



## Residential Caregiver (Homestay) or Designated Caregiver Agreement

- Meals** Three meals and morning and afternoon tea each day to be provided.
- Laundry** The student's washing done weekly.
- Bedroom** The student is provided with a room of his/her own with a wardrobe and suitable storage.
- Study Area** The student will need a study desk and lamp or adequate lighting so that he/she can study in comfort.
- Transport** Transport to school events, practices and social activities should be provided free of charge, in line with normal family expectations. If your student needs collecting from school activities, it is your responsibility to do so. International Learners are not permitted to drive whilst in New Zealand without special approval. Check our school website for details on school bus routes.

### GENERAL

#### 1. School Approved

All Residential Caregiver/s and Designated Caregivers (unless a blood relative) must be approved by the School, and police vetted before a student can be placed in the home.

#### 2. Code of Practice

Host families agree to support the students in their care and to abide by all rules and expectations of KingsWay School. As KingsWay School is a signatory to the [Code of Practice](#), Host families are expected to abide by the sections relevant to Residential Caregivers.

#### 3. Substitute parents/guardians

The host family assumes the role of substitute parent or guardian. This means making decisions about acceptable behaviour and some setting of limits. Therefore, the expectation is that the student will be treated as a member of the family with the same rights and responsibilities. Arrangements regarding such things as going out at night, and domestic chores are left up to the discretion of the host family. However, it is essential that the host family always knows the whereabouts of the students. Please discuss your family curfew expectations with the Accommodation Services Administrator.

#### 4. Recommended Curfews

It is important to know where the international learner is at all times.  
Our recommendations for curfews are as follows:

##### Weekdays

Home by 6:00pm for dinner

##### Weekends

12yrs-14yrs 9pm

15yrs-16yrs 10pm

17yrs-18yrs 11pm

Please ensure that the student is never left unsupervised overnight, regardless of their age.

#### 5. Device use

In order to encourage good sleep and schoolwork routines, we recommend that all devices are switched off from 10pm and, if possible, kept out of bedrooms from this time.

## **6. Studying**

It is important that the host family takes an interest in the schooling of the Student. Attendance at parent interviews is recommended. If they feel that the Student is not working as hard on homework or assignments, host parents should inform the international staff of their concern.

## **7. Co- curricular**

It is important that the Student becomes involved in extracurricular activities, and caregivers are expected to help with transport to these commitments. Highlights of the year include events such as Performing Arts productions, worship nights and sports competitions. We want the Student to have the opportunity to experience these events. Homestays are expected to make sure that the Student can meet all practices and rehearsal requirements.

## **8. Communication**

Once the Residential Caregiver placement has been confirmed and the Accommodation Services Administrator has forwarded the family profile and contacts, the Residential caregiver is encouraged to begin communicating with their student. A final pre-arrival email should be sent a few days out from the student's departure.

You will also be required to sign permission slips for trips and other school events. For overnight trips or activities that maybe considered "risky", the student's parents need to email the school giving permission.

If students are away sick, the Residential Caregiver needs to contact the KingsWay School Absence line on **09-200 1933** or use our school app. If the student is away for three days or more, they require a doctor's certificate.

## **9. Uniform and stationery**

Caregivers will need to assist their student to purchase their school uniform and stationery. The KingsWay website has details about uniform and stationery requirements.

## **10. Airport Transportation**

Airport transfers during the year will be arranged by an agent or KingsWay School if necessary.

## **11. Alcohol, Smoking and Vaping**

International Learners are not permitted to smoke, vape or drink alcohol.

## **12. Insurance**

The Residential Caregivers agree that it is their responsibility to insure their property against damage by a student in their care, and understand that in most cases such damage is not covered by international student insurance policies.

## **13. Changing circumstances**

The School must be informed a month in advance of any planned change in the composition of the household.

Some Residential Caregivers situations do not work out. A student will be moved if the homestay family and or students are unhappy and feel that the situation cannot be resolved. This is not undertaken lightly and require the student's parent's permission. Two weeks' notice is required on both sides.

## **14. Legal Statement**

The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular visits to the Residence and meetings with both students and the Residential Caregiver. The Host Parent/s will immediately inform the School if they become aware of or have any reason to believe that any student in their care is engaging in any at-risk behaviours. The Host Parent/s will provide the School with no less than fourteen days (14) days prior notice of any circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence. When at any time, the Host Parent/s have a student from the School in their care, they agree not to act as a residential caregiver for any student from another signatory

without prior approval from the School. Failure by the Host Parent/s to provide the residential care required may result in the termination of the Agreement. The School may remove a student from the Residential Caregiver at any time without prior notice or agreement at the sole and absolute discretion of the School and this shall terminate the Agreement. This Agreement may be cancelled by the Host Parent/s giving fourteen (14) days' notice to the School. Contact information for the Residential Caregiver may be shared with the School's host parent community for the purposes of communicating with other host parents and will not be passed on to any other parties or used for any other purpose without written agreement from the Host Parent/s. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.

In our experience, international students flourish under the care and interest of our Residential Caregiver families. The Accommodation Services Administrator is the person to contact with concerns about the Student's behaviour out of school hours. The School has first language staff who can assist if there is a communication problem.

**As a Residential Caregiver and Designated Caregiver, I/we accept the above conditions**

Name/s: -----

Signed: -----

Residential Caregiver - Homestay OR Designated Caregiver

Date: -----

**FOR KINGSWAY STAFF ONLY**

**As the authorised signatory of KingsWay School, I am authorised to sign on behalf of the school and confirms that the School will be bound by this Agreement in all respects.**

Name: -----

Signed: -----

*Accommodation Services Administrator*

Date: -----