

# Caregiver agreement

## 看护人协议

At CIS, our vision is to *unleash the potential of every individual so they can own their future.*  
在CIS, 我们的愿景是释放每个个体的潜能, 使他们能够掌握自己的未来。

In some cases, a child (under the age of 21) may be attending school at CIS and not residing with their parents/legal guardians. This document outlines the school's expectations of:

- parents/legal guardians who do not reside with their child while enrolled at CIS;
- parents/legal guardians who have their child/ren under the supervision of an appointed caregiver;
- the appointed caregiver.

在CIS就读的学生, 如年龄未满21周岁且未能和家长/法定监护人同住, 则需符合本文件列出的具体要求:

- 在CIS就读期间, 家长/法定监护人不能与孩子同住。
- 家长/法定监护人授权指定看护人, 监督其在CIS就读的孩子。
- 指定的看护人。

Both the parents/legal guardians and appointed caregiver are required to read and sign this agreement. This agreement will be placed in the student's digital student record (DSR). CIS will not finalise or continue the enrolment of a student until this agreement has been completed by the parent/legal guardian and appointed caregiver.

家长/法定监护人和指定看护人都必须阅读并签署本协议。本协议将保存在学生的官方学生记录 (DSR) 中。在家长/法定监护人、指定看护人签署本协议之前, CIS将无法确保孩子能注册入学或继续就读。

CIS reserves the right to refuse or cancel enrolment to students in grade 4 or below who are living with a caregiver.

CIS 保留拒绝或取消与看护人同住的四年级或以下学生入学的权利。

CIS reserves the right to refuse or cancel enrolment if either parents or caregivers breach this agreement. 如果家长或看护人违反本协议, CIS 保留拒绝或取消学生入学的权利。

### **Finding a Caregiver** 寻找看护人

The student's family must arrange for a caring and responsible adult to act as a parent on their behalf, and fulfil all the usual duties of a parent that relate to the student's social, academic and emotional well-being. 学生家人必须安排一位有爱心且有责任心的成年人作为看护人, 代表家长负责学生在社交、学业和身心健康方面的日常事务。

Before arranging an individual caregiver, we encourage parents to consult with the school regarding homestay agencies.

在安排看护人之前, 我们鼓励家长向学校咨询寄宿中心的相关事宜。

With any move, there will be a period of adjustment. It is important to appoint a caregiver who is sensitive and alert to these adjustments. Students 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
- Difficulty sleeping
- Challenges adjusting to a new school environment, new school system and possibly a new language of instruction

通常，学生在面对生活中的改变时，会有一段适应期。指定的看护人需要对孩子的适应期有一定的敏感度和警惕性。学生可能会因为多种原因而感到烦恼，这包括但不限于：

- 文化冲击。
- 难以适应新的饮食习惯。
- 难以适应新的居住环境，他们可能会感到缺少隐私或无法充分表达自己的感受。
- 睡眠问题。
- 难以适应学校的新环境、新系统和新的教学语言的挑战。

An appointed caregiver is required to be an adult of 25 years or above and either Singaporean or a Permanent Resident (PR) of Singapore. Exceptions may be given to student's relatives who are not Singaporean or PR, provided they have a kinship certificate or an equivalent that is both translated and notarized.

指定看护人必须是年龄在25岁以上的新加坡居民或永久居民。若学生亲属为指定看护人，但不为新加坡公民或者永久居民，或将取得例外，但需持有经过翻译或公正的亲属关系证明或同等文件。

## SECTION A: PARENT/LEGAL GUARDIAN RESPONSIBILITIES

### 第一部分:家长/法定监护人的职责

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I, the parent/legal guardian of my child authorise the appointed caregiver, to have responsibility, care and control for my child during the CIS academic year for the purpose of support, supervision, school communications and overall well-being. I will fulfil all CIS caregiver requirements and provide all necessary supporting documents.

本人, 孩子的家长/法定监护人, 在孩子就读CIS的学年内, 授权指定看护人, 负责监督管理孩子的日常生活、与学校的沟通及监护孩子的身心健康。看护人的条件将符合CIS的要求, 并提供相应支持文件。

By appointing the named caregiver:  
通过指定看护人:

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.  
本人授权该看护人全权代表本人处理与CIS有关的事宜。如果看护人未能履行其职责, 我将承担全部责任。
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.  
本人明白, 学校的任何指示、同意书及其他沟通均被视为已由看护人传达给家长/法定监护人和学生。
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.  
学生和(或)家长/法定监护人将被视为同意免除校方因根据监护人的指示而采取的任何行为或无作为而导致的任何责任, 赔偿, 索求, 诉讼或和解。
4. I will notify the caregiver and CIS in advance 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.  
如果有任何联系方式的变更, 本人将提早通知看护人和CIS, 这包括但不限于本人、孩子或指定看护人的邮件地址、电话号码和通讯地址。
5. 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.  
如果学校发现学生处于未公开的看护关系或违反这些准则, 本人理解该违规行为将导致学生合同无效。
6. In the case of a change in caregiver, I will submit a new caregiver agreement and provide CIS with the updated information details prior to a change in residence/caregiver arrangements.  
如果看护人有更换, 我将重新提交一份看护人协议, 并在更改看护人/住所等安排变化之前向CIS提供详细信息。
7. I will inform the school caregiver liaison officer if there is a change in caregiver, notice period will be 4 weeks before a new caregiver is being appointed.  
如果看护人有更换, 我将在4周前的通知期通知学校负责人。
8. I will provide all relevant medical information to the caregiver and the school.  
本人将向看护人和学校提供所有相关的医疗信息。

Parent's initials \_\_\_\_\_ Caregiver's Initials \_\_\_\_\_

## SECTION B: CAREGIVER RESPONSIBILITIES 第二部分:看护人责任

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The named and appointed caregiver must fulfil all CIS caregiver requirements, agrees to:  
作为被指定或委派的看护人, 须符合CIS的要求并同意以下条款:

1. In the absence of CIS approved boarding facilities, reside with the child at the same physical address and with no more than a total of 4 caregiver students in his/her care.  
如果学生住在未经CIS批准的寄宿机构/寄宿家庭, 看护人则须与孩子同住在该住址, 且其照顾的学生总数不能超过4名。
2. Read CIS's Child Protection Policy, Student Code of Conduct and [CIS's Parent-Student Handbook](#).  
阅读CIS的儿童保护政策、学生行为准则和CIS的家长学生手册。
3. Provide a caring, safe, nurturing and supportive home environment for students. This includes, but is not limited to:  
为学生提供关爱、安全、养育和支持的家庭环境。这包括但不限于:
  - a. Knowing the whereabouts of the student.  
了解学生的行踪。
  - b. Supporting and guiding the student in managing time, including getting to and from school on time and recreational times.  
支持和教导学生管理时间, 包括准时上学、放学以及娱乐时间。
  - c. Providing three nutritious meals per day plus appropriate snacks, etc.  
每天提供有营养的三餐以及适当的点心等。
  - d. Providing a safe, clean and tidy residence with a semi-private, adequately furnished bedroom conducive for rest and study.  
提供一个安全、干净、整洁并有一定私人空间的住所, 卧室家具齐全、便于学习和休息。
  - e. Supervising and ensuring that homework and home study are completed as required.  
监督并确保学生按要求完成家庭作业及居家学习。
  - f. Establishing age appropriate curfew and bedtimes.  
根据年龄, 规定适当的晚间活动和就寝时间。
  - g. Informing parents and the police if a child does not return to the residence at night.  
如孩子当晚没有回到住所, 须立即通知家长并报警。
  - h. Ensuring adequate safety requirements are in place, including clear communication of evacuation procedures, etc.  
确保住所符合安全标准, 包括有明确的疏散程序等等。
  - i. Providing guidelines and reasonable technology limitations (eg. number of hours/day and appropriate times of day).  
对学生日常使用电子/科技产品的时间及使用规则, 进行合理的安排和指导。  
(例如: 每天使用的时长以及在规定的时间内使用等。)
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 CIS caregiver liaison.  
保障学生健康, 包括身心健康及人身安全。如果发现孩子有任何重大的健康问题, 不管是身体方面还是心理方面, 都须立即向家长/法定监护人以及学校报告。

Parent's initials \_\_\_\_\_ Caregiver's Initials \_\_\_\_\_

5. Guide students on basic communal behavioural expectations and rules, including but not limited to: 教导学生遵守基本的公共行为准则, 这包括但不限于:
- a. Care of hygiene, personal belongings and managing monetary allowances. 注意个人卫生, 私人物品及零花钱的管理。
  - b. Expected household routines. 日常家庭习惯。
  - c. Expected communication guidelines when not at home. 出门在外的沟通准则。
  - d. Homework and home study expectations and routines. 家庭作业和自习的要求及习惯。
6. Provide age appropriate information on safety and behaviour within the home and environment including, but not limited to: 为孩子提供适合其年龄的有关家庭和环境安全及行为规范方面的信息, 这包括但不限于:
- a. The accepted code of behaviour within Singapore and the applicable laws and regulations of Singapore, including but not limited to those related to alcohol, vaping, drugs and tobacco products. 遵守新加坡境内公共行为准则和新加坡适用的法律法规, 这包括但不限于与酒精、电子烟, 毒品和烟草制品有关的法律法规。
  - b. Travelling on local transport. 乘坐当地交通工具方面的安全及行为规范。
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 communicate in English or the parent must nominate an official Representative that is identified to the school. 看护人须和学校沟通、参加学校活动, 包括入学迎新会、学校信息沟通会(例如:校外学习周), 参加家长会以及协助学生寻找课外活动和体育活动。看护人/或由家长须向学校指定一名正式代表, 用英语和学校进行沟通。
8. Inform the school by 9.00 a.m. in 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 may inform the Immigrations & Checkpoints Authority (ICA) Singaporean Immigration Authorities (SIA) should a student's attendance rate fall below 90%. 如果看护人所照顾的学生当天缺席, 看护人必须在上午9:00前通知学校。注意: 学生必须有90%的出勤率以保持其学生证的有效性。除特殊情况外, 如果学生的出勤率低于90%, CIS将向新加坡移民局(SIA)进行通报。
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 breaking the law in any other way. 如果发现学生饮酒, 吸烟, 服用、持有或贩运非处方药物或非法毒品, 或以其他任何方式触犯法律而危害自身或他人安全的, 则须通知父母/法定监护人和学校。
10. Provide assistance for a student when travelling to and from Singapore as appropriate. 在学生往返新加坡时, 提供必要的帮助。
11. Submit to a background check if requested by the school. 如果学校要求, 需要提交背景调查

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12. Mandatory meeting in school with the school Caregiver Liaison Officer prior to this appointment.  
在胜任指定看护人之前, 必须在学校与学校看护人联络官会面。
13. Provide students with contact information for emergency services including:  
提供学生的紧急联系方式, 这包括:
  - a. Singapore emergency contact numbers  
新加坡紧急联系电话。
  - b. Contact numbers and address of the local general practitioner's clinic and hospital.  
本地全科诊所/医院的联系电话和地址。
  - c. Inform parent/school if travelling and provide the name of emergency contacts and temporary guardians.  
如果看护人出差, 需通知家长/学校, 并提供紧急联系人和临时监护人的联系方式。

Parent's initials \_\_\_\_\_ Caregiver's Initials \_\_\_\_\_

## SECTION C: CIS COMPLAINT AND CONCERN REVIEW PROCESS 第三部分:CIS投诉及问题审查流程

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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.

如有对看护人提出虐待或忽视的指控, 相关的CIS学生保护专员(CPO)将根据[CIS学生保护政策](#)对看护人的管理和照顾能力进行审查。

## SECTION D: DEFINITIONS 第四部分:定义

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- 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 daily communications with CIS in matters related to the Student, except:

“看护人”是指学生的父母或法定监护人根据“CIS看护人协议”中的规定所指派的, 在与学生有关的事项上进行沟通的主要联系人, 除非:

- 1.1.1 the appointment of the Representative under the [Representative Form](#); 在[代表信息表](#)中指定的代表;
- 1.1.2 the appointment of the Caregiver under the Caregiver Agreement; 在看护人协议中指定的看护人;
- 1.1.3 the appointment of persons by the Order of Court. 根据法院的指令任命的人;
- 1.1.4 the appointment of other person(s) under the Joint Agreement (as defined); 在共同协议(指定)任命的其他人;
- 1.1.5 change of academic standing 学业进展方面的变化

**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.**

相关人员须了解, 如遇任何因指示或沟通不当而引起冲突的情况下, 应该按照父母、看护人和代表的顺序优先处理。

- 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.  
定义见上文。“看护人协议”是指由学生家长/法定监护人签署的协议。这包括住在指定寄宿中心的学生。
- 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.  
“共同协议”是指父母双方分居或协议离婚的情况下, 父母双方须共同签订的协议, 该协议同意并授权由谁来全权处理孩子在CIS的入学申请及注册等事项。
- 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.  
对学生而言, “法定监护人”是指通过法院任命的, 为学生提供监护、照顾和管理的合法的监护人。如遇学生的家长去世的情况, 也可以通过监护权契约或遗嘱任命给合法监护人。法定监护人对学生承担责任, 并有义务单独或共同负责遵守本条款的义务。

Parent's initials \_\_\_\_\_ Caregiver's Initials \_\_\_\_\_

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.

“家长/您”是指学生的亲生父母以及任何对学生承担责任的养父母。家长有责任单独和共同履行协议内规定的义务。

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

参考:

不列颠哥伦比亚省教育部2015年K-12年级国际学生寄宿家庭指南

《儿童和青少年法》(第38章,2001年修订,爱丁堡)

新加坡加拿大国际学校学生合同

Parent's initials \_\_\_\_\_ Caregiver's Initials \_\_\_\_\_



# Appointment of a caregiver. 指定看护人

I/We \_\_\_\_\_ and \_\_\_\_\_  
我/我们 (Parent 1 Full Name / 家长1 全名) 和 (Parent 2 Full Name / 家长2 全名)

hereby appoint Mr / Mrs / Ms / Dr \_\_\_\_\_ in the role of the  
在此指定 (Caregiver Full Name / 看护人全名) 作为孩子的

caregiver for our son / daughter, \_\_\_\_\_.  
指定看护人。 (Student's Full Name / 学生全名)

The nominated caregiver's relationship to our son/daughter is 指定看护人与我们孩子的关系是:

- hired/ appointed caregiver (Singaporean or Permanent Residence of Singaporean)  
雇佣看护人 (新加坡公民或新加坡永久居民)
- legal guardian (Court order required)  
法定监护人 (须提供法院庭令)
- Relative (Translated and notarized kinship or an equivalent is required)  
亲属 (提供翻译且公正的亲属关系证明或同等文件)
- other (其他): \_\_\_\_\_

I/We give authority for the above named person to act on my/our behalf concerning the health, welfare and academic progress of my/our son/daughter. In the event of an emergency or non-emergency injury, illness or preventative measure that requires medical treatment, I hereby grant permission for any and all medical and/or dental attention to be administered to my child(ren). This permission includes, but is not limited to, the administration of first aid, the use of an ambulance, and the administration of anaesthesia and/or surgery, under the recommendation of qualified medical personnel. I/We have discussed these responsibilities with the appointed caregiver. I/We agree to notify the Caregiver Liaison immediately if there is a change in caregiver and provide full details of the new caregiver.

我/我们授权上述人士代表我/我们, 负责我的儿子/女儿在身心健康和学习进展方面的事宜。如果发生紧急或非紧急受伤、疾病或需要进行医疗方面的预防措施等, 我在此授权允许看护人对我的孩子进行有必要的医疗和/或牙科护理。该授权包括但不限于在合格医务人员的推荐下实施急救、使用救护车以及实施麻醉和/或手术。我/我们已经与指定的看护人讨论了这些责任。如果看护人发生变化, 我/我们同意立即通知CIS相关部门并提供新的看护人的详细信息。

I/We agree that the appointed caregiver is authorised to receive general correspondence from CIS regarding my child, excluding Fee Statements.

我/我们同意指定的临时看护人有权从 CIS 接收有关孩子学习的信件, 不包括费用。

Parent name (as per passport)

家长名字

Signature

家长签名

Date

日期

Parent name (as per passport)

家长名字

Signature

家长签名

Date

日期

## STUDENT INFORMATION 学生信息

Child's full name (as per passport): \_\_\_\_\_  
孩子名字(根据护照)

Child's preferred name : \_\_\_\_\_  
孩子喜欢被称呼的名字

Child's Residential Address in Singapore 孩子在新加坡的住址:

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Child's Mobile Number in Singapore (if applicable) \_\_\_\_\_  
孩子在新加坡的手机号码(如果适用)

## PARENT CONTACT INFORMATION 家长联系信息

Father's Name (as per passport): \_\_\_\_\_  
父亲名字(根据护照)

Passport number 护照号码: \_\_\_\_\_

Permanent Residential Address 长期居住地址:

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City 城市: \_\_\_\_\_ Country 国家: \_\_\_\_\_

Mobile number 手机号码: \_\_\_\_\_ Email 1 电邮 1: \_\_\_\_\_

Other number其他联络号码: \_\_\_\_\_ Email 2 电邮 2: \_\_\_\_\_

Mother's Name (as per passport): \_\_\_\_\_  
母亲名字(根据护照)

Passport number 护照号码: \_\_\_\_\_

Permanent Residential Address 长期居住地址:

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City 城市: \_\_\_\_\_ Country 国家: \_\_\_\_\_

Mobile number 手机号码: \_\_\_\_\_ Email 1 电邮 1: \_\_\_\_\_

Other number其他联络号码: \_\_\_\_\_ Email 2 电邮 2: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION 紧急联系信息

(This information is important in the event if the school is unable to contact the appointed caregiver  
如果学校无法联系指定的看护人, 则此信息很重要。)

I confirm that the emergency contact knows about this and that the school will call if unable to reach the appointed caregiver.

Name (as per passport) : \_\_\_\_\_  
名字 (根据护照)

Residential Address 住址: \_\_\_\_\_

City 城市: \_\_\_\_\_ Postal code 邮政编码: \_\_\_\_\_

Mobile number 手机号码: \_\_\_\_\_ Email 电邮: \_\_\_\_\_

Relationship to student 和学生的关系: \_\_\_\_\_

# ACCEPTANCE OF CAREGIVER ROLE 看护人同意书

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I 我, Mr /Mrs / Ms /Dr \_\_\_\_\_

(Caregiver Full Name / 看护人全名)

agree to and accept the role of caregiver for 同意并接受看护人的角色 \_\_\_\_\_

(Student's Full Name / 学生全名)

whose parents have authorised me to act in this capacity on their behalf.

其父母已授权我代表他们以这种身份行事。

I have read, understood and agree to fulfil the responsibilities of a caregiver for the above named student as outlined in this Caregiver Agreement, and to act on behalf of the parents concerning the health, welfare, discipline and academic progress of the student. 本人已阅读、了解并同意履行本看护人协议中所述的看护人对上述学生的责任, 并代表该家长负责学生的身心健康、纪律和学业进展。

Additional Required Information 其他所需信息::

(NRIC/IC/or passport number 身份证/护照号码): \_\_\_\_\_

(Street Address地址): \_\_\_\_\_

(City城市) (Postal code邮政编码) (Country城市): \_\_\_\_\_

Telephone (Mobile手机号码): \_\_\_\_\_

Email 电邮: \_\_\_\_\_

Date of Birth (DD/MM/YYYY) 出生日期 (日期/月份/年份): \_\_\_\_\_

## Terms and Conditions

The terms and conditions contained in this Caregiver Agreement form are valid for one academic year and a new Caregiver Agreement form will need to be signed on an yearly basis before a new academic year commences. This Caregiver Agreement's validity starts

本看护人协议表中包含的条款和条件在一学年内有效, 并且需要在新学年开始之前每年签署一份新的看护人协议表。本看护人协议的有效日期

from 从 \_\_\_\_\_ (DD/MM/YYYY) to 至: \_\_\_\_\_ (DD/MM/ YYYY) (日期/月份/年份)

\_\_\_\_\_  
Caregiver's Signature/ Date (DD / MM / YYYY)

看护人签名/ 看护人签名 (日期/月份/年份)

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# Notes.