

CAIRO AMERICAN COLLEGE
NOTIFICATION OF PARENT/GUARDIAN ABSENCE

In the event that both parents are traveling out of Cairo and students are left under the care of an appointed Guardian, the parents are required to complete the form below and return to the Middle School administration before their trip:

Student's Name: _____ **Grade:** _____ **Homeroom Teacher:** _____

Father's Name: _____ **Mother's Name:** _____

Expected dates of absence from Cairo: _____

Telephone Number(s) Father can be reached at while you are away: _____

Telephone Number(s) Mother can be reached at while you are away: _____

Appointed Guardian Name: _____ **Tel. #:** _____

Family Doctor's Name: _____ **Tel. #:** _____

CAC Guardianship Policy

The following Guardianship Procedure applies to all students, Pre-Kindergarten - Grade 12:

Students admitted to CAC must live with their parents. However, there are circumstances in which guardianship will be considered as an acceptable alternative. Although not meant to be a comprehensive list, below are some examples of situations in which guardianship would be considered acceptable:

- Family emergency
- Parents are incapacitated
- Legal problems regarding child custody
- Humanitarian (e.g. war in home country)
- Brief business trips for a working single-parent

Examples of unacceptable reasons for establishing guardianship are as follows:

- Parents do not reside in Cairo
- Excessive periods of time when family is absent from Cairo (e.g. more than 26 calendar days in total during an academic year)
- A family employee (e.g. housekeeper or driver) is not acceptable to CAC as a guardian.

Guardianships fall into two types, on the basis of duration, each of which is governed by different procedures:

- **Short-term Guardianships (1 to 14 calendar days, inclusive; not to exceed 26 calendar days in any one academic year)** are to be used when both parents will be outside of Cairo for any temporary purpose such as a business trip, family emergency, medical issues, personal, etc. The guardian is responsible for the day-to-day welfare of the student. In the case of students less than 12 years of age, the guardian is required to sleep in the same house as the students.
- Prior to their departure, the parents are required to notify the Principal's Office, providing the expected duration, appointed guardian name & contact information, and parent contact information for use in emergency.
- The parent or designated guardian must inform the Principal's Office of any extensions to the guardianship arrangement or of their return to Cairo.
- **Long-term Guardianship (exceeding 14 calendar days)** are not to exceed one academic year except in extraordinary circumstances, to be considered by the school administration on a case-by-case basis.
- The designated guardian **and the parent(s)** must meet with the relevant school Principal prior to assuming the role of guardian. CAC must approve both the reason for the long-term departure of the parents and the designated guardian. The long-term guardian acts in loco parentis and assumes full responsibility for the child's school welfare and any decision associated with it.