



Qatar Canadian School

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Policy and Procedure for After School Supervision and Pick Up

Policy:

Qatar Canadian School provides after school supervision for students who are being picked up by drivers or family members.

Procedures:

1. Kindergarten is dismissed at 12:30 p.m.
2. Grades 1 – 10 are dismissed at 1:50 p.m.
3. Last buses leave the school with teaching staff and administration between 2:30 and 2:45 p.m.
4. Teacher supervision is provided until 2:15 p.m.
5. Parents and private drivers must pick up students between 1:50 – 2:00 p.m.
6. After 2:15 p.m. supervision can only be provided by security staff.
7. We strongly recommend that all parents and drivers to be at the school **at 1:50 p.m.** to pick up students.
8. Drivers arriving late should inform their child(ren)/passenger(s) when they will be arriving.
9. **All students should be picked up by 2:00 p.m. If students are remaining after 2:30 p.m. security will phone parents.**
10. In the event that security cannot reach the parents the security guards will contact Administration or Carol Gunn.

In an event of an emergency, whereby you are unable to pick up your child/ren, please call the **Emergency Security Line: 6623 - 9171.**