

L E H M A N

C O L L E G E

The City University of New York

**Dear Parent/Guardian of a child(ren)
registered at Lehman College Continuing
Education,**

**Please be advised that your child(ren) may
not attend Continuing Education classes
until the attached Rules and Regulations
are read and the Consent and Release form
is completed, signed and returned to:**

**Lehman College Continuing Education
Carman Hall room 129
250 Bedford Park Boulevard West
Bronx, NY 10468
or
fax to: (718)733-3254.**

**Thank you for your prompt attention to this
matter.**



LEHMAN COLLEGE CONTINUING EDUCATION
CHILDREN AND TEEN PROGRAMS
Rules and Regulations

We welcome you and your child to our programs. Our goal is to provide quality instruction to enable children to make progress in their academic work and to enjoy their recreational classes. In order to achieve this goal, we ask that you read and abide by the Children and Teen Program Rules and Regulations.

NOTE: You must return and sign the CONSENT AND RELEASE FORM prior to your child attending class(es).

- The parent/guardian must escort his/her child to and from class(es). For security reasons, the parent/guardian is to remain outside the classroom for the duration of the class. Should there be a medical emergency, it is the parent/guardian who must make the decision regarding treatment.
- Children must arrive on time. Teachers begin teaching promptly and do not wait for latecomers.
- Parents/guardians are not permitted to sit in the child's class. For recreational courses, the parent/guardian may observe the class during the last session with the teacher's permission.
- Children must take care of personal needs prior to the beginning of class. If, however, a child must leave a classroom, we ask that he/she be escorted by a parent/guardian.
- Parents/guardians of young children must be outside the classroom five (5) minutes before the class ends.
- If someone other than the escort or parent/guardian, indicated on the attached form, will drop off or pick up the child, the office must be notified in writing.
- Food, drinks, and chewing gum are not permitted in the classrooms. The exception is water in a plastic container. Cell phones must be turned off and put away during class.
- Students must enter and leave the classes quietly. They are not to disturb other classes in session.
- If a child causes a disruption, is disrespectful of other children, teachers, or staff, or interferes with the learning process, we reserve the right to dismiss the child from the program. Parents/guardians will be notified of any such problem and tuition will NOT be refunded if a child is dismissed.

Rules for Using the APEX

All physical fitness classes are held in The APEX facility. To maintain security and to insure the safety of your child, we *require* the following APEX policies and procedures be *strictly* observed.

- All students must carry a valid Lehman College I.D. card at all times.
- Students are to be accompanied by one (1) parent/guardian. Siblings (including infants) and friends are excluded from entering The APEX.
- No baby carriages are allowed in The APEX.
- GIRLS and the female parent/guardian ONLY are permitted in the women's locker room. BOYS and the male parent/guardian ONLY are permitted in the men's locker room.
- For security reasons, the parent/guardian escorting the child *must* remain in The APEX waiting area for the duration of the child's class(es). Should there be a medical emergency, it is the parent or guardian who must make the decision regarding treatment.

OVER →

CHILDREN AND TEEN PROGRAMS

Rules and Regulations

EMERGENCY POLICY

The Office of Public Safety at Lehman College (718)960-8228 is responsible for 24-hour protection of all persons and property at Lehman College. In case of an emergency situation, all Continuing Education staff and faculty members are instructed to call Public Safety's emergency number (718)960-7777 to report the accident or sudden illness or in cases of extreme emergency, to request an ambulance. In the case of an accident or emergency, every attempt will be made to contact the parent or guardian of a minor child. However, please be advised that in the case of an accident or extreme emergency, the Office of Public Safety will take whatever ***immediate*** action deemed necessary in the best interest of the child's safety and security.

MEDICAL RELEASES – LIABILITY STATEMENT

Participation in all recreational sports facilities and programs is on a voluntary basis. Lehman shall not be liable for any injuries, damages or other such losses which individuals may incur while using the facilities or participating in recreational sports programs. Individuals specifically assume all risks of injuries, damages or other such losses while using any equipment or facilities at Lehman, or while participating in any program, exercise or activity at Lehman or on Lehman's premises. Participants waive any and all claims against Lehman, its trustees, officers, agents, and employees for any such losses.

PHOTOGRAPHY, VIDEO AND DOCUMENTATION RELEASE

I agree that you may photograph or video my child or use my child's name, class, artistic or written work during attendance in any of the Children's Programs and that you retain the rights to use these visual images or written documentation to use for promotional materials, e.g. brochures, flyers, posters, advertisements without compensation to my child

CONSENT AND INDEMNIFICATION FOR MINORS

By signing the attached form, I (the parent/guardian) do hereby voluntarily consent to have my child (children) participate in the various activities available to Continuing Education students on the Lehman College campus and in The APEX and I understand and acknowledge that the Board of Trustees of the City University of New York, the City of New York, the State of New York and all the units, divisions and departments administered by the Board of Trustees of the City University of New York, its servants, agents, employees and persons associated or affiliated with them, shall have no responsibility for loss, damage, or injury to person or property not caused primarily by an agent of Lehman College, and I do assume all such risks and agree to indemnify the College for any and all claims arising from the operation of this agreement.



**LEHMAN COLLEGE CONTINUING EDUCATION
CHILDREN AND TEEN PROGRAMS
CONSENT AND RELEASE FORM**

Please print and complete, sign, and return to the Office of Continuing Education prior to my child attending class(es):

CHILD'S LAST NAME

FIRST NAME

ESCORT'S (to & from Lehman) LAST, FIRST NAME*

PHONE/CELL

PARENT'S/GUARDIANS' LAST, FIRST NAME

PHONE/CELL

EMERGENCY CONTACT'S LAST, FIRST NAME

PHONE/CELL

***IMPORTANT NOTICE: If someone other than the escort/parent/guardian above is to accompany the child, the office must be notified in writing.**

PHOTOGRAPHY, VIDEO AND DOCUMENTATION RELEASE

I agree that you may photograph or video my child or use my child's name, class, artistic or written work during attendance in any of the Children's Programs and that you retain the rights to use these visual images or written documentation to use for promotional materials, e.g. brochures, flyers, posters, advertisements without compensation to my child.

Please check the following for Photography, Video and Documentation Release:

Yes _____ No _____

CONSENT AND INDEMNIFICATION FOR MINORS

I do hereby voluntarily consent to have my child (children) participate in the various activities available to Continuing Education students on the Lehman College campus and in The APEX and I understand and acknowledge that the Board of Trustees of the City University of New York, the City of New York, the State of New York and all the units, divisions and departments administered by the Board of Trustees of the City University of New York, its servants, agents, employees and persons associated or affiliated with them, shall have no responsibility for loss, damage, or injury to person or property not caused primarily by an agent of Lehman College, and I do assume all such risks and agree to indemnify the College for any and all claims arising from the operation of this agreement.

I have read, understand, and will abide by the Rules, Regulations. Emergency Policy, Medical Releases, Consent and Indemnification for Minors:

SIGN HERE: _____

PARENT / GUARDIAN

DATE