



IMS STANLEY CAMPUS LOGISTICS

Ma Hang Estate, Phase III
Stanley, Hong Kong
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ROUTINE/URGENT COMMUNICATION

Routine/urgent communication: Please email your child's classroom teachers AND the school administrative office (email: admin.st@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.st@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.

PICK-UP AND DROP-OFF TIMES

Children should arrive at school before the official class start time.

Campus	Stanley
The school building opens:	7:45am
Programme Hours:	8:15am - 3:15pm
Morning Drop Off:	7:50 - 8:10am
Attendance taken:	8:15am
Dismissal & Pick up:	3:15pm
After School Programme:	3:25pm - 4:25pm

Campus Opening: There will be no access for parents before **7:50am**. Please show your IMS Security Card to enter the campus at this time or you will need to sign the Visitor Register and show a Hong Kong ID.

Dismissal: Dismissal from **3:10pm**. Please note that you will be asked to provide your child's IMS Security Card or sign the Visitor Register with Hong Kong ID.

IMS Security Card/HK ID:

- Entry into the IMS Stanley site will require all parents/helpers/visitors to either produce an IMS Security Card or to sign the Visitors Register which is currently at the foyer reception desk and provide HK ID or equivalent.
- In order to leave the IMS Stanley site with a child you will be asked to produce an IMS Security Card with the name of EACH child that is leaving with you. If you do not have this you will be asked to return to the office and show HK ID or equivalent again and bring a release slip of this to the guard.

If you organise to take another family's child home, we must have written confirmation of this from the parent of the child you are taking to the school administrative office (email: admin.st@ims.edu.hk) at least ONE day in advance.

Early Pick Up/Volunteers/Appointments: If you wish to pick up your child earlier, if you are a campus volunteer or if you have an appointment, please present your IMS Security Card AND sign the Early Pickup or Visitor/Volunteer Register. 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

The condition of the grant of the Stanley Campus to IMS by the government is having a mandatory bus policy, and hence we are required to have all children access school by school bus or on foot. The government has been strict in enforcing this policy and we appreciate your cooperation in helping us abide by these conditions. For children not taking the bus, drop-off is possible at the top of Stanley Plaza.

Please NOTE: There is **NO ENTRY** into the **Ma Hang Estate** as this area is reserved for school buses. The roundabout at the end of Stanley Road has a double yellow line which means **NO STOPPING**. Police will fine cars stopping here.

Parking is **not available** at the Stanley Campus. If you would like to accompany your child into school, please park your car in the **public parking**, which is available in Stanley Plaza.

There are no bicycle storage facilities on the campus. Bicycles can be locked at the public racks in Stanley Plaza. Please do not chain them to the fence surrounding the school.

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