

July 19<sup>th</sup>, 2019

Subject Asking for Cooperation in Students Pick-Up and Drop – Off

Dear Parents of NC - KG3 and Year 1 - Year 3 Students

For safety of students and to keep orderliness of traffic within and around the campus, the school kindly asks for your cooperation regarding students pick-up and drop - off.

### 1. Students Drop-Off

- 1.1 **Advised Time:** Please drop off students before 07.20 (for primary students) and 08.00 (for kindergarten students). This is to make students familiar with coming to school early, to teach them discipline, to grant them some time to review their lessons and to join activities with friends.
- 1.2 **Preparation prior to drop-off:** students should have their schoolbags, water bottles, and shoes ready when they are getting close to the school.
- 1.3 **Drop-off area:** For NC – KG2 students, they can be dropped off to teachers on duties without any needs of parents to get off. This will be a chance for students to practice helping themselves and being patient.
- 1.4 **Bringing cars out of the campus:** Due to the reason that students need to use the campus area for their lessons, please bring your cars out of Field 2 before 8.00 and Field 1 before 8.30 am.

### 2. Students Pick-Up

#### 2.1 Pick-Up at regular school end time

- 2.1.1 **Please pick up students at school end time.** Arriving the school too early causes traffic congestion inside the campus. This congestion would be extended to outside the campus and affects traffic condition of Sathupradit Road. Thus, please arrive the school at the school end time to reduce pollution caused by exhaust gas and waste heat released from exhaust pipes.
- 2.1.2 **Put a label with student name and class on your car's dashboard.** The label should be put on the left side that can be clearly seen. This label helps teachers on duties call students to the pick-up / drop-off areas quickly. If students have not come yet, please continue driving to avoid traffic blocking and come back to get students again later.

#### 2.2 Pick-Up students before the school end time

- 2.2.1 **In case parents pick up students:** Please contact administration office every time to obtain permission slip. The permission slip will be given to the security guard before leaving the campus.
- 2.2.2 **In case students are picked up by others:** Parents call administration teachers to notify in advance before arriving the campus regarding details of persons assigned to pick students up, so that administrations teachers contact class teachers. Persons who pick up students must present ID cards to administration teachers for verification against the information provided by parents.

### 3. Wearing appropriate dress while on the school's premises

We kindly ask for your cooperation to dress properly while on the school's premises. Please avoid wearing vests, shorts, tight outfits and transparent clothing. In case it is necessary to wear these outfits, please put a cover on for paying respect to the school's premises and for being a good role model to students in terms of appropriate dress.

For students' safety, the school needs to stop allowing parents to enter the school's building starting from July 22<sup>nd</sup>, 2019. If parents need to meet teachers due to any reasons, please contact administration office (Dominic 1 Building).

Thank you very much for your understanding and your kind continuous cooperation given to the school.

Kind regards,

(Mrs. Paweenrat Boonsawat)

Vice Director

Sarasas Ektra School