

HIF 2013

Japanese Language and Japanese Culture Program

Home Stay in Hakodate

Contents

| | |
|--|------|
| Purpose and Attitude for Home Stay, Conditions | 1 |
| Host Family Placement, Arriving at Your New Home, Important Manners During Your Homestay, Meals | 2 ~3 |
| When You Use Host Families Facilities | 4 |
| Going Out, Visiting the Home of Another Japanese Family, Staying Out | 5 |
| Leisure Time, Mobile Phone Manners, Sickness, Traffic Accidents, When Leaving | 6 |
| HIF Student Services..... | 7 |
| Others, Useful Facilities in Hakodate | 8 |
| Japanese Manners..... | 9~10 |
| HIF Building Map..... | 11 |

Homestay in Hakodate

Thank you for choosing the Hokkaido International Foundation's Japanese Language and Japanese Culture Program.

Your purpose may be mainly to improve your Japanese proficiency and deepen your understanding of Japanese culture or even just to enjoy this summer in Japan. Whatever your purposes are, resourceful interpersonal skills, flexible and positive thinking are closely related to achieving your goal.

HIF host families also have various reasons to share their houses with you:

Some families simply enjoy taking care of students from abroad.

Others wish to acquaint their children with foreigners to have them understand the diversity of the world.

Some host families have lived abroad before, or their family members live abroad at present open their house to return the favour they received.

Regardless of what purpose they have, the common point of host families is that they are eager to share their lives with you and establish good human relationships not just to provide you food and a place to stay. They will include you in their daily routine as well as rituals and customs so you can understand the Japanese way of life.

It may take time to get used to living and learning in Japan, so we have prepared this brochure for you. It contains information on life in Japan. As you know, each family is different so the situations described here may not apply to your own host family, but we hope that it will give you a confident head start.

To make your home stay fruitful

The following points are essential:

- Respect others and keep an open mind.
- Reserve judgment on cultural differences.
- Make extra efforts to understand the non-verbalized assumptions in the context of the communication.
- Do not be afraid to make mistakes and learn from them.

Conditions

- Home stay duration:

Your home stay begins June 15 and ends August 10. (56 nights)

Do not stay at your host family house prior to the above mentioned duration or after the duration.

You may leave on August 9 after the closing ceremony which finishes around noon.

- Home stay fee : 70,000yen for 58 days included in the tuition.

This fee includes 2 meals /weekday, 3 meals on Saturday and Sunday.

*HIF will pay the fee to your host family via bank transfer.

Host Family Placement

We match students with host families according to food and health preferences. These preferences may include cigarette smoke, pets, alcohol and dietary restrictions. Most of you have listed these preferences on your application form. However, sometimes students who dislike cigarette smoke are matched with host families that smoke. In these cases, host family members offer to restrict their smoking to designated areas, for your convenience.

Arriving at Your New Home

- 1) When you meet your host family on the first day at the Hakodate Kokusai Hotel, please bow with the following greeting: ^{はじめ}初めまして。お世^せ話^わになります。
- 2) When you arrive home, take off your shoes at the Genkan and your host family will let you enter the living room, then say *again* お世^せ話^わになります。よろしくお願^{ねが}いします。 Please use the terms “okaa-san” (mother) or “otoh-san” (father) with your host parents.
- 3) Your host family will show you to your room and explain to you about their daily routines and individual schedules and tell where you fit in.
- 4) Please give them your souvenir in the living room.
- 5) It is a good idea to show photographs of your family and home to your host family after dinner.
- 6) Your host family will accompany you to HIF on your second/third day to show you how to commute to HIF using the relevant transportation.

★Good manners at the Genkan★

After you take off your shoes at the entrance, put your shoes together with the toes pointing toward the entrance door. If you are instructed, put your shoes in the shoe cabinet。

Important Manners During Your Homestay

Polite expression

です、ます form is the best way to talk to your host mother and father or any other family members older than you. **Never** use casual form to them.

Keep your room neat

Japanese homes are normally built with natural materials such as wood, or tatami (natural straw mat). The climate is humid and easily causes mold to form, so cleanliness is an important part of maintenance.

- Vacuum your room once a week.
- Do your laundry at least once a week because it takes days to dry up when it is humid.
- If you use Japanese style futon, you should fold it up every morning and take it out every evening.
- If your room is a tatami room, do not place anything wet or damp on the tatami mats which can cause mold, and do not enter with your slippers on. The friction damages tatami.

Help with household chores as needed

Help with the dishes and setting the table, at very least clean up your own dishes.

Daily greetings

The following expressions are essential in daily life. Greetings with a smile will make them more effective.

おはようございます (good morning) いただきます(thank you for the meal we are about to eat)
ごちそうさまでした(thank you for the meal we just ate) 行ってきます(I am leaving the house now)
ただいま(I am back) おやすみなさい(good night)

ありがとう(thank you) & すいません(excuse me, or sorry) are especially helpful in communication with your host family. They will always be happy to hear **ありがとう** from you. If you have any request, have misunderstanding, or bothered someone, it is best to simply say ‘**すいません**’ at the outset of conversation. Without saying **すいません**, and then making an excuse for the situation will just end up giving a negative impression to your host family. **ありがとう & すみません** work miracles.

Questions about grammar

Please save your questions about grammar for your sensei. Your host family are not familiar with your Japanese text book, and Japanese teaching methods. It is sensei’s job.

Your native language

Your host family knows you are here to study Japanese and HIF ask them to communicate in Japanese with you even if they can speak other languages. But some hosts occasionally may enjoy hearing your native language. You are not expected to speak native language every day, but it may be courteous to reserve a little time once a week to share your language with your host family if they wish, especially if their children are studying a foreign language.

Energy conservation conscious

Electricity, hot water(gas, oil consuming) usage is related to energy conservation.

The following are highly welcomed for your consideration:

Do not keep the hot water running when taking a shower.

Refrain from taking a shower longer than 20minutes.

Turn off the light in your room when you do not need it.

Garbage disposal

In Japan, garbage is divided into several items and plastic, metal and glasses are recycled. How to divide garbage varies according to cities and towns. Please follow your host familie’s areas rules.

Meals (Gohan)

Try all food offered to you! Please enjoy Japanese meals with various foodstuff and recipes.

HIF will inform your food restriction (if you have one) written in your application forms to your host family in advance. However, if you find any other foods you cannot eat that is offered to you, please decline

politely. e.g. すいませんが、これはちょっと・・・。

It is one of the HIF rules that host families do not make lunch boxes for you on weekdays.

Please let your host family know in advance when you plan to be late for dinner, or if you plan to eat out so that they can plan their meals accordingly. If you are late for dinner without informing your host family beforehand, they will not leave dinner out for you.

The legal minimum drinking age in Japan is 20.

Your host family might enjoy if you cook some food you usually back in your own country and share it with them.

★Good manners when eating out with your host family★

You must pay for weekday's lunch, because the home stay fee does not cover it. If it is diner, weekend's or national holiday's meals, your host family will pay for your food. In this case, please say *again* ごちそうさまでした when you and your host family leave the restaurant.

When You Use Host Families Facilities

• Home telephone

Please note that international, long-distance, and LOCAL calls are charged in Japan. So charge your telephone call to your credit card or prepaid card (KDDI super world card sold at HIF). Regardless, please make your incoming calls brief (about 5 minutes) as well. If you plan to make a lot of phone calls, please bring a mobile phone from your home country or rent one in Japan.

• Internet

Whether the Internet access is available or not at home differs with each family.

Do not use your host family's internet service without their permission. If you use their LAN cable or their PC, do not occupy it too long, less than 30 minutes is ideal.

Skype/Internet chat services

Be considerate not to annoy your host family by talking loudly or too long, especially early in the morning and late in the evening.

Internet shopping

Please have all things sent to HIF to avoid host family's address being recorded and their receiving of direct mail from online shops after you leave.

You can also use the Internet at HIF or at Hakodate Community Design Center near HIF.

* Digital devices like mobile phones and the Internet are very useful tools, but please try to limit time spent to take advantage of the opportunity to spend time with your host family.

▪ Toilet

In most houses, the bath and toilet are in separate rooms. Some houses will have ultra-modern Western style toilets, while others will have a Japanese-style toilet. Japanese-style toilets are used in a squatting position, straddling the basin. This position might be awkward for you, but as the body does not touch the bowl, it is considered to be more sanitary. If your house is equipped with a toilet that has many gadgets, please ask your host family for instructions.

Usually there is a pair of slippers in the toilet. These slippers are only for the toilet space. Do not walk around in the house with toilet slippers on.

▪ Bathroom (Ofuro) and shower

Many Japanese people prefer a nice hot bath at night to a quick shower. They use the time to relax and refresh the mind and body. As the tub water is used by other family members too, there are some basic rules:

- ① Wash your body outside the bathtub.
 - ② Rinse off all lather from soap and shampoo before you enter the bath. Make sure that no soap gets into the bathing water.
 - ③ After leaving the tub, for the sake of next person, be sure to scoop any hair or dirt you have dropped in to the bath water.
 - ④ Please remember not to drain the water when you are finished.
- * The bath water is relatively hot (42 ~ 43°C) by Western standards. If it is too hot for you, it is okay to add a little cold water to it as long as it doesn't make the bath water tepid when the next person takes a bath.
 - * Sometimes, Japanese families have an order in which family member use the ofuro. When you take a bath, please ask when and how much time you can spend in the bath, as others will be waiting.
 - * If you wish to take showers in the morning, please ask your host family beforehand.

▪ Wash basin and mirror (Senmenjo)

Japanese households have a separate senmenjo usually outside of the bath. You can wash your face and hands, brush your teeth, and arrange your hair and makeup there. Please consider the other family members and try not to occupy the area for long time especially in the morning.

Going Out

Japan is a relatively safe country, but as your host family feels responsible for you, please let them know where and when you are going, and what time you shall come home. Some families will set a curfew and will expect you to keep it. Do your best to cooperate with your host family.

If your host family does not impose a curfew or if you have already informed them that you will be late, it does not mean you can return home however late you please. Your host family will wait up for you, therefore, your consideration will be much appreciated.

Visiting the Home of Another Japanese Family

It is unusual for Japanese to visit another family's home without an appointment. If you visit another student's host family, inform your plan both to your host family and the family that you are visiting well in advance.

When you would like to invite other students to your home, please discuss this with your host family first because they probably do not wish you to invite your friends, particularly when they are not at home. Please refrain from inviting other people to stay overnight in your host family's home.

Staying out

Other than during the semester break, staying out overnight is prohibited whether at another student's home or at a hotel except in special circumstances.

Staying overnight at another host family's home is allowed for instance when your host family is out of Hakodate for one or two nights for some reason. In such a situation, they may ask you to stay with another host family. If they ask you to stay with another host family, they should inform HIF beforehand. When your friend, fiancé(e) or partner visits you during the HIF program, please arrange for them to stay at a hotel. Remember that it is not regarded as a prudent behaviour for an unmarried couple to stay overnight together.

If your own family members plan to visit Hakodate during the program, and you wish to stay out with them, please let the HIF office know well in advance so that the office will discuss about it with your class teachers and the Director General.

Leisure Time

You are basically free to use your leisure time as you wish. We hope that you will rest sufficiently, and feel refreshed for the next day's activities.

Mobile Phone Manners

Please refer to the following rules of etiquette.

Switch off your mobile:

- During classes
- In hospitals
- In other locations where you see a "mobile phone prohibited" sign.

While travelling on public transportation, use e-mail or SMS only. Do not talk.

Refrain from using mobile phones and checking cell-phone messages, while taking meals with your host family, or during conversations with your host family.

Sickness

Please tell your host family when you become sick or suffer any injury. In these situations they will inform the HIF office and take you to a hospital if necessary.

If you do not attend class(es) due to sickness or injury, be sure to inform the HIF office before 9:00am by telephone.

Traffic Accidents

If you are involved in a traffic accident, do not allow the driver to leave the scene even if you do not seem injured. Even if you have no symptoms right after an accident, serious symptoms may develop later. Please follow the following procedures if you find yourself in an accident:

- ① Ask the driver for his/her name, address, telephone number, number plate and car insurance number.
- ② Have the driver call the police.
- ③ Immediately call your host family and HIF.
- ④ Wait for the police to come and assess the situation.
- ⑤ In case of injury, you will need a letter from your medical practitioner to verify your injury and treatment. You will need this letter (doctor's certificate) to make insurance claims.

◆ Emergency Numbers ◆

110 for Police Department, **119** for ambulance and Fire Department

When Leaving

Let your host family know your flight or train schedule to leave Hakodate in advance so that your host family can arrange their schedule to see you off.

Return what you borrow, clean your room, and do not leave behind any garbage.

★Good manners!★

After you return to your home country, e-mail or write a letter to your host family to express your gratitude.

お世話になり有難うございました。

Finally

Please feel free to contact the HIF office at any time, especially if you have any situations or problems which you feel are beyond your understanding or control. We will do what we can offer advice or to mediate if necessary.

We hope that this program will bring you many wonderful experiences.

HIF Student Services

HIF Office Hours Open: 8:30~17:15, Mondays through Fridays.

Bulletin Board Important announcements from the HIF Office are posted on the bulletin board in front of the office.

Mail You may use HIF's address as your mailing address. We place mail addressed to students in the mailbox (incoming only) next to the bulletin board.

Newspapers Daily editions of The Japan Times (English Newspaper) are available at the HIF lounge.

Telephone There is one telephone in the HIF office which you can use.

Dictionaries Dictionaries are available at the student lounge. Please do not remove them from the lounge.

Internet Access Four(4) computers and WIFI access are available in the HIF 1st floor and 4th floor.

DVD room We have provided 5 computers with DVD ROM drives, which you may use to prepare for your Japanese classes. If you prefer not to share headphones, please bring your own.

Photocopier You can use the photocopier at the HIF office, at the cost of ¥10/sheet.

Fax You may send and receive faxes locally and internationally at the HIF Office.
International Fax Transmissions: ¥50/page , local Fax Transmissions:¥10/page

Sick Bay Please use the sick bay when you feel unwell. Please let HIF staff members know when you wish to use these rooms.

Prepaid Cards for Public Transportation

Prepaid cards at student discount rates are sold at the HIF office.

KDDI Super World Card

KDDI super world card ¥3600 is sold at the HIF Office with the discounted price of ¥1600.

Vending Machines

Soft-drink vending machines are located in the dining hall and HIF students lounge.

Dining Hall on the 2nd floor

Lunch time 11:30~14:00 (until August 7)



Others

Security System

The entrance door is open at 8:30 and locked at 17:15 everyday. In case you need to stay in the school building after hours, please let us know in advance. Please avoid using the entrance of the Russian University during the program.

Emergency Exits

In case of emergency, please use the emergency exits of the building. The building map is found on the last page of this booklet.

Drinking

Drinking alcoholic beverages is prohibited in the entire building except on occasions permitted by HIF.

Smoking

Smoking is prohibited in the entire building.

Garbage

Garbage should always be divided according to the following categories:

- burnable (燃えるゴミ)
- non-burnable garbage (燃えないゴミ)
- glass bottles (空きビン)
- PET bottles (ペットボトル)
- cans (空き缶)
- plastic (プラスチック)

Be sure to wrap your chewing gum in paper before you dispose of it in the burnable garbage (燃えるゴミ) receptacles.

Useful Facilities in Hakodate

Hakodate City Central Library (Chuo Toshokan)

9:00am ~ 20:00pm Closed every Wednesday 26-1 Goryokaku-cho Tel: 0138-35-6800

Sporting Facilities

HIF does not have any sporting or exercise facilities. However, there are several gyms you can use in Hakodate.

Citizen's Gym (Hakodate Shimin Taiikukan)

Fee: ¥120 /9:00~12:00, 13:00~16:30, 7:30~22:00, 1-32-2 Yunokawa-cho Tel: 0138-57-3141
Facilities: Basketball, volleyball, badminton, tennis, weightlifting etc.

San Rifure Hakodate

Fee: ¥100 Closed third Thursday of each month, 2-14 Omori-cho Tel :138-23-2556
Facilities: Basketball, volleyball, badminton, machine gym, etc.

Citizen's Swimming Pool (Shimin Pool)

10:00~21:00 Fee: ¥420 for 2 hours, 11 tickets for ¥4,200, 22-25 Chiyogadai-cho Tel:0138- 52-7452
Facilities: One 50-meter swimming pool, one 25-meter swimming pool

Others

Hakodate Community Design Center (まちづくり center)

9:00am~9:00pm Open every day
4-19 Suehiro-cho, Tel: 0138-22-9700 You can use a wireless LAN for your PC free of charge.

Japanese Manners

Bowing

Bowing (ojigi) is a very important custom in Japan. Japanese people bow to each other instead of shaking hands. It is impolite not to return a bow to whoever bows to you. Bowing has many purposes. First, it is a form of greeting. Second, it expresses feelings of respect, gratitude, and apology. When bowing, men usually keep their hands in their sides, and women usually bring their hands together on their thighs with their fingers touching. It might feel strange, but try to bow in Japan. People will praise you for being so polite.

Table Manners

- ◆ It is the custom to clasp your hands and say "Itadakimasu" before eating and "Gochisosama deshita" after eating.
- ◆ Contrary to Western manners, noodles can be and should be slurped. Likewise, it is proper and polite to bring small bowls or plates up to the mouth rather than bending one's head toward it.
- ◆ Do not blow your nose or burp at the table.
- ◆ Do not put your elbows on the table.
- ◆ At meal times, it is considered good manners to empty your dish to the last grain of rice. When you cannot eat all the food that has been served, arrange it in the dish in a manner that is not displeasing to the eyes.
- ◆ Different from western meals where courses are served in order, Japanese dishes are all served at once. You are expected to eat from all plates simultaneously and to finish all food put in front of you if you can.

Chopsticks Manners

- ◆ Don't directly pass food from your chopsticks to somebody else's chopsticks or vice versa. The reason this is taboo is that the bones of the cremated body are passed in that way from person to person in Japanese funerals.
- ◆ Don't stick chopsticks vertically into food, especially into a bowl of rice. (This is done at funerals).
- ◆ Use the clean top ends of your chopsticks when you get food from large serving dishes (if serving chopsticks are not available.)
- ◆ Rest your chopsticks on the chopstick rest before you pick up a dish containing food. (Don't pick up a dish with the hand that is holding your chopsticks.)
- ◆ Don't wave your chopsticks around above food dishes. Don't use your chopsticks to point at somebody.
- ◆ Do not clean your chopsticks with your lips.
- ◆ Do not move around plates or bowls with chopsticks.

* Your host family will give you some instruction in Japanese table manners.

Sitting Manner

If your host family uses a Japanese style low table, the formal way of sitting is kneeling. The casual style is cross-legged ONLY for men, with one's legs folded sideways is ONLY for women.

Do not say!!!

“Wakatta, wakatta”

When you don't understand what someone is saying to you, Wakatta, wakatta is the equivalent of “shut up”.

“Daijyoubu, daijoubu”

It is regarded as “I do not need your help. Do not be concerned about me and about the issue any more”

“Demo..... demo.....”

“But” may be a convenient conjunction in English, but it will be regarded as disagreement and sounds defiant in Japanese, please do not use **でも** **でも**, so much.

“Direct expressions *about negative contents*”

| e.g | direct impression | | Indirect impression (preferable) |
|-----|-------------------|---|----------------------------------|
| | 「これはおいしくありません」 | → | 「これはちょっと・・・」 |
| | 「行きたくありません」 | → | 「すいませんが別の予定があって・・・」 |

Inoffensive and indirect expressions are regarded as considerate and thoughtful.

Sample questions to ask your host family

What should I call you? どう およびしたら いいですか?

What time will breakfast/dinner be served? 朝ご飯/晩御飯の時間は 何時ですか?

How may I help you? お手伝いしましょうか?

What kind of things should I help out with around the house?

家のことで なにかお手伝いできることはありませんか?

When is a good time for me to use the bath/shower? お風呂/シャワーはどんな時間帯に使うといいですか?

Is there any rule about who bathes when? お風呂に入る順番になにかきまりはありますか?

Where may I keep my toiletries? 洗面道具類をどこにおいたほうがいいですか?

When may I use the washing machine? 洗濯機は、どんな時間帯に使うとよろしいですか?

Are there any rules I should know about in terms of using the telephone or internet?

電話やインターネットを使わせもらう時に、気をつけるルールは何かありますか?

May I have friends from HIF visit during the day? HIF の友達が日中家に遊びにきてもいいですか?

HIF Building Map

