



10th September 2024

## School Regulations for Drop-Off and Dismissal Security Procedures

For the safety and security of all students, the following regulations must be strictly adhered to during drop-off and dismissal times:

### 1. Parents /Guardians Identification Lanyards

- Each parent or guardian must use the designated school lanyard for student drop off/pick-up.
- Using school ID is mandatory at all times while in the school premises .
- Under no circumstances Parents / Guardians ID is transferable
- Only the authorized individuals with the correct lanyard will be allowed to pick up students.
- If a parent's ID is lost or needs replacement, proceed to reception, a fee of 25 dhs. cash will be charged for issuing a new one.
- Extra Lanyards (Nanny/Driver/Siblings,etc): Any person picking up or dropping off students on a regular basis needs to wear a lanyard, please make sure you request one providing the full name and picture to the school reception. A 25 dhs. cash fees will be charged.
- Sibling Pick-ups: Siblings below the age of 15 are not permitted to pick up younger siblings under any circumstances.
- In exceptional circumstances, if a family member, other than the authorized ones, is picking up students, previous written notification is required and EID details are needed.
- Students can also leave with another parent from the school community as long as prior written notification has been sent to the school.

### 2. Parking & Traffic Regulations

- During both morning drop-off and afternoon pick-up, a specific area located in the outdoor space will be temporarily opened to allow parents access to the adjacent parking lot. A ramp will be installed at the location, and security personnel will provide instructions to enter the parking area. In the future, this area will be designated for student use.





### 3. Safety During Drop-Off and Dismissal

- Drive and stop only in designated areas.
- Obey the speed limit of 10 km/h.
- Give priority to pedestrians at all times.
- Always use the designated walking paths.
- Cross only at marked crosswalks and look carefully before crossing.
- Use of the school car park is at the user's own risk; the school is not responsible for any damage or accidents involving vehicles or their contents.
- All users of the car park are expected to be polite and courteous at all times, showing consideration for other users.
- Parents/Guardians are responsible for closely supervising their children during drop-off and dismissal.
- Double parking is strictly prohibited.
- Emergency exits must remain clear and accessible at all times.
- Follow all security instructions provided by the school staff.
- Parking will be monitored continuously. Those who fail to follow the established safety rules will lose the privilege of using the car park.

### 4. Late Arrivals Procedure:

After the National Anthem at 07:40, all students will be guided to their classrooms

- **KG Students:** They will be considered as late arrival officially, starting at 8:00 a.m, after this time parents will not be permitted to enter the classroom or accompany their children to their classrooms.
- **Primary Students:** Primary students will be marked late officially if they arrive after 7:50 a.m. After this time, parents will not be allowed to accompany their children to their classes.

### 5. Fridays Kindergarten Pick up times:

- Families with students in Kindergarten will be allowed to pick up the students starting at 11:45 a.m. Kindly note Primary students will not be allowed to be picked up until 12:00 p.m, primary doors will remain closed until the established time.

By following these regulations, we aim to maintain a safe and secure environment for all students.

Thank you for your cooperation and understanding.

COMFAM-04-24-25

