



IMS ALDRICH BAY CAMPUS LOGISTICS

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ROUTINE/URGENT COMMUNICATION

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

PICK-UP AND DROP-OFF TIMES

Children should be brought to the Foundation Cubby Area directly outside the Foundation Group environment before the official Group start time, where they will be met by their teachers. **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.

Foundation Group	A	B	C
Group Hours	8:00am - 10:00am	10:30am - 12:30pm	2:00pm - 4:00pm

All Foundation children are encouraged to walk up, five minutes before the official group time, to the cubby area with accompanying adults. Walking up is an excellent opportunity for them to improve their motor development and coordination. A Foundation child is permitted to use the lift only when necessary. Whenever possible, please travel with a group, to ensure the efficient and courteous use of the lift. **All Casa dei Bambini Children are asked to use the stairs.** Casa dei Bambini siblings of Foundation children should use the stairs with an accompanying adult.

As a Foundation aged-child is quite young to take care of himself, **the Foundation Group requires that each child should have a caregiver on campus** during the entire session to ensure that the child receives the essential help during emergency situations. An area is designated on campus for caregivers to wait until dismissal times. **Caregivers are required to observe Covid19 protocols to ensure everyone's safety in school.**

Stroller Usage: We strongly believe that children do benefit much from walking for their motor coordination development, therefore we discourage the use of strollers. Children at this age are very capable of walking long distances when allowed and given ample time and they find it enjoyable when adults keep pace with them. **For safety regulations, we are not allowed to park strollers in the entrance hallway.**

Safety Note Before/After Foundation Group Sessions: During the arrival / dismissal period, children must be under the direct supervision of the parents or caregiver until the children are welcomed/ dismissed at the top atrium under the supervision of the teacher. Your child may not be left unattended in the school.

IMPORTANT TRAFFIC ARRANGEMENTS

Please ensure that anyone who is involved with drop-off and pick-up, including all drivers and caregivers, strictly follow these guidelines.

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 is an open air car park and is a 5 minute walk away from the Aldrich Bay Campus.

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

VOLUNTEERS

Volunteers/Meetings: Thank you for Volunteering! If parents or caregivers have time and would like to volunteer for any material making during the Foundation time, we are always grateful for volunteers. Please contact the Campus Manager. Parents who will be volunteering and not staying within the waiting area, please sign in at the front desk, 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.