



IMS MID-LEVELS 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.ml@ims.edu.hk) to ensure your teachers receive the message.

PICK-UP AND DROP-OFF TIMES

Children should be brought to the Atrium Door before the official group 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.

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

In the Mid-Levels Campus children are greeted upon arrival by a member of staff at the Atrium Door. Here they say goodbye to parents and hello to the teachers, and then walk in independently.

If your child is new to the school, parents are welcome to walk them to their cubbies for the first few weeks to help them establish their routine. Later we will then encourage you and your child to say goodbye at the Atrium Door to help them come to their cubbies independently.

Safety Note Before/After the Foundation Group: 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 Atrium Door by their teacher. Your child may not be left unattended in school, especially on the school stairwell, foyer and play area.

Please note that there is strictly no eating or drinking in the Atrium area (where Foundation caregivers wait), Lobby Area at reception and in the corridors of the school campus.

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 are very limited spaces for parents to pull off the road immediately in front of the campus, and these are reserved for school busses. Traffic is quite tight, and we ask that you please do not stop or park on Po Yan Street. Drivers need to make room for the school bus drop-off and turning.

Children and caregivers can alight on New Street, and a car can continue on back to Queens Road West or onto Tai Ping Shan Street onto Hollywood road. Please do not leave your car unattended at any time, and drivers may not wait in this area. **Unattended cars can be ticketed.**

Parking: Hourly parking is available at CentreStage, 108 Hollywood Road. Please note that the entrance to the carpark is on Bridges Street, which is accessible from Staunton Street in SoHo. This carpark is a 5-minute walk away from the Mid-Levels 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 in the library during the Foundation time, we are always grateful for volunteers. Please contact library@ims.edu.hk. 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.