

Cogito World Education

210 Broadway Suite 201

Cambridge, MA 02139

617.301.1237

info@cogitoworldeducation.org



Student Guidelines and Regulations for SAT Summer Program

June 29th-July 23rd 2019

General Guidelines

1. To comply with all program, housing, and program rules.
2. Students are prohibited from leaving the Lesley University (LU) dorms and New York City Hotel between the hours of 10pm and 9am. Students must report to camp leader on duty at 10pm. Police will be notified immediately if student is not present for the 10pm check-in.
3. Students should never leave campus alone, only in groups of 2 or more.
4. Students that leave campus during approved times without the adult MUST have an active cell phone with them and notify staff where they are going, with who, their timeframe, and any other pertinent details.
5. Students are required to attend all activities on time, unless advance notice (at least one day) has been provided. The student will be granted permission to miss or be late to activities by the Academic Adviser on duty.
6. Students are responsible for keeping their room orderly at all times- NO OPEN FOOD IS ALLOWED IN THE ROOMS. Students are liable to pay for any repairs and replacements of damaged property
7. Students are prohibited from leaving the group without permission during group events/activities off campus.
8. Male students are prohibited from entering a female's room. Females are prohibited from entering a male's room.
9. Purchase or smoking of any tobacco product is prohibited.
10. Program policy prohibits the use or possession of alcohol, controlled or illegal substances or any weapons while enrolled in the program.
11. Students will not perform inappropriate public displays of affection.
12. Sexual misconduct is strictly prohibited and will be properly reported to the authorities.
13. Students will respect all fellow students, program staff, LU personnel. Students will comply with the directions of the camp staff. Refusal to comply will merit action from the Director
14. Students will contribute positively to a learning environment, as to develop respect, trust, and leadership abilities that are promoted by the camp.

Safety Regulations

The safety and welfare of our program and each student is our first priority. Therefore, we ask that each participant regard safety in the same manner and follow these directives:

1. Students will not cause harm to themselves or others.
2. Students will be careful in their daily activities and seek help when needed.

3. All accidents or incidences must be reported immediately to a program staff member, no matter the time of day.
4. All rules and regulations shall be followed to ensure maximum efforts towards a safe environment.
5. If there's an emergency, the closest person will call "911" on their phone to receive emergency medical assistance.

In case you are lost in the city:

1. Find the street name or enter nearest coffee shop or store and ask for the address.
2. Immediately call your camp leader and provide your location. They will order you taxi to bring you back to the LU campus or New York City Hotel.
3. Do not leave your location until taxi arrives.

Emergencies

If any medical emergency or accident occurs, program staff should be notified immediately. If a staff member is unavailable, the student will call "911" for emergency assistance. Once help is on the way, program staff must be notified immediately. The Director will notify the student's family as soon as possible. After the situation has been resolved, program staff will fill out incident report with information regarding accident.

With further questions, contact Sylvia Rozwadowska- Shah at info@cogitoworldeducation.org

Sincerely,

Sylvia Rozwadowska-Shah
Founder and Director, Cogito World Education
Cogito World Education Team

I understand that any failure to follow the Student Guidelines and Regulations may result in consequences including, but not limited to, restrictions from camp activities, disciplinary action or immediate dismissal from the camp. I understand that if dismissed from the SAT Summer Program for disciplinary reasons, no refund of camp tuition will be granted. Additionally, the camper's family will be responsible for subsequent accommodations for the student and provide transportation home with 24 hours.

Please complete and sign the following form indicating you have read, understand and agree to comply with all camp policies, rules and regulations.

Student Signature (type or print) _____

Parent/Guardian 1 Signature (type or print) _____

Parent/Guardian 2 Signature (type or print) _____

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SAT Summer Program Medical Release Form

June 29th-July 23rd, 2019

We, _____, the legal parent(s) or guardian(s) grant Cogito World Education and its program staff, in case of an emergency, the right to authorize medical treatment deemed necessary by a member of the medical profession, in a hospital, medical clinic or doctor's office, including but not limited to any surgical procedures. During the dates listed above, Cogito World Education will be the full guardian for, (student name) _____, and will have the right to authorize treatment from a physician for non-emergency condition. In the case that said medical expenses exceed that of the coverage provided by the insurance policy, all said expenses will be borne by the undersigned participant and parent/guardian. All outstanding medical bills will be paid by the parent/guardian as soon as they are issued.

We confirm, at the time of signing this document, our child has perfect health and all health documents submitted are complete and true.

We grant Cogito World Education and its staff permission to represent our child before local or state authorities. If an attorney is required, we will provide all costs and fees necessary to ensure proper representation.

This document will be valid for the duration of the program, or the student returns home, whichever occurs first.

Parent/Guardian 1, Name (type or print) _____

Street Address (including city and country)

Parent/Guardian 1, Signature _____ Date: _____

Parent/Guardian 2, Name (type or print) _____

Street Address (including city and country)

Parent/Guardian 2, Signature _____ Date: _____