

## **ESL4ASIA HOME STAY & CULTURAL EXCHANGE SERVICE, INC. (ESL4Asia)**

The Home Stay Agreement is intended for both the host family and ESL4Asia to have a better understanding of what is expected of each other. The list below describes what ESL4Asia offers and what is expected from the host family. Parties will agree by indicating with a signature that they have read and understood all of the terms and conditions of the agreement.

**Agreement is distributed and signed annually by all host families who are actively participating in our home stay program.**

### **Payment and Student Placement:**

1. ESL4Asia offers a rate of \$34 per student, per night. Host families can host students up to 4 weeks in January - February and 4-6 weeks in July - August each year.
2. No more than 4 students will be placed in a single home. **If you are hosting Chinese-speaking students from other agencies at the same time, please notify us in advance.** We cannot double- place same language speaking students to one home.
3. First half of payment is typically issued **within the first 3 days** after the student(s) check into the host families home. The second half of the payment will be issued when the student(s) are dropped off on the last day for check out at the specified meeting location. Any check that is not picked up at the designated time and location will be mailed out to the address on file. There is a \$25 fee for lost checks or stop payments. We will void your previous check and reissue a new check within 3 days.
4. Checks will be issued under the name that is on file with the W9. Each family must fill out a W9 form before any checks can be issued to them.
5. If a discrepancy arises, ESL4Asia reserves the right to stop payment on any check issued until the situation is resolved.
6. ESL4Asia reserves the right to refuse business with any individual if there are numerous complaints and/or issues with student(s) staying in your home.

### **Host family provision and expectations:**

1. The Host Family is expected to provide a clean, safe, and welcoming **American/English speaking** environment for the students.
2. **Host family members must have native-like English fluency.** Family needs to express the willingness to spend time and effort to ensure international students are having fun during their stay. The person(s) who will be transporting and spending the majority of the time with the students must be fluent in English, approachable, and willing to **interact with the students.**
3. The majority of international students will be shy; it is the host family's responsibility to initiate interaction and conversation. Please do not leave students home alone.

## **Accommodations:**

1. All homes must have a double occupancy room with two twin beds or a queen bed. A furnished bedroom includes: a bed, dresser with drawers, closet space, linens (preferably white) and bedding. All bedrooms must have a door to provide privacy. The host family will provide the following toiletries (as needed): shampoo, conditioner, soap, toothpaste, toilet paper, detergent, and general household items (cleaning products, paper towels, etc.). **Triple occupancy in a room is not allowed.** The host family home needs to have central air/heat, or fans available if no central unit is available. Students must be housed comfortably during extreme weather conditions. Please provide extra blanket(s)/pillow(s) in all rooms.

2. Bed Accommodations: All mattresses must be in a bed frame. The mattress may **NOT** be placed directly on the floor. Bed frames are available at your local furniture store or Wal-Mart. Simple air mattresses are prohibited. Air mattress must be **pillow rest raised** and approved by ESL4Asia. Air mattresses are available at your local Wal-Mart, price range from \$59-\$79.

3. Utilities and phone (local) access: If a student asks to use your phone, please make sure they know that they will need to purchase a calling card. You can take the student to purchase a calling card at Target, Wal-Mart or Best Buy. **Blocking your international call access is strongly recommended.** ESL4Asia is not liable for any international calls that student(s) make during their stay in your home. ESL4Asia can assist in getting reimbursement from the guest student if the calls were unintentional. The host family needs to be patient and not expect the reimbursement right away since it is an international activity. Please notify ESL4Asia immediately of any charges.

4. Access to kitchen and laundry: Please allow students access to the kitchen; however, it is not recommended that you allow them to cook any food. Please allow use of washer and dryer. Host may need to assist with the student's laundry.

5. Home computer and internet access—Students may not use host family's computer without permission; however, the host family is **required** to provide Wi-Fi to students. This is the only form of communication to their families in China. Host families **CANNOT** charge students for Wi-Fi access. This is prohibited and is a breach of contract. Students will be removed from home immediately.

6. Transportation- Family needs to provide transportation to and from school, weekend excursion meeting areas, and local shopping. The host must have a reliable vehicle to transport students and must have enough seats to securely fit the number of students they are hosting. Car insurance company information is required and must be submitted with application. Uber transportation is not accepted unless students are accompanied with an adult (18y/o+) or group leader.

7. **Punctuality to/from school and excursions is a must!** Parents will be charged a fee of **\$1.00 per minute**, 15 minutes after assigned pickup and drop off time. **Effective immediately, fee will be deducted from payment.** We do understand emergency situations occur, so please notify us immediately to make arrangements. Hosts are **not** to charge students money for any extra gas used for occasional transportation to local stores/malls etc. Please inform students when you will be going shopping to avoid extra trips. Finding a family to carpool with, is strongly recommended.

8. Inform ESL4Asia if a student will be absent from school or any scheduled event via text or phone calls. Please make sure you receive a confirmation from leader **AND** coordinator.

9. Required Meals: Weekday: Breakfast and Dinner (2 meals). Weekends: Breakfast, Lunch, and Dinner (3 meals)

Breakfast should be more than cereal and milk. **Students prefer hot meals.** Bread, toast with jam, or peanut butter should also be available. Hot breakfast such as ham and eggs are encouraged.

Packing Lunch for student(s) is requested from some groups, not all, in weekend excursion(s). Lunch is expected to include snacks, fruit, drink (water) and a sandwich. Groups vary and some, not all, require \$8 for lunch instead of a packed lunch. Families will be informed ahead of time by ESL4Asia coordinator if applicable. ESL4Asia will provide lunch for students and leaders Monday-Friday's only, at no cost to the host family. Please do not send students to school with an extra lunch. If students request an extra lunch, please contact ESL4Asia coordinator.

Dinner is provided by the host family on most nights. Please take into consideration that most students are not familiar with American food. It is appreciated when their interests are taken into consideration. A well-balanced meal is required. This consists of a main dish, a side dish and a vegetable. Please, **do not** feed student(s) ramen noodle or cup of noodle as dinner. This can, however, be used as a snack. Student(s) prefer warm or hot drinks. Fruits need to be offered as well. **Host families are responsible for providing each student with \$10 for dinner on the day of the Disneyland excursion and other excursions on weekends that arrive after 8pm.** If this money is not given to the student(s), the family must provide payment before receiving their last check **OR** money will be deducted from their check. ESL4Asia will provide dinners to student(s) at no cost to host families on certain weekday excursions.

**Samples:**



10. Interaction: Open communication, and willingness to spend time with the students such as taking them out to local pools, malls, libraries, parks, markets or introducing them to family and friends is expected of the host family. Most of these children will never come to America again so try to make it a memorable experience for them. If something is not understood by the students, please speak slower and repeat yourself if needed. **This is important and critical when hosting students.**

11. Make sure your students have your Home Stay address and phone number(s) with them at all the times. If the student has a cell phone, the host needs to provide the students with the host's phone numbers for any communication purposes. Downloading the application We Chat is recommended but not mandatory. It is a free application for your cell phone to communicate with students for free.

12. Students do have personal spending money. Please give students a sense of security by **not** entering their rooms when they are not home.

13. Once students are assigned to a home for their stay and a change occurs where the students are no longer staying with the original host, the host will be compensated for the nights the students were in the home. **If the host has already received full payment, host family will reimburse ESL4Asia the difference within 3 days.**

14. Pets: All pets must have current rabies vaccination. Please provide proof of the shot record. The host must ensure the safety of the students from any and all pets. Please notify ESL4Asia of any additions of pets in home. We do have students with allergies and/or students who are scared of pets.

15. Host families will be screened through our criminal background check. Please provide a copy of one of the following approved identifications (1) California Identification Card **OR** (2) California Drivers License, for every individual 18 years or older. This is mandatory and students will not be placed in home until received and cleared by our office.

16. Accidents or Emergency: In the extremely, unlikely event that the host's home is burglarized, please contact the police and file a police report. In this situation, the host may be liable for any loss that students might have incurred. Please notify us immediately so we can determine the loss.

17. School sites and ESL4Asia will not be held liable for any damages, losses, or any incidences that may occur in regards to all parties, host family or students during the student's Home Stay period. However, ESL4Asia will assist the host family in mediating the compensation for any damages and losses. If a student breaks an item in your home, **ESL4Asia** must be notified **prior** to student departure, so issues can be resolved. ESL4Asia is not liable for any damaged item(s) once the student(s) have checked out.

18. If a student becomes ill while in your care, please contact your coordinator immediately for further instructions. Please do **NOT** take them to your doctor or dentist when requested by student or leader. Please contact your coordinator or our office at (626) 641-4001. Students have their own medical insurance and must be seen at approved locations.

**Criterion in determining student placement**

A. Hosting History: Existing families get the priority in student placement according to the year they joined ESL4Asia and the host availability each year, as long as they have a good review with ESL4Asia. Homes are evaluated yearly.

B. Loyalty to ESL4Asia: Families who have shown integrity and commitment to the company, and families who have prioritized ESL4Asia when hosting students will receive priority from ESL4Asia.

C. Positive feedback from students, group leaders, and ESL4Asia staff in previous groups is important. Please keep in mind that previous groups do provide their feedback to ESL4Asia about their home stay experience.

D. Problem solving ability: Please let us know if you have any complaints or issues with ESL4Asia immediately. We want to improve the experience for student(s) and host families. Communication with group leaders and staff is important.

E. Responsiveness to our emails/texts: Promptly responding to our e-mails and text messages helps keep a good communication line with the host families. It is important for ESL4Asia to know if the host receives the updated information about the program. Please confirm that text messages were received when requested by coordinators.

F. Responsibility/Reliability: ESL4Asia takes into consideration if the host was on time for pick up/drop off on school days, excursions, etc.

G. New host families: Complete profile must be in file. This will include pictures of home, application, signed agreement and background check.

H. Referrals: ESL4Asia pays a referral bonus for every new family you refer. This is a \$50.00 one-time bonus and will be given 6 weeks after each program ends. (Summer/Winter) Your name must be on the new applicant application.

**Note: In order to qualify for this bonus the family you referred must host a total of 30 days in either Summer or Winter sessions.**

By signing below the host family acknowledges they have read and understood the terms and conditions of this accommodation agreement.

Primary Care Giver Name: \_\_\_\_\_ Spouse Name: \_\_\_\_\_

Primary Care Giver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESL4asia: \_\_\_\_\_ Date: \_\_\_\_\_

ESL4Asia Homestay & Cultural Exchange Service, Inc. TEL: 626-641-4001 FAX: 626-608-2880

**Liability Release Form**

Company:

ESL4ASIA Homestay & Cultural Exchange Service, Inc.  
14406 East Valley Blvd. La Puente, CA 91746

Independent Contractor:

Name: \_\_\_\_\_

Address \_\_\_\_\_

NAME: \_\_\_\_\_, I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any activity of any nature, including the use of equipment and facilities associated with ESL4ASIA Homestay & Cultural Exchange Service, Inc.

Further, I, for myself and my heir, executors, administrators and assigns, hereby release, waive and discharge ESL4ASIA Homestay & Cultural Exchange Service, Inc. and its officers, directors, employees, agents and volunteers of and from any and all claims which I or my heirs, administrators and assigns ever may have against any of the above for, on account of, by reason of or arising in connection with such activities associated with or my participation therein, and hereby waive all such claims, demands and causes of action.

I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: ESL4ASIA Homestay & Cultural Exchange Service, Inc. and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers; INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this document from any and all liabilities or claims made as a result of participation with ESL4ASIA Homestay & Cultural Exchange Service, Inc. , whether caused by the negligence of release or otherwise.

I understand while participating with ESL4ASIA Homestay & Cultural Exchange Service, Inc., I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

Further, I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the State of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I currently have no known mental or physical condition that would impair my capability for full participation as intended or expected of me. Further, I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own, free act.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_