



# Babysitting Certificate Agreement Form 2021

Agreement for the provision of Plunket provided early childhood based learning between Royal New Zealand Plunket Trust, The Provider and The School.

|  |   |  |          |
|--|---|--|----------|
| School Name  |   |  |          |
| Course   | Estimated # students  | Start date   | End date |
| <b>Babysitting Certificate</b>   |   |  |          |
| Plunket led course price   | Administration fee per student  | Total Estimated Price  |          |
| <b>\$495</b>   | <b>\$3 per student</b><br>Includes individual Plunket Babysitting Certificate | <i>ex gst</i>  |          |
| Notes/ Variations/Invoicing requirements etc.  |   |  |          |
| Teacher contact name   |   | School postal address  |          |
| Teacher email  |   | School phone   |          |
| School's Principal signature signed for the "School"   |   | Plunket Education in Schools signature signed for the "Provider" |          |
| Date   |   | Date   |          |
| Signatory agrees to the terms and conditions of the purchase option set out on the reverse side of this Agreement Form.  |   |  |          |
| <ul style="list-style-type: none"><li>• Change of timetable must be notified prior to the day of delivery or a charge applies for the Plunket educator's time and travel (\$85.00)</li><li>• A teacher is expected to remain in the classroom at all times and the school is responsible for student behavior</li><li>• Agreed class size 25 max; larger classes to be negotiated with the EIS National Coordinator (extra cost involved to cover Educator time/marketing/travel or two educators for extra large classes)</li></ul> |   |  |          |
| <b>Complete one Agreement Form for each class delivery</b>   |   |  |          |
| Scan/email/send the original to <a href="mailto:eis.admin@plunket.org.nz">eis.admin@plunket.org.nz</a>   |   |  |          |
| Plunket Education in Schools Phone: 04 4704984   |   |  |          |
| Royal New Zealand Plunket Trust, Simpl House, P O Box 5474, 40 Mercer Street, Wellington 6140  |   |  |          |

**Plunket Responsibilities**

- Ensure Plunket units are delivered by suitably qualified personnel
- The signed and certified Course Report Form will be sent back to the school to indicate that the course has been processed
- Babysitting Certificate of Participation (unnamed certificates and a printing guide)
- Plunket will invoice the school at the completion of the Plunket led unit. Payment required within 14 days of the invoice.
- For teacher led units Plunket will invoice the school when resources/units are provided. Payment required within 14 days of the invoice.
- Where activities or developments are undertaken by the partnership using Plunket's resources, the ownership of the intellectual property rights arising belongs to RNZPT
- RNZPT is not responsible for lost mail.

**School Responsibilities**

- Scan/ email completed MoU and Course Agreement forms to Plunket [eis.admin@plunket.org.nz](mailto:eis.admin@plunket.org.nz)
- The recommended number of students per Plunket delivered unit is 25. If numbers exceed 25 this must be negotiated with the EIS Coordinator prior to delivery
- **A teacher must be present, in the classroom,** for the duration of a Plunket led unit
- Behaviour management of students is the responsibility of the school and the designated teacher
- Photocopying unit related materials (Student Workbook) prior to the beginning of delivery.
- School will be invoiced upon completion and moderating of the Plunket led unit
- The school Health and Safety policy must be adhered to at all times
- Teacher and students to complete evaluations

**Shared Responsibilities:**

Either party may terminate or extend this agreement by giving two weeks' notice in writing, prior to course commencement.

**Confidentiality:**

The parties to this agreement will take all reasonable steps to ensure the confidentiality of all materials.

**Fees:**

Fees for the course are noted above

**Disputes resolution:**

If a dispute arises in relation to this Agreement, both parties agree to communicate with each other in good faith, using their best endeavours to resolve the dispute.

If the dispute is not settled between the two parties within five (5) working days, the liaison person will refer the dispute to the Chief Executive of their respective institutions who will use their best endeavours to resolve the dispute.

If the dispute is not resolved by the Chief Executive of each institution within ten (10) working days, and the parties agree, the dispute may be referred to mediation. The parties agree to commit to resolving the dispute in good faith at mediation. In the event the mediation does not resolve the dispute, the parties agree that the mediator shall make a decision on the dispute and that decision shall be binding on both parties.

The costs of dispute resolution, including mediation if required, will be borne by each party equally.

Both parties will, in so far as practicable, continue to comply with their obligations under this Agreement until the dispute is resolved.