



Caring for Kids Agreement Form 2020

Education in Schools

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
Caring for Kids			
Plunket led course price			
\$495 ex GST			
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">• 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)• A teacher is expected to remain in the classroom at all times and the school is responsible for student behavior• Agreed class size 25 max; larger classes to be negotiated with the EIS National Coordinator (extra cost involved to cover Educator time/markings/travel or two educators for extra large classes)			
Complete one Agreement Form for each class delivery			
Scan/email/send the original to eis.admin@plunket.org.nz			
Education in Schools Manager 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
- Plunket will invoice the school at the completion of the Plunket led unit. 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
- 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 are as noted at the top of this form

Disputes resolution:

Any dispute or difference arising from this agreement must be notified in writing and will first be discussed between parties in an attempt to reach resolution. If resolution is not possible the matter may be referred to arbitration and settled according to the rules and processes set out by the Arbitration Act 1996.