



RESIDENTIAL CAREGIVER AGREEMENT
Between Homestay Host & Elim Christian College

This Agreement is drawn between Elim Christian College,

and.....
.....(Homestay Host’s names) hereinafter referred to as the “Host”.

INTRODUCTION

Elim Christian College's “Homestay” programme has been initiated to provide an opportunity for International Students to appreciate the New Zealand culture and lifestyle through accommodation in caring New Zealand homes.

Elim Christian College will take all reasonable steps to ensure that the student is compatible with the Host. In return for the provision of care and accommodation based upon the following conditions Elim Christian College will pay the Host an agreed weekly fee as detailed in the Schedule in this Agreement. Fees will be paid on a weekly basis by direct credit to the Host’s nominated account. First payment will commence one week following the student’s arrival at the Host’s home.

The Host wishes to accommodate a student, hereinafter referred to as the “student” in his/her home in accordance with the conditions set out below. The parties agree as follows:

AGREEMENTS

The term of the Agreement is for a consecutive 12 months from the date of signing by both parties (the Term). Unless otherwise mutually agreed, the Term automatically renews unless a notice of termination has been provided in writing from one party to the other.

THE HOST

Arrival of a new student

You are expected to be available to meet and greet your new student on arrival at the airport or pick-up location.

1. STUDENT’S ROOM

Will provide the Student with a private room (unless otherwise agreed) furnished with a desk, chair, lamp and heater in the winter. Make available additional bed covers to ensure students' comfort and provide fresh towels and bed linen on a regular basis. Adequate heating in cold weather such as electric blanket, extra blanket, economy heater.

Please ensure that there is appropriate separation of international learners from others of different ages in the accommodation.

If the room available to the Student is different from the one seen by Elim Christian College personnel following their inspection the Host will notify the Student Homestay Officer.

2. STUDENT'S MEALS

Will provide nutritional meals of mixed variety, which includes breakfast, packed lunch to take to school and dinner daily from Monday to Friday, and breakfast, lunch and dinner at weekends and public holidays.

In some instances there may be specific dietary needs to be considered in respect to the student. Usually good, wholesome New Zealand meals are most adequate.

3. FAMILY INVOLVEMENT/OUTINGS

Will encourage and invite the student to join in with family activities and outings and to interact socially with the family.

If you invite your student on a family outing or trip it is generally expected you will pay the student's expenses. If you expect them to pay for any aspect, such as event tickets etc, please make sure this is clear and agreed beforehand to avoid any misunderstanding.

4. DOOR KEY

Long term students 14+ may need to be provided with a key to the home and to show them how to gain access and how to secure the home.

The house should have smoke alarms in full working order as recommended by the NZ Fire Department website <https://fireandemergency.nz/at-home/smoke-alarms/>

5. ENGLISH LANGUAGE

Will spend a little time each day communicating and encouraging the student with their English language.

6. PERSONAL PROBLEMS

Will assist the student with simple personal problems such as homesickness, culture shock, illness, loneliness etc.

7. SICKNESS & ACCIDENTS & INSURANCE

For sickness eg: (flu, cold etc) you will need to let the school know that the student will be away and assist the student in gaining medical attention if required.

Preferably fill out the absence form https://www.elim.school.nz/absence_form/ or leave a message on the absence line on 09 5380368 or email absence@elim.school.nz and state the name and year level and class the student is in and reason for sickness eg: Sam Smith Year 10 unwell.

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Please inform the student Homestay Officer immediately of any illness or accident of a serious nature.

At times, the student may fall ill or get injured during the school day. In these cases, you, as the homestay parent, will be notified to come and pick them up. If you are not able to come, you will need to organise someone else to do so on your behalf.

All international students will have Travel & Medical Insurance policies. If they become sick, please take them to a doctor. Doctors and other medical bills must be paid by the student and receipts kept for a claim to be done online (for students who purchased insurance via school) <https://claims.orbitprotect.com/login>. If a student is in need of medical attention then any costs incurred are the sole responsibility of the student. Elim Christian College cannot accept any liability for such an advent. In the same manner students are deemed responsible for their personal possessions and belongings.

8. TRANSPORT TO SCHOOL

Dropoff / pickups: Please ensure that the student knows where to meet you after school. Note that homestay parents may not drive into the school compound or bus bay, but are required to park safely and legally on the roadside. Refer to the school newsletters for traffic and parking safety information.

Buses / walking: Please ensure that your student is familiar and confident with the route/buses to and from school before they head off alone.

9. NON SCHOOL DAYS

Homestay parents are required to provide care for the student on non-school days e.g. public holidays, teacher only days, etc. On half days, homestay parents must pick up the student from school at the specified time. If you choose to send the student to a holiday program, this will be at your own expense.

10. MONEY

Students are required to have their own money for out of pocket expenses e.g. school stationery, extra school activities, personal items. Students should have a New Zealand bank account, please assist them in setting one up. The school can provide a letter of attendance if necessary for this purpose.

11. HOLIDAYS

A. Homestay Parents: Agrees to notify the Student Homestay Officer at least 10 days prior to being absent or away on holiday in order to arrange for the student to be relocated to an alternative Host if required.

B. Student leave: During the school year, if students are away from the homestay (e.g. overseas), the normal homestay payment will continue for up to 14 consecutive days. After this period, a room holding fee of \$20.00 per day will be paid until the student returns to school.

C. Christmas Break: It is expected that all students will vacate their homestay and return to their country of origin over the Christmas break. However, if they wish to return to your home for the following school year after the break, a room holding fee of \$100.00 per week will be paid to you to keep the room available for them.

Host Initials

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D. Airport pick- up and drop-off: As payment continues while the student is away, homestay hosts are expected to provide airport pick-up and drop-off services where required.

12. CHANGE OF CIRCUMSTANCES

Should the situation of the family or the conditions of the home be changed from that reported at the initial inspection and acceptance as a homestay by Elim Christian College the Host undertakes to notify the Student Homestay Officer of the following:

- Change of address
- Disruptive remodelling or alterations to the home.
- Change of people in the home eg. long-stay friends, relatives, new births etc.
- Accepting other homestay guests or boarders.
- Family emotional crisis which may impact the Student.
- Long-term absence of integral family member eg. holiday or separation.
- Acquisition of new pets which may alter the home environment.

13. OTHER STUDENTS

Undertakes to inform the Student Homestay Officer if they provide homestay accommodation to other students and agree not to provide accommodation to other students of the same nationality (and different gender) as the Elim Christian College homestay guest without the prior agreement of Elim Christian College.

14. HOST AWAY

Agrees not to leave the student in the home alone overnight without informing the Student Homestay Officer who may wish to make alternative arrangements for the duration.

15. SOCIAL EVENTS

Accepts that an integral part of hosting international students is to provide encouragement and support. From time to time this may be expressed through the supportive attendance of social events such as school concerts, prize giving, parent evenings etc.

16. LIABILITIES

Agrees not to hold Elim Christian College liable for damage, loss, breakage, or injury to the Host's residence, person or property howsoever caused by the student and Elim Christian College shall not in any case be liable for the costs of toll calls or other expenses made or incurred by the student.

17. EARLY CANCELLATION

During the first week both student and host may reserve the right to request cancellation and reassignment of the student due to incompatibility at no extra cost other than payment for the nights provided.

If for some reason the Host requests to discontinue hosting the student prior to the conclusion date indicated in the attached Schedule, the Host will give a minimum of one week's notice to the Student Homestay Officer. Failure to do so will result in the forfeiture of one week's homestay fee.

Likewise should the student wish to leave or the homestay coordinator deem it necessary to remove the student from a home for any reason we will pay up to one week's worth of homestay fees from the date of notice.

18. DISPUTES & COMPLAINTS

In the event of any dispute or complaint or any exceptional problem arising, the Host agrees to direct their concern in the first instance to the Student Homestay Officer.

19. ALTERNATIVE HOMESTAY ARRANGEMENTS

Whilst the Student is enrolled with Elim Christian College no alternative homestay arrangements may be negotiated directly with the student or with any other student enrolled with Elim Christian College.

20. WORK

If your student wishes to work they must first seek permission from school as they are on a student visa and this would require an application for a change to the student visa.

21. SMOKING/DRINKING/DRUGS

Smoking, drinking alcohol and taking drugs are not permitted regardless of age.

22. MOTOR VEHICLES

Students must not drive or own a motor vehicle unless they have permission from Elim Christian College. They must hold a full or restricted New Zealand Drivers Licence.

23. COMPLIANCE HOME VISIT

A routine six-monthly compliance check will be carried out once you start hosting our students. During the visit, we will look at the living arrangement of your house, the bedrooms, utilities and shared rooms within the household.

24. GENERAL INFORMATION

In the case of a traumatic incident involving an International Student.

- Phone 111 for police or ambulance
- During school hours - contact Elim Christian College - 09 5380368
- Outside school hours - contact Elim Christian College emergency phone **0212256522** and leave a clear message giving your name and your student's full name.
- Please do not contact the student's parents directly - this is the school's responsibility
- If there are other students around, tell them not to post on social media - e.g. Wechat, WhatsApp, Instagram
- Do not give information to reporters/journalists. Direct all enquiries to the Elim Christian College Principal

24. PHOTOGRAPHS

The host family agrees to allow the school to use any photographs of themselves and family members with their Homestay students as and when required.

Host Initials

SHC Initials

25. POLICE VETTING

All persons staying in the home 18 years and over are required to be police vetted. This includes people sharing the house, e.g. tenants and friends, short-term visitors staying overnight. The vetting process can take around 4-6 weeks and must be completed every 3 years.

26. HOST FAMILY PERSONAL INFORMATION

I give permission for my contact details and family information to be shared with prospective students and family that we may host in the future.

- 27. Over 14 yrs old: \$400-00 per student per week (from term 1, 2026)**
- 10 - 13 yrs old: \$420-00 per student per week (from term 1, 2026)**

I/We the Host having agreed to the above conditions sign below.

.....
Signature of Host	Date

.....
Name (please print)

.....
Signature of Student Homestay Officer (On behalf of Elim Christian College)	Date

.....
Name (please print)

Host Initials

SHO Initials