

Collegiate Guardians

Basic information requirements

You must tell us:

- ◆ All names and contact details
- ◆ All relevant information about your child, including any special requirements e.g. special diet or regular medication, any allergies etc.
- ◆ About your family background - your occupations, details of any *close* relatives in the UK. (not non-family members).
- ◆ About interests and hobbies your child has. Is he/she gifted in any areas like music, sports, crafts etc.?
- ◆ About religion. Does your child worship regularly? If so, do you need any special arrangements to be made whilst your child is staying with guardians?

All this information helps the guardians and us to have a clear understanding of your child which is helpful in building knowledge and trust between all concerned. It is also extremely important that you insure your child to cover his or her stay in the UK. You must let us know all relevant details of the insurance policy.

We will tell you:

Detailed information about the guardian family, including:

- ◆ Details of *all* family members living in the guardianship home
- ◆ All addresses, telephone and fax numbers and e-mail addresses
- ◆ Profession/occupation of parents and older children
- ◆ Religious background
- ◆ If they are smokers
- ◆ Details of any close family or friends who stay regularly
- ◆ About any pets they have

We will issue you with

- ◆ **a contract** with detailed terms and conditions, including
- ◆ a clear statement of the services provided
- ◆ the fees you will be charged for these services
- ◆ the payment terms of these fees

In addition, we will give you detailed information on all lines of communication to be used between you, the guardians, the school and ourselves. We will also give your child appropriate guidelines regarding

- ◆ life and behaviour in a British home
- ◆ entertainment and excursions
- ◆ health and safety

- ◆ diet
- ◆ illness
- ◆ pocket money - this should be agreed in advance between parents, school and guardians via the agency
- ◆ telephoning
- ◆ what to do if there is a problem.
- ◆ what to do if he/she has been invited to stay with another school friend - this will need *your* permission, so should be arranged well in advance.
- ◆ arrangements for collection from and delivery to the airport at the start and end of term.

In addition, any problems encountered by the child should immediately be reported to Collegiate Guardians by the child or parents. Equally, any problems encountered by the guardians will also be reported to us and made known to you, the parents without delay.