Appendix B

Attach
Photo
(Guardian)

ISS Guardian Application Form

Please complete ALL sections of this form. Please check when applicable or put N/A if not applicable.

1. Personal Particulars

Name: _____ Gender: ____ Age:____Nationality:_____

Marital Status: _____ Religion (optional): _____

NRIC Number:_____

Number and ages of your own children:

_____

Address:

_____

Telephone Numbers: (O) _____ (Hm) _____

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: _____

Number 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:	☐	☐	☐
Mandarin:	☐	☐	☐
Malay / Bahasa	☐	☐	☐
Others: _____	☐	☐	☐

*Prefer to work with (Ages):

Middle School (Age: 11-14) ☐ High School (Age: 14-18) ☐

*Prefer to work with (Nationality):

Korean ☐ Japanese☐
Taiwanese/Chinese ☐ No preference ☐

Others:_____

*Prefer to work with (Gender):

Male students ☐ Female students ☐

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):

_____

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.

_____

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☐

Facilities:	Yes	No	Limited Use	Unlimited Use	**Services provided**	Yes	No
Air-conditioned (weekdays)	☐	☐	☐	☐	3 meals a day	☐	☐
Bath attached	☐	☐	☐	☐	3 meals a day (weekends)	☐	☐
Common bath	☐	☐	☐	☐	Halal food available	☐	☐

Facilities:	Yes	No	Limited	Unlimited	**Services provided**	Yes	No
Laundry	☐	☐	☐	☐	Daily supervised study	☐	☐
Library	☐	☐	☐	☐	Tuition (in-house)	☐	☐
Computer	☐	☐	☐	☐	Tuition (arranged)	☐	☐
Internet access	☐	☐	☐	☐	Weekly reports to parents	☐	☐
Supervised Computer	☐	☐	☐	☐	Monthly report to parents	☐	☐
Area for ward to do homework	☐	☐					

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 visit places of interest, sports, family BBQ, etc.				
1. _____	☐	☐	☐	☐
2. _____	☐	☐	☐	☐
3. _____	☐	☐	☐	☐

Emotional Support and Parenting Services

Please could you give details of your curfew hours during the week and on weekends.

_____

_____

_____

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 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. It is also a requirement for students to submit a medical certificate.

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?

_____

_____

_____

_____

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

_____

_____

Have you ever been convicted in a court of law in Singapore or overseas?Yes ☐No ☐

If Yes, please give details.

_____

_____

_____

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,
(ISS International School, 21 Preston Road,
Singapore 109355) together with:

Mandatory documents to be submitted:

- ✔ A copy of your **house rules**
- ✔ Recent **photographs** of your general premises, facilities, rooms etc.
- ✔ Signature of acceptance for "**Profile of a good guardian & expectations of ISS guardians".**

When available:

- ✔ A copy of your advertising brochure (if you have one) and details of any website which you use to advertise your guardianship services
- ✔ Copies of any documentation such as forms which you require parents to sign before students can live with you
- ✔ Anything else which you feel may interest us. This could be emailed to guardianship@iss.edu.sg

Appendix D

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 inform ISS in the event that I cease to be the student's guardian, cease to meet the expectations of an ISS 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 until all documents are completed and approved 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 be an annual review 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. In the case of an emergency situation, ISS reserves the right to temporarily assume loco parentis to ensure the safety of students.

Name of Guardian : _____

I/C No/ Passport Number: _____

Signature: _____ Date: _____

Guardian's Copy

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 <u>same house</u> as the students under his / her care. He or she will:

1. Be responsible and committed to the welfare of the students and enjoy the work he/she is doing.
2. Be able to build a rapport and work well with students, their parents and the school.
3. Understand 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. **Contact the school via its online form to formalize a student's absence on ManageBac before 8am. Other matters please email the school's secretary (High School: hs@iss.edu.sg Tel: +65 6475 4188).**
5. Seek approval from the school two weeks **prior,** if the student is planning to take leave during a school week.
6. Be 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. Be the student's representative at meetings with the school if the parent cannot be there personally and will support the student at conferences.
8. Be willing and able to follow up on measures / actions recommended by the school administration, counsellors, review boards, parents.
9. Be available for visits by the school to his / her home.
10. Inform the parents and ISS in the event the 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 the guardianship issue is resolved.**

Name and Signature of Guardian :

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