

# Caregiver agreement.

At CIS, our vision is to provide extraordinary learning opportunities for the globally connected student. A nurturing environment, an international curriculum, and a culturally diverse community will facilitate exceptional achievements. Together we will take action to make the world a better place.

If a student does not live with one or both parents, the student's family must provide an appropriate living arrangement. This document outlines the school's expectations of:

- Parents/legal guardians who do not reside with their child (enrolled at CIS) and have their child/ren under the supervision of an appointed caregiver.
- The appointed caregiver.

In seeking a caregiver, we encourage parents to look for an individual who demonstrates an understanding of, and sensitivity towards, students who are away from their families and/or familiar surroundings. There will be a definite adjustment period for students, and they can become distressed for a variety of reasons, including but not limited to:

- Culture shock.
- Difficulty adapting to a new diet.
- Difficulty adjusting to new residential settings, where they might feel a lack of privacy, or not feel able to fully communicate their feelings.

Students can react in different ways eg, they may become unhappy, have difficulty sleeping, or become introverted or aggressive in their behaviour. This may be their first experience living away from home, and they could be upset when parents contact them. Parents/legal guardians and caregivers need to be alert for these signs and respond appropriately.

The parents/legal guardians **and** appointed caregiver are required to sign this agreement. This agreement will be placed in the student's official student record (OSR).

CIS will not finalise the enrolment of a student until this agreement has been completed by the parent/legal guardian **and** appointed caregiver. CIS reserves the right to refuse enrolment to students in grade 3 or below who are living with a caregiver.

Continued enrolment is dependent upon the parent/legal guardian and caregiver abiding by this agreement to ensure appropriate student supervision, support, involvement and well-being; and effective communication with the student and the school.

CIS will identify a member of the divisional administrative team (typically this is the relevant vice-principal) who will liaise with the caregiver or parent as required.

If the parent/legal guardian or caregiver is found to be in breach of this agreement at any time, CIS may undertake a review of the child's enrolment status at school.

## SECTION A: PARENT/LEGAL GUARDIAN RESPONSIBILITIES

I, the parent/legal guardian of my child authorise the appointed caregiver, being an adult of 25 years or above and a resident of Singapore to have responsibility, care and control for my child during the CIS academic year for the purpose of support, supervision, well-being and school communications.

By appointing the named caregiver:

1. I authorise the caregiver to act on my behalf without any reservations in dealing with CIS. I will bear full responsibility if the caregiver fails to perform his/her duties.
2. I understand that any instruction, consent or other communication between the caregiver and the school is deemed to have been communicated by the caregiver to the parent/legal guardian and the student.
3. The student and/or parent/legal guardian shall be deemed to have agreed to indemnify the school against any liability, claim, demand, suit by or settlement with, any parent/legal guardian of the student in respect of any action or omission taken by the school on the instructions of the caregiver.
4. I will notify CIS of any change in contact details, including, but not limited to email address, phone number(s) and home/correspondence address for myself, my child or the appointed caregiver. Should the school discover students in an undisclosed caregiver relationship or in violation of these guidelines, I understand that the violation is grounds to void the student contract.
5. In the case of a change in caregiver, I will complete a new caregiver agreement and provide CIS with the updated information details prior to a change in residence/caregiver arrangements.
6. I will provide all relevant medical information to the caregiver.

## SECTION B: CAREGIVER RESPONSIBILITIES

The named and appointed caregiver who is a Singaporean resident, aged 25 years or older agrees to:

1. Reside with the child at the same address and have **no more than** 4 caregiver students in his/her care.
2. Be familiar with CIS's Child Protection Policy and [CIS's Parent-Student Handbook](#).
3. Provide a caring, safe, nurturing and supportive home environment for students. This includes, but is not limited to:
  - a. Knowing the whereabouts of the student.
  - b. Supporting and guiding the student in managing time, including getting to and from school on time and recreational times.
  - c. Providing three nutritious meals per day plus appropriate snacks, etc.
  - d. Providing a safe, clean and tidy residence with a private, adequately furnished bedroom conducive for rest and study.
  - e. Supervising and ensuring that homework and home study are completed as required.
  - f. Establishing age appropriate curfew and bedtimes.
  - g. Informing parents and the police if a child does not return to the residence at night.

- h. Ensuring adequate safety requirements are in place, including an awareness of evacuation procedures, etc.
  - i. Providing guidelines and reasonable technology limitations (eg. number of hours/day and appropriate times of day).
4. Safeguard a student's general well-being, health and safety and immediately report any significant medical or health issues, whether physical or mental, to the parents/legal guardian and the school.
5. Guide students on basic communal behavioural expectations and rules including:
  - a. Care of hygiene, personal belongings and managing monetary allowances.
  - b. Expected household routines.
  - c. Expected communication guidelines when not at home.
  - d. Homework and home study expectations and routines.
6. Provide age appropriate information on safety and behaviour within the home and environment including, but not limited to:
  - a. The accepted code of behaviour within Singapore and the applicable laws and regulations of Singapore, including those related to alcohol, drugs and tobacco products.
  - b. Travelling on local transport.
7. Communicate with the school, attend school events, including orientation, information sessions (eg. excursion week), attend parent / student conferences, and assist the student in finding extra-curricular activities and sports. Caregivers are expected to be able to communicate in English or they must nominate an official Representative.
8. Inform the school by 8.30 a.m. on the morning of the absence should the student in his/her care be away from school.

Note:

Students are required to have a 90% attendance record to maintain their Student Pass. Other than in special circumstances, CIS will advise Singaporean Immigration authorities should a student's attendance rate fall below 90%.

9. Inform both the parent/legal guardian and school if aware of the student endangering themselves or others by consuming alcohol, tobacco, taking, possessing or trafficking non-prescribed, illegal drugs or breaks the law in any other way.
10. Provide assistance for a student when travelling to and from Singapore.
11. Provide students with contact information for emergency services including:
  - a. Singapore emergency contact numbers.
  - b. Contact numbers and address of the local general practitioner's clinic and hospital.
12. Inform parent/school if travelling and provide the name of emergency contacts.
13. Attend CIS's Child Protection and/or orientation sessions.
14. Liaise with the school appointed administrator. Unless otherwise stated, this person shall be the relevant Vice-principal in each division.

## SECTION C: CIS COMPLAINT AND CONCERN REVIEW PROCESS

If an allegation of abuse or neglect, as defined in [CIS's Child Protection Policy](#), is made about a caregiver, the relevant CIS child protection officer (CPO) will conduct a review of the child's caregiver arrangements and level of care as per CIS's Child Protection Policy.

## SECTION D: DEFINITIONS

1.1. "Caregiver" refers to the person appointed by the Student's Parent(s) or Legal Guardian(s) under the Caregiver Agreement as the person who shall be the primary contact person(s) for all communications with CIS in matters related to the Student, except:

1.1.1 the appointment of other person(s) under the Joint Agreement (as defined);

1.1.2 the appointment of the Representative under the [Representative Form](#);

1.1.3 the appointment of the Caregiver under the Caregiver Agreement;

1.1.4 the appointment of persons by the Order of Court.

In the event of any conflict arising from such instructions or communications, a priority in the order of Parents, Caregiver and Representative shall take place and be understood by all.

1.2. "Caregiver Agreement" refers to the form signed by the student's parent/legal guardian who appoints the caregiver, as defined above. This includes students who live in a designated boarding house.

1.3. "Joint Agreement" refers to the agreement between the Parents in relation to consent for application and enrolment to proceed and whom shall deal with CIS in place of the Applicant in the event of the separation or divorce of the Parents.

1.4. "Legal Guardians", in relation to the Student, means the person(s) appointed by an Order of Court as the Legal Guardians with custody, care and control of the Student. A Legal Guardian may also be appointed by a Deed of Guardianship or a Will upon the death of the Student's Parent(s). Legal Guardian(s) accept responsibility for the Student and are responsible, individually or jointly, for complying with their obligations under these Terms and Conditions.

1.5. "Parents / You" means the natural parents of the Student and any adoptive parent who has accepted responsibility for the Student. Parents are responsible, individually and jointly, for complying with their obligations under these Terms and Conditions.

### References:

British Columbia Ministry of Education K - 12 International Student Homestay Guidelines 2015  
Children and Young Person Act (CAP 38 Revised Edn 2001)  
CIS Student Contract

## Parents' contact information.

I confirm that all details on this form are correct.

Child's name *(as per passport)*

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Father's name *(as per passport)*

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Residential Address

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|      |         |
|------|---------|
| City | Country |
|------|---------|

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|               |         |
|---------------|---------|
| Mobile number | Email 1 |
|---------------|---------|

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|              |         |
|--------------|---------|
| Other number | Email 2 |
|--------------|---------|

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Mother's name *(as per passport)*

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Residential Address

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|      |         |
|------|---------|
| City | Country |
|------|---------|

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|               |         |
|---------------|---------|
| Mobile number | Email 1 |
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|              |         |
|--------------|---------|
| Other number | Email 2 |
|--------------|---------|

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## Emergency contact information.

Name *(as per passport)*

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Residential Address

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|      |         |
|------|---------|
| City | Country |
|------|---------|

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|---------------|-------|
| Mobile number | Email |
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Relationship to Student

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## Appointed caregiver information.

Name *(as per passport)*

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Residential Address

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|      |         |
|------|---------|
| City | Country |
|------|---------|

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|               |               |
|---------------|---------------|
| Date of Birth | Mobile number |
|---------------|---------------|

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|                       |       |
|-----------------------|-------|
| NRIC/IC/or passport # | Email |
|-----------------------|-------|

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I understand and agree to abide by the guidelines set forth in this document. This form must be signed by at least one parent.

Parent name *(as per passport)*

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Signature

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Date

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Parent name *(as per passport)*

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Signature

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Date

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Caregiver name *(as per passport)*

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Signature

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Date

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