

International Student Program 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):

- Be 25 years of age or older and a Canadian Citizen or Permanent Resident.
- 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.
- Report absences and provide authorization to the school as required.
- Attend meetings and/or appointments required by the school or International Education Offices.
- Advise parents immediately of any academic/behavioral/emotional issues impacting the student.
- Ensure the student has provided natural parents their MyEDBC login information so that they 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 direct support or that of an immigration specialist.
- Maintain a copy of the student’s medical insurance. Assist the student in finding appropriate medical care and submitting medical insurance claims, if needed. Respond to and attend medical and emergency situations at school and otherwise.
- For new students, orient them to their community, including reviewing the orientation week schedule, ensuring they know how to get to orientation and their designated school, confirming they are carrying their custodian and homestay contact information.
- 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 a student in grades K-5 is living with a parent and in grades 6 and 7 either with a parent or an immediate family member (grade 7 students can also reside in a privately arranged homestay).

Custodians are cautioned to:

- Not allow the student to travel outside of the Metropolitan Vancouver Region without appropriate adult supervision and to thoroughly scrutinize any non-Burnaby group travel tours. Please review the *Non-School Excursion* tab found on the studyinburnaby.ca website under Resources.
- Not allow the student to drive a vehicle while enrolled in the International Student Program.

Custodians Not Residing with Student must also:

- Review the British Columbia Ministry of Education Homestay Guidelines: https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/international_education/home_stay_guidelines.pdf
- Ensure the student’s homestay is suitable and supervised by an adult 25 years of age or older.
- Maintain regular contact with the homestay provider.
- Inform the school of any changes in homestay contact information.

Custodian Absences

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 must submit new custodian documentation or risk the student being withdrawn from the program.

Changing Custodians

We will not acknowledge a change in 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.

Secondary School International Student Assistant

Each Burnaby secondary school has an International Student Assistant to support international students. Custodians/parents are expected to know the name and contact information of their school’s International Student Assistant.