

U18 INTERNATIONAL STUDENT DESIGNATED CAREGIVER AGREEMENT

1.0 Student Details

Family name: <small>(as shown on passport)</small>			Given name/s:	
Date of birth:	DD	MM	YYYY	Preferred Given Name:

2.0 Designated Caregiver's Name

Family name: <small>(as shown on passport)</small>			Given name/s:	
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3.0 AEI expects the Designated Caregiver to:

- Be a bona fide adult relative or close friend of the student's parents
- Provide a warm, caring environment where the physical and emotional well-being of the student can be nurtured
- Provide 3 meals a day (including any takeaways or meals out at the parents' expense)
- Attend parent/teacher conferences/interviews when held
- Care for the student as you would your own child
- Provide a warm, comfortable room for the student
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all time
- Set reasonable rules and boundaries and discuss expectations of these with the student
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student – especially in the event of the student being involved in any form of serious accident
- To ensure safety for students under the age of 14 - they should not be left alone in the house without adult supervision
- To inform the school in advance if the caregiver is going to be absent so that alternative arrangements can be made
- Forward to parents copies of the school's newsletters and the student's reports

4.0 The Designated Caregiver can expect AEI to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours
- Provide additional learning support for students experiencing academic difficulties (if additional costs are involved, the parents may be asked to provide for this)
- Provide contact through the school's Campus Director / Pastoral Care Support Person/s and/or Managing Director of the school
- Provide school newsletters and any other information sent to parents' of the student
- Provide school reports
- Provide support and quick action in case of problems
- Provide an interpreter for liaison with the school
- Contact the Designated Caregiver immediately in the event of the student being involved in any form of serious accident and request appropriate emergency medical services

5.0 Terms and Declaration

Should there be a concern about the welfare of the student; AEI will discuss the concern with the Designated Caregiver and parent/s of the student. AEI may place the student in an approved AEI Homestay. If necessary, the school will also refer the matter to CYFS (Child, Youth and Family Services), the New Zealand Police or any other appropriate outside agencies.

I agree to be NZ Police vetted by AEI, and I understand that this must be completed prior to commencement of the student living with me. I understand that if the NZ Police Vetting result is not acceptable to AEI, this agreement will be terminated effective immediately.

I have attached copies of **one Primary** Identification document and **one additional** identification document that is from **either of the Primary or Secondary** Identification document requirements - for the purposes of the NZ Police Vetting check.

Primary IDs include: Passport (NZ or Overseas), NZ Firearms Licence, NZ Full Birth Certificate (issued on or after 1998), NZ Citizenship Certificate, NZ Refugee Travel Document, NZ Emergency Travel Document, NZ Certificate of Identity.

Secondary IDs include: NZ Driver Licence, 18+ card, NZ Full Birth Certificate (issued before 1998), Community Services card, SuperGold Card, NZ Employee Photo Identification Card, NZ Student Photo Identification Card, Inland Revenue number, NZ issued utility bill (issued not more than six months earlier), NZ Teachers Registration certificate, NZ Electoral Roll Record, International Driving Permit, Steps to Freedom Form.

I understand and accept the terms and expectations as a designated caregiver for the above-named student.

Signature of Designated Caregiver

Date