



Cincinnati-New Taipei Sister City Committee Host Family Handbook

By Cincinnati-New Taipei Sister City Committee
(Adapted and Modified from a Handbook Prepared by
The Cin-Liu Sister City Committee)
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FORWARD

The Cincinnati-New Taipei Sister City Committee would like to express heartfelt thanks to you for hosting the New Taipei City exchange students during their stay. They will be here to learn about America, Cincinnati, and the people in this great city. The students will bring with them a unique culture shaped by many generations of encounter among the original Taiwanese inhabitants and the Chinese, the Dutch, the Spaniards, the Portuguese, the Japanese, and the Americans. We sincerely hope that both you and the students will enjoy their stay. With your help we can make their stay here one of the most enjoyable and memorable experiences of their young lives.

FIRST ENCOUNTER QUESTIONS

1. What do I call you?
2. What do you want me to do in the house in addition to :
Make my bed every day?
Clean the bathroom every time I use it?
3. What is the laundry procedure?
Where should I put dirty clothes until wash day?
4. Should I wash my own clothes?
5. May I use washing machine, ..., etc. at any time?
6. Where may I put my toiletries?
7. When is a convenient time for me to use the shower/bath?
8. What time are meals?
9. What can I do to assist at mealtime?
Set the table?
Clear the table?
Help wash the dishes?
Put the dishes away?
Empty the garbage?
10. May I help myself to food and drink or must I ask first?
11. What areas of the house are strictly private?
12. May I rearrange my bedroom?
13. What are your rules for me?
14. Where can I store my suitcases?
15. What time must I get up?
16. What are the rules for me going out and what time must I be home?
17. What are the rules about me using the telephone?
Must I ask first?
May my friends call me?
May I make long-distance calls? Is there a charge?
[\[Note\] All exchange students have been advised to use phone cards to make international calls. They will be responsible for the charges of accidental international calls on your bill. Please send the bill to Cincinnati-New Taipei Sister City Committee if this happens.](#)
18. What is the procedure for mailing letters?

- What address do I use for my incoming mail?
19. Does my host father or mother have any dislikes, such as:
Chewing gum? Wearing a hat at the table? Rock music?
 20. Do my host brothers or sisters have any dislikes?
 21. What are the birthdays of my host family?
 22. How do I get around:
To school?
Locally?
To the city?
 23. May I use the stereo or TV at any time?
 24. What are the rules about going to Church*****?
 25. Would you like me to phone home if I will be more than 15 minutes late?
 26. When we go out as a family, should I pay my own entrance fee, meals, etc.?
 27. What arrangements should I make for school lunch?
 28. What else can I do around the house: cut lawn, help clean, babysit?
 29. Is there anything else you would like me to know?
 30. Please tell me how to interact with host family members?

FOOD

Breakfast, Lunch, and Dinner

The students will eat eggs, bacon, sausage, toast, and anything you eat at home. Some will drink juice, tea-bag tea, or just plain hot water the first thing in the morning. It's not hot water from the tap, but **boiled tap water**. Some may prefer iced water or iced tea.

Dining out

The students are familiar with many of the American fast foods. If you take them out to eat Chinese/Taiwanese, they can order dishes you have never tried. Don't forget to take a doggy bag home. That's good for breakfast and/or lunch the next day.

Comments on certain food groups

Cheese and milk products

Most students probably do drink milk or eat cheese but not as much or as often as Americans. They will eat yogurt and pizza.

Drinks

The students do not drink cold water from the tap, but they will drink boiled tap water (hot or cool) with their meals. They may drink coffee in the morning. Hot tea is always welcomed. They will also drink sodas.

Desserts

The students usually do not eat sweet dessert immediately after a meal. They will eat them at other times of the day. They will eat fresh fruit after a meal. They may favor cakes and sweet pastry in the morning for breakfast.

Raiding the fridge

Your guests will not feel comfortable initially about raiding the fridge for "more food" or "fruit" or a "snack." Please remind your guest that they are allowed to.

Fill your fridge with fruits

Please stock your house with plenty of fresh produce, including fresh fruits and vegetables. Your guests will enjoy them.

Rice

If you wish, please serve rice with your dinners, even if you have other starch dishes. They will “psychologically” feel better having had rice.

LANGUAGE SHOULD NOT BE A PROBLEM

The real problem is their reserved demeanor. They are shy about speaking out. We encourage you and your family to converse frequently with your guests, and to help them record and use new vocabulary and expressions in conversations with you.

Be prepared to teach colloquial phrases and hear them use it often as a way to practice. If you have young children, please ask you guests to read to them. This gives them a good chance to practice reading rhymes and poems, especially if they are Dr. Seuss books! They will soon be enunciating better, having read them out loud to your children.

Watching TV, video, DVD movies are other ways to learn about our culture and the American English language. However, do not compromise your home rules, if TV is not watched. Another good option is to listen to the radio. NPR in the morning and WKRC are good stations to practice listening to American English. NPR also plays BBC news from midnight on, which would be a good way to catch up on international news.

ACTIVITIES AT HOME

House chores

You may wish to teach your guests how to use the washer and dryer, and how to load the dishwasher and wash dishes after meals. Please help them get acquainted with your kitchen. They will be eager to participate in the house chores to help out.

CALLING LONG DISTANCE BY PHONE CARDS USING PERSONAL CELL PHONES OR USING SKYPE OR QQ (INTERNET VIDEO CALLS)

Your guests may wish to know the least expensive way to call their families and friends. Please ask them to contact their accompanying teachers. They will be provided with the best information from Cincinnati-New Taipei Sister City Committee.

WEEKEND ACTIVITIES

The visiting students have a fully booked schedule for weekend activities. We will provide all host families with the detailed schedule. In general we expect the host families to take the visiting students to a local meeting location and to pick them up in late afternoon or evening. Should this be infeasible, please let their accompanying teachers know so we can arrange separate pick-up and drop-off service.

Additional Tips for the Host Family

IMPROVING CONVERSATION SKILLS

- Build their vocabulary every day.
- Watch TV and listen to talk radio for vocabulary building
- Encourage them to ask questions and more questions.
- Ask them questions – abstract or concrete. They will have difficulty initially, but will get used to “expressing” their opinions. This has to do with building trust with them.
- Spell new words aloud to them.
- Encourage them to use their dictionary.

- Encourage them to answer the telephone and make phone calls.
- Teach them how to leave a message on your answering machine.

HELPING OUT OUR VISITORS

- Discuss weather forecast every day.
- Discuss your plans for the day.
- Emphasize timelines for an activity or appointment.
- They are allocated lunch money at schools.
- Remind them to bring any food storage containers back home.
- Give them your daytime and home telephone numbers.
- Always include your home address in case they get lost.
- Explain to your guest why it is not a good idea to accept a ride from a person they do not know!
- Refer to the city map often to show them from where they came from, where they are now, and to where they are going.

Emergency Contacts: The students have medical cards

- **Medical Needs** –
 - Emergency – Call 911, Jack Chung (513-576-2547), Shannon Reynolds (513-702-5258)
We will notify the Taiwanese Delegation
 - Non-emergency – Contact Jack Chung, Tricia Lin (513-293-1458), Shannon Reynolds (513-702-5258)
- **School Issues:**
 - CPS – Julia Indalecio (513-363-3208) or Shannon Reynolds (513-702-5258)
 - We will get you in touch with the right person
 - Other school districts – We will provide contacts for them before the students arrive.
- **Criminal Issues:** Either to or by student
 - Call 911 to notify Police. Then call Jack Chung and Shannon Reynolds. Then we will contact the Taiwan Consulate in Chicago and School Officials.

Travel Permission:

- Out of State or In State – (more than 1 hour from home)
 - With Host Family Adult when not in school – Not needed
 - With Host Family Non-Adult member when not in school – Call Shannon Reynolds or Jack Chung for Permission form and Needed Driver’s License check.
 - With Host Family Adult or Non-Adult during school session – Call Shannon Reynolds or Jack Chung for Permission Form.
- In State – (less than 1 hour from home)
 - With Host Family Adult – when school is not in session - Nothing needed
 - With Host Family Non-Adult – when school is not in session – Need Driver License check.
 - With Host Family Adult – when school is in session – Need Permission Form
 - With Host Family Non-Adult – when school is in session – Need Permission Form and Driver’s License check.

MISCELLANEOUS

- Carry just enough money needed for the day.
- Make sure they understand the exact place and time to meet you for pick up.

- They are to keep their beds made and room tidy.
- Teach them to use your washer and dryer.
- Teach them how to keep your bathroom clean and neat.
- They are not expected to be maids or babysitters. If they want to cook Chinese/Taiwanese meals, that would be a fair exchange between host and guest. This will enable them to have Chinese/Taiwanese food for breakfast the next day.

Tips to Happy Hosting

1. Establish House Rules

- a) TV A/V, operation, usage, restrictions
- b) Computer
 - i e-mail
 - ii surfing the internet
 - iii installing, storing programs or personal data-such as pictures
 - iv using the printer
- c) Household equipment and appliances: operation, usage, restrictions
- d) Safety/security, policies and procedures
- e) English only!

2. Discuss Host Family's Expectations (from both sides)

- a) Helping around the house (or not?)
- b) Helping with after-meal chores (clean table, load dishwasher, do dishes)
- c) Laundry: how to do it and whether it is okay to wash their cloth with yours or do their own loads. This might be a privacy issue for them.
- d) Bathroom etiquette
 - i lid placement: some families prefer the lid left up after use, while others (especially pet owners) prefer the lid down
 - ii door position after use: open or closed
 - iii toilets are for sitting only
 - iv toilet paper are to be flushed away not placed in waste basket

3. Suggested Activities

Community fairs or street fairs
 Dances
 Discount stores (good chance for them to buy gifts to take home)
 Drive through businesses—car wash, banks, fast food.
 Findley Market, Jungle Jim's, Asian Markets, or your local grocery store
 Fire department / paramedics
 Funeral / funeral parlor
 Historic homes and sites
 Holiday celebrations
 Holiday decorations-downtown, your neighborhood, private homes, malls, etc.
 Ice Cream shops
 Karaoke (their karaoke is in a closed room with friends. Ours is open to the whole bar)
 Kentucky Horse Park, Georgetown/Lexington, KY.
 Local city or county meeting (or the building in which their business is held)
 Local courthouse and courtroom
 Movie (give them a brief summary first)
 Museums, zoo, aquarium, and Krohn Conservatory

Musical events
Natural Bridge, Kentucky
North Slopes (be careful with first time skiers)
Parks and nature preserves, including trail walks
Party
Restaurant (they will need help)
Shopping
Visit a sports bar
Wedding
Yard sale
Your place of business or office
Your place of worship

Daily Conversation:

nǐ hǎo
你好
HELLO



nǐ zǎo
你早
GOOD MORNING



zài jiàn
在見
GOODBYE



méi guānxi
沒關係
THAT'S OK
DON'T WORRY
ABOUT IT



duì bù qǐ
對不起
SORRY!

bù kè qì
不客氣
YOU'RE WELCOME

xiè xiè
謝謝
THANK YOU



huānyíng
歡迎
WELCOME



qǐng
請
PLEASE/
GO AHEAD



Here is a list of survival Mandarin phrases:

- 你好 Nǐ hǎo: Hi! Hello!
- 早安 Zǎo An: Good Morning!
- 吃晚飯了 Chī wǎn fàn le: Dinner time./ Time to eat dinner.
- 睡覺了 Shuì jiào le: Time to sleep.
- 等一下 Děng yī xià: Wait a moment. / In a moment.
- 餓不餓 È bù è: Hungry?
- 累不累 Lèi bù lèi: Tired?
- 好了嗎 Hǎo le ma: Done? Ready?
- 可以嗎 Kě yǐ ma: Ok?
- 你想喝什麼 Nǐ xiǎng hē shén me: What would you like to drink?
- 你想吃什麼 Nǐ xiǎng chī shén me: What would you like to eat?
- 你怎麼了 Nǐ zěn me le: What happened? What's wrong?
- 再見 Zài jiàn: Goodbye.