



 0457 101 117 Emergency 24/7 Contact  
 admin@homestayceta.com  
 3 Timberview Terrace, Croydon Hills, Victoria, Australia 3136.  
 www.homestayceta.com  
 Homestay CETA

## Homestay Rules and Expectations

### Student

#### Homestay Placement

CETA Homestay cannot advise or guarantee a Homestay placement until payment of the relevant invoice for Homestay services is received and the Student contract is returned. This is applicable for new Students who have registered with CETA Homestay and current Students - who must have a current contract, have no outstanding payments due including payment of a change of Homestay fee. Once payment is received, CETA Homestay will send a Host Profile to the relevant parties to confirm the selection of a suitable Homestay.

#### Email Address

Once a Student arrives in Australia they must supply a valid School email address and check their emails regularly for notices from CETA Homestay.

Students and families must provide updated email addresses and nominate the email of the person responsible for payment of Homestay accounts.

#### Curfew Times

The Students Extra Care Counsellor will discuss with the Student the expected curfew times but generally these are as follows: (please confirm with the Extra Care Counsellor)

- Monday to Thursday - home by 6pm
- Friday and Saturday - home by 9.30pm
- Sunday - home by 6pm

The Student must inform you where they are going, how they are travelling to and from the destination, and what time they intend to be home. If they are not planning on being home for dinner, they need to let you know by an agreed time set by you.






#### Overnight Stays

It is expected that Students will return home to the Host family every night. If Students wish to stay overnight anywhere other than with your family, this must be arranged well in advance with the School + Extra Care Counsellor. DO NOT let Students stay overnight anywhere unless you have confirmation from the School + Extra Care Counsellor.

#### Students Moving Out

If Students plan to move out, they must notify CETA Homestay and give a minimum of four weeks' advance notice in writing or by email. Hosts will then be informed of the departure date and time. Students will also need to let CETA Homestay know how they intend to travel to their new accommodation.



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If a Host can no longer accommodate a Student, 4 weeks' notice, must be given to allow CETA Homestay and the Extra Care Counsellor to make suitable arrangements for the Student to transfer to a new home AND if the timing of the discontinuation of the Hosts Homestay service does coincide with the Student being on holiday leave, extra notice is required to allow the Student to personally pack up their belongings and arrange everything with the Students Extra Care Counsellor and CETA Homestay.

### **School Holidays**

Students must notify CETA Homestay by giving a minimum of two weeks' notice by registering their leave details online at [www.homestayceta.com](http://www.homestayceta.com), and advise their Extra Care Counsellor and the Homestay of arrangements for returning to the Host home. There is a holding fee for keeping a room available.

### **Smoking and Alcohol**

Students are not permitted to smoke. The keeping or drinking of alcohol under any circumstances is strictly prohibited for Students under 18 years of age under Australian law. Students over the age of 18 are also requested to abide by this rule; some School codes of conduct forbid alcohol to all Secondary Students.

### **Mobile Phones**

Students are expected that they will have their mobile phone with them at all times and it is to be charged, in credit and turned on if someone needs to contact them.






### **Noise Levels at Home**

It is expected that Students will keep noise level to a minimum and respect all other members in the home. Please discuss what time is expected for showers and time for lights out.

### **Bathroom and Bedroom**

Students are expected to keep shared bathrooms and their bedroom in a clean and tidy manner. (You may need to let the Student know what you expect).



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## Host

### Email Address

Homestays must provide updated email address for contact (in addition to Emergency contact details) and check their emails regularly for notices from CETA Homestay.

### Internet

Internet is provided in the Homestay for Students' use. If you do not already have Unlimited Data Allowance, we recommend you upgrade your Internet plan; or ensure you have sufficient Data Allowance to cater for your family's and your Student(s)'s needs. No further costs shall be payable.

***Cash Charges of any kind are forbidden by hosts.***

### Telephone

If Students do need to use a landline, Students must get permission from you to use your telephone. There may be extra charges to use the landline, please advise CETA Homestay of the charges to be billed to the Students.






### **Homestays must provide services at all times during School term times and holiday breaks**

Homestays must provide services at all times during School term times to ensure a consistent, safe and smooth study and living environment for Students. If holidays are taken by Host during term; suitable arrangements **must** be made to ensure an approved temporary Carer can live in the home, the Carer must be over 25 years of age, can provide a copy of a current Working with Children Check, 2 references and Police check and be familiar with Homestay and School rules, and provide 24 hour contact details in case of Emergency. Such notice to be advised to CETA Homestay at least 2 weeks in advance and notice to be advised to CETA Homestay immediately once known and register their request online at : <https://www.homestayceta.com/holiday-leave-form-for-host/> so CETA Homestay can inform the Extra Care Counsellor and School in a timely manner. *Please note some Schools do not allow Host families to take holidays during School term; please check your Schools rules.* CETA Homestay cannot guarantee the relocation of a Student during school term time, however will do so in an Emergency only. The Host must make arrangements for transport for the Student to and from the new home at no expense to the Student or CETA Homestay, and agree that CETA Homestay can levy a fee for a relocation service.

Homestays must provide services at all times during holiday breaks if Students have not returned to their home country, to ensure a consistent and safe living environment for Students. If Hosts do go away, they are encouraged to make arrangements for a suitable carer to live in their home whilst they are away (as above). However, 2 weeks notice is required to advise CETA Homestay so that appropriate arrangements can be made if temporary accommodation needs to be found.

### **Child Safety Act Legislation**



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Homestays must comply with School requirements for new Child Safety Act Legislation including completion of an on line course or supply of relevant documentation as requested

within a 14 day period from such requests from CETA Homestay on behalf of the school.

Certificate link : <http://www.elearn.com.au/det/protectingchildren/external/>

### Rules of the House

Homestay Hosts are to communicate with Students regarding rules of the house, about what is expected and routine procedures in the home - different homes will have different circumstances and rules.

Students must communicate openly with your family and be respectful of your care and attention as you have welcomed them into your home. Standard conditions to cover for their personal safety whilst living in Homestay and studying in Australia includes communication with the Homestay and understanding the following rules:

- not being late home after an agreed time
- have their mobile phone switched on with full credit, so that they can be contacted at all times
- refusing to co-operate in the home that affects others in the home, e.g. loud noise, not keeping rooms and shared areas, including bathrooms, in a reasonably tidy condition
- putting any member of the family in danger
- Other non-acceptable behaviours in breach of Australian law for Students under 18 years of age.

Please also see condition "Breach of Homestay Rules" (below)

### Breach of Homestay Rules

If it is found that, after reasonable discussion to resolve issues regarding areas of concern between the Homestay Host and Student, and three warnings have been given to the Student by the Homestay and their Extra Care Counsellor, and they have not followed rules for safety and acceptable behaviour in the home (as per a Code of Conduct similar to that expected by the school), Students will be asked to leave the Homestay immediately.

### Critical incident

In case of Emergency Homestay Host and Students can contact CETA Homestay Emergency line: 0457 101 117 - 24/7. CETA Homestay will then liaise with Extra Care Counsellor and School personnel and relevant authorities to assist resolving the emergency matter.