



June 2015

Topic Asking parents to cooperate in pick up-drop off students

To Parents of All students

The school would like to notify and measure in pick up – drop off students for their safety and to set up the traffic rules inside and around the school for comfortable and convenient. There are some rules to follow.

1. Drop off student

1. We are asking parents to please cooperate in drop off students **before 8.00 am** to help practice discipline and responsibility in coming to school early. Please drop students off with the teacher in the drop off- pick up spot, and the teachers will take the students to the classrooms, so that they can revise the lessons and doing the activity in the classrooms with their classmates.

2. During 8.00 am – 9.00 am the school will use the court for the flag ceremony, and Morning activities, so we are not allow parents to drive your car inside the school. There will be teachers to pick up students in front of the school. To reduce to traffic in front of the school, **please cooperate in turning on the emergency signal so that teachers will know they are parents' car.**

2. Pick up students

We are asking parents to please cooperate in picking up students in the time that we set up. **Pick up after 3.00 pm for the students who are not in the after school program, and after 4.00 pm if enrolling in the after school program** to make it convenient in come in-out inside the school, and nothing to block the traffic outside the school. **Please cooperate in having student's name sign in front of the car** to make it convenient in calling students' name and their classes, as well as pick up- drop off in the spot that we set up.

3. In case other person picks up your student

Please call the admin office to report name and information about the person who will pick up your child so that the admin officer will notify the class teacher, and when picking up student, please show parent's pick up card along with the identification card every time.

4. Pick up the student during the day time or need to contact the school

Every time parents need to contact the school, please exchange your card with the security guard. Please contact the admin office before pick up the students to receive the permit paper, and give that permit to the security guard before leaving the school. Please open all four windows, so the security guard can check to make sure parents have the student already.

Sarasas Ektra School would like to ask parents to please cooperate in following\g the measure in pick up-drop off the students for their safety. The school is not allow parents to go in the classroom building during the day time.

Sincerely yours

(Mrs. Paweenrat Boonsawat)

The Director of Infant Department

