

Caregiver agreement

At CIS, our vision is to *unleash the potential of every individual so they can own their future.*

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.

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.

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

CIS reserves the right to refuse or cancel enrolment if either parents or caregivers breach this agreement.

Finding a Caregiver

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.

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

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

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.

SECTION A: PARENT/LEGAL GUARDIAN RESPONSIBILITIES

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.

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 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.
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.
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.
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.
8. I will provide all relevant medical information to the caregiver and the school.

Parent's Initials _____ Caregiver's Initials _____

SECTION B: CAREGIVER RESPONSIBILITIES

The named and appointed caregiver must fulfil all CIS caregiver requirements agrees to:

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.
2. Read CIS's Child Protection Policy, Student Code of Conduct 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 semi-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 clear communication 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 CIS caregiver liaison.
5. Guide students on basic communal behavioural expectations and rules, including but not limited to:
 - 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 but not limited to those related to alcohol, vaping, drugs and tobacco products.
 - b. Travelling on local transport.

Parent's Initials _____ Caregiver's Initials _____

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.
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%.
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.
10. Provide assistance for a student when travelling to and from Singapore as appropriate.
11. Submit to a background check if requested by the school.
12. Mandatory meeting in school with the school Caregiver Liaison Officer prior to this appointment.
13. 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.
 - c. Inform parent/school if travelling and provide the name of emergency contacts and temporary guardians.

Parent's Initials _____ Caregiver's Initials _____

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 daily communications with CIS in matters related to the Student, except:
 - 1.1.1 the appointment of the Representative under the [Representative Form](#);
 - 1.1.2 the appointment of the Caregiver under the Caregiver Agreement;
 - 1.1.3 the appointment of persons by the Order of Court.
 - 1.1.4 the appointment of other person(s) under the Joint Agreement (as defined);
 - 1.1.5 change of academic standing

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

Parent's Initials _____ Caregiver's Initials _____

Appointment of a caregiver.

I/We _____ and _____
(Parent 1 Full Name) (Parent 2 Full Name)

hereby appoint Mr / Mrs / Ms / Dr _____ in the role of the
caregiver for
(Caregiver Full Name)

our son / daughter, _____
(Student's Full Name)

The nominated caregiver's relationship to our son/daughter is:

- hired/ appointed caregiver (Singaporean or Permanent Resident of Singapore)
- legal guardian (Court order is required)
- relative (translated and notarized kinship certificate or an equivalent is required)
- other: _____

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.

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

Parent name (as per passport)

Signature

Date

Parent name (as per passport)

Signature

Date

STUDENT INFORMATION

Child's full name *(as per passport)*: _____

Child's preferred name: _____

Child's Residential Address in Singapore:

Child's Mobile Number in Singapore (if applicable): _____

PARENT CONTACT INFORMATION

Father's Name *(as per passport)*: _____

Passport number: _____

Permanent Residential Address:

City: _____ Country: _____

Mobile number: _____ Email 1: _____

Other number: _____ Email 2: _____

Mother's Name *(as per passport)*: _____

Passport number: _____

Permanent Residential Address:

City: _____ Country: _____

Mobile number: _____ Email 1: _____

Other number: _____ Email 2: _____

EMERGENCY CONTACT INFORMATION

(This information is important in the event if the school is unable to contact the appointed caregiver)

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)*: _____

Residential Address: _____

City: _____ Postal code: _____

Mobile number: _____ Email: _____

Relationship to student: _____

ACCEPTANCE OF CAREGIVER ROLE

I, Mr /Mrs / Ms /Dr _____
(Caregiver Full Name)

agree to and accept the role of caregiver for _____
(Student's Full Name)

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

Additional Required Information:

(NRIC/IC/or passport number): _____

(Street Address): _____

(City) (Postal code) (Country): _____

Telephone(Mobile): _____

Email: _____

Date of Birth (DD/MM/YYYY): _____

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

from _____ (DD/MM/YYYY) to: _____ (DD/MM/ YYYY)

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

Notes.