

**Supervision Plan for Student Reception - Morning Shift 2023 - 2024.**

❖ **School Timing:**

- Kindergarten doors open at 6:15 AM, with student reception, beginning with the presence of the duty teacher and the guard.
- Morning duty consists of two teachers (6:16 first teacher - 6:30 second teacher) and an emergency teacher in case of delay.
- School day starts at 7:00 AM.
- School day ends for students at 12:30 PM.
- Students begin leaving at 12:30 PM.
- Buses depart at 12:30 PM.
- Parents accompany their child into the kindergarten, where the duty staff member escorts the student to their classroom (always present to greet students, parents, and deliver morning greetings).
- Reception staff (administrative and teaching) are present to receive students into the classrooms.

❖ **Procedure for Student Pick-up by Authorized Person:**

All students who are picked up by private car, whether by the mother or father, are known to the administration and security guard.

In case someone other than the parent/guardian is picking up the student, the following steps are taken:

- The parent/guardian communicates with the administration in advance and sends a copy of the authorized person's ID card for picking up the student.
- The administration verifies the information of the authorized person for student pick-up through their ID card and communicates with the parent/guardian.
- The authorized person for student pick-up fills out a declaration and commitment form (private car) upon arrival.
- A copy of the ID card of the authorized person for student pick-up is attached with the declaration and commitment form and placed in the student's file.

Academic Coordinator:

Walaa AboSultan

Licence Owner:

Sabeeka Al-Mohannadi

Kindergarten Principal: