

# Emerald Cultural Institute

JUNIOR HANDBOOK • HOST FAMILY



# WELCOME TO EMERALD

Welcome to the Emerald Cultural Institute. We are all very excited to welcome you to our wonderful city and to help you make the most of your stay by experiencing the best of Dublin.

This handbook should provide you with all the relevant information you may need for your stay in Ireland, however please don't hesitate to ask if you have any questions.



## YOUR ARRIVAL

When you arrive you will either be brought directly to your host family or your host family will pick you up from school. Don't worry if you feel a bit disoriented at first, your host family will do their best to make you feel at home and to help you to settle in.

## YOUR FIRST DAY

On your first Monday morning your host family will either accompany you to school or show you the way. On your first day you will have an English test so we know exactly what your level is and can place you in the correct class.

After your test, you will have an orientation where we explain the programme and how everything works, and where everything is. You will be given an Emerald student card which has your name on it and also the details of your host family and of the school. It is very important to keep this with you at all times.

You will then begin your first English lessons. Classes may be held in the morning or afternoon. On the first day students will also have an orientation of Dublin city centre.







## WHAT IS EXPECTED OF YOU

**Respect** - Students must treat all staff, members of the public and each other with respect at all times.

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**Please And Thank You** - Students must remember to be courteous and show good manners to staff, catering staff, members of the public and each other.

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**Speak English** - Students are expected to try to speak English at all times whether you are talking to people of the same or different nationalities.

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**No Bullying** - Bullying is the deliberate and/or repeated action of making another person unhappy. Bullying of any nature will not be tolerated and may result in students being sent home at their own expense. Students are also expected to report any bullying which they see to an ECI member of staff.

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**Integration** - Students are expected to try to integrate with all of the different nationalities and ethnic backgrounds that we have at our centres. Students are also actively encouraged to try to learn as much as possible about the different countries that other students come from.

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# STAYING IN A HOST FAMILY

**Don't be afraid to ask if you have any questions.**

Your host family will show you your room, which you will be sharing with another student. You will be given towels. Your host family will provide you with breakfast and dinner at home, and a packed lunch to take to school every day.

They will also give you a packed lunch to take on your excursions at the weekend. Always be polite and respectful with your host family and don't be afraid to ask if you have any questions or if there is anything you need.



## HOST FAMILY RULES

### DO

Carry your student card given to you by the Emerald Cultural Institute. It has all of the contact information for the host family & school.

Stay with your group at all times when on excursions.

Look right before crossing the road; remember that in Ireland cars travel on the left.

Give the host family a letter from the school/ group leader when you have any evening or weekend activity as soon as you receive it.

Be friendly & polite with your host family & other students staying there.

Respect the host family's house rules.

Be punctual for all classes and activities.

### DO NOT

Carry large sums of money with you.

Carry your passport around with you. In Ireland it is not necessary to carry official identification with you.

Go out alone, particularly in the evenings.

Take short cuts or use badly lit laneways. You should only use the main routes as identified by Emerald staff/ Group Leaders.

Buy cigarettes or alcohol. It is illegal for anyone under 18.

Do not enter any premises licensed to sell alcohol. (e.g.: Pub).



# TIMETABLE

Your group leader or tutor will tell you what activity is planned every day. Your activities will be in the morning or afternoon. You can also keep an eye on the noticeboards which tell you what activities are running every day.

## STUDENTS STAYING WITH HOST FAMILIES

You are not permitted to take Public Transport after dinner without supervision and it is strictly forbidden for all students to go into the city centre alone.

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Students aged under 18 can not be given a key to the house.

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Students aged 13 must not leave the vicinity of their home in the evening & must be indoors by 9pm.

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Students aged 14 or 15 must be indoors by 10.00pm.

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Students aged 16 & 17 must be indoors by 11.00pm.

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A letter of permission must be given to each host family for every excursion out of normal school hours.

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Students may NOT stay in the host family home during normal school hours unless they are ill.

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Any student caught taking drugs or any other illegal substances will be immediately expelled & subsequently sent home

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## USEFUL INFORMATION & EMERGENCY NUMBERS

The Emerald Staff and Activity leaders wear green t-shirts so you can find them easily in school and while out on excursions. If you need anything, just ask any member of staff.

When you arrive you will be given the specific emergency number for your school but please take note also of the Emerald Cultural Institute Emergency number which is active 24 hours a day:

**Emergency Number 24hs**

**International access: +353 86 8112047**

**Local access: 086 8112047**

**24-hour emergency number**

+353-(0)86-8112047

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**Emerald Cultural Institute**

10 Palmerston Park,  
Rathgar, Dublin 6, Ireland

**t:** +353 1 4973361

**f:** +353 1 4975008

**e:** [emerald@eci.ie](mailto:emerald@eci.ie)

[www.eci.ie](http://www.eci.ie)



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