

Parent/Custodian Expectations

As per Immigration, Refugees and Citizenship Canada (IRCC), a custodian must be a Permanent Resident or Canadian Citizen and is to make “the necessary arrangements for the care and support of the said student in place of the parents as appropriate” and is to “reside within a reasonable distance of the student’s intended residence and school and will be able to fulfil (their) obligations as a custodian in the event of an emergency.”

In addition the District’s International Education Office expects the following of custodians and for parents residing with their child who have not appointed a custodian:

- Be 25 years of age or older and a Canadian Citizen or Permanent Resident. (*not applicable to parents*)
- Serve as an official contact with the school and/or International Education Office for all matters concerning the student.
- Ensure any changes to your contact information is updated with the International Education Office and school.
- Ensure any changes to your student’s contact information is updated with the International Education Office and school.
- Ensure an emergency contact in addition to yourself is provided to the school.
- For new students, orient them to their community, review the orientation week schedule, ensure they know how to get to orientation and their designated school, double-check they are carrying with them their custodian and homestay contact information.
- Report absences and provide authorization to the school as required.
- Attend any meetings and/or appointments required by the school or International Education Office relating to the student.
- Assist the student in finding medical care, and the submission of medical insurance claims.
- Respond to and attend medical and emergency situations at school and otherwise.
- Maintain a copy of the medical insurance policy.
- Provide parental advice to student regarding school program and activities, and attend parent/teacher interviews.
- Ensure parents are immediately advised of any school-related, behavioural or emotional issues impacting the student.
- Ensure student has provided to parent their MyEDBC login information so that parents can view report cards.
- Assist the student with the International Education Office renewal process when extending their studies.
- Ensure the student’s Study Permit is current and that it is being renewed in a timely manner either with your support or that of an immigration specialist.
- Assist the student in ensuring all textbooks, musical instruments and any other school supplies are returned to the school by the student at the conclusion of each semester/term.
- For parents/custodians of students in elementary school, ensure that elementary students K-5 are living with a parent and in grades 6 and 7 either a parent or an immediate family member (grade 7 students can also reside in a privately arranged homestay).
- Do not allow a student to drive a vehicle while enrolled in the program.

Parents/custodians are cautioned to not allow the student to travel outside of the Greater Vancouver Regional District without adult supervision and to thoroughly scrutinize any non-Burnaby group trips. Please review the *Non-School Excursion* tab found on our website under Resources.

Custodians Not Residing with Student must also:

- Ensure the homestay is suitable and supervised by an adult at least 25 years of age or older.
- Maintain regular contact with the homestay provider.
- Coordinate custodial duties with the homestay provider.
- Inform the school of any changes in homestay contact information.

Custodian/Parent Absences

Parents/custodians who will be absent from the Province must submit to the International Education Office our Parent/Custodian Absence form designating the person responsible for the student during their absence. Parents/custodians who are absent for an extended period of time must submit new custodian documentation or risk the student being withdrawn from the program.

Changing Custodians

We will not release a custodian until (a) new notarized custodian documents for both the parent and new custodian are submitted to the International Education Office and (b) a meeting is held with the new custodian with the school’s International Student Assistant.