

**Children and Adolescents Classes at the Alliance Française, French Institute of Michigan  
Statement of Responsibilities Regarding Student Safety**

This document shall be reviewed, approved and signed by parents/guardians at the time of registration. Parents must return this document to the teacher in charge of the class or to the French Institute of Michigan Administration before the first class. No registration is considered valid, and students will not be permitted to attend class unless this document has been signed and returned to the French Institute of Michigan.

**General terms:**

The French Institute of Michigan provides a service to public by allowing children and adolescents to access its facilities at certain scheduled times. Persons under 18 years of age are not permitted on the premises of the French Institute of Michigan, except during scheduled class times for the purpose of attending classes unless they are accompanied by a parent or adult guardian. The French Institute of Michigan **provides no supervision of any kind** for any person under the age of 18 who is present in its facilities other than the supervision of teachers in the class room during scheduled class time.

**Check in/ Check out:**

At the beginning of class, a parent or other adult guardian must accompany each student under the age of 18 into the building and into the classroom and check in with the teacher in charge.

A parent or other adult guardian must pick up each student under the age of 18 shortly after the end of the class and check out with the teacher in charge.

The French Institute of Michigan and its faculty and staff assume no responsibility for any student under the age of 18 until the students parent or other adult guardian has checked in with the teacher in charge at the beginning of each class.

Parents and students who intend their child to arrive at and depart from the French Institute of Michigan, unaccompanied by a parent or other adult guardian (i.e., by public transportation or walking unaccompanied), and wish to be relieved of the obligation to accompany their child to and from the classroom must sign the special acknowledgment at the bottom of this form. Exceptions to the requirement that students must be accompanied by a parent or other adult guardian will be permitted for students over the age of 12 only.

**Supervision during Class:**

The teacher in charge of the class is expected to record student attendance and to supervise each student at all times for the duration of the scheduled class. Students will not be allowed to leave the teacher's supervision for the duration of the scheduled class unless authorized to do so, in writing, by one of the parents.

Students will not be allowed to leave the end of the class until a parent or adult guardian (with written authorization from one of the student's parents) checks out with the teacher.

PLEASE INITIAL: \_\_\_\_\_

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NAME OF THE STUDENT (Please print) \_\_\_\_\_

NAME OF THE PARENT (S) (Please print) \_\_\_\_\_

NAME OF THE PARENT (S) (please print) \_\_\_\_\_

I/We understand the policies of the Alliance Française, French Institute of Michigan, as set forth above with regard to student check-in and check out. I/We understand that the French Institute of Michigan provides **no supervision whatsoever** for any student who is anywhere on its premises other than students in the classroom during regularly scheduled class time or for any student who has not been checked in with the teacher of his/her class as set forth above.

(SIGNATURE (s) \_\_\_\_\_ date \_\_\_\_\_

SIGNATURE(S) \_\_\_\_\_ date \_\_\_\_\_

Please complete if applicable

My/our child, \_\_\_\_\_, may depart at the end of class if checked out with the teacher by the following adult(s) \_\_\_\_\_, who will be responsible for the child's safety and behavior upon leaving the classroom.

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UNACCOMPANIED ATTENDANCE FORM

NAME OF THE STUDENT (please print) \_\_\_\_\_

NAME OF THE PARENT (s)) please print) \_\_\_\_\_

NAME OF THE PARENT (s)) please print) \_\_\_\_\_

I/We intend that my/our child will be arriving at and leaving the French Institute of Michigan, unaccompanied by an adult, for the purpose attending class. I believe that my/our child \_\_\_\_\_, who is over the age of 12, is sufficiently mature to be responsible for his/her own safety and behavior while on the premises of the French Institute of Michigan, on the way to and from scheduled classes, and to check in and out with the teacher at the beginning and end of each scheduled class. I understand, that arriving and leaving from the French Institute of Michigan, without being accompanied by a parent or other adult guardian is not in accordance with the usual policy of the French Institute of Michigan which provides **no supervision whatsoever** for any student who is anywhere on its premises other than students in the classroom during regularly scheduled class time.