

Together We Learn



**Central Okanagan  
Public Schools**

International Education



Central Okanagan Public Schools · International Education Department  
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## Travel Policies & Procedures

Students **must** fill out a Travel Request Form when travelling:

- outside of BC or Canada,
- in BC with a supervisor who is not a natural parent, a host parent, or a school staff member,
- in BC with a school field trip that is considered high risk (Level 4 or 5)
- alone for any portion of your trip.

The Travel Request Form is posted on our website in the [Current Student Section – Student Forms](#). Travel request forms must be received at our office at least two weeks prior to your travel. The homestay coordinators will provide students with a letter for immigration if they are leaving Canada during their trip.

### Travel with Host Parents

Host families are encouraged to include international students in family vacation plans. Host families are responsible to provide accommodation, meals and transportation (excluding air travel). Students are responsible to provide cost of activities and spending money. Prior approval is required for trips planned outside of natural school breaks.

#### **Travel within BC with host family**

1. Email the homestay coordinator with details of any overnight trips including dates, destination and contact information.
2. Contact the school to excuse the student from school during the trip.

#### **Travel outside of BC with host family**

1. Submit a completed **Travel Request Form**. This form includes a section that requires a signature of the natural parent(s).
2. Completed travel forms must be submitted to the homestay coordinator at least **two weeks** before departure.
3. Travel by airplane must be **pre-approved** prior to booking flights. (If flights are involved, state the intended flight itinerary on the Travel Request Form.)
4. Contact the school to excuse the student from school during the trip.

#### **Travel outside of Canada with host family**

All travel outside of Canada must be **pre-approved** by the program at least **two weeks** prior to the planned trip to allow time to print and deliver required travel documents to the student. A letter for the immigration office will be provided to the student to use when crossing the border. Travel by airplane must be pre-approved prior to booking flights. If flights are involved, state the intended flight itinerary on the Travel Request Form.

1. Submit a completed **Travel Request Form**. This form includes a section that requires a signature of the natural parent(s).
2. Once trip has been approved, confirm that all necessary immigration documents needed to travel to a different country are completed.
3. Contact the school to excuse the student from school during the trip.

## **Host Family Travel without International Students**

If students are unable to travel with the host family, the host family is responsible to make alternate arrangements for their supervision. It is preferable that they are supervised by another host family from our program. If alternate supervisory arrangements are made, the supervisor must be over 25 and have a criminal record check. Host parents must confirm details with the homestay coordinator in advance of their trip. Compensation for families who host students when host families are away (\$30 per night) must be paid at drop-off time.

## **Travel with a supervisor other than Host Family**

### **Travel with Natural Parents**

1. Email the homestay coordinator with details of any overnight trips including dates, destination and contact information.
2. Submit a **Travel Request Form** if students are travelling outside of BC or Canada with their natural parents.
3. Completed travel forms must be submitted to the homestay coordinator at least **two weeks** before departure.
4. Contact the school to excuse the student from school during the trip.

### **Travel with SD23 Staff in BC**

1. Level 1-3 School Field Trips (in BC): School field trip form can be completed and signed by host parents and submitted to the school.
2. Inform the homestay coordinator if students are participating in any overnight field trips in BC at least **one week** in advance of the planned trip.
3. Level 4-5 School Field Trips (**high risk activity in BC**): School field trip form **must** be signed by the natural parents/custodial guardian and a **Travel Request Form** must be submitted to the homestay coordinator.
4. Completed travel forms must be submitted to the homestay coordinator at least **two weeks** before departure.

### **Travel with SD23 Staff Outside of BC or Canada**

All travel outside of Canada must be **pre-approved** by the program at least **two weeks** prior to the planned trip to allow time to print and deliver required travel documents to the student. A letter for the immigration office will be provided to the student to use when crossing the border. Travel by airplane must be pre-approved prior to booking flights. If flights are involved, state the intended flight itinerary on the Travel Request Form.

1. Submit a completed **Travel Request Form**. This form includes a section that requires a signature of the natural parent(s).
2. Once trip has been approved, confirm that all necessary immigration documents needed to travel to a different country are completed.
3. Contact the school to excuse the student from school during the trip.

### **Travel with Other Supervisor (over age of 25)**

In the interest of safety, approval for all trip requests with supervisors other than natural parents, host parents or SD23 school staff are subject to program approval. **All travel with other supervisors must be pre-approved** by the homestay coordinator at least **two weeks** prior to the planned trip. Once the request has been received, it will be reviewed and students will be notified with a final decision. **Travel arrangements should not be made without prior approval.**

1. Submit a completed **Travel Request Form**. This form includes a section that requires a signature of the natural parent(s).
2. Completed travel forms must be submitted to the homestay coordinator at least **two weeks** before departure.
3. Contact the school to excuse the student from school during the trip.

## **Travelling Alone**

In the interest of safety, approval for all trip requests for students travelling alone are subject to program approval. All travel alone **must be pre-approved** by the homestay coordinator at least **two weeks** prior to the planned trip. Details of travel must be approved by the homestay coordinator. Once the request has been received, it will be reviewed and you will be notified with a final decision. **Do not make any travel arrangements without prior approval.**

1. Submit a completed **Travel Request Form**. This form includes a section that requires a signature of the natural parent(s).
2. Completed travel forms must be submitted to homestay coordinator at least **two weeks** before departure.
3. Contact the school to excuse the student from school during the trip.