



INTERNATIONAL STUDENT PROGRAM HOMESTAY TRAVEL INFORMATION FORM

Please fax to: 613-966-1363 or email: cgoerke@hpedsb.on.ca

To ensure all necessary details have been covered and arranged for please complete the following and use the checklist below. Out of courtesy to the temporary homestay and the student please introduce the student/yourself to the new family. Please pay the temporary homestay (\$25/night) for hosting when dropping off the student. Ensure the student and temporary homestay are aware of the pick up date and time and pick the student and his/her personal effects up upon return.

| PERMANENT HOST FAMILY INFORMATION | |
|--|------------------|
| Name: | Student Name: |
| Address: | Phone Number: |
| Travel Dates and Times: Leaving - Returning - | |
| Travel Details (brief) – | |
| Emergency Contact Number: | |
| TEMPORARY HOST FAMILY INFORMATION | |
| Family Name: | |
| Address: | Phone Number(s): |
| Relationship to Host/Student: | |
| <u>CHECKLIST:</u> ✓ | |
| Has the travel form been sent to the ISP office? <input type="checkbox"/> | |
| Has the temporary host family been contacted with details? <input type="checkbox"/> | |
| Have the drop off/pick-up details been finalized and communicated to the temporary host family & student? <input type="checkbox"/> | |
| Does the temporary host family have emergency & school contact information? <input type="checkbox"/> | |
| Has payment of \$25 per night/student been arranged? <input type="checkbox"/> | |
| Has the school been notified of the change? <input type="checkbox"/> | |
| Have bus/transportation arrangements been made? <input type="checkbox"/> (contact ISP office for temporary bus info) | |
| Does the student have his/her insurance card/claim forms? <input type="checkbox"/> School supplies/books? <input type="checkbox"/> | |

Date: _____

Homestay Parent/Guardian Signature: _____

Date: _____

Carol Goerke, Manager: _____

In the event of an emergency during travel, please call the ISP Office at 1-613-966-9491 ext. 2415 (after hours please call the (CHI) emergency service line at 1-613-771-3211)

