



Welcome Day Checklist

This is an exciting new beginning for you and your guest. Start things off smoothly by ensuring that you have communicated all the important facts to your guest. This will make them feel welcome and comfortable in their new home.

- Ensure an adult is at home or at the arrival spot on time for your guest's arrival.
- Introduce your guest to all the members of the household, including pets. Show them photos of members of the home who are not there for welcome but who they might encounter later on in their stay so they feel prepared.
- Show them to their room and help them bring their bags into their new space.
- Show them a place where they can securely keep their valuables (passport, money)
- Show them the bathroom and how to use the taps, where to place the shower curtain when showering, and where to hang their wet towels.
- Share a copy of your house rules with your guest. Go over the rules together and give them a chance to ask questions to clarify.
- Have a key or security code prepared for your guest on a keychain and demonstrate how to lock/unlock the door.
- Complete the Emergency Card and exchange cell phone information with them (if they are carrying a phone).
- Prepare a light meal for them based on the preferences described in their application.
- Show them where they can get a drink, a snack and what to do with dirty dishes.
- Give them access to a phone with calling card or Wifi to contact their parents to let them know they are safe and settled.