



# LOVEDALE INTL. KINDERGARTEN AL-WUKAIR, DOHA-QATAR



**MORNING LATE & EARLY CHECKOUT**

**2024-2025**

As part of our commitment to the care and welfare of children we have an Arrivals and Departures policy to cover:

- Children arrival at School
- Children exit from School

The policy is differentiated by Kindergarten Section.

## **Objectives**

We believe good pupil protection requires everyone to take responsibility. All members of the school community including Parents/guardians, students and staff are expected to implement this policy.

The policy has the following objectives:

- To clarify School and parent normal responsibilities through the children entrance and exit process
- To clarify differences in policy and procedures according to Kindergarten to set clear procedures and responsibilities for exceptional situations.
- To ensure all Kindergarten community is informed of the policy and procedures
- To ensure the safety of pupils whilst they are in Kindergarten.

## **Related Policies/ Appendices and Other Documents**

This policy should be read in conjunction with the following documents:

- The Child Protection Policy
- Codes of Conduct
- Bus Manual (produced by bus route company)

## Scope

This policy covers normal Kindergarten hours which are 8.00 am – 11.30 am. gates are open from 7.00am -1:30pm. The same principles are applied to school run activities out of normal Kindergarten hours and the School bus service.

- Arrival: Pupils should be under the supervision of parents/cares until they have passed through the School gates in the morning.
- Departure: The School will only handover pupils to parents/guardians

## Morning Late, Early Checkout

### Morning Late

- **Tardiness Policy:** Students arriving after the school start time may be marked tardy. There may be a grace period, but repeated lateness can lead to disciplinary actions.
- **Excused vs. Unexcused:** Reasons like medical appointments or family emergencies are often excused, while oversleeping might be considered unexcused.

### Early Checkout

- **Checkout Procedure:** Parents usually need to notify the school in advance if a student will be leaving early. This often requires signing the student out at the office.
- **Documentation:** Schools may require a note or verbal confirmation from a parent or guardian for the checkout to be authorized.
- Hereby attaching the gate pass for the students



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**GATE PASS FOR STUDENT 2024-2025**

Date: \_\_\_\_\_ Day: \_\_\_\_\_  
Student name \_\_\_\_\_  
Reason \_\_\_\_\_  
Class ----- Div-----Admission number -----  
Contact no -----Time -----  
Sign of parent                  Class teacher                  In charge                  Manager                  Principal

**Designated Areas for Drop-Off and Pick-Up**

**1. Car Drop-Off/Pick-Up Zone:**

- Location: A clearly marked area near the entrance of the school.
- Signage: Use signs indicating "Drop-Off Zone" to inform parents.
- Traffic Control: Consider having staff members present to guide traffic and assist children.
- Parking: Ensure parents don't park in this zone to maintain smooth traffic flow.

**2. Bus Loading/Unloading Zone**

- Separate Area: Designate a separate lane for school buses to load and unload children.
- Safety Barriers: Use cones or barriers to keep children safe from moving vehicles.

- Bus Arrival Signs: Clearly mark where buses will stop and where children should wait.

## **Safety Measures**

- Crossing Guards: Employ crossing guards to help children safely cross any roads near these zones.
- Marked Pathways: Create clear walking paths for children from drop-off areas to school entrances.
- Supervision: Ensure that staff members are present during peak drop-off and pick-up times to supervise and assist.

## **Communication**

- Parent Communication: Inform parents about the designated areas and any rules for drop-off and pick-up through newsletters or meetings.
- School Map: Provide a map of the school layout showing the drop-off and pick-up zones.

