



Drop off and Dismissal Policy and procedure

November 10, 2018

Drop off policy:

It is the policy of the Illiana Islamic weekend school that all students are to be dropped off by a parent or designated guardian. Students must be dropped off by designated time (9am). It is the parent's responsibility to ensure that their child(ren) have been received by the weekend school staff before they take off. Students that are arriving after 9:15 am, the parents (or designated guardian) must park their vehicle and walk their child(ren) to the office using Door A (on the parking lot side).

Drop off procedure:

- All parents will drive their vehicles and form an assembly-line at door B (the door between the school and masjid) to drop off their children
- The school principal Mohammed Suleiman (or designated staff) will be outside greeting and receiving the children
- Children are then taken to their appropriate level/classroom and are received by their teacher.
- Principal Mohammed (or designated staff) will have an attendance roster with a list of all names to be checked off (marked present) as they are received by their teacher

Dismissal Policy:

It is the policy of the Illiana Islamic weekend school that all students are dismissed at the designated time (2:15 pm). Unless there is a written notice of specific instruction from the parent, students are to be dismissed to the parent (or designated guardian).

There is a \$5 late arrival fee for every 15 minutes a parent is late. The late arrival fees will be assessed to the student account. If the parents are late – arriving after 2:30 pm they must park their vehicle and stop by the office to sign off their child and pay the late arrival fees as appropriate.



Dismissal Procedures:

- School ends at 2:15pm. It is expected that parents would start an assembly-line and park outside by masjid Gym Door (Door between school and masjid area) from 2:00pm to 2:15pm. Please see Diagram below.
- At 1:50pm teachers will start gathering and take their students to the gym area.
- Teachers will line up their students by the class level marker at the gym area.
- Teacher along with their volunteers will stay and monitor their students to keep them safe and in line.
- At 2:15pm, the gym door will open and students will be called as their parents drive up and pick them up.
- The students' dismissal will be for one vehicle at a time.
- For students' safety, there must not be any students dismissed to next vehicle until the one ahead of them had cleared the area.
- Principal Mohammed (or designated staff) will be at the door outside to patrol and regulate the traffic with the parents and to help the kids get into their cars.
- At 2:30 pm as all traffic had cleared, the gym door will be secured closed.
- After 2:30pm, any students that have not been picked up by their parents will be taken to the IIA school office for late arriving parents to pick-up their children.
- All late arriving parents must park their vehicle and stop by the office at door B (on the parking lot side) to pick up their child(ren).
- To encourage prompt arrival and unless there is a prior arrangement that is approved by the weekend school principal, there will be a \$5 per 15 minutes late charged to the student(s) account.

