

## **INTERNATIONAL BUREAU 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.

### **Custodians shall:**

1. Ensure that the school and the International Bureau have your current contact information on record (i.e., address, phone number, e-mail, fax number, cell number, English speaking contact);
2. Be easily accessible at all times;
3. Be in contact with parents in times of emergency;
4. Sign papers and permission forms from the school;
5. Attend disciplinary meetings called by the school administration (suspensions) if required;
6. Attend parent/teacher interviews regarding the student's progress, concerns, educational planning for the student;
7. Provide support and encouragement for the student by attending performances, displays, etc.;
8. Provide the school with a written note if you will be absent from the city detailing length of absence and alternate custodial responsibilities;
9. Be willing to be a liaison between the school and the parent;
10. Attend Orientation Meetings which will help clarify the role of the legal custodian, the expectations of the school, and the Alberta school program.
11. Take responsibility for making sure tuition fees are paid, applications for renewal are completed and submitted, and that health insurance is in place;
12. Take an active role in supporting the student.