness should be accepted as a reason for not attending school.

Problems:

To help Chaplin's International maintain our first class reputation we ask you to make sure that any problem which you may have is brought to the immediate attention of your Host Family Coordinator or the main Chaplin's International Leader by email or phone call. Chaplin's International does not allow rude or bad behaviour and in serious cases the student will be sent home. Alcohol and drugs are strictly prohibited. Chaplin's International also reserves the right to contact you of any problems we may hear of from the student and ask for further details.

Damages:

It is important to check with your home insurance provider that any accidental damage caused by students is covered. Chaplin's International Ireland takes no responsibility for any such damage. The host family and the student (or their parents) must deal with any matters before returning to their home country.

Cancellations:

Chaplin's International Ireland cannot be held responsible for any change in the dates of arrival or departure of your student for any reason, or if the student does not arrive at all.

Your Payment

Payments are made on stay-per-night basis and paid at the end of the student's stay for short stays and at the end of each month for Academic courses. The local Chaplin's International Host Family Coordinator communicates the current rate and payment methods. All payments are made by electronic transfer, so please ensure you have provided us with your IBAN number.

IMPORTANT CHAPLIN'S INTERNATIONAL CONTACT INFORMATION FOR STUDENTS:

Chaplin's Language Consultancy Wexford, Ireland: +353 053 919 8456

Host Family Coordinator: +353(0) 87 606 49 43 .

Please contact the local Host Family Coordinator for any host family matters.

CL Chaplin's Language Consultant Ireland Emergency Phone: +353 (0) 85 804 61 04

Please call this number only in the event of a real emergency: this number is not for general enquiries.



HOST FAMILY DETAILS

- ▶ Mother's First Name: ▶ Father's First Name:
- ▶ Mother's Surname: ▶ Father's Surname:
- ▶ Mother's Occupation: ▶ Father's Occupation:
- ▶ Mother's Mobile Number: ▶ Father's Mobile Number:
- ▶ Mother's Email: ▶ Father's Email:

STATUS: Married Partners Divorced Widowed Single

CHILDREN'S DETAILS

- | | DAY | MONTH | YEAR | GENDER | |
|---------------|----------------|----------------------|----------------------|----------------------|---|
| ▶ Name: | Date of Birth: | <input type="text"/> | <input type="text"/> | <input type="text"/> | MALE <input type="radio"/> FEMALE <input type="radio"/> |
| ▶ Name: | Date of Birth: | <input type="text"/> | <input type="text"/> | <input type="text"/> | MALE <input type="radio"/> FEMALE <input type="radio"/> |
| ▶ Name: | Date of Birth: | <input type="text"/> | <input type="text"/> | <input type="text"/> | MALE <input type="radio"/> FEMALE <input type="radio"/> |
| ▶ Name: | Date of Birth: | <input type="text"/> | <input type="text"/> | <input type="text"/> | MALE <input type="radio"/> FEMALE <input type="radio"/> |

▶ Name of the school your child or children currently attend:

.....

Other people living in the house (full name , relation to the family, D.O.B, sex):

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IMPORTANT: Your student(s) will receive your profile and it is very important that they know your family interests, hobbies, pastimes or anything else you would like them to tell about your family.

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Pets (pet type , name, is the pet living inside or outside, size of the pet):

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OTHER DETAILS

Previous hosting experience (years) and age groups?

Will you have other students in the house during summer?

Do you have a garden? YES NO House type: House Appartement

Do you have a car? YES NO Do you have WIFI? YES NO

Does anyone smoke inside? YES NO No. of bed available? 1 2 3 4 5

STUDENT BEDROOM DETAILS

	No.of Beds	Ensuite	Desk & Chair	Carpet	Wardrobe	Lamp	Others
Bedroom 1:	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Bedroom 2:	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Bedroom 3:	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	

HOSTING

Preference of gender for hosting: Prefer Male Prefer Female No Preference

Each Sunday is a family day and Chaplin's International expect host families to spend time with their student(s)

Yes, I/ we fully agree No, I/ we do not agree

DECLARATION *(important, must be signed)*

I agree to follow the Chaplin's International Host Family Guidelines, a copy of which has been given to me. I agree to apply for Garda/Police Vetting for each person aged 16 or above living in the house. Furthermore, I declare that no person in the household has been convicted of a crime against the Child Care Act and that there is no criminal or court case pending against anyone living in this house. I declare that all the answers on this form are correct. I/We promise to follow Chaplin's International's high standards in providing the best possible language and culture experience for each student.

Signed: Date: