



## Student Arrival Checklist

Thank you for accepting a placement with SRS Concierge. In anticipation of your student's arrival we are providing a quick checklist to ensure all key topics are covered during the student's first week with you.

- Confirm the student's safe arrival on your SRS Concierge online profile.
- Exchange contact details - phone and email addresses. Students should arrive with an "emergency card" provided to them by SRS Concierge with the host family contact information.
- Provide front door key and show how to enter and lock up safely. Show how to use alarm if you have one; get the student to take a photo of outside the home and the nearest street corner on their phone.
- Talk about any food allergies and food likes and dislikes.
- Sit down together and go through your Home Tour Checklist and House Rules and Expectations Worksheet Provided at the end of the Host Family Handbook.
- Familiarize the student with your home and local area including dos and don'ts, safety concerns, etc.
- Show them where the local shops are.
- Show the student the procedure for transportation to and from their school including planned arrangements and times for drop off and pick up.
- School Schedule – assist your student with school student orientation, and familiarizing them with their new school and school schedule, where to purchase school lunch, textbooks, uniforms, etc.
- If needed, assist the student to set up a SIM card (SRS Concierge is able to help provide students with SIM cards) and bank account (students under 17 are not typically able to set up a bank account).
- Take a photo with your student and send to your SRS Concierge Local Manager – (this would look great on our social media pages – Facebook or Instagram, will put the student's parents at ease and can assist if they become lost).