



ARRIVAL AND DISMISSAL PROCEDURE

ARRIVAL

- Students arriving by car should enter through the security gate and proceed to Block B.
- Parents should drop off their children between 8:25 am and 8:40 am, as school starts promptly at 8:45 am.

DISMISSAL

End-of-Day Dismissal Time: 3:40 PM

1. **Primary Students (Parent Pickup):**
 - Homeroom teachers will escort primary students to the designated parent pickup area at the end of the school day.
 - The pickup area is located outside Block B in the garden
2. **Secondary Students:**
 - Secondary students will dismiss themselves independently and make their way home as per arrangements made with their families.
3. **Bus Students:**
 - Teachers will assist students using the school bus service in boarding their buses safely.
 - Buses will depart promptly at **3:50 PM**.

Please note that students and families are not to be on campus after teaching staff and health personnel have left the campus due to safety reasons. Times of departure for staff are as follows:

- Monday 4:00pm
- Tuesday 4:30pm
- Wednesday 4:00pm
- Thursday 4:30pm
- Friday 4:00pm

CHANGES IN DISMISSAL PLANS

- To change a child's dismissal plan, parents must inform the academic assistant at caliskans@mefis.k12.tr and/or Principal/Deputy Principal before 1:00 pm.
- Requests after this time cannot be accommodated to ensure student safety.
- If a child is going home with another family, both families must share this agreement with school no later than 1:00 pm.
- If a parent does not pick up their child, the child will wait at security or the lobby of Block A until the parent arrives.
- Students who are not registered with the service bus company are unable to use the service bus as a guest.

Compliance with arrival and dismissal procedures is required to ensure the safety and security of all students and staff. We appreciate your cooperation in ensuring a smooth and safe process for everyone.