

Dear Homestay Family:

Re: Protocol for Underage Students in the Event of an Accident or Serious Incident

Please understand that the care of an Underage Student brings additional responsibilities for both the School and the homestay family. Students under the age of 19 years or age are termed “underage students” and students aged 15 years or younger are termed “junior students”. Usually, the School only has junior students in the Summer Teen Activity Programs and High School Prep Program but Global Village routinely registers underage students who study at Global Village on a year-round basis.

In some cases, GV Victoria’s Homestay Coordinator has assumed custodianship according to Canadian Embassies or Consulates regulations in some overseas countries. In the event that an incident or accident occurs with any GV Victoria Underage Homestay student, host families must contact the Homestay Coordinator as soon as possible, certainly within two hours of the occurrence.

With the safety of each student as the Schools’ preeminent concern, reasonable action must be taken by the Host Family to support the student until a school representative is able to attend the student or make an informed decision about the support and care of the student. The telephone number at the school is 250-384-2199, and the after-hours emergency line is 250-727-8621.

In the event of an incident or accident, once the Host Family has contacted the Homestay Coordinator, the Coordinator is then required to inform the Chief Operations Officer, who will decide on any appropriate action. The COO (or designated representative) will attempt to contact the student’s parents in the home country via the original booking agency (or directly in the case of an agency not being used.) Together, the parents and school representative will decide on any further course of action.

Sincerely,
Global Village Victoria

We, the undersigned, understand the importance of the safety of all underage students, especially junior students, and will comply with the above conditions.

Homestay Parent #1 Signature	Name (please print)	Date
------------------------------	---------------------	------

Homestay Parent#2 Signature	Name (please print)	Date
-----------------------------	---------------------	------

Global Village Victoria • Global Village English Centre Victoria Ltd.