

Morning Care, Arrival, Dismissal, and After-School Procedures for Lower School

In order to ensure the safety of ISU lower school students are consistently safe and secure during arrival and dismissal periods or the school day, please note that there are several rules and procedures that will need to be followed. Please review and adhere to them.

Morning Care

Morning care is available to parents who are in need of child care from 7 - 8 am for a fee. Students will arrive at the front door by reception where they will ring the bell. Our morning care staff member will open the door and the students will then need to make their way to the library where they will then be engaged in activities such as crafts and reading.

If you need this service please contact the front office via info@is-ulm.de for more information. If you have signed your child up for morning care and something changes please be sure to notify the front office.

Arrival Procedures Early Years

- For EY, students and parents/caregivers must enter the building through the main doors by reception.
- If you are using the ISU parking lot to the west of the main building -
 - Please always watch for pedestrians walking on the sidewalks in front of the entrance and exit staff parking lot as well as for students and parents that may be on the lined pedestrian walkway.
 - Please make sure that you are following the pedestrian walkway.
 - Please be aware that this is a one-lane drop off therefore we ask that you please do not try to pass other cars for the safety of the students, staff and families at ISU.
 - You will still be required to enter the building through the main doors by reception.
- In order to help students get ready for the school day, parents will need to assist or guide students to put away their belongings and change into their house shoes.

Arrival Procedures Grades 1-5:

- Morning drop-off by car is at the ISU staff parking lot to the west of the main building.



- Please be aware that this is a one-lane drop off therefore we ask that you please do not try to pass other cars for the safety of the students, staff and families at ISU.
- Always watch for pedestrians walking on the sidewalks in front of the entrance and exit staff parking lot as well as for students and parents that may be on the lined pedestrian walkway.
- AM drop-off for walkers will be at the ISU gate by the parking lot. Please make sure that you are following the pedestrian walkway.
- Children may not be dropped off at school before 08:00 unless parents/caregivers have committed to early morning care (see above). Any parents/caregivers entering the school will need to ensure that they report directly to the front office.

Dismissal Procedures

- Parent security: it is important that the front office staff and teachers are aware and adhere strictly to who is authorized to pick up your child at dismissal time. Therefore parents are asked to submit release forms to the front office staff at the beginning of the school year. If anything changes, the front office staff and teachers must be notified. Students will not be released to unauthorized persons unless they receive explicit permission from the student's parent.
- Grade 1- 5 students, if your child is allowed to leave on their own you must ensure that you fill out the appropriate document and it is submitted to the front office. It is imperative that parents fill out this form especially if changes happen throughout the school year. If children are not

permitted to leave alone, parents/caregivers must meet the relevant teacher in order for the child to be handed over.

- Dismissal Times are as follows
 - EY - G5 Monday to Thursdays: 15:00
 - EY Fridays 13:45
 - G1-5 Fridays: 14:00
- Students will be dismissed by their teachers to their parents at the designated doors as follows:
 - **EY1:**
Main Entrance by the reception.
Fridays: Students will be dismissed at 1:45 pm
 - **EY2 & EY3:**
Monday to Thursdays: Students will be dismissed at the main entrance by the reception.
Fridays: Students will be dismissed by the side doors by the lower school stairwell at 1:45 pm.
 - **Grade 1:** Students will be dismissed at the main entrance by reception
 - **Grade 2:** Students will be waiting at the top of the stairs by the main entrance by reception and the teacher will release them as their parents arrive.
 - **Grade 3:** Students will be released at the gate by the ISU parking. We ask that once parents have picked up their child that they please leave the parking lot area for everyone's health and safety.
 - **Grade 4:** Students will be released at the side doors by the lower school stairwell
 - **Grade 5:** Students will be released at the gate by ISU parking. We ask that once parents have picked up their child that they please leave the parking lot area for everyone's health and safety.

After-School Care Procedures

After School Care will begin the second week of school on August 28th, 2023. Parents are to complete the after-school care sign-up online form in order to secure their child's spot at after-school care.

The link will be the same every week and will open every Wednesday and will close every Friday for the following week. If families have the same needs every week then they will only need to fill out the form once. If their needs change then they will need to fill out the form each week to reflect the change.

If you do not fill out the form but need after-school care you will need to contact us and the homeroom teacher by 11 am on the day via email or by calling the front desk. If this happens, please ensure that you receive confirmation as it is important to the safety and security of your child.

ASC is a service that ISU provides to assist parents with care needs. We strive to ensure that there is adequate supervision for the health and safety of your children therefore we ask that ASC not be used for playdates. It is imperative that parents inform ASC if their child will not be attending to ensure that we have updated attendance information.

When you arrive please call +49 160 93948915 and someone from our after-school care team will bring your child to the gate or the front door.

If you have any questions please feel free to contact us. We thank you for your continued support in keeping our community safe.