



CUSTODIANSHIP GUIDELINES

Before choosing a custodian for your child or before accepting custodianship for a minor child, please ensure you have read and fully understand the following expectations. By assigning or accepting custodianship, you are confirming that you have read and agree with all the guidelines indicated here.

Custodians shall:

- be 25 years of age or older.
- be a Canadian Citizen or Permanent Resident.
- be a full-time resident in the city of Calgary.
- not provide custodianship for more than two international students who are attending a CBE study program at the same time.
- ensure that the school and Global Learning have current custodian's contact information on record (i.e., address, phone number, e-mail, cell number, English speaking contact).
- be easily accessible at all times.
- be in contact with parents in times of emergency.
- understand that you are acting as the student's parent(s) and have discussed expectations with the biological parents regarding homework, behavior, free time, curfews and anything else to do with the smooth operation within your home.
- sign papers and permission forms from the school.
- attend disciplinary meetings called by the school administration (suspensions) if required.
- attend parent/teacher interviews regarding the student's progress, concerns, and educational planning for the student.
- provide support and encouragement for the student by attending performances, displays, etc.
- provide the school with a notice in writing if the custodian will be absent from the city, detailing length of absence and the alternate arrangements (including full contact information) that have been made.
- be willing to be a liaison between the school and the parent.
- attend Orientation Meetings (high school), which will help clarify the role of the custodian, the expectations of the school, and the Alberta school program.
- assist in setting up initial appointments for assessment and registration at the school (elementary and junior high) and attend those appointments with the student.
- take an active role in supporting the student.
- be accountable for making alternate arrangements (in discussion with the biological parents) in the case where the current custodian is no longer able to continue with custodianship for any reason. The CBE is not responsible for arranging alternate care of the student.