Host Family Manual

Green River College
International Programs Host Families
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Dear Host Families,

The staff of International Programs Housing at Green River College would like to welcome you to our extended family. Thank you for opening your door to this special and unique opportunity.

Green River has offered homestay experiences to international students since 1989. Through the years, Host Families have been a committed and cooperative group. It is the expertise and experience of Host Families that provide the foundation of information in this manual. Our hope is to provide you with helpful tools as you get ready to venture into the hosting experience.

The goal of this manual is to provide useful information, suggestions and guidelines for families hosting a Green River College International Student.

We sincerely hope this homestay opportunity provides your family with memories and friendships which will last long after you say goodbye.
International Programs Housing

The International Programs (IP) Housing staff at Green River College is dedicated to assisting international students. Office hours are 9am – 5pm, Monday – Friday, with modified hours during summer quarter. To telephone the main office, please call 253 288-3300 or 253 833-9111 followed by one of the extensions listed below.

Mission Statement

We, the International Programs Extended Learning Housing Department strive to establish a caring, positive, safe and supportive American living experience, providing opportunity to build mutually beneficial relationships for our clients.

Housing Department

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Pete Morales     Program Assistant, International Housing    Ext. 3351
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Housing Email         housing@greenriver.edu

The best way to reach IP Housing staff is via email at housing@greenriver.edu.
**Introduction to International Housing Program**

**Housing Options**
There are several options available to international students through IP Housing.

1. **Long-term** - Students attend GRC on a quarterly basis. After the first month with a Host Family, students may continue to live with their host family on a month by month basis or may move to another long-term family.

2. **Short-term** - Students are here as part of a short-term program, the duration is anywhere from 2 weeks to 5 months. *Special transportation to and from the college is required for regularly scheduled activities and daily classes.*

3. **Campus Corner Apartments** - Students sign a lease to live in the on-campus housing facility. This facility is arranged in furnished town-houses and flats. Availability is based on occupancy.

**What is a Host Family**

A successful host family is flexible and open-minded. They must be willing to share themselves and provide a safe, loving home for their international student. A good host family believes that hosting a student is a rewarding and mutually beneficial experience for themselves and their student…NOT a moneymaking venture.

Our families are individually unique; but they share an interest in other cultures and people.

They are independent contractors to Green River College International Hosting Program, not GRCC employees.

**Why become a Host Family?**
1. Cultural awareness
2. Companionship
3. Shared living experience
How to Become a Host Family

Choosing to become a Host Family requires careful consideration and should be done as a family. IP Housing takes great care to match students with families. This only works when everyone participates.

We appreciate referrals. Information regarding becoming a host family is available by calling 253-833-9111, ext. 2129.

Prospective Host Families
1. Attend an orientation.
2. Complete the Host Family Application Form.
3. Complete a certified background check on each adult family in the home.
   a. Cost of $17 per person, paid by the family.
4. Open home to an IP Housing representative for a home visit.
5. Sign the Host Family Agreement.
6. Submit a Transportation Plan.

Minimum Requirements before Applying
1. Transportation, including bus transfers and walk time, must be no more than 45 minutes.
2. English must be the primary language in the home (spoken and written).
3. A valid email address, checked regularly. This is how GRCC communicates.
4. GRCC international students must be the only non-family members in the home.

Each quarter is different. Fall and winter are the busiest. There are fewer students looking for housing during spring and summer so your room may be empty at some point during the year. We ask that you are flexible as our housing needs change throughout the year. This should not be a source of income for your family.
Host Family Expectations

Students are committed to a month at a time; but may move when they wish. This means you may get a student during the quarter, not just at the beginning. New students arrive quarterly and require additional support during their first month.

Provide during New Student’s First Month
1. Airport greeting.
2. Area orientation and campus visit.
3. Assistance with banking setup.
4. Assistance in telephone setup.
5. Transportation to and from campus for the first 2 weeks.
   a. Include training on long-term transportation.
6. Assistance with student’s long-term housing choice.

Provide for All Students
1. A fully furnished private room with escape window.
2. Food
   a. For self-serve breakfast
   b. For self-serve lunch
   c. Prepared family style dinner
3. Use of household amenities including Wi-Fi, washer/dryer, microwave etc. at no additional cost.
4. Transportation to and from campus.
   a. Families unable to drive must ensure there is only one bus ride and transportation is easy to access.
   b. There is a strict 45 minute maximum travel time regardless of mode of transportation.
5. Understanding of family schedule and rules. House rules will vary with each home; the student agrees to follow them.
6. Inclusion in host family activities, i.e. family celebrations, events.

Commitment to the Program
1. English must be the primary language in the home (spoken and written).
2. A valid email address, checked regularly. This is how IP Housing communicates.
3. GRC international students must be the only non-family members in the home.

**Hosts are not obligated to**

1. Host overnight guests or dinner guests of the student. However, if the student asks in advance and works with the host family schedule, they may accommodate guests.

2. Provide ‘special’ foods for the student (such as Halal meat, protein powder, vitamins) However, the host will agree to not serve food that would be against student’s religious practice (such as pork, alcohol, beef etc.)

3. Provide personal toiletries, i.e. toothpaste, shampoo, razors, etc. Students are not expected to purchase toilet paper, laundry detergent, etc.

**Student Expectations**

1. Abide by the host family rules.

2. Be respectful of the family schedule and ask in advance for any special requests, i.e. friends spending the night or coming to dinner, extra trips for shopping, or activities, including school activities.

3. Purchase any specialty items such as food items that would not be normally consumed by the family, Halal meat, protein powder, vitamins and toiletries. Students are not expected to purchase toilet paper, laundry detergent, etc.

4. Come into IP Housing if there are any problems with the host family placement or when moving to ensure IP Housing has the most up to date information possible.
How to Get a Student

Once a host family is vetted, the family is entered into the housing database. Host families will be assigned new incoming students quarterly or meet with current students. Current students are given two host families to meet and choose who to live with.

New Arrival Students

An availability email will be sent out to host families 5 weeks prior to placement.

1. Respond to the entire Availability Request even if you do not have availability.

2. Update IP Housing with any changes to your profile when the changes occur.
   a. +/- family members in your home.
   b. Major illness.
   c. +/- Animals.
   d. Changes to employment.

Placements occur 4 weeks prior to our official arrival day.

1. You will receive an emailed copy of any new student’s application.

2. IP Housing may contact you within the 4 weeks as we continue to place students.

3. IP Housing will begin obtaining arrival information and notify you via email of your student’s arrival time.

Continuing Students

A continuing student is a student who is currently attending GRC and is looking for a different host family. These students come to IP Housing to locate a new host family. The Host Family Change Request form which the student gets when they look for a new host family will be explained to you.

1. Students come to IP Housing.

2. IP Housing identifies two host families who match the student’s requests.

3. Student is given 48 hours to contact and meet with families.

4. Student must meet with family before deciding where to live.

5. If you have concerns after meeting with a student, please contact IP Housing. We want the match to be successful.

6. Do not move a student into your home without notifying IP Housing.
   a. Immigration requires that we have a record of student’s address
   b. Students with a negative history may be removed from the program.
   c. Student may not be attending GRC.
   d. Student may not be part of the IP Housing Program.
7. If a student is not in our program and moves into your home it is grounds for the host family to be dismissed from the IP Housing program.

8. If you choose to not follow standard placement procedures we will assume that you no longer wish to be a part of the housing program. This especially pertains to recruiting students to move into your home outside of the GRC IP program.

9. Contact IP Housing at housing@greenriver.edu with any updates to your household.
Before Your Student Arrives

International students are family members, NOT renters. Realization of expectations, adequate preparation and a willingness to communicate with your student helps to pave the way for a mutually enjoyable and rewarding relationship.

Psychological Preparation
Are you mentally prepared to have a young adult from a different culture in your home? The first homestay tends to be the toughest, as the family is preparing for the unknown. There will be few clues to the personality and background of your student.

1. Take some time and learn about your student’s country, culture and customs.
2. Tell your friends what you’re doing and enlist their support.
3. Prepare for a loss of privacy.
5. Plan on modifying schedules.
6. Expect communication adjustments.
7. Commit to teaching your student.

Home Preparation
It is your home; but your student’s room. Respect their privacy. If you must enter their room, explain why so there is no reason for them to feel suspicious or intruded upon.

Requirements
1. Bed and bedding
2. Chest of drawers or some sort of clothing storage and a closet
3. Desk, chair and reading lamp.
4. Wi-Fi at no additional cost.
5. Consider a night stand, laundry basket and bookcase.
6. Bathroom cupboard/drawer. Students do not purchase own TP, laundry soap, etc.
7. Kitchen cupboard and refrigerator space for special food they may purchase.
Financial Preparation

1. Food costs.

2. Utilities, especially water.

3. Transportation costs.

4. Students pay a “shared living expense” to help offset these costs.

5. IP Housing sets a suitable rate for the shared living expense. At this time the rate is $675 per month. This is a non-negotiable rate. You may not ask for money in advance or ask for a deposit or you will be removed from the Housing Program.

6. Consider checking with your tax advisor to see how best you should handle the shared living expense for your own personal finances.

7. Students may choose to wire money directly to GRCC. We process a refund check to be issued to them. This will take up to 2 weeks after the student arrives before you get your check. This is a onetime delay. If you are unable to afford to host a student while waiting for the check you should not be hosting.

Self-Evaluation

You will need to determine beforehand what your “house rules” are. Gray area is confusing and leads to frustration. Be specific about issues that are particularly important to you. The best time to establish rules is in the initial first days. Do not give the student a list of rules and walk away. Talk about them.

Suggested areas to consider


2. Smoking.

3. Cleanup/chores/laundry.

4. Phone usage if there is a landline.

5. Overnight guests.

6. Bathroom – show student how to use shower knobs; or your bathroom may flood.

7. Religion – invite; don’t push.

8. Personal property and privacy – are there any rooms are off-limits?

10. Acceptable eating areas.


12. Thermostats, electric heaters – danger of leaving unattended.


14. Transportation – be accommodating; but don’t need to be a taxi service.

**Pre-arrival Communication**

Please take the time to write an Email or letter directly to your student before he or she arrives. Your student is nervous and curious about their future. Consider sharing:

1. Community description.

2. Family description and special activities that you like to do together.

3. Pictures of your family, home, pets, etc.

4. What to bring for the weather.
The Arrival of Your Student

Meeting Your Student at the Airport
The big day arrives and your student will be coming to live in your home for the first time. Bring your patience and a smile. Plan on picking up your student yourself; first impressions are hard to overcome.

1. It is the Host Family’s responsibility to pick up their student.

2. Some students arrive unannounced. IP Housing will contact you and ask that you make every effort to become available to pick up your student.

3. If your student arrives on the official arrival date IP Housing will have a staffed table at the airport to assist.

4. Be at the airport on time by checking the student’s airline 2 hours prior to arrival.

5. Most students will have to go through customs.
   a. The customs process can take anywhere from 15 minutes to 2 hours.

6. Bring a sign with the student’s name on it in large print.

7. Print out the airport greeter form we emailed. The student needs to sign it.

8. Most students arrive at international baggage claim #1.
   a. If your student arrives on a domestic flight. They will be at the baggage claim for the domestic flight.

9. Parents arriving with students should have been announced in advance.
   a. Parents can participate in a parent orientation.
   b. Guest Services assists families with hotel reservations.
      IPGuestServices@greenriver.edu
   c. Families must not stay with the host family during their stay. It is in everyone’s best interest to adhere to this policy.
   d. Families may take a taxi or shuttle to the hotel. If the host transports the family a $50.00 per person fee may be charged and collected by the host family. They are notified of this fee in advance.

10. Students arriving by bus or train should be met at the terminal. Same pick up procedure applies.

11. Phone numbers and flight status for international air carriers can be found online.
First Day
Remember your new student is excited; but very tired. Consider the following suggestions to help ease the transition:

1. Introduce your family – put your name in writing for your student. Use names that you are most comfortable with.
   a. Use photos of your family. Pictures encourage conversation.

2. Take a brief tour your home together. Indicate any areas that you consider private. Come back to explain appliances later.

3. Encourage student to contact their parents to let them know they arrived safely – skype, qq, etc.

4. Offer a beverage or snack.

5. Provide a private time for your student to settle in; be available to help or answer questions.

6. Provide the student with the Welcome kit from GRC with contact card.

First Week
1. Assist with opening a checking account and explain how it works. Students must have passport and I-20 to open bank account. Call ahead to see if you need an appointment. Auburn Chase and Wells Fargo banks will allow underage students to open a bank account. Bank of America is also a good option for students over 18. Host Families should NOT sign for or be named on the account.

2. Discuss the house rules. Be careful to not give mixed messages about your expectations by changing the rules.

3. Home safety. It is very important to explain all the security precautions that the student must follow especially if he or she will be spending time alone at home. Remembering to lock the door seems to be a common issue. Discuss an emergency plan in case of area disaster.

4. Give them a copy of your transportation plan. If your student is expected to ride the bus, you must still transport them to and from school during orientation and the first week of classes and ride with them the first time on the bus.
   a. ORCA cards are available for purchase during orientation.

5. Assist with setting up a cell phone account. It is important to take your student to set up a cell phone account so they are not on the bus with their brand new equipment and bags from the store. This is a serious safety issue.
Miscellaneous

1. Social activities – is the student invited to family outings and events? If it is the normal mealtime and the students attends; you should purchase the meal.

2. Host Families are not expected to provide special foods for the student; but host families should consider allergies, religious beliefs, and food preferences. Food difficulties are not cause to create your own shared living amount. Remember you CANNOT change your student for anything.

3. Make sure they get big enough portions and you’re serving things they like. Take the student with you to the store and ask what they like.

4. Do you have a family calendar? Keep your student informed.

5. Assist your student with locating places of interest in your community and how to get there.

6. Medical concerns – Students must carry medical insurance. They will either have a card from their own country, or they will automatically be signed up through GRCC. If the student is under 18, there is a signed medical release on file.

7. Driving
   a. Students must be 18 years old to get a driver’s license as their parents are not here to sign for them. Do not assist an underage student in getting a driver’s license.

   b. Driving without car insurance is illegal. Insurance brokers can help if there is difficulty getting insurance.

   c. If you student gets a DUI, contact International Programs immediately.

8. Host Families should NOT sign for or co-sign any legal documents for their international students. This includes loan documents, rental agreements or signatures for a driver’s license. If there is legal action taken for any reason you could be named in legal procedures and found liable. Contact IP Housing with questions.
Culture Shock & Conquering Communication Challenges

Leaving the comfort of your own culture and walking into another affects everyone. No one is spared some measure of confusion, discomfort or anxiety.

Suggestions
1. Practice patience.
2. Keep your sense of humor.
3. Be tolerant of the student’s reserve.
4. Try a taste of home. Ask them for a favorite recipe to cook for dinner.
5. Visit an international restaurant.

Communication Techniques
1. Speak slowly, deliberately and distinctly – not loudly! Don’t use ‘broken’ or ‘baby’ language, your student can tell the difference.
2. Face your student; they will benefit from your expression and body language.
3. When necessary, rephrase what you said.
4. If you don’t understand what is being said, ask your student to repeat or explain.
5. Use a dictionary or electronic translator; many students bring one with them.
6. Avoid asking, “Do you understand?” A student’s nod may indicate that they are listening, but not necessarily understanding.
7. Write down anything that is important, such as a meeting place or time.
8. Listen carefully to what your student says to you, and offer genuine encouragement.

Students come to GRC with a variety of English levels. Give your student time to acclimate. As they become more comfortable in your home environment, communication will improve. If communication challenges require assistance contact IP Housing. We can mediate with a Peer Mentor.
**Shared Living Expense**

Students are not renters. The money they pay monthly is a shared living expense designed to offset the costs of hosting students in your home.

1. All established students pay a non-negotiable monthly $675 shared living expense. You may NOT ask for money in advance or charge a deposit or you will be removed from the Housing Program.

2. Students may choose to wire money directly to GRC. We process a refund check to be issued to them. This will take up to 2 weeks after the student arrives before you get your check. This is a onetime delay. If unable to afford to host a student while waiting for the check you should not be hosting.

3. Pay date is determined as the date of arrival in the home. For new arrival students, this exchange should occur after you have helped them with banking.

4. Students who chose to leave before the end of a month will not receive a refund.

5. Students who notify the host family that they are leaving and need to stay up to 2 weeks past their pay date pay a rate of $25 per day for the additional time.*

6. Students asked to leave by the host family will receive a prorated refund.

7. You may not charge students for anything. If you are driving them to the movies or to school you may NOT charge for gas. You may not fine students for breaking rules. Charging students is grounds for permanent removal from the IP Housing program.

**New arrival month**

1. A new student arriving from another country pays $575.00 for the first month.

2. The Host Family will receive a $100 check directly from GRCC to total $675.00.

3. The student pays $675.00 for the following months.

*Example*

1. Student moves in with host family on September 14<sup>th</sup>.

2. Student moves into CCA on December 21<sup>st</sup>.

3. Student pays host family $675 on September, October and November 14<sup>th</sup>.

4. Student pays host family $25 per day for December 14-20<sup>th</sup> ($175).
Vacation Payment Policy for Homestay Students

Students commit to staying with a family on a month to month basis. Household shared expense payments are due on the same day every month. Students store their belongings at their host families’ homes when on vacation and are responsible to pay the family.

Short Vacations
1. Students should advise Host Family that they will be gone.
2. Students will pay regular monthly shared expense. ($675)

Longer Vacations
A longer vacation is determined as a month or longer, such as over a vacation quarter or summer break.
1. Students will pay half of the monthly shared expense. ($337.50)
2. Students may leave their belongings in their room.
3. Host Families may NOT host another student while their student is out of the house.
4. If a student stores their belongings elsewhere and does not pay the half-rate, the host family may host another student and does not need to reserve the room for the returning student.

Example 1
1. Student moves into host family on April 13th. Student pays $675 shared expense on day they move in.
2. Student lives with host family until August 12th. Student pays shared expense on the 13th of May, June and July.
3. Student leaves for vacation to home country on August 12th. Student pays $337.50 shared expense on August 12th.
4. Student returns on September 15th. Student pays $675 shared expense on September 15th. Student pays $25/day for each of September 13th and 14th ($50). The new payment day for shared expense is the 15th of the month.
Example 2
1. Student moves into host family on April 13\textsuperscript{th}. Student pays $675 shared expense on day they move in.

2. Student lives with host family until August 23\textsuperscript{rd}. Student pays shared expense on the 13\textsuperscript{th} of May, June and July.

3. Student leaves for vacation to home country on August 23\textsuperscript{rd}. Student pays $25/day for August 13-22\textsuperscript{nd} ($250). Student pays $337.50 shared expense on August 23\textsuperscript{rd}.

4. Student returns on September 23\textsuperscript{rd}. Student pays $675 shared expense on September 15\textsuperscript{th}. The new payment day for shared expense is the 15\textsuperscript{th} of the month.

Please contact IP Housing if you need clarification on payment process for vacations.
**Vacation Policy for Host Families**

Host Families are committed to supporting the students hosted in their home for the duration of their stay. When Host Families choose to go on vacation while hosting a student, they must ensure the student will still be taken care of.

**Under the age of 18**

1. A friend or family member over the age of 21 must stay in the home or the student may stay with another approved host family.
   a. Must provide dinner and food for other meals.
   b. Must provide transportation if required by the transportation plan.

2. The student may be placed with another long-term host family if suitable arrangements cannot be made with the current family.

**Over the age of 18**

1. The host family must ensure that there is food available to the student and that the student feels supported in the absence of the host family. The family should provide information of who to contact if they need anything while the host is away.

2. Transportation must be arranged if required by the transportation plan.

3. The student may be placed with another long-term host family if suitable arrangements cannot be made with the current family.

Please contact the housing office to provide us with the names and phone numbers of anyone staying with or looking in on the student.
Moving On

Students will move, some after the welcome month, others later. The average homestay for GRCC students is 3-6 months. Just because your student is ready for a change doesn’t mean your hosting days are over… consider the opportunity to host a new student.

1. Let IP Housing know, via email, when your student moves out so we can update the school records.

2. Check with your student when the availability report comes out as to their plans. If they plan on leaving, contact IP Housing at housing@greenriver.edu, so you can be placed on the available host family list for that quarter.

3. Help them prepare for independence. Discuss expenses, food, rent, deposit, utilities, furniture (garage sales), grocery shopping and legal drinking age.

4. Encourage your student to use the apartment resources available at the International Programs office and through Student Life.

5. Make sure they know to change their address with their Bank, the US Post office and with Green River, via the school website. Some countries offer a service to change everything for the student so they think by changing their address online with GRCC we will notify everyone else. We will not.

6. Be sympathetic to changing emotions and confusion.

7. Keeping in contact with your students may be a helpful plus.
IESL Program

Many International students begin their studies in the Intensive English as a Second Language (IESL) program.

Program Details
1. Levels 1 – 3b are at the Kent Station Campus. Levels 4 – Academic are at the Auburn Main Campus.

2. The three classes are offered in one time block, from noon to 5pm, Monday through Friday. Summer schedule varies.

3. Tutoring is available, free of charge, to eligible students.

4. There is a GRC shuttle which transports students from Auburn campus to Kent campus. They are welcome to; but not obligated to use this shuttle. Shuttle schedules are available quarterly.

Academic Mainstream Program

International students are also admitted directly into the academic program. These requirements are listed below.


2. Successful completion of high school or at least 16 years of age.

3. Completion of application procedures.
Foundation For Success

Purpose

Foundation for Success is a one-quarter program that helps students establish a strong foundation for learning. FFS offers students adapting to a new culture and language extra help that can make a difference between failure and success in their first quarter. New students are supported by Peer Mentors and program staff in learning how to manage their academic and daily lives.

Each student will be assigned their own Peer Mentor who will be available to contact by text or email. Peer Mentors are experienced students who can speak with students from their own experience and also listen to student concerns. Having someone in their corner who has experienced being a new international student at Green River helps ease many uncertainties for program students.

International students at Green River are very fortunate to have such an excellent network of Host Families. Many of the things we talk with students about, host families message to them as well. The advantage of having Peer Mentors working with the students is the comfort provided to the student of someone who has gone through what they are now experiencing and come out on the other side.

1. Students have a weekly one hour cohort time with their Peer Mentor and cohort.

2. Students have a weekly one hour individual meeting with their Peer Mentor.

3. Students have one dinner meeting with their Peer Mentor.

4. Students have mandatory social/cultural events. Most of this is done near campus; but can be at another location if the group decides.

5. Workshop times give them information and Peer Mentors help them utilize the information which includes: Time Management, Safety, Personal Wellness, Student Life, Acculturation, University Transfer and more.

6. Host families are obligated to provide transportation to school activities, including FFS activities. Establish open communication with your students to limit the “surprise” transportation needs. Ask them if they have any FFS activities coming up that might require altered transportation.

7. Host Families need to check their email accounts regularly to ensure they are updated on this and all other GRC programs.

8. Host families will receive information from Mary Butcher regarding requirement of the program quarterly. Email questions about the program to FFS@greenriver.edu.
Miscellaneous Information and Resources

Airport Greeter
Training is held for airport greeters as the need arises, typically every 2 years. IP Housing will send out an all-host family email when there is an upcoming training session.

1. Families attending training can be airport greeters to students they do not host.

2. Training does not mean that you will be assigned students or a specific number of students. Do not plan on the money or rent a van anticipating that you will be assigned several students.

3. Greeter’s are paid $100 per student.

4. Pick up the student from the airport or train terminal.

5. Take them to open a checking account.

6. Take them to set up a cell phone account.

7. Deliver them to their housing placement.

Communication
Notification for all updates, trainings, availability requests and special events are sent via email. Host families are encouraged to send any questions to IP Housing via email. Housing volume precludes lengthy phone conversations. Email IP Housing with any concerns right away. We prefer to handle small problems and prevent big ones!

Website
1. Host Post Blog of current and upcoming events, success stories.

2. Quarterly availability request.

3. FAQs. and “Ask Housing” online question submittal.


5. Student insurance information.

6. Student driving information.

7. Host family and student roles and expectations.

8. Transportation.

### Phone Numbers and Addresses

#### Medical Insurance
All students are enrolled in LewerMark Plus (Great Western) if they have not provided proof of adequate insurance in advance. Vision and Dental care are not included in this coverage. See the IP office for additional information.

<table>
<thead>
<tr>
<th>P.O. Box 32247</th>
<th><a href="http://www.lewer.com">www.lewer.com</a></th>
<th>Phone: 800-821-4410</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas City, MO 64171</td>
<td></td>
<td>Fax: 816-960-706</td>
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</tbody>
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#### Medical Clinics/Dentists

<table>
<thead>
<tr>
<th>Multi-Care Auburn</th>
<th>735 12th St. SE</th>
<th>253-876-7990 (option #2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn, WA</td>
<td></td>
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<table>
<thead>
<tr>
<th>Multi-Care Auburn (Urgent Care)</th>
<th>202 N. Division St.</th>
<th>253-833-7711</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn, WA</td>
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<table>
<thead>
<tr>
<th>Multi-Care Covington</th>
<th>17700 SE 272nd</th>
<th>253-639-8200</th>
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<tbody>
<tr>
<td>Covington, WA</td>
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</tr>
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<table>
<thead>
<tr>
<th>Multi-Care Kent</th>
<th>222 N State Ave.</th>
<th>253-859-6766</th>
</tr>
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<tbody>
<tr>
<td>Kent, WA</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Virginia Mason South (Interpreting available)</th>
<th>33501 1st Way S</th>
<th>253-838-2400</th>
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<tbody>
<tr>
<td>Federal Way, WA</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>William Sutton, DDS (Dentist, reduced rates for students)</th>
<th>1002 Harvey Road</th>
<th>253-833-2290</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn, WA</td>
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</table>

#### Halal Restaurants

<table>
<thead>
<tr>
<th>Maza Grill</th>
<th>21000 108th Ave SE</th>
<th>253-277-2566</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent, WA 98031</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hungry Eyes Afghan Cuisine</th>
<th>23615 104th Ave SE</th>
<th>253-854-2225</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent, WA 98031</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Naan-N-Curry</th>
<th>709 S 3rd St</th>
<th>425-271-6226</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renton, WA 98057</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Indian Curry &amp; Kabab</th>
<th>229-B South 4th Pl</th>
<th>425-277-7755</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renton, WA 98057</td>
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</table>

<table>
<thead>
<tr>
<th>Juba Restaurant Café</th>
<th>14223 Tukwila International Blvd</th>
<th>206-242-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tukwila, WA 98168</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gyros House Mediterranean Cuisine</th>
<th>17313 SE 270th Pl</th>
<th>253-277-4692</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covington, WA 98042</td>
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<table>
<thead>
<tr>
<th>Snack Gyro</th>
<th>15217 6th Ave SW</th>
<th>206-353-2384</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burien, WA 98166</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Grocery Stores</td>
<td>Address and Phone</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Uwajimaya</td>
<td>600 5th Ave South, Seattle, WA, 206-624-6248</td>
<td></td>
</tr>
<tr>
<td>Great Wall Shopping Center</td>
<td>18230 East Valley Hwy, Renton, WA, 425-251-1600</td>
<td></td>
</tr>
<tr>
<td>Trader Joe’s</td>
<td>1758 S. 320th St., Federal Way, WA, 253-529-9242</td>
<td></td>
</tr>
<tr>
<td>El Mercado Latino</td>
<td>1807 Howard Rd., Auburn, WA, 253-876-9828</td>
<td></td>
</tr>
<tr>
<td>H Mart</td>
<td>31217 Pacific Hwy S., Federal Way, WA, 253-528-0500</td>
<td></td>
</tr>
<tr>
<td>Seafood City</td>
<td>1368 Southcenter Mall, Suite 100, Tukwila, WA, 206-316-4258</td>
<td></td>
</tr>
<tr>
<td>Babylon Halal Food</td>
<td>1601 W Meeker St, Kent, WA 98032, 253-236-8989</td>
<td></td>
</tr>
<tr>
<td>Sumaya Grocery Halal</td>
<td>21000 108th Ave SE, Kent, WA 98031, 253-850-1179</td>
<td></td>
</tr>
<tr>
<td>Renton Halal</td>
<td>14822 Tukwila International Blvd, Tukwila, WA 98168, 206-246-2506</td>
<td></td>
</tr>
<tr>
<td>Runam Halal Mini Market</td>
<td>110 Railroad Ave S, Kent, WA 98032, 253-813-6678</td>
<td></td>
</tr>
<tr>
<td>Halal Food Burien</td>
<td>9835 16th Ave SW, Seattle, WA 98106, 206-453-4642</td>
<td></td>
</tr>
</tbody>
</table>

**Airline Information**
Please Google the airline or airline code to confirm arrival times directly from the airline website. Phone numbers are also available online if you need assistance.

**Airport Transportation**
| Shannon Express                              | http://www.shuttleexpress.com, 800-487-7433 |
| Airport Shuttle                              | 206-622-3400 |
| Local Taxi Options                           | http://seattle.about.com/od/taxis/ |

$75 Airport Limousine Service available from airport by prior reservation only.
## Driver’s License Offices

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal Way, WA</td>
<td></td>
<td>Th 10-5</td>
</tr>
<tr>
<td>Kent</td>
<td>25410 74th Ave S</td>
<td>253-872-6019</td>
<td>T,W,F 8:30-5</td>
</tr>
<tr>
<td></td>
<td>Kent, WA</td>
<td></td>
<td>Th 9:30-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat 8:30-2:30</td>
</tr>
<tr>
<td>Puyallup</td>
<td>733 River Road</td>
<td>253-840-4591</td>
<td>T,W,F 8:30-5</td>
</tr>
<tr>
<td></td>
<td>Puyallup, WA</td>
<td></td>
<td>Th 9:30-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat 8:30-2:30</td>
</tr>
<tr>
<td>Renton</td>
<td>1314 Union Ave NE</td>
<td>425-277-7231</td>
<td>T,W,F 8:30-5</td>
</tr>
<tr>
<td></td>
<td>Ste 4</td>
<td></td>
<td>Th 9:30-5</td>
</tr>
<tr>
<td></td>
<td>Renton, WA</td>
<td></td>
<td>Sat 8:30-2:30</td>
</tr>
</tbody>
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## Driving Instruction

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>911 Driving School</td>
<td>Kent</td>
<td><a href="http://www.911drivingschool.com/driving-school-kent-washington">www.911drivingschool.com/driving-school-kent-washington</a></td>
</tr>
<tr>
<td>Go Driving School</td>
<td>Kent</td>
<td><a href="http://www.diamonddrivingkent.com">www.diamonddrivingkent.com</a></td>
</tr>
<tr>
<td>Northstar Driving Academy</td>
<td>Auburn</td>
<td>Nstardriving.com</td>
</tr>
<tr>
<td>1st Time Driving Academy</td>
<td>Auburn</td>
<td>1sttimedrivingacademy.net</td>
</tr>
<tr>
<td>Defensive Driving school</td>
<td>Kent East Hill</td>
<td>Driving-school.com</td>
</tr>
<tr>
<td>East Hill Driving School</td>
<td>Kent East Hill</td>
<td>Easthilldrivingschool.com</td>
</tr>
</tbody>
</table>