

HOMESTAY REGISTRATION FORM FOR HOMESTAY PROVIDERS



In addition to duties of guardians as listed in the Guardianship Registration Form, guardians who wish to provide homestay should note the following expectations of the school with regards to homestay policy and procedure.

HOMESTAY POLICY & PROCEDURES

(Please refer to the Accommodation Policy of ACS (International) for more details.)

1. To agree to adhere to the homestay criteria set by the school
2. To fill in and submit Homestay Registration Form to the ISPCC
3. To agree to the home being visited by the ISPCC before approval is given
4. To agree to the home being visited by the ISPCC twice a year
5. To agree that the homestay approval is valid for the academic year and subsequent approval is dependent on satisfactory provision of homestay care and support

SPECIFIC GUIDELINES

If the homestay provider is not providing guardianship

- a) Check in with the student everyday with regards to physical, socio-emotional well-being. Alert the guardian if matters arises.
- b) Provide breakfast and dinner for weekdays; all meals on weekends.
- c) Ensure that the student is properly attired and reports to the school on time
- d) Keep communication lines open through email, SMS or telephone
- e) Monitor the student's computer and internet usage
- f) Monitor the student's weekend activities
- g) Monitor the student's observance of curfews

If the homestay provider is also the guardian

- a) Alert the school on medical issues/absences/late-coming of the student
- b) Assist with the student's overseas travel arrangements
- c) Liaise with the school on the student's discipline matters
- d) Monitor the student's progress in school: both in academic and co-curricular activities
- e) Monitor the student's expenditure
- f) Acknowledge the receipt of communications from school through email
- g) Update address and contact information when there are changes
- h) Read the monthly newsletter
- i) Attend all Parent-Teacher Meetings with the student

HOMESTAY PROVIDER DETAILS

Name (as in Passport/NRIC) <i>(Please underline surname)</i>	Preferred Name
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Others:	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Relationship to Student	Identification Number
Company	Profession
Home Address	Postal Code
Mobile Number + Country Code	Residential Tel. Number + Country Code
Email Address	Name & Contact Number of Emergency Contact Person

HOMESTAY DETAILS

Brief description of homestay location (e.g. proximity to amenities, MRT)

Brief description on how a student would travel to and from school

Travel time to school by MRT/Bus

Provisions at homestay (e.g. free WiFi, breakfast, dinner)

House Occupancy

No. of adults in the house:

No. of children (non-wards) in the house:

No. of homestay students staying in the house:

Pets (please state kind of pets and quantity)

Rates Charged Per Room

Single:

Double:

Triple:

Others (Please specify):

Please email the following photos to: ispscc@acsinternational.com.sg

1. View of the house unit from outside

4. Interior view of the toilet

2. Interior view of the living room

5. Interior view of the room(s)

3. Interior view of the kitchen

DECLARATION BY APPLICANT (ALL FIELDS ARE COMPULSORY)

Do you have any existing medical condition, physical impairment or substance dependence?

Yes No

(Dependent on alcohol, drugs, etc, excluding prescription by a certified medical professional.)

If Yes, please state:

Do you have any past history of mental illness?

Yes No

Are you currently under police investigations in Singapore or overseas?

Yes No

Do you have existing criminal record(s) in Singapore or overseas?

Yes No

(excluding parking offences and spent records)

Are you an undischarged bankrupt or do you have any outstanding unsecured debts?

Yes No

I declare that all information given by me in this application and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false, incomplete, misleading or incorrect, my application may be rejected.

I have read and accept the Policy and Procedures in Guardianship.

I understand that this guardianship approved by the school applies only for only one year. I understand and accept the Policy and Procedures in Guardianship.

I understand too that this is subject to my meeting the expectations of the school on effective pastoral care of the ward and approval granted by the school may be withdrawn anytime within this period.

Name

Signature

Date

FOR OFFICIAL USE ONLY

Reasons

Approved Not Approved

Approved by

Signature

Date