

Caregiver Agreement.

看护人协议

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.

在CIS，我们的愿景是为国际化背景下的学生提供卓越的学习机会。一个良好的教育环境、国际化课程和多元文化社区将有助于学生取得卓越的成就。我们共同采取行动，让世界变得更美好。

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:

如果学生不与父母双方住在一起，学生家庭须提供适当的生活安排。本文件概述了本校的要求，具体如下：

- 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.
家长/法定监护人不与孩子（CIS的学生）同住，但是有安排指定看护人监管孩子。
- The appointed caregiver.
指定的看护人。

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:

在寻找看护人时，我们鼓励父母寻找一位对远离家庭或/熟悉的环境的学生富有同理心和敏锐性的人。刚来的学生会需要一定的调整期，他们可能因各种原因而感到沮丧，这些情况包括但不限于：

- Culture shock.
文化冲击。
- Difficulty adapting to a new diet.
难以适应新的饮食习惯。
- Difficulty adjusting to new residential settings, where they might feel a lack of privacy, or not feel able to fully communicate their feelings.
难以适应新的居住环境，他们可能会感到缺乏隐私或无法充分表达自己的感受。

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.

这些学生会有不同的反应方式，例如他们可能会变得不快乐、难以入睡、或行为方面变得内向或有攻击倾向。这可能是他们第一次离开家庭在外面生活，当父母联系他们时，他们可能会感到沮丧。父母/法定监护人和看护人需要对这些迹象保持警惕，并做出适当的反应。

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).

父母/法定监护人和指定的看护人必须签署本协议。本协议将被保存在学生的正式档单（OSR）里。

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.

在父母/法定监护人和指定的看护人签署本协议之前，CIS不会最终确定学生的录取资格。CIS有权拒绝招收与看护人居住的3年级或3年级以下的学生。

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.

能否继续入学则取决于父母/法定监护人或看护人是否遵守本协议规定的要求，并确保孩子有适当的监督、支持，确保参与孩子的生活与健康，以及能与学生和学校进行有效的沟通。

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.

CIS将指派部门管理团队（通常为相关部门的副校长）根据需要与看护人或父母进行联系。

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.

如果一旦发现父母/法定监护人或看护人违反本协议，那么CIS将会对孩子的入学资格重新进行审核。

SECTION A: PARENT/LEGAL GUARDIAN RESPONSIBILITIES

第一部分：家长/法定监护人的职责

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.

我，孩子的父母/法定监护人，授权年龄在25岁以上的新加坡居民在我的孩子就读CIS的学年内作为孩子的指定看护人，负责日常的支持、监督管理、照顾及与学校沟通。

By appointing the named caregiver:

通过任命的指定看护人：

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.

我授权该看护人在与CIS进行沟通时全权代表我行事。如果看护人未能履行职责，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.

我已经了解，看护人所收到的学校的任何指示、同意书及其它沟通，均被视为已由看护人传达给父母或法定监护人以及学生。

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）父母亲、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 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.

如果我的联系方式有任何变化，我将通知CIS，包括但不限于，我、我的孩子或指定看护人的邮箱地址、电话号码和家庭/通讯地址。如学校一旦发现有不明朗的照顾者或违反这些准则的情况，校方将会以这些违约行为作为取消学生合同的理由。

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.
如有变更看护人的情况，我将与学校重新签订一份看护人协议，并在更改看护人/住所等安排之前向CIS提供所有更新的详细信息。
6. I will provide all relevant medical information to the caregiver.
将向看护人提供所有相关的医疗信息。

SECTION B: CAREGIVER RESPONSIBILITIES

第二部分：看护人义务

The named and appointed caregiver who is a Singaporean resident, aged 25 years or older agrees to:
年龄为25周岁以上的新加坡居民，作为被指定或委派的书护人，您须同意以下规则：

1. Reside with the child at the same address and have **no more than 4** caregiver students in his/her care.
与该学生在同一地址共同居住，并且在他/她名下照顾的学生不可超过四个。
2. Be familiar with CIS's Child Protection Policy and [CIS's Parent-Student Handbook](#).
熟悉CIS学生保护政策及[CIS家长与学生手册](#)。
3. Provide a caring, safe, nurturing and supportive home environment for students. This includes, but is not limited to:
为学生提供一个贴心、安全、培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.
支持和指导学生管理时间，包括准时往返学校，以及娱乐方面。
 - c. Providing three nutritious meals per day plus appropriate snacks, etc.
每天提供有营养的三餐食物以及适当的点心等。
 - d. Providing a safe, clean and tidy residence with a private, adequately furnished bedroom conducive for rest and study.
提供一个安全、洁净、整齐、家具齐全，有利于休息和学习的个人卧室。
 - e. Supervising and ensuring that homework and home study are completed as required.
监督并确保孩子按要求完成家庭作业和家庭学习。
 - f. Establishing age appropriate curfew and bedtimes.
建立适当的宵禁和就寝时间。
 - 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，须立即通知家长以及警察。
 - h. Ensuring adequate safety requirements are in place, including an awareness of evacuation procedures, etc.
确保孩子了解适当的安全要求，包括了解疏散程序等等
 - i. Providing guidelines and reasonable technology limitations (eg. number of hours/day and appropriate times of day).
合理规定学生日常使用电子/科技产品的时间
(例如：每天使用的时长以及在规定的时间内使用。)

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.
总体上须看护学生的身心健康，包括身体健康和日常安全等。如发现孩子有任何重大的身体疾病或精神方面的问题（不管是身体方面的还是心理方面的），都须立即向父母/法定监护人和学校报告。

5. Guide students on basic communal behavioural expectations and rules including:
指导学生基本的公共行为要求和规则，包括：

a. Care of hygiene, personal belongings and managing monetary allowances.
照顾学生的个人卫生、个人物品以及管理零花钱。

b. Expected household routines.
日常家庭要求。

c. Expected communication guidelines when not at home.
不在家时的沟通要求。

d. Homework and home study expectations and routines.
家庭作业及在家学习的例行要求。

6. Provide age appropriate information on safety and behaviour within the home and environment including, but not limited to:

提供给孩子适合其年龄的有关房屋和环境内的安全和行为规范方面的信息，包括但不限于：

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.
新加坡公共行为准则和新加坡适用的法律和法规，包括与酒精、毒品和烟草制品有关的法律和法规。

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 be able to communicate in English or they must nominate an official Representative.

需要和学校沟通，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。

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.

看护人应能够用英语进行交流，或必须指定一名正式代表进行英语交流。

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%.

注意：

学生必须有90%的学校出勤记录才能保持其学生准证。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 breaks the law in any other way.

如果知道学生饮酒、吸烟、服用，拥有或贩运非处方药物/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.
当学生旅行离开新加坡或返回新加坡时，为其提供帮助。
11. Provide students with contact information for emergency services including:
提供学生的紧急联系方式，包括：
 - a. Singapore emergency contact numbers.
新加坡的紧急联系号码。
 - 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。
12. Inform parent/school if travelling and provide the name of emergency contacts.
当学生在旅行时，通知父母/学校，并提供紧急联系人的姓名。
13. Attend CIS's Child Protection and/or orientation sessions.
参加CIS的儿童保护方面的讲座和/或者学生迎新会。
14. Liaise with the school appointed administrator. Unless otherwise stated, this person shall be the relevant Vice-principal in each division.
联络学校指定的管理人员。除非另有说明，否则此人应是每个部门的相关副校长。

SECTION C: CIS COMPLAINT AND CONCERN REVIEW PROCESS

第三部分：CIS投诉及重审程序

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.

如果有人指控看护人违反了[CIS学生保护政策](#)中所定义的虐待或忽视，那么这位CIS的学生保护专员（CPO）将根据CIS的学生保护政策，对学生看护人的管理水平和协调能力进行审查。

SECTION D: DEFINITIONS

第四部分：定义

- 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:
“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 other person(s) under the Joint Agreement (as defined);
在共同协议（指定）任命的其他人；
 - 1.1.2 the appointment of the Representative under the [Representative Form](#);
在[代表者信息表](#)中指定的代表；
 - 1.1.3 the appointment of the Caregiver under the Caregiver Agreement;
在看护人协议中指定的看护人；
 - 1.1.4 the appointment of persons by the Order of Court.
根据法院的指令任命的人；

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，如遇指示或沟通不当而引起任何冲突的情况下，应以父母、看护人和代表的优先级别顺序进行。

- 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.

“看护人协议”是上述定义的，由学生的父母/法定监护人签署的，旨在为孩子指定看护人的一份责任协议书。这也包括住在指定寄宿家庭/住所中的学生。

- 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。如遇学生的父母去世的情况，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。

- 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.

“父母/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。父母有责任单独和共同履行本条款下的义务。

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

Parents' contact information.

家长联系方式

I confirm that all details on this form are correct.

我确认在此表格中所填写的一切信息均属实。

Child's name *(as per passport)*

孩子姓名 (同护照)

Child's passport number

孩子的护照号码

Expiry date

护照截止日期

Father's name *(as per passport)*

父亲姓名 (同护照)

Residential Address

地址

City

城市

Country

国家

Mobile number

手机号码

Email 1

邮箱1

Other number

手机号码

Email 2

邮箱2

Mother's name *(as per passport)*

母亲姓名 (同护照)

Residential Address

地址

City

城市

Country

国家

Mobile number

手机号码

Email 1

邮箱1

Other number

手机号码

Email 2

邮箱2

Emergency contact information.

紧急联系方式

Name (as per passport)

姓名 (同护照)

Residential Address

地址

City

城市

Country

国家

Mobile number

手机号码

Email

邮箱

Relationship to Student

与学生的关系

Appointed caregiver information.

指定看护人联系方式

Name (as per passport)

姓名 (同护照)

Residential Address

地址

City

城市

Country

国家

Date of Birth

出生日期

Mobile number

手机号码

NRIC/IC/or passport #

身份证/证件/护照号码#

Email

邮箱

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

我理解并同意遵守本协议所列明的规定。此协议须至少由一名家长签字。

Parent name *(as per passport)*

家长姓名 (同护照)

Signature

签字

Date

日期

Parent name *(as per passport)*

家长姓名 (同护照)

Signature

签字

Date

日期

Caregiver name *(as per passport)*

看护人姓名 (同护照)

Signature

签字

Date

日期
