

EISCIR-P69/09/06/2023

Important Information on Drop Off and Pick Up Timings for the Next AY 2023-24

Dear Parent,

Maintaining the students' safety is an utmost priority in EIS. To enhance the same, **we strictly urge parents to observe the school timings, drop-off and pick-up guidelines.**

SCHOOL TIMINGS

- **Regular school timings** will be from **7:45 AM to 2:15 PM** on Mondays to Thursdays for **Grades 1 - 8** and from **8:45 AM to 12:45 PM** for the Kindergarten.
- **On Fridays**, school timings for **Grades 1 to 8** will be from **7:45 AM to 10:45 AM**, while **KG classes** will be from **8:45 AM to 12:00 NN**.

LATE ARRIVALS / DROP OFF

- **Grades 1 – 8 children arriving beyond 7:45 AM** will be marked as 'late' and must enter **Gate 2**. Student gates will be closed promptly at 8 AM. No further entry will be permitted.
- **KG students must arrive before 8:45 AM**. Student gates will be closed by 9 AM.

AFTER CLASS PICK-UP

Parents must be prompt when picking their child/children. Once children are dismissed after their day's class, they are the responsibility of their parents (own transport) and bus staff (school transport).

The school will close its gates exactly at the following times:

MONDAY TO THURSDAY	2:30 PM
FRIDAY	12:30 PM

- **Children not picked up after these times will wait outside the school.** Our support staff will have to attend to their post-class duties. No support staff will be delegated for after-school care. As early as now, kindly make the necessary arrangements to pick up your child on time to avoid inconveniences in the future.
- **KG students (own transport)** can be picked up by their parents **latest by 2PM (Mondays – Thursdays) and 12NN (Fridays).**

- **The school will not hand over a child to anyone other than the parent.** A handwritten letter from the parent and a copy of your friend's Emirates ID must be provided to the school reception before a child can leave the premises.

EARLY PICK-UP

- During school hours, parents/guardians are not permitted to pick up their children unless it is for medical reasons.
- In the case of a medical appointment or emergency, it is mandatory to inform the school reception at least one day in advance.

With your commitment and cooperation, we work together to guarantee the safety and well-being of our school children.

Kindly adhere strictly to the above mentioned guidelines.

Thank you.

Kind regards,
EIS Admin