

Hosting Information and Checklist

Wed, May 10, 2017

Dear Parents and Students,

Thank you for coming this evening. We believe that this exchange program is a wonderful opportunity for you and your children.

There are several topics we would like to discuss before the students arrive this September and before we go to Spain in February. In addition, we would like to hear your concerns and questions.

The students and teachers from Alicante are expected to arrive at the beginning of September. They will be here for approximately 15 days, similar to our stay in Spain.

After completing all the forms in the folder handed out this evening and receiving the first check made out to "North Shore Schools" in the amount of \$500, we will be able to start the matching process. Sometime in June you will receive the information from the student you will be hosting in September.

At that point, please write an email to him/her expressing your interest in receiving her/him in your home in September. Your email can be written in English.

Expectations of host families:

- Provide breakfast, lunch and dinner to the host student during the school week. Please provide a bag lunch when they go on a day trip.
- Pick up your student from the train station when they arrive from their trips to NYC. They will be going into the city at least four times with the exchange program.
- Use WhatsApp to stay in touch with the other participants.
- Wash the student's clothes once a week.
- Include your host student in all family and school activities

Other information:

- The students will come with medical insurance from Spain that will cover them here. If there is an emergency, take them to the emergency room or call 911 and contact either Ms. Soriano or Mr. Hance and we'll contact the Spanish leaders.
- The routine for the exchange students is to shadow their American student on the days they do not have field trips. This will be the same case when we go to Spain.

Checklist:

- Please go onto the exchange trip website where we have posted pertinent information about the trip.
 - Website: <http://www.profehance.net/exchange-with-alicante.html>
- Complete the following handouts and hand them in before the **deadline of May 17**:
 - Student Profile (white packet). Passport size photo needed. The students in Spain will be receiving your packet once the matches are made.
 - Passport information (white half sheet): Please fill this in whether or not you have a passport at this time.
- A second check in the amount of \$1000 is **due by June 9**.
- In the future, we will be requesting the following forms in advance of our trip in February 2018. We will send them home with your child:
 - Self-Medication Release Form
 - World Languages Overnight Field Trip Consent Form
 - A photocopy of your health insurance card that could be used in case of emergency in Spain.
- Before the Spaniards arrive in September, we will hold a second meeting of parents and students.
 - We will inform you of the projected dates of our trip to Spain, the remaining payments and answer any last minute questions you may have before the group's arrival.

Sincerely,

Sra. Soriano and Profesor Hance
Coordinators of the Exchange Program to Spain

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