IMS ALDRICH BAY CAMPUS LOGISTICS

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ROUTINE/URGENT COMMUNICATION

Routine/urgent communication: Please email your child's classroom teachers and the school administrative office (email: admin.ab@ims.edu.hk) to ensure your teachers receive the message.

Change in bus schedule: If you plan to bring your child to school or pick him/her up on any day, **you must notify Castle Brothers and the school administrative office (email: admin.ab@ims.edu.hk) AT LEAST ONE DAY IN ADVANCE** to ensure the bus does not wait for your child or that IMS does not put your child on the bus that day. Please also Cc your child's class teacher. For routine activities which happen each week, a one-time notice by email can be given. IMS cannot place students on other buses to support one-off play dates, birthdays etc.

PICK-UP AND DROP-OFF TIMES

Please note that Covid19 restrictions and protocols may affect parent access to the campus. Please watch out for information about pick up and drop off procedures as the school year progresses.

In the Aldrich Bay campus, children normally should be brought to the Atrium Door at the top of the stairs before the official class start time. **It is important that arrival time be carefully observed**. Late arrivals can be disruptive and potentially embarrassing to the child, and diminish important social rituals of greetings of teachers and friends.

Campus		**Aldrich Bay**
	The school building opens:	7:50am
Half-day Programme	Programme Hours:	8:00am - 11:30am
	Morning Drop Off:	7:50am - 8:00am (Walkers) 7:45am (Bus Children)
	Attendance taken:	8:00am
	Dismissal & Pick up:	11:30am
Full-day Programme	Programme Hours:	8:00am - 2:30pm
	Morning Drop Off:	7:50am - 8:00am (Walkers) 7:45am (Bus Children)
	Attendance taken:	8:00am
	Dismissal & Pick up:	2:30pm

If your child is **new** to the Casa dei Bambini, parents normally are welcome to walk them to their classrooms for the first few days to help them establish their routine. After the first week, we will encourage you and your child to say goodbye at the Atrium Door, so that they may come into class independently. As they show readiness, they can walk up independently to their classrooms from the ground floor entrance under the supervision of members of the staff.

Safety Note Before/After Class: During the arrival/dismissal period, children must be under the direct supervision of the parents or caregiver until the children are welcomed at the Atrium Door/dismissed at the ground floor entrance.

Dismissal: Parents picking up the half day Casa dei Bambini students will have access to the campus from **11:25am**. You will be asked to provide your child's IMS Security Card for each child you pick up or sign the Visitor Register with your Hong Kong ID. You may then wait for your children to be dismissed at the ground floor entrance.

Campus will be open to Full Day Casa dei Bambini Parents/Helpers from **2:25pm**. You will be asked to provide your child's IMS Security Card for each child you pick up you wish to bring home. If the card is not with the parent/caregiver then your Hong Kong ID should be provided to the office in order to get a one day security slip. You may then wait for your children to be dismissed at the ground floor entrance.

Identification: The School provides each child with a security card which must be presented prior to collection of the child from school. If a person other than the child's usual guardian for pick up is to collect a child, parents must either give the security card to that person or notify the admin office ahead of time.
If you have lost your child's security card, please notify the admin office immediately.

Volunteers/Meetings: Thank you for Volunteering! If parents have an early morning volunteer commitment or meeting and would like to accompany your child into school, please park your car at 68 Hing Man Street. Parents who are entering the campus for specific volunteer activities are requested to sign in at the front desk for a visitor pass, and respect the normal routine of the campus as much as possible during your time with us. Please note that with current COVID protocols, parent and volunteer access to campus is limited to essential visits, and generally only during times when children are not on campus. All visitors must submit a Health & Travel Declaration form, prior to entering the campus.

IMPORTANT TRAFFIC ARRANGEMENTS

Please note: There is **no WAITING** and **no PARKING** on Shau Kei Wan Road. Quick Drop-off is possible outside the designated bus stop area before 8:00am and after 10:00am. Please note that this is a restricted area only for public buses to use. **Cars in violation of this restriction will be ticketed by the police.** IMS Staff will stand in front of the ground floor campus entrance to assist young children into the campus.

There are very limited spaces for parents to pull off the road immediately in front of the campus, and we ask parents to drop their child off with the IMS staff standing ready to receive your child, and immediately drive off. Please do not leave your car unattended at any time, and drivers may not wait in this area.

Parking - The nearest hourly car park is located on 68 Hing Man Street. It's an open air car park. This carpark is a 5 minute walk away from the Aldrich Bay Campus.

Note: All of the above are subject to change due to Covid-19 protocols and restrictions.

Parents using the services of a driver are asked to review these parking rules carefully with your driver.