



## **GUIDE TO HOST FAMILY ACCOMMODATION 2011/2012**

### **Information for Students**

**You've chosen accommodation with a family to discover the daily life of a French family. Here is some practical information concerning your stay with the family that Lyon Bleu will choose or has chosen for you.**

#### **Reception on the day of arrival:**

We ask our host families to collect the student, on the day of arrival, from one of the two main train stations (meeting to occur inside the front entrance of Part Dieu station or Perrache, or at the terminus of the shuttle Rhône Express Part Dieu Villette which runs directly from the airport to the station). It's possible for students to arrive between 9 a.m. and 10 p.m. and Lyon Bleu asks families to make themselves available the day of your arrival. If for some reason the family has a last-minute emergency which prevents them from collecting the student, Lyon Bleu is notified and reception is organised in the best conditions, either by a representative of the family or a Lyon Bleu staff member

Lyon Bleu will, or has already, sent you a presentation of your host family and the family has received a similar document with your details.

You have an e-mail address for the family and the family has a contact e-mail address for you. Please don't hesitate to make contact with your host family ahead of your arrival in Lyon.

#### **1st day at Lyon Bleu**

Staff is present at 8 a.m. on the first Monday for a welcome meeting and an oral evaluation. Classes then take place in the morning or afternoon (according to the student's level). Each student receives his or her planning / timetable after the oral evaluation. Your host family will give you all of the necessary information to make your way from their apartment/house to the school.

#### **Use and availability of living space:**

Unless otherwise specified a single room is to be inhabited and used by the student and only the student. You should be able to work in your room so a desk/table and adequate lighting should be provided. The room should be heated during periods of cold weather. As students often work in the evening, we ask families to heat the rooms at least until 10 p.m. in winter. The room should contain a bed, storage, a place to hang clothes, a desk, adequate lighting and at least one chair.

Bathroom: you should have access to the bathroom and be able to take at least one shower per day.

You will be provided with keys to your accommodation during the period of your stay. It is extremely important that you take great care with them. It is your responsibility to keep them with you and ensure that they aren't lost or left unattended.

#### **Cleaning and Hygiene:**

Washing clothes: the host family is free to propose whether they wash your clothes or give you access to the washing machine (one full machine per week minimum).

Bed linen and towels are provided by the family and must be changed by the family at least every 15 days. It is important that you keep the space provided to you clean and tidy, however housekeeping (vacuum cleaning, bathroom cleaning) is taken care of by the family.

## **Meals and use of the kitchen:**

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### **Reception - half board:**

Two meals should be proposed per day, breakfast and evening meal. If both family and student agree (for example, at weekends), the evening meal may be replaced by lunch. Lyon Bleu asks its host families to provide balanced, abundant, nourishing and varied meals prepared by preference from fresh ingredients as opposed to processed foods.

Examples:

- a « French » breakfast consisting of a hot beverage, bread / biscottes with butter / jam and or cereal according to the student's tastes, accompanied by a fruit or juice.
- a main « French » meal consisting of a starter, a main meal (hot) with garniture and cheese or dairy and / or dessert or fruit.

Mealtimes are ideal moments to chat and get to know your French host family. It also allows you to put into practice what you've learned in classes at Lyon Bleu. Unless specifically requested and accorded, students in half-board accommodation will not have access to the kitchen for the purpose of preparing meals. Of course they will be attributed a small space in the refrigerator for storing snacks and have access to the kitchen so as to reheat food, prepare hot drinks etc.

**Bed and Breakfast:** Please refer to the example of a « French » breakfast as described above. If you have chosen this option it you **must** be given access to the kitchen to prepare your meals (weekends included) and a space in the refrigerator and kitchen cupboards will be set aside for your things. The times where you will have access to the kitchen for the preparation of your meals must of course be compatible with the daily family routine, that is to say that you can « reserve » the kitchen for your own needs at certain hours and the family may ask you to not prepare food after a certain hour in the evening. As this point is different and varies according to different cultural contexts we would advise you to verify this point with your host family.

## **Access to different equipment (TV, DVD player, internet...)**

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The family rules in place are to be respected. The host families who work with Lyon Bleu are sensitive to the fact that students enjoy watching TV with the family to share a moment of conviviality and practice their French. Unfortunately this is not always possible and not all of our host families possess a television, however the availability of a DVD player is, more often than not, proposed by families.

## **Telephone**

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We would ask you to not use the family's telephone to make calls unless authorised by the family. You may however receive calls on the family's phone. It is important to verify with the host family the hours when you can receive calls on the family's phone.

## **Friends**

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If you would like to invite friends to your host family's home you must inform the family in advance and have their authorisation. Unless it has been agreed with the family ahead of time it is forbidden to have overnight guests in your room.

## **Day to Day**

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The exchange is based on trust. It is important that each party shows respect and uses common sense so as to permit eventual cultural differences to co-habit.

It is important that the family be available for exchange and conversation. Of course they have the right to be absent from the home from time to time (weekends, evenings out...)

The rules used by the host family are the rules of everyday life. Don't hesitate to discuss important aspects / differences between the way of life in your country of origin and the « French » way of life

## Speaking French with the host family

The language used on a daily basis in the host family accommodation is French. Lyon Bleu will not place two students of the same mother tongue in the same family. If the family accommodates students from schools other than Lyon Bleu this rule continues to be respected.

## Payment and receipts:

It is usual practise for the student to pay the family directly.

Lyon Bleu pays the family in the following situations:

- The family or student prefer to deal through the school and explicitly request this option
- The student is dealing with an agency who pays the accommodation fee directly to Lyon Bleu
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### **IMPORTANT:**

***For stays lasting from 1 to 4 weeks you are expected to pay the family on the first Monday after arrival. You must pay 100% of the fee in advance.***

***For stays lasting longer than 4 weeks, a regular payment, made every 4 weeks may be set up with the agreement of the student, the family and Lyon Bleu. The payment is made in advance for the period of accommodation concerned.***

## ACCOMMODATION FEES 2011/2012

Length of stay :	from 1 to 6 weeks	from 7 to 12 weeks	from 13 to 24 weeks	from 25 to 36 weeks	37 weeks and over
HOST FAMILY ACCOMMODATION :	Price per week				
Bed & Breakfast	125 €	120 €	115 €	110 €	110 €
Half-Board	185 €	180 €	175 €	170 €	165 €

A week of accommodation is calculated from Sunday arrival to Saturday departure. The fee for an extra night of B&B is 25€ and 35€ for an extra night of Half-Board.

## Insurance:

You must have both health and personal liability insurance before your arrival in France. Please ensure that you have these documents in your possession to prove that you are insured.

Health insurance permits eventual medical fees to be taken charge of.

Personal Liability insurance covers any eventual compensation to the family in the event that you cause damage to the accommodation of family possessions.

The family and accommodation are also covered by their own liability insurance.

## Vacations and student absences, changing family

If you leave on vacation during your stay without advance warning, you may not claim any refunds concerning accommodation fees.

If the student informs the family and Lyon Bleu no less than 15 days ahead of time and if the vacation is for more than 7 days, the week can eventually be refunded under the condition that the student liberates the room. If the student prefers to keep the room they pay 50% of the weekly fee.

This decision is made solely at Lyon Bleu's discretion.

If the host family leaves for the weekend during your stay, they are obliged to inform you, and Lyon Bleu, ahead of time.

If you are in Half Board accommodation the family should prepare your evening meal for the day where they are absent.

If you wish to change your accommodation for practical or personal reasons, your request must be made in writing to the administrative manager and the director of Lyon Bleu. Your request will be examined and then discussed with you in person. Lyon Bleu will respond positively to your request if your motivation seems to be justified. An equivalent procedure exists for a family who wishes to discontinue its reception of a particular student.

Communication and open-mindedness are essential to a successful and rewarding stay. Please don't hesitate to speak about any subject or topic that you may think important concerning the quality of reception both to your host family and / or the administrative manager / director of Lyon Bleu International. At the end of your stay, you will be asked to fill out a quality questionnaire. The data is compiled, conserved and used for statistical purposes.

## **Minors**

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If you are a minor your parents must sign a document which indicates that you are authorised to be out until a particular hour and which indicates that you are entirely responsible for your actions. The host family informs Lyon Bleu if these conditions are not respected by the student.

## **Contact with Lyon Bleu**

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The administrative staff of Lyon Bleu remains available to you from Monday to Friday between 10 a.m. and 5 p.m. for any information concerning the reception of students. The team consists of Annette Schatzmann (administrative manager, available from Monday to Friday) and Margaux Chabin (administrative assistant, available from Monday to Wednesday).

Thank you for using e-mail as a first means of communication and for only using the telephone in the case of emergencies.

We can be contacted at :

**Lyon Bleu International**

82, rue Duguesclin

69006 Lyon

Tel: 04 37 48 00 26

Fax: 09 58 10 63 82

[logement@lyon-bleu.fr](mailto:logement@lyon-bleu.fr)