



Expectations for Roles and Responsibilities of Custodian

A Custodian is required if a student is a minor (under 18 years of age) living in Ontario and not living with a parent/legal guardian. A responsible and reliable custodian is very important for international students' ongoing wellbeing, safety, and success in their entire learning experience at the District School Board of Niagara (DSBN).

If an international student applicant will be in the care of a custodian, the student's parent should read carefully the following roles and responsibilities of a custodian in order to arrange for the best care for their child, as choice of custodian is the sole responsibility of the parent. The DSBN does not recommend any custodian.

A custodian, in acting on behalf of the parents, is responsible for making the necessary arrangements for the care and support for the student while s/he is studying in Canada. The custodian is expected to:

- Assist the student with pre-arrival arrangement:
 - Make a registration appointment with the DSBN Welcome Centre.
 - If needed, arrange homestay placement, purchase healthcare insurance, arrange airport pick-up.
- Assist the student with arrival details:
 - Bring the student to the Welcome Centre with required documentation for registration and English assessment, and sign required forms.
 - Bring the student to the school with required documentation for school registration and sign school registration forms.
 - Assist the student with settlement needs, such as opening a bank account or buying a cell phone, or make appropriate arrangements.
- Be the official contact for the DSBN school with regard to all matters involving the international student:
 - Provide consent as needed by the school for academic programs and activities (this will be required throughout the year). It is an expectation that no fees will be charged to the student for the signing of these consent forms.
 - Attend parent-teacher interviews and communicate with parents afterwards.
 - Monitor the student's attendance record, report student absences to the school following school procedures, and communicate student's absences to parents in a timely fashion.
 - Send student's study plan/timetable and academic reports (preliminary, mid-term and final reports) to parents and communicate between the school and parents/students regarding any related academic concerns and/or follow-up plans.
 - Assist the student with solving any behavioral, social, emotional and medical concerns and communicate between the school, student, and parents.
 - Assist the student with solving homestay issues and communicate with parents and the school.
 - Respond in a timely fashion to requests/phone calls from the school in order to best ensure the student's safety.
 - Maintain correct custodian and homestay contact information with the school. Inform the school immediately if any change is made to the student's homestay or custodianship arrangement.
 - Maintain up-to-date study permit and healthcare insurance with the school.
 - If temporarily away from maximum 2-hour drive distance from Niagara, arrange for an emergency contact person and provide the emergency contact information to the school.