

Guardianship Agreement Form 监护协议书

Stamford American International School (“SAIS” or the “School”) is committed to supporting students who may study and live in Singapore without being accompanied by parent(s).

新加坡斯坦福美国国际学校（SAIS）致力支持在新加坡学习和生活但可能无父母陪同的学生。

Our priority is that all students live in safe, supportive environments that foster their well-being and academic success. While guardianship arrangements are an agreement between parents and entrusted guardians, SAIS upholds high standards of care. SAIS reserves the right to impose conditional enrollment or withdraw a student’s enrollment if guardianship arrangements or engagement with the School does not comply with this Guardianship Agreement Form and/or meet the expectations outlined in the SAIS Guardianship Policy.

我们的首要任务是确保所有学生生活在安全、有支持的环境中，增进他们的身心健康，促成他们学业成功。虽然监护安排是家长与监护人之间的协议，但新加坡斯坦福美国国际学校（SAIS）坚持实施严格的监护标准。若监护安排或与学校的配合未达到监护政策的要求，SAIS保留有条件录取或取消学生入学资格的权利。

Please note that students under 12 years old must reside with a parent in order to attend Stamford American International School.

请注意，12岁以下的学生必须与父母同住方可入读新加坡斯坦福美国国际学校。

In the context of this Agreement, ‘guardianship’ is the term used to describe the situation when a student over the age of 12 does not live with his/her parent(s) or with appointed legal carers for at least 90% of the term time (including weekends) and entrusted to a guardian in Singapore.

在本协议中，“监护”一词用于描述以下情况：当一名年满12岁的学生与其父母或指定的法定监护人同住时间少于90%的学期时间（包括周末），由在新加坡的监护人负责照料其生活。

“Guardianship” in this Agreement does not refer to the appointment of a “guardian” or its associated requirements / provisions under Singapore’s Guardianship of Infants Act 1934.

本协议中的“监护”一词并不指《新加坡1934年儿童监护法案》中关于“监护人”的指定或其相关要求/规定。

In this Agreement, guardianship is when an adult takes on the everyday responsibility to care for, support and keep a student safe while he/she resides with the guardian. A guardian is expected to take a personal interest in the progress and welfare of the student.

在本协议中，“监护”是指一名成年人在学生与其同住期间，承担起日常照料、支持及保障学生安全的责任。监护人应关心学生的成长与福祉，并对其进步给予个人关注。

Terms used to describe living away from parents fall under the umbrella term ‘guardianship’ but can mean several different residential life opportunities. These are explained below.

学生不与父母同住的情形统称为“监护”，实际可包含以下不同的居住类型安排：

Living in Guardianship 监护居住类型

Parents' are required to identify a Guardian for all students falling into the following categories. 家长需为符合以下情形的学生指定一名监护人：

1. Living with extended family - A student living with his/her maternal, paternal grandparents, blood aunts or uncles or adult siblings over the age of 21 who are permanently residing in the country of their school.
*** There will be exceptional circumstances where a student under 12 may be living with a close family member. For new families, please contact our Admissions department. For existing families, please contact the relevant sub-school office.*
与亲属同住 - 学生与外祖父母、祖父母、有血缘关系的阿姨、舅舅或21岁以上成年的哥哥、姐姐同住，且亲属长期居住在新加坡。
***特殊情况：若12岁以下的学生需与近亲属同住，新学生家庭请联系招生部，在读家庭请联系所属学校分部办公室。*
2. Boarding - Students above the age of 12 staying in our preferred boarding partner Oldham Hall.
学生宿舍 - 年满12岁及以上的学生可选择入住我校合作宿舍Oldham Hall.
3. Homestay - A student at SAIS who lives with an adult, such as a paid homestay guardian or a paid employee with guardianship rights.
寄宿家庭 - 学生与具备法定监护权的成年人同住，如付费寄宿家庭监护人或学生家长的付费雇员。

In a scenario where parents live in Singapore but are out of the country more than 10% of the term time, parents also need to assign a live-in guardian in absence of the parents.

若父母居住于新加坡，但离开新加坡的时间超过学期时间的10%，父母则需在离境期间指定一名与学生同住的监护人。

For a guardianship placement to be suitable for the student, the School must be satisfied that the placement is in the best interest of the student, please refer to our [Guardianship FAQs](#). The School shall have the right to refuse enrollment or impose any other conditions if it is not so satisfied.

为确保监护安排符合学生最大利益，学校需审核其适宜性，详情请参阅《[监护常见问题解答](#)》。如果监护安排不符合要求，学校有权拒绝学生就读或施加其他条件。

Guardian Criteria

- Over 25 years of age
 - 21 years of age if an immediate family member.
- Singapore Citizen/Permanent Resident.
 - In the case of an immediate family member, an Employment Pass and/or Long Term Visit Pass holder will be considered.
- Resides at the same local address (legal domicile) as student
- Able to communicate effectively in English, both spoken and written.
- For Guardians caring for multiple students, they must not exceed a cap of six (6) live-in students (from any school) and an additional cap of six (6) boarding students.
- Must partner with SAIS and comply with school expectations.
- Must not have a current or past history of criminal record relating to violence or offenses against children and/or vulnerable adults.

监护人资格

- 年龄要求：年满25周岁
 - 若为直系亲属，可放宽至21周岁。
- 身份要求：新加坡公民或永久居民。
 - 若为直系亲属，可接受持有就业准证或长期探访准证者。
- 居住要求：与学生同住（法定地址一致）。
- 语言能力：具备英语口语及书面有效沟通能力。
- 人数要求：对于照顾多名学生的监护人，可监护同住学生上限为6人（包括所有学校），此外，可监护住在学生宿舍(Oldham Hall)的学生上限为6人
- 合作要求：需与学校合作并遵守学校要求。
- 背景要求：无涉及暴力或侵害儿童及弱势群体的犯罪记录或历史

Parent Confirmation and Responsibilities 家长确认和责任

I, the parent of [], authorize the guardian to have responsibility and overall care of my child for the purpose of support, supervision, well-being, school attendance and communications with the School.
本人作为[]的家长，授权监护人为我的孩子承担责任、照顾和监管为其提供支持、监督、保障其身心健康及与校方沟通。

By appointing the named guardian通过指定监护人

1. I confirm that the guardian of my child has met the guardian criteria set out in this document. I agree to obtain approval from the school for any exemption. I understand that the School reserves the right to decline my request for such exemption.
本人确认所选监护人符合本文件所列资格要求，并同意就任何例外情况向学校申请豁免。学校保留拒绝此类申请的权利。
2. I confirm that the guardian has the authority to make all decisions regarding my child, including but not limited to matters relating to his/her education journey at the School, health, welfare, safety, medical procedures and security. The School is hereby requested and authorized to act on the guardian's decisions, directions and instructions in all matters concerning my child. I acknowledge that the School may, but shall not be obliged to, contact or communicate with me regarding the guardian's decisions, directions and instructions.
本人确认监护人有权就包括但不限于在校的教育进程、健康、福利、安全、医疗程序及安保等与本人孩子所有有关的事项作出决定，学校会被要求和授权依据监护人的决定、指示及指令行事。本人知悉，学校可以但无义务就监护人的决定、指示及指令与家长联系。
3. I confirm that the School may communicate with the guardian on all matters concerning my child including health, welfare, academics, conduct and other relevant issues. I acknowledge that any such communication between the School and the guardian will be regarded as communication with me.
本人确认学校可就本人孩子健康、福利、学业、行为等事宜与监护人沟通，此类沟通将被视为与本人的沟通。
4. I acknowledge that before the commencement of each school Year, or at any time,

the School may contact me to confirm whether the guardian I appointed for my child (as per the School's records) is authorized to continue acting in that role.

本人确认学校可在每学年开始前或任何时间联系本人，以确认指定监护人（按学校记录）是否继续拥有授权。

5. I also hereby undertake to:
- a. Inform the School immediately, and in any case, within seven (7) days should there be any change in contact details for myself or the appointed guardian.
 - b. Execute a new guardianship agreement in the form and manner prepared by the School if a replacement local guardian is required.

本人承诺：

- a. 若本人或监护人联系方式变更，须立即（7日内）通知学校。
- b. 如需更换本地监护人，须按学校要求签署新的监护协议书。

6. I declare that I have conducted adequate checks to satisfy myself as to the suitability of the guardian of my child. I acknowledge that the School takes no responsibility over my arrangement with the guardian.

本人声明已对监护人的适宜性进行充分核查，学校不对家长与监护人的协议承担责任。

7. I acknowledge that the School reserves the right to withdraw my child from the School in accordance with the School's terms and conditions if, in the School's professional judgment, my child is not adequately cared for or supervised, or if any terms, declarations or undertakings in this agreement are not complied with, and such non-compliance remaining uncured for a period thirty (30) days after the School gives written notice to the parent(s) and/or the guardian.

本人知悉，若学校认为学生未得到充分照顾或监护，或本协议条款未被遵守且未在收到学校书面通知后30日内整改，学校有权依此条款取消学生入学资格。

Guardian Responsibility 监护人责任

The named and appointed guardian agrees to 指定的监护人同意：

1. Comply with the Guardian Criteria set out in this Agreement.
遵守本文件所列资格要求。
2. Undertake the responsibility to the named student(s) to:
- a. Be responsible for the Student's general welfare and well-being.
 - b. Provide care and supervision for the Student, which includes providing safe and suitable accommodation for the Student during the School Year and for the Student's enrolment at the School.
 - c. Be responsible for the daily care and control of the Student, including monitoring the Student's behavior and discipline outside of school hours.
 - d. Be readily contactable by the School at all times during the school Year and for the Student's enrolment at the School.
 - e. Be readily available during the school Year to pick-up the Student from School when contacted by the School whenever the need arises.
 - f. Notify the School in case of travelling and appoint a temporary caregiver by submitting an [In-LoCo Parentis Form](#).
 - g. Cooperate with the School to monitor the Student's progress, and:

- i. ensure the Student attends classes regularly, unless prevented by illness or other reasonable excuse
- ii. ensure as far as possible the Student abides by all the School's rules and regulations
- iii. attend parent/teacher meetings/interviews/conferences as scheduled by the School from time to time
- h. Inform the School immediately, and in any case, within seven (7) days should there be any change to my contact details or to the Student's details as set out below.

确认对指定的学生承担以下责任：

- a. 负责学生的整体福祉和身心健康
- b. 为学生提供照顾和监督，包括为学生在学年提供安全舒适的住所
- c. 负责学生的日常照管，包括校外时间的行为监督
- d. 在学年和学生在校就读期间保持联络畅通，能及时被学校联系到
- e. 在学年中，接到学校通知后，如有需要能够到校接回学生
- f. 如短期离境需通知学校，指定临时监护人并提交《[临时监护人表格](#)》
- g. 配合学校监督学生学业及行为，包括：
 - i. 确保学生按时上课（生病或有合理原因等除外）
 - ii. 确保学生遵守校纪校规
 - iii. 不定期参加学校安排的家长会或面谈
- h. 本人联系方式或学生信息变更时（立即/7日内）通知学校

3. Inform the School by 8:30 am in the morning of the absence should the student be away from school and provide medical certificates in case the student is unwell. Note: Students are required to have a 90% attendance record to maintain their Student Pass. Other than in special circumstances, the School will advise Singaporean Immigration & Checkpoint Authority (ICA) should a Student's attendance rate fall below 90%.

学生如缺勤须于当日8:30前通知学校，病假需提供医疗证明。

说明：学生出勤率需达90%以维持学生准证。除特殊情况，若学生出勤率低于90%，学校将通报新加坡移民局。

4. Be available to accompany the student to medical and other appointments.
陪同学生就医或处理其他事务。
5. Provide age appropriate information on safety and behavior to the Student in the home environment including but not limited to:
- a. The accepted code of behavior in Singapore and the applicable laws and regulations of Singapore, including those related to alcohol, drugs, tobacco and vaping products.
 - b. Traveling on local and international transport.

提供与学生年龄相符的在家及外出安全信息及行为规范指导，包括但不限于：

- a. 符合新加坡法律法规的行为，包括对酒精、毒品、烟草及电子烟规定
- b. 本地及国际出行的交通规范

6. Inform both the parents and School if aware of the Student endangering himself /

herself or others by consuming alcohol, tobacco and vaping, taking, possessing or trafficking non-prescribed, illegal drugs or breaking the law in any other way.
若发现学生有危及自身或他人的饮酒，吸烟，吸食服用、持有或贩运非处方非法药物和毒品或违法行为，需立即通知家长及学校。

7. Inform parents and the School if traveling out of Singapore and provide the contact details of a temporary guardian who can live with the Student.
如离境需通知家长及学校，并提供可与学生同住的临时监护人联系方式。
8. Declare any past and present record of criminal convictions relating to violence or offenses against children and/or vulnerable adults.
声明过去及现在无涉及暴力或侵害儿童及弱势群体的犯罪记录。

Student's Details: 学生信息
Given Name(名) _____
Family Name (姓) _____
Gender 性别 _____
Date of birth 出生日期 _____
Nationality 国籍 _____
Passport Number 护照号码 _____
Date of Expiry 护照到期日期 _____
Grade 年级 _____

Parents' contact information 家长信息

Parent 1 Given Name 名 _____
Family Name 姓 _____
Gender 性别 _____
Date of birth 出生日期 _____
Nationality 国籍 _____
Passport Number 护照号码 _____
Date of Expiry 护照到期日 _____
Residential Address 居住地址 _____
Telephone (office) 办公电话 _____
Telephone (residence) 住宅电话 _____

Telephone (mobile) 手机 _____

Email 电邮 _____

Languages spoken 使用语言 _____

Parent 2 Given Name 名 _____

Family Name 姓 _____

Gender 性别 _____

Date of birth 出生日期 _____

Nationality 国籍 _____

Passport Number 护照号码 _____

Date of Expiry 护照到期日 _____

Residential Address 居住地址 _____

Telephone (office) 办公电话 _____

Telephone (residence) 住宅电话 _____

Telephone (mobile) 手机 _____

Email 电邮 _____

Languages spoken 使用语言 _____

Guardian's information 监护人信息

Given Name(名) _____ Family Name(姓) _____

Gender 性别 _____ Date of birth 出生日期 _____

Nationality 国籍 _____

Singapore NRIC/FIN 新加坡身份证/准证号码 _____

FIN Date of Expiry 准证到期日 _____

Telephone (office) 办公电话 _____

Telephone (residence) 住宅电话 _____

Telephone (mobile) 手机 _____

Email 电邮 _____

Languages spoken 使用语言 _____

Relationship with the Student 与学生的关系:

- Extended Family 亲属
- Hired 雇佣
- Others其他 _____

Student's Residential Address _____

学生的住宿地址

Please choose one

- I confirm the assigned guardian resides at the same address as the student.
我确认指定的监护人与学生居住在同一地址。
- The student resides at ACS Oldham Hall, 80 Barker Road, Singapore 309937.
学生住在ACS Oldham Hall, 地址是80 Barker Road, Singapore 309937

Student's Data access 学生信息权限

I acknowledge that there will only be a maximum of two access for the *Student's Data given to parents/guardians. I authorize the following Parent/Guardian (please state email address).

*Student's Data includes MyStamford, Managebac, PowerSchool Parents Portal, Schools Buddy, Learning Conference, Cafe System.

我知晓父母/监护人最多有两个权限可进入学生信息。我授权以下父母/监护人（请注明电子邮件地址）。

*学生信息包括以下学校平台 MyStamford, Managebac, PowerSchool Parents Portal, Schools Buddy, Learning Conference, Cafe System

(i.) Name姓名 _____ Email电邮 _____

(ii.) Name姓名 _____ Email电邮 _____