

Most Family booklet



Leir Education, Unit 4, Limerick Lane, Newbridge, W12 FK03, Co. Kildare.
Web: www.leireducation.com / Email: info@leir.ie / WhatsApp: +353 083 420 3080



Host Family booklet



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1. Mission Statement

At Leir Education, we aim to provide our foreign guests, Host families and partners with the highest standard of service, value, Irish hospitality, and cultural experiences. 'We value our concept as one that believes that learning can and should be fun'. Education has many different forms and our host families, teachers and centre providers, all as partners play a large part in the process of excellence as we strive to achieve the highest standards.

2. Introduction

Leir Education is family-run and has been providing quality services since 2013. Managed by husband and wife team Peter & Rosa, we have grown consistently, and continue to grow as a result of a business model based on quality of care, respect for values, and a belief that language education and life can be one. It's a combination of these elements along with careful management and planning that helps our concept remain at the forefront of the 'Language Experience in Ireland' show the way forward for many others to follow.

3. What is Leir?

Leir is a Newbridge, Kildare-based educational organisation, established in 2013, we provide various language programmes for foreign students primarily in County Kildare. Our objective is to help our students improve and develop a better command of the English language, and a better knowledge of our country, culture and its people. It's all about a positive experience for all.



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4. Dear Host Family

Thank you for considering hosting one of our students and by doing so offering them the opportunity to share your family life. Your guest is going to stay a few weeks or months in our country to improve his/her English and have a great experience. He/she has chosen to stay with a family to learn, enjoy and be part of a 'Home from Home' environment. You have a key role to play in all aspects of their stay. We are grateful to you for helping your guest or guests feel at home not only by talking and encouragement, but most of all, by making them feel a part of your family. You will find, in the following pages, answers to questions you are probably asking as well as practical advice to help you as a Leir host family partner, but of course, you will never be alone, we pride ourselves on the quality of support we provide to all our partners. So please visit our website www.leireducation.com/become-a-host-family-kildare-leinster to register and learn more.

5. Who is your guest?

We cater for ages 12 to adults, all being relative to the program they are participating in. Of course, no distinction is made between colour, race, gender, religion etc. This booklet offers general guidelines for families thinking of hosting and is focused on our Summer program, 12 to 17 year old. Any questions please call Peter at +353 86 265 3548

6. Arrival

Before your student arrives you will have received our welcome pack which will contain all relevant information needed to allow for a successful hosting experience. Everything from the meeting point, the arrival & departure details, student profile, tips and guidelines will be included. A WhatsApp group is formed with all hosts which allows for easy communication, so you will be kept updated in real-time, for example, when the student is en route from the Airport or on a trip. Upon arrival, a meet & greet will be held at our Academy where your guest will be introduced to you. It is advisable to bring any other family members to this event and if possible spend a little time to allow him/her a little time to readjust, this all helps in "breaking the ice" and making him or her welcome on arrival.



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7. Your Fee

Payment of hosting fees will be by bank transfer and are paid as per the schedule included within your "Welcome Pack" and to the bank as specified by you. We please ask that you never discuss or mention any administrative matters with or in your student's presence. On rare occasions, for various reasons, a student may have to be relocated. Leir Education reserves the right to do this and your fee will reflect the duration the student has spent with you working out on a daily basis.

8. The application process

Leir Education will visit you before your first hosting and annually thereafter. When requesting to receive a language student through Leir Education you will be required to go through our Host Family process which naturally as I'm sure you appreciate involves the completion of forms and the signing of agreements etc. and by doing so you agree to comply in full with the necessary laws governing child care and welfare Acts.

For families who have hosted students previously, updating your host family data every year is compulsory. Please inform us if any information on your original host family application becomes inaccurate, e.g. change of status, address, number of residents in the home etc. Also in line with current legislation, Leir Education requests that each family agree to 'Garda Vetting' regardless of any previous applications. Thanks in advance for your co-operation. The full application can be submitted online at www.leireducation.com/host-family-application Note, that for security and to minimise spam there is a short form to complete before accessing the application form. The whole process is fast and simple.



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9. Home stay accomodation

- a) Encourage your student to speak English as much as possible. It is understood that the main language spoken in your home is English. Try to discourage your student from spending too long alone in his/her room or spending long periods on the computer or mobile phone. Integration is a key element of your student's experience. English subtitles on the TV are a way of helping your student improve their language understanding while allowing further integration and communication.
- b) With our Summer programs we normally place one student per host, although there can be exceptions only if agreed upon in writing or at the request of the student's family. Leir Education is in general under contract not to place a student in a home with more than two other foreign students, except Adult participants.
- c) A proper state of cleanliness, order and good repair in the home is required.
- d) Provide your student with a balanced & appropriate diet, as normal for your own family.
- e) Respect your student's cultural background and be sensitive to any particular needs.
- f) Provide a homely environment in which it is possible for your student, to be comfortable, safe, happy and enjoy his or her experiences here in Ireland and with you and your family.
- g) Before the arrival of your student they would have received their 'Welcome Pack' which will include limited contact information. Your student must be given your correct telephone number and they yours, a good tip is to share phone numbers with your student on the very first day.
- h) The student's fair use of the home Internet is a requirement of becoming a Leir Education Host Family as it is a very effective method of communication between everyone including your students parents and family back home



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10. Home stay accommodation

i) You are required, to provide a clean and comfortable private bedroom for the student. This should be equipped with adequate natural light, ventilation and heating, a window that can be opened and a door that can be closed. The room can be a single or twin bedroom (maximum 2 persons per room). In the case of two students sharing a bedroom they, must be of the same gender and be of a similar age (to be discussed before agreement) - for example, the student should not share the room with one of your children. The student should have access to a chair and a table suitable for writing with sufficient lighting so He/she can complete his / her studies. (Program dependent)

j) There should be adequate hanging and drawer space for clothes and belongings (such as a wardrobe or a chest of drawers); a good supply of bedding, pillows and towels; adequate washing facilities and access to the bathroom as a member of the household, with baths/showers available daily and reasonable and regular laundry facilities. During winter time, do not forget to provide extra bedding. Please ensure your student is not cold and is as comfortable as possible.

k) As your student is considered a minor by Law he or she must be monitored and a responsible adult must always be present while the student is in your care. The student must never be left alone in your or another's home.

l) Your student cannot be expected to do housework or childminding.

11. First contact with your Student

You will receive as much information as possible about your student from us weeks in advance of your student's arrival. Please do not hesitate to contact us should you have any queries. Our process of pairing host families with students is vigorous and detailed. All information is only gathered to find the best possible match between students - and host families and vice versa. All information received is held in strict confidence and not shared with any third party without written permission, including any al, this includes allergy, medical or special dietary requirements. In the unlikely event that a student withdraws or is unable to participate in any program as agreed, every effort will be made to find a replacement. However, Leir Education cannot accept responsibility for any last-minute cancellation and is under no obligation to offer compensation to the hosts. However, each case will dealt with on a case by case bases, depending upon the circumstances

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12. Your welcome pack

- Host families and Students will have in advance of departure and arrival been emailed a Leir Education Welcome Pack and Host Family Guidelines. These documents are very important and contain valuable information which will help you get the very best from the Hosting Programme. It will also provide you with details of your Student's Leisure, educational and cultural programme. Please note that all activities contained in the programme are compulsory unless otherwise agreed in writing.

13. Student welfare

- **Food:** You are expected to provide full board to your guest. Keep in mind that students will appreciate varied meals. Mealtimes provide an excellent opportunity to get to know each other and an excellent stimulus for communication. Eating together can play a vital role in ensuring that your student enjoys the time they spend with your family. Any concerns around food should be discussed directly with Peter.
- **Breakfast:** Students require a substantial breakfast (i.e. cereals, toast, fruit juice, tea/coffee/hot chocolate).
- **Lunch:** Your student must be provided with a packed lunch. The standard packed lunch includes a minimum of 2 sandwiches (or the equivalent) a piece of cake or some biscuits, a piece of fruit or yoghurt and a drink (usually water). Please try to vary the sandwich element of the lunch with different fillings each day. Sometimes students prefer to have a small salad in a box with a separate dinner roll. There are also wraps and brown bread available to help bring a variety to the lunch box. A packed lunch should be provided on the excursion day (s) and the day of departure.
- **Evening meal:** Please prepare a cooked evening meal. Please make sure that your student knows what time you have dinner. He/she must be back home in time to take this meal with the family unless otherwise notified by ELI. Dinner time with the family can be the most important English Lesson of the day.
- **Laundry:** Please indicate right from the start what the household laundry system is and when you usually do you're washing. An older (teenager) student may prefer to do his/her own laundry. Bed linen and towels should be changed a minimum of once a week.

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13. Student welfare cont.

- **Sanitary Items:** To avoid possible inconvenience to yourself and perhaps embarrassment to the student, we suggest you place a waste bin and some disposable bags in the student's bedroom for the disposal of these items.
- **Money:** You should, under no circumstances, advance money to your student. Leir Education will not be responsible for any debt contracted by any student.
- **Holidays:** We regret that you cannot host a student if you are going away on a foreign holiday for any portion of the time of the student's stay. Your student must not, even temporarily be entrusted into the care of another family. An overnight stay application form is available on our website. Please discuss with Peter prior to making any plans which may affect your hosting ability.

14. Student Health

Should your guest fall ill or some other incident occur, please call us immediately, even if the matter seems trivial, as this is of extreme importance to us. Please do not contact the parents of the student regarding this matter. The protocol is that we Leir Education must advise the parents of such matters. We insist the students carry their (E111) Euro-Med Card they may also have their own personal insurance for medical cover.

15. Weekend Breaks or Overnight Stays

If you would like to take your student away for a weekend or an overnight stay. Permission must be officially obtained from the senior management of Leir Education. Please discuss this in detail with Peter, who will in turn liaise with your student's parents and make a recommendation accordingly.

16. Leir Education – Courtesy Visits

Courtesy visits to Host Families are often scheduled as part of our communication process to ensure both host Families and students are happy and to discuss any concerns or questions either might have. Thank you for facilitating these visits.



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17. How we expect your Student to behave

- **Telephone:** Most students have mobile phones and they normally communicate using social media or WhatsApp a very common and free app. It is recommended that if you do not have WhatsApp, you download it, as it will be the most form common form of communication with Students, other hosts and Leir.
- **Curfew Guidelines:** Generally, students under 16 may not go out without adult supervision after the evening meal. Students 16 years to 18 years old may go out, unsupervised, with their Leir's permission. If you allow a student to breach these guidelines; you will be personally liable for any consequences. (If you are in any doubt about matters relating to the curfew please contact us at Leir Education). Students on our summer programmes are expected to be home by the fall of darkness but no later than 10:00 PM unless they are with their host family. For students on other programmes curfew guidelines will be advised to the Host Family.
- **Vehicles:** Students are not authorised to operate bicycles or any sort of motor vehicle including cars, motorcycles, scooters or water vehicles on public roads. Where an adult student owns a driver's licence, the student must arrange separate insurance cover.
- **Smoking & Alcohol:** Your student might be a smoker or have his/her parent's permission to smoke, but he or she must comply with the rules in your home. It must be noted that in Ireland it is illegal to smoke or drink alcohol under the age of 18 years old. Any student found breaching these laws will be without question expelled from the program and sent home without delay.



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18. What about problems?

- Contact us without delay if you feel something is going wrong, even if the matter seems quite trivial, or in the case of repeated misbehaviour or noncompliance with certain rules. It is in your interest to report any problem before your student leaves and allow Leir Education the opportunity to intervene and resolve any issues if possible.
- We regret that Leir Education Limited cannot be held responsible for any damage or additional expense which a student may cause to the host family's property. Any damage has to be covered by your household insurance. However, always inform Peter of any problems. Please advise your insurers that you intend to keep foreign students.
- We hope this booklet has gone a considerable distance in covering the details you need to know and will help you evaluate the benefits of becoming a Leir Education host family.
- If you have any questions or wish to apply and become a Leir Education Host Family, please send us an email at peter@leir.ie or apply online at our website www.leireducation.com/host-family-application or call Peter at 086 265 3548



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19. Provisional SAMPLE programme of activities: Summer programme

| Week1 | 10:00 – 13:00 | 13:00 – 14:00 | 14:00 – 16:00 | 19:00 – 21:00 |
|-----------|--|---------------|-------------------------|-----------------|
| Monday | English Classes | Lunch | After School Activities | |
| Tuesday | English Classes | Lunch | After School Activities | |
| Wednesday | English Classes | Lunch | After School Activities | Social Activity |
| Thursday | English Classes | Lunch | After School Activities | |
| Friday | English Classes | Lunch | After School Activities | |
| Saturday | Day with Host Family | | | |
| Sunday | Excursions – Glendalough, Dublin o Killkenny | | | |

| Week 2 | 10:00 – 13:00 | 13:00 – 14:00 | 14:00 – 16:00 | 19:00 – 21:00 |
|-----------|--|---------------|-------------------------|-----------------|
| Monday | English Classes | Lunch | After School Activities | |
| Tuesday | English Classes | Lunch | After School Activities | |
| Wednesday | English Classes | Lunch | After School Activities | Social Activity |
| Thursday | English Classes | Lunch | After School Activities | |
| Friday | English Classes | Lunch | After School Activities | |
| Saturday | Day with Host Family | | | |
| Sunday | Excursions – Glendalough, Dublin o Killkenny | | | |

| Week 3 | 10:00 – 13:00 | 13:00 – 14:00 | 14:00 – 16:00 | 19:00 – 21:00 |
|-----------|--|---------------|-------------------------|-----------------|
| Monday | English Classes | Lunch | After School Activities | |
| Tuesday | English Classes | Lunch | After School Activities | |
| Wednesday | English Classes | Lunch | After School Activities | Social Activity |
| Thursday | English Classes | Lunch | After School Activities | |
| Friday | English Classes | Lunch | Show / Awards etc | |
| Saturday | Day with Host Family | | | |
| Sunday | Excursions – Glendalough, Dublin o Killkenny | | | |