

**Supervision Plan for the Entry and Exit of Private Car Students - Academic Year 2023/2024.**

❖ **Morning Arrival:**

- Private cars transporting students arrive at the kindergarten starting from 6:15 AM.
- The guard opens the gate for cars to allow students to enter the kindergarten, and the gate is immediately closed behind the child.
- The guard organizes the parent drop-off process regularly in designated areas. The guard receives the student from the parent, who accompanies them with the staff member or teacher or administrator from the outdoor area of the kindergarten to the classroom.
- 7:30 AM is the latest arrival time for car students; after that, the student is considered late, and the parent must write a late note.
- Once all students have arrived, the guard closes the gate.

❖ **Departure Time:**

- Private cars usually arrive at the kindergarten starting from 11:50 AM.
- The guard organizes and facilitates the car line-up.
- If the designated person for pickup hasn't arrived, the parent shows the student's ID card for pickup.
- The guard informs the receptionist and the staff member responsible for the student's name.
- The staff member receives the student from the classroom teacher and hands them over to the parent.
- Names of the students are verified before they leave for the car, and they are handed over to the parent by the guard and the duty person.

<b>Tasks</b>	<b>Person in charge</b>	<b>Time</b>
<ol style="list-style-type: none"> <li>1. Organizing cars and facilitating their line-up in designated areas.</li> <li>2. Receiving the student from the parent/guardian and escorting them to the outdoor area.</li> <li>3. Ensuring the staff member receives the student at the inner building gate.</li> <li>4. Ensuring the outer gates are closed behind each student.</li> </ol>	The Guard, Duty Teacher, and the Staff Member.	<b>Student Arrival:</b>  <b>From</b> <b>6:15 AM</b>  <b>To</b> <b>7:15 AM</b>
<ol style="list-style-type: none"> <li>1. Monitoring and receiving student upon entry into the building.</li> <li>2. Monitoring the inner building gate to prevent any student from exiting after entering the classroom.</li> </ol>	Reception	
<ol style="list-style-type: none"> <li>1. Receiving students from the staff member.</li> <li>2. Welcoming students and monitoring them inside the classroom.</li> <li>3. Taking attendance for students.</li> </ol>	Class Teacher	
<ol style="list-style-type: none"> <li>1. Assisting the teacher in receiving children from the staff member.</li> <li>2. Assisting the teacher in welcoming children and monitoring them inside the classroom.</li> <li>3. Assisting the teacher in taking attendance for students.</li> </ol>	Teacher Assistant	
<ol style="list-style-type: none"> <li>1. Receiving the child from the parent/guardian.</li> <li>2. Handing over the child to the classroom assistant.</li> <li>3. Ensuring children are counted upon entry to prevent any from leaving afterward.</li> </ol>	Staff	
General supervision of student arrival.	Principal	

<b>Tasks</b>	<b>Person in charge</b>	<b>Time</b>
<ol style="list-style-type: none"> <li>1. Organizing cars and facilitating their line-up in designated areas.</li> <li>2. Checking the designated card for each parent/guardian if someone unfamiliar is picking up the student, informing the administration.</li> <li>3. Communicating with the receptionist and staff member to bring the student.</li> <li>4. Receiving the student from the staff member.</li> <li>5. Handing over the student to the parent/guardian.</li> <li>6. Ensuring the outer gates are closed after each student arrives.</li> </ol>	The Guard and the Staff Member.	<b>Student Departure:</b>  <b>From</b> <b>11:30 AM</b>  <b>To</b> <b>2:15 AM</b>
<ol style="list-style-type: none"> <li>1. Monitoring students and bidding them farewell upon leaving the building.</li> <li>2. Supervising the inner building gate to prevent any child from exiting without the assistant's supervision.</li> <li>3. Receiving student names from the guard and preparing children for departure.</li> </ol>	Reception	
<ol style="list-style-type: none"> <li>1. Handing over students from the staff member.</li> <li>2. Preparing students and ensuring all their belongings are taken.</li> </ol>	Class Teacher	
<ol style="list-style-type: none"> <li>1. Handing over students to the staff member.</li> <li>2. Preparing students and ensuring all their belongings are taken.</li> </ol>	Teacher Assistant	
<ol style="list-style-type: none"> <li>1. Receiving the required student names from the guard.</li> <li>2. Receiving the student from the assistant and the teacher.</li> <li>3. Ensuring that students do not leave unaccompanied.</li> <li>4. Handing over the students to the parent/guardian.</li> </ol>	Staff	
General supervision of student arrival.	Principal	