

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.*

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 official student record (OSR). 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 fulfill 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

SECTION A: PARENT/LEGAL GUARDIAN RESPONSIBILITIES

I, the parent/legal guardian of my child authorise the appointed caregiver, being an adult of 2 5 years or above and either Singaporean or a Permanent Resident (PR) of Singapore 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.

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 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 who is either Singaporean or a Permanent Resident (PR) of Singapore aged 25 years or older, agrees to:

1. In the absence of CIS approved boarding facilities, a caregiver must 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 the school caregiver liaison.
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 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 be able to communicate in English or the parent must nominate an official Representative that is identified to the school. 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 9.00 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 (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. I agree to attend mandatory caregiver training
12. I agree to a background check
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 _____ (Parent 1 Full Name) and _____

(Parent 2 Full Name) _____

(Street Address) (City) _____

(Postal code) (Country) hereby appoint _____

Mr /Mrs / Ms / Dr _____

(Full name) in the role of caregiver for our son / daughter,

(Student's Full Name)

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

hired caregiver legal guardian relative
other _____

Dates for Caregiver agreement

From: _____ To: _____ Day/Month/Year Day/Month/Year

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 CIS divisional Office immediately if there is a change in caregiver and provide full details of the new caregiver.

I/we agree that the appointed temporary guardian is authorised to receive general correspondence from CIS regarding my child, excluding Fee Statements and Academic School Reports.

Parent name *(as per passport)* _____

Signature _____

Date _____

Parent name *(as per passport)* _____

Signature _____

Date _____

ACCEPTANCE OF CAREGIVER ROLE

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

(Street Address) _____

(City) (Postal code) (Country) _____

Telephone (Home) (Mobile) _____

Date of Birth (DD / MM / YYYY) _____

(Caregiver must be of legal age 25 years or older) 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.

My relationship to the student is:

Dates of Caregiver arrangement

From: _____ To: _____ Day/ Month/Year Day/Month/Year

I have read, understood and agree to fulfill 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.

I agree to attend the school orientation.

Caregiver name *(as per passport)*

Signature

Date

STUDENT AND FAMILY INFORMATION

Child's name *(as per passport)*

Child's preferred name

Child's Residential Address in Singapore

City	Postal code
Child's Mobile Number in Singapore	Child's Mobile Number - other (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)*

Residential Address

City	Country
Mobile number	Email 1

APPOINTED CAREGIVER INFORMATION

Name *(as per passport)*

Residential Address

City

Postal code

Date of Birth

Mobile number

NRIC/IC/or passport number

Other number

Email 1

Email 2

EMERGENCY CONTACT INFORMATION

Name *(as per passport)*

Residential Address

City

Postal code

Mobile number

Email

Relationship to student:

I understand and agree to abide by the guidelines set forth in this document. This form must be signed by both parents if applicable.

Notes.