



**HOLY CHILD SCHOOLS
NETWORK EXCHANGE PROGRAM**

Applications due to the Director of Activities: Tuesday, October 1st, 2019

The Holy Child Schools Network Exchange Program (Exchange) is designed to provide the opportunity for a girl in the sophomore year to attend another Holy Child school for a duration of approximately four weeks.

We believe that participation in the Exchange Program, either domestic or international, provides students the opportunity to broaden their general knowledge, develop new friendships, and experience the culture of another country and of another Holy Child School. Living with a host family fosters an appreciation of home and family in another culture, and creates a genuine opportunity for personal growth, maturity, and self-confidence.

A student who desires to have this opportunity must submit the following to the Director of Activities:

- Application
- A copy of transcript from freshman year
- List of classes for the school year
- List of co-curricular activities you will be involved in both on campus and outside of school
- Any activities that may conflict with the travel dates or the dates when you will be hosting a student. (Confirmation retreat dates etc. must be included)

After reviewing applications:

- The Assistant Head of School will schedule a meeting with the student and her parents.
- The student will also be interviewed by the Head of School.

Please note that academics, discipline and participation in school activities, all play an important part in an applicant being selected to participate in the student exchange program.

List of Holy Child Schools: (Please note that the number of openings available for the exchange depends on the number of students from each Holy Child School that are able to participate in the program. Being selected to participate does not guarantee openings at the respective schools to participate in the exchange.)

- Connelly School of the Holy Child - Potomac, Maryland
- Oak Knoll School of the Holy Child – Summit, New Jersey
- School of the Holy Child – Rye, New York
- St. Leonards – Mayfield, England
- Holy Child School – Killiney, Co Dublin, Ireland

Conditions for the Exchange

1. The application must be complete and the student must meet all requirements outlined in the application.
2. The student must complete an interview with the Head of School and the Assistant Head of School.
3. The student's tuition payment must be in order, and there will be no exchange of tuition money between the home school and the host school.
4. The exchange student's family must be willing to return the favor of hosting an exchange student before she graduates from high school.
5. Dates for travel will be set by Connelly and the host school and students must be prepared to travel on the dates approved by both schools.
6. After the dates for the exchange have been determined, parents will be responsible for making plane reservations after coordinating with parents of other exchange students to ensure that those being hosted by the same school can travel together. A copy of the itinerary must be sent to the Director of Student Activities and Assistant Head of School as soon as tickets have been purchased. The flight **must** be a nonstop flight.
7. For international travel, parents must ensure that their daughter has a passport that has at least 6 months validity from the date of travel before purchasing tickets.
8. Parents must obtain travel and medical insurance for their daughter for the duration of the exchange program.
9. Parents must write a letter indicating their consent for their daughter's participation in the exchange program. This is required for immigration/customs at the port of entry for international travel and must be carried by the student in her carryon luggage or purse. A consent letter from Connelly and an invitational letter from the host school will also be provided.

10. For international travel, parents must register their daughter's travel information with the United States Embassy through the Smart Traveler Enrollment Program (STEP) at the following website: <http://travel.state.gov/content/passports/english/go/step.html>
11. Parents must ensure that their daughter has adequate spending money and money for field trips and public transportation if needed to and from school and for other activities at the host school.
12. The student and her parents must read and sign the host family agreement included in this application.
13. Submission of an application, completing the interviews and being selected for the exchange program does not guarantee participation in. The number of participants from our host schools varies year to year and it is possible that the school a student desires to do the exchange with may not be able to participate.
14. The host school will make every attempt to place the exchange student in the courses that are similar to the courses the student is enrolled in at her school. It may however be necessary for a student to be placed in a different course. Students enrolled in AP classes must be prepared to make arrangements ahead of time with her teacher to make-up work if necessary and to catch up on course material, on her return. AP Teachers may send quizzes and tests to the student to be taken at the host school.
15. During her time of study at the host school, a student must be responsible for managing her time well and abiding by all the class expectations of all her AP teachers.
16. The exchange student may wear the uniform from her own school while on her visit. She must abide by all rules and regulations of the host school at all times on and off campus.
17. The administration of the host school and the student's school reserve the right to terminate the visit if they determine that a serious violation of a school policy has occurred or if the student demonstrates an inability to successfully participate in the program.
18. The exchange student's family must provide the school, and the host family, with all required emergency contact and medical information prior to the visit.
19. Parents must contact their daughter's host family ahead of time to communicate travel itineraries, and to establish the best means of communication for the duration of the exchange program.
20. An exchange student may not take it upon herself to change host families unless permission is given by the host school and the student's school.
21. An exchange student must take the permission of the host family and the permission of her parents if she wishes to participate in any weekend or after school activity.
22. An exchange student may not extend her stay at the host school without permission from the administration of both schools. ***Exchange students may not accept travel***

vouchers offered by airlines at the airport in exchange for giving up their seat on any flight during their travel.



Host Family Agreement

When Cornelia Connelly School seeks a host family to welcome a girl from one of the other network schools, the family must have a daughter attending Cornelia Connelly School either in the same grade as the visitor or preferably, in a grade not more than one year removed. We request the host family to:

1. Have all members who are 18 years and older living in the home go through a Live Scan (finger printing) prior to the arrival of the visiting student.
2. As a host family, provide your student with:
 - Free room and board
 - The opportunity to participate in your family's daily lives and events
 - The same care, support, and comfort you would another member of your family
 - A bed (not convertible or inflatable in nature); sharing a room with a sibling of the same gender close in age is fine
 - Three quality meals, including lunches and meals eaten as a family in restaurants.
 - Provide lunch on all school days.
3. Be prepared to provide transportation to and from school daily (including athletic, play, and other practices) and also to school events as needed.
4. Do not allow your exchange student to ride with anyone (another student or adult) without your approval.
5. Have all family contact, emergency contact and medical insurance information of the visiting student handy so that it can be easily accessed in case of an emergency.
6. Review all information on the emergency and medical information form and note any special dietary or medical needs for the visiting student and contact parents if any additional information is needed.
7. In every way, make the visitor a member of the family during her visit which is usually for about four weeks.
8. Ensure that you have been informed of any after school or weekend activities that your student wants to participate in.
9. Not give permission for the visiting student to stay overnight with another family without first clearing it with the administration of Cornelia Connelly School since any family that an exchange student stays with must go through the Live Scan.

10. Have knowledge of all the activities the visiting student will be participating in after school and on weekends.
11. Contact the family of your exchange student ahead of time to communicate travel itineraries, and to establish the best means of communication for the duration of the exchange program.
12. Ensure that the visiting student's parents have given written consent for their daughter to travel with the host family if any trips are scheduled during their stay.
13. Exchange students arrive with their own spending money for shopping. As a host family, you will not need to provide spending money or an allowance.
14. Your student will come with secondary medical insurance so that, in an emergency, the student can be treated as soon as possible. In case of an emergency please make every effort to contact the student's parents. You must also call an administrator from Connelly School. A phone number will be provided for this purpose.



**APPLICATION FOR ACCEPTANCE TO
HOLY CHILD NETWORK OF SCHOOLS
EXCHANGE PROGRAM**

Name: _____ **Grade in 2019 - 2020:** _____

Satisfactory behavior verified by Assistant Head of School: _____

Courses enrolled in for 2019-2020 school year:

Course Name:

Teacher:

Block A: _____

Block B: _____

Block C: _____

Block D: _____

Block E: _____

Block F: _____

Block G: _____

Block H: _____

List of co-curricular activities and sports for 2019-2020 that you will be involved in:

Sports at Connelly: _____

Sports outside of Connelly: _____

Other activities at Connelly: _____

Other activities outside of Connelly:

Answer the following questions. You may use additional sheets of paper if you require more room for your answers.

1. How did you learn about the exchange program?

2. Why do you want to participate in the exchange program?

3. What are your personal interests and accomplishments?

4. Why should you be the student chosen from Connelly for participation in the exchange program?

5. What kind of activities would you be willing to participate in at the school you visit?

6. Have you ever been away from home for an extended period of time? If yes, briefly explain your experience.

7. If selected, you will very likely be living with a family who has a daughter attending the school. If there is not a separate bedroom available in the home, would you mind sharing a room?

8. Do you have any special health needs or diet requirements that the host family and we should be aware of? Briefly explain.

9. ~~Do you have a preference for a particular Holy Child Network School for the exchange program?~~ If yes, please indicate your **top three** choices. Number your choices in order of preference.

Your choices for this school year are one of the Holy Child Schools located in:

- Potomac, Maryland_____
- Rye, New York_____
- Summit, New Jersey_____
- Killiney, Ireland_____
- St. Leonard's-Mayfield, England_____



Exchange Student Family Information

1. Would you and your family be willing to host a student from a Holy Child School this School year or next year?

2. Where do you live? How far is your home from Connelly School?

3. Please list the names and ages of members of your family (***other than your parents and yourself***) who will be residing in your home during the time you will be hosting an exchange student:

Name	Age	Relationship

If the above list changes at any time, please inform the Director of Activities immediately.

4. Will the exchange student who you will be hosting have a room to herself?

5. Do you have any pets?

6. What are your hobbies? What do you like to do for fun?

7. Do you attend church regularly?

8. What activities does your family participate in on the weekends/holidays?

9. Will you be in the confirmation program at your parish this school year? If so, please list the dates of retreats and the date of your confirmation.



Acknowledgement Form

Student Name (Please print): _____

I have read and understand the guidelines of the Holy Child Exchange Program.

Student Signature

Date

Student Email Address: _____

Student Cell Number: _____

I have read and understand the guidelines of the Holy Child Exchange Program and I support my daughter's participation. All information provided on this form is true and I will notify the school of any changes.

Parent Signature

Date

Parent Name (Please print): _____

Parent Email Address: _____

Home Address: _____

Phone Numbers (Home and Cell):

Our signatures confirm that our family is willing to host an exchange student, and we have read and understand the host family agreement. We understand that we are responsible for making all members of our family aware of the guidelines for hosting an exchange student.

Parent Signature

Date:

Student Signature

Date: