



Garrison Forest School Boarding Student Guardianship Form 2023-2024

Directions for completing forms (due August 1):

Part 1 to be completed by parent (s) of students whose home address is NOT in the continental United States.

Part 2 to be sent by a parent to intended guardian and following completion of form by guardian, returned to said parent.

Once Part 1 and Part 2 are completed, please return both forms (parent form + boarding guardian form) by email to Rachel Waller at rachelwaller@gfs.org.

Purpose of form:

The primary purpose of a boarding student guardian is to serve as an emergency point of contact within the continental United States in the case of an emergency where the student must leave campus. A parent or legal guardian of the student appoints a boarding student guardian to act on their behalf, ensuring that the student will have a safe place to stay temporarily if needed. In addition, boarding student guardians are encouraged to check in regularly with the student, providing any needed support. (Note: students over the age of 18 still require a boarding student guardian.)

Note that an educational consultant is not a child's legal guardian in the sense of "parent or guardian."

Garrison Forest School Expectations:

During the academic year, the School is legally responsible for each student's welfare and undertakes parentally delegated responsibilities. However, there are times (e.g. sustained illness, school holidays, dorm closure due to illness or other reasons, or when a child is suspended by the School, etc.) when the School must be able to hand over these responsibilities to a properly appointed boarding student guardian. Garrison Forest School must ensure that each student whose parents do not live in the continental United States has a competent and caring boarding student guardian who fully understands their responsibilities and expectations. Part of the responsibility for a boarding student guardian is being able to get to the Garrison Forest School campus within 24 hours in a situation where a student needs to leave campus. In this case, it is expected that the student will reside with the guardian until she is able to return to campus or other arrangements have been made.

Choice of Guardian:

The guardian may be:

- a professional educational guardian employed by the parent

- another family member who meets the criteria
- a friend of the family who meets the criteria

The selected boarding student guardian needs to be aware and fully accepting of the requirements that both Garrison Forest School and the parents set forth to ensure the welfare of the student. **Please note that the choice of the boarding student guardian is entirely the responsibility of the parent and the School accepts no legal responsibility or liability for any guardianship arrangements.** The School does, however, expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document.

Boarding Student Guardianship Form

Name of Garrison Forest School Student:

Student's Date of Birth:

Part I: This Section is to be filled in by Parent / Legal Guardian

Parents/guardians must complete and sign the Boarding Student Guardian Agreement by August 1

(Note that students who have not submitted a completed Boarding Student Guardian Form prior to their arrival to GFS will not be able to stay on campus.)

Name of parent / legal guardian:

Mailing address:

Email address:

Phone number:

Student's cell phone:

Student's personal email address:

Situations may arise where your child needs to leave campus, including but not limited to: pandemic or potential for the spread of other community-based illnesses, disciplinary action, travel issues over break, unexpected campus closure, etc. In the event that my child has to leave the school early, I agree to my child being sent to the home of:

Name:

Relationship to child:

Address:

Phone number (mobile & landline):

Email address:

I have informed the aforementioned responsible adult of this possibility. I also agree to the Boarding Student Guardian listed below to be responsible for my child as outlined below, and agree that the School may share pertinent information about my child (such as school or disciplinary record, health information, etc.) with the named guardian if needed:

Signed:

Date:

Part II: This Section is to be filled in by Boarding Student Guardian

Responsibilities of the Boarding Student Guardian

The responsibilities of the Boarding Student Guardian are as follows:

- Provide an immediate point of contact for parents, students, and school when needed.
- **Be able to provide transportation and/or housing within a 24 hour period of time.**
- Attend a virtual guardianship orientation to meet the Office of Residential Life.
- Inform the School in writing about all details of suitable arrangements made prior to the student leaving school for a weekend or for a longer holiday period (Thanksgiving break, Winter break, Spring break). The School must know the exact details of a student's accommodation and methods of transportation.
- Act with delegated parental authority in the case of an emergency, crisis, or medical issue as well as other matters where delegation has been agreed by parents.
- Communicate with the Director of Residential Life on a regular basis regarding the welfare of the student when the student is with them.

Name of Boarding Student Guardian:

Mailing Address:

Email Address:

Phone Number:

I agree to be responsible for the young person named above.

I also agree to:

- Respond to emails or phone calls from the School in a timely manner,
- Be aware of the medical and dietary needs of the student,
- Be aware of and understand the rules, policies and expectations of Garrison Forest School.

I am:

- Over 25 years old,
- Able to get to the Garrison Forest School campus within 24 hours in the case of an emergency,
- Willing and able to provide temporary housing for this student in the case of an emergency.

Signed:

Date: