



## ISS Guardian Application Form

Attach Photo  
(Guardian)

**Please complete All Sections of this form. Please check when application or put NA if not application**

### 1. Personal Particulars

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Nationality: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Religion (Optional): \_\_\_\_\_ NRIC Number: \_\_\_\_\_

Number and ages of your own children: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: (O) \_\_\_\_\_ (Hm) \_\_\_\_\_ (required) Hand phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**NB:** At all times, students should not be left alone in the house **without** adult supervision.

### 2. Background

Own education: Primary  Secondary  Tertiary  Last school attended \_\_\_\_\_

Date of graduation \_\_\_\_\_

No. of years experience as a guardian: \_\_\_\_\_

Are you a full-time guardian? Yes No If no, list your current occupation. \_\_\_\_\_

Does your business require you to travel overseas? Yes No If yes, how often? \_\_\_\_\_

If you answered yes, it is mandatory to inform the school on every occasion of your overseas travel.

Relevant work experience / training: \_\_\_\_\_

E.g. Nursing, counselling, teaching

Languages spoken:	Fluent	Fair	Poor
English:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandarin:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malay / Bahasa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



\*Prefer to work with: Middle School (Age: 11-14)  High School (Age: 14-18)

Indonesians	Prefer	<input type="checkbox"/>	Previous experience	<input type="checkbox"/>
Taiwanese / mainland Chinese	Prefer	<input type="checkbox"/>	Previous experience	<input type="checkbox"/>
Others	Prefer	<input type="checkbox"/>	Previous experience	<input type="checkbox"/>
Male students	Prefer	<input type="checkbox"/>		
Female students	Prefer	<input type="checkbox"/>		
'Local School' Students	Prefer	<input type="checkbox"/>	Previous experience	<input type="checkbox"/>
International school students	Prefer	<input type="checkbox"/>	Previous experience	<input type="checkbox"/>
No preference		<input type="checkbox"/>		

(Please indicate if you already have experience working with any of these groups)

ISS students currently / previously under your care:

1. \_\_\_\_\_ grade: \_\_\_\_\_ year: \_\_\_\_\_
2. \_\_\_\_\_ grade: \_\_\_\_\_ year: \_\_\_\_\_
3. \_\_\_\_\_ grade: \_\_\_\_\_ year: \_\_\_\_\_

Please list some of the other schools your previous or present wards attend(ed):

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If you are applying to be a personal guardian to one specific ISS student, would you be interested in being a guardian to other ISS students? Yes  No  Not applicable

Are you on any school board or committee? If yes, please state school and position held.

Yes / No \_\_\_\_\_

Would you be interested in joining the ISS parent/guardian - teacher association (PTA) or other ISS committee?

Yes / No \_\_\_\_\_ If yes, which? \_\_\_\_\_

### 3. Fees and living arrangements

Cost per month in Singapore dollars for:

Single room: \_\_\_\_\_

Double room: \_\_\_\_\_

Larger room: \_\_\_\_\_ (please state number of beds \_\_\_\_\_)

Maximum number of students: \_\_\_\_\_ Current number: \_\_\_\_\_

**Extras:** (If any e.g. transportation, student fees, extra air-con, processing of student passes, tuition)

description	cost
_____	_____
_____	_____
_____	_____



**Required deposit** (in Singapore dollars): \_\_\_\_\_

**Period of notice required for termination:** \_\_\_\_\_

**Type of housing:**

Condominium  Landed  Public / HDB  Other (please specify) \_\_\_\_\_

Do you stay in the same accommodation with the students each night? Yes  No

<b>Facilities:</b>	Yes	No	Limited Use	Unlimited Use	<b>Services provided</b>	Yes	No
Air-conditioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 meals a day (weekdays)	<input type="checkbox"/>	<input type="checkbox"/>
Bath attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 meals a day (weekends)	<input type="checkbox"/>	<input type="checkbox"/>
Common bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Halal food available	<input type="checkbox"/>	<input type="checkbox"/>

<b>Facilities:</b>	Yes	No	Limited	Unlimited	<b>Services provided</b>	Yes	No
Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily supervised study	<input type="checkbox"/>	<input type="checkbox"/>
Library	<input type="checkbox"/>	<input type="checkbox"/>			Tuition (in-house)	<input type="checkbox"/>	<input type="checkbox"/>
Computer access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tuition (arranged)	<input type="checkbox"/>	<input type="checkbox"/>
Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly reports to parents	<input type="checkbox"/>	<input type="checkbox"/>
Supervised Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly report to parents	<input type="checkbox"/>	<input type="checkbox"/>

Area for ward to homework: Yes  No

Do you provide any other services not listed here? If so, please give details \_\_\_\_\_

**Activities provided:**                      Daily      Weekly      Monthly      Annually

For example taking students to the movies, visiting places of interest, sports, family barbeques etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**Emotional Support and Parenting Services**

Please could you give details of your curfew hours during the week and at weekend's \_\_\_\_\_

\_\_\_\_\_

Do you control the amount of spending money a student has? Yes No

If yes, how much is he/she allowed per week? \_\_\_\_\_

Are you at home every day when the students come home from school? Yes No

Do the students under your care eat dinner with you in the evening? Yes No

Do you attend parent / guardian – teacher conferences on a regular basis? Yes No

\*We encourage this as it is beneficial for the student if the school and guardian to work together.

What kinds of emotional support, guidance or counselling do you offer your ward(s)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Could you explain how you would deal with some discipline issues that arise when parenting teenagers? (for example what would you do if you caught a student smoking or if he or she came home after the curfew time?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your policy on allowing students friends to visit them at home? \_\_\_\_\_

\_\_\_\_\_

Do you permit boys and girls to live in the same residence? Yes No

If yes, how do you ensure that they do not become too intimate? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Medical services:** \_\_\_\_\_  
Name of doctor clinic address Tel No

Medical insurance for student: Yes No Is this compulsory? Yes No

Do you telephone the school every time a student is sick and unable to attend school? Yes No

**If 'no' you must do this in the future as this is a requirement of ISS listed guardians**

**4. Others**

Would you be willing to be a student's official Singapore sponsor? Yes No

Do you have any suggestions as to how we can make the support, guidance and communication processes more effective at ISS?

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**5. Feedback**

Do you wish to add any information, not covered earlier, in support of this application?

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I confirm that the information given above is correct and up to date

\_\_\_\_\_  
Signature Name Guardian Date

Once complete, please return this form to Guardianship Coordinator,



### Acknowledgement

I have read the list of requirements expected of ISS listed guardians (Profile of a good guardian) and assure both parents and ISS that I am committed to meeting them and ensuring the safety, well being and success of the students placed in my charge.

I undertake to keep ISS informed in the event that I cease to be the student's guardian or if the student ceases to live in the same house as I do. I understand that the above expectations apply to guardians of all ISS students regardless of the students' age. I will wait till all documents are completed and approval before allowing the student/s to move out from my premises. I acknowledge the same procedure will apply to student/s seeking to move into my premises and appoint me as their guardian before it takes place and there will also be annual reviews and reconfirmation of my continued placement on the ISS list of guardians.

### **Please Note:**

**Although ISS makes every effort to ensure that relationships between students and guardians are successful, all parties are urged to clarify expectations before deciding on a guardian for their child. We suggest that parents discuss expectations in terms of frequency of contact, returning of deposits etc, but regret that we cannot be involved with disputes between parents and guardians. ISS has no financial relationship with guardians and does not accept payment from either parents or guardians for this service.**

Name of guardian : \_\_\_\_\_ I.C./Passport No's : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### Required documents

- Copy of passport or FIN card or IC will be attached to this document.
- Copy of your **House rules**
- Copy of your **Contract** with the parents and ward/s.
- Signature of **profile of a good guardian**
- Letter from parents permitting ward/s to live with the appointed guardian
- Photo documentation of the accommodation provided to the ward/s

Date received: \_\_\_\_\_ Signature of Guardianship Coordinator: \_\_\_\_\_



### ***Profile of a Good Guardian & Expectations of ISS Guardians***

A good guardian understands the ISS philosophy and mission statement and is willing and able to work with the school to achieve its objectives for every student.

**A. An ISS listed guardian is a mature, full-time guardian who lives in the same house as the students under his / her care. He or she will be:**

1. Responsible and committed to the welfare of the students and enjoys the work he/she is doing.
2. Able to build a rapport and work well with students, their parents and the school.
3. Understanding of ISS school policies, rules and regulations and will help the student to abide by them i.e. attendance policy, dress code, homework policy etc. and will keep parents informed of any changes in school policy.
4. **Contacting the school via online form to formalize student's absence**  
[http://www.iss.edu.sg/miss\\_school\\_form.php](http://www.iss.edu.sg/miss_school_form.php) before 8am. **Other matters please email to school's secretary (High School: [hs@iss.edu.sg](mailto:hs@iss.edu.sg) Tel: 64600442 / Middle School: [ms@iss.edu.sg](mailto:ms@iss.edu.sg) Tel: 6737- 6407).**
5. Seeking approval from the school two weeks **prior**, if the student is planning to take leave during a school week.
6. Easily accessible to the school and the students in their care, he/she will respond quickly and maintain regular communication with both school and parents to provide feedback or just to check up on the students.
7. The student's representative at meetings with the school if the parent cannot be there personally and will support the student at conferences.
8. Willing and able to follow up on measures / actions recommended by the school administration, counsellors, review boards, parents.
9. Available for visits by the school to his / her home.
10. Willing to inform the parents and ISS in the event student/s' living arrangement is to change prior to it taking place and inform the guardianship Coordinator of any changes of address and contact.

**B. An ISS listed guardian will provide good living conditions and support to the student in terms of:**

11. Clean, comfortable rooms and a laundry service.
12. A secure home environment which is conducive to a student's academic success.
13. Moral support, guidance and TLC (tender loving care).
14. A guardian should be aware of the homework that a student has to do (via his or her homework diary) and ensure, as far as possible, that this is completed.
15. Supervision of time spent on working on a computer and/or Internet. Guardians should impose a maximum of time spent on non-school work such as computer games and chat rooms and impose a curfew after which such activities are not allowed on school nights.
16. Arrangement of extra help, such as tuition, as necessary.
17. Completion of paperwork such as student visas, leavers forms, flight tickets etc.,
18. Collection of the student from school if he/she is sick and taking him/her to the doctor as necessary.
19. Discipline structures and parameters such as house rules and regulations. Guardians should provide the school with a copy of these. **(House rules).**

**C. An ISS listed guardian will have **strong in-house support** (in the case of medium to larger set-ups) such as in-house (study) supervisors, tutors, drivers, and maids etc., to help in the supervision and guidance process. **At all times, no students should be left alone in the house without supervision. All guardians must be responsible to support students within the home environment. No other person can replace guardian supervision with prior notification or approval from the school. Failure to comply with this agreement the student becomes liable for suspension until guardianship issue is resolved.****

Name and Signature of Guardian \_\_\_\_\_

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*Please sign the forms above and return the other parts of this document to school to indicate that you agree to be a part of the ISS community*