



## **Procedure for Early Pick up During the School Working Hours**

- **No parent under any conditions is allowed to enter any classroom or drop/pick up their children by themselves after 7:00 am or during the academic session.**
- Any parent wishing to pick up his/her child early or needs to check on his/her child when the school day is not finished must fill out a request form available with student's affairs office and wait for the student to be brought to him/her by the authorized personnel.
- If you are sending your representative to pick up your child, his/her name should be included in the emergency contact of your child's application form and also school administration should be informed in advance regarding the same. The representative will be asked to produce his/her Qatar ID card before we release the children.
- Teachers are not permitted under any circumstances to allow parents to enter their classrooms to pick up children. They are not allowed to hold conversation with parents before the school ends unless the parent is accompanied by a member of administration having permission to do so.
- **Parents should inform the students' affairs office before 8:00 am about their child/ren's early pick up in order to facilitate providing them with missed academic work.** It is the responsibility of the parents to ensure all missed work is completed by their child.
- Students who are missing any academic session due to prior medical appointments should provide the school with medical certificate from the doctor once they return back.