



ATTENDANCE & DISMISSAL POLICY

AI Madina International Kindergarten

This policy is to clearly define the parameters within which we expect the parents to cooperate with us in the matters of daily attendance, bus attendance, dismissal by car, adherence to timings, etc.

1) Attendance

Students are expected in school by 7:00 am daily.

All parents must send a message to the kindergarten in the event of their child's absence under any circumstances. Kindly use WhatsApp to send a message by 7:00 am.

This is applicable to and expected by all parents, regardless of car-going or bus-going.

2) Dismissal

Parents have to adhere to the school dismissal timings as follows:

Sunday to Wednesday 07:00 AM to 12:20 PM

Thursdays only 07:00 AM to 11:45 AM

Parents of Car-going students, please note that the Gate will open to allow parents to collect their children at 12:20PM only, and not before that. (On Thursdays, at 11:45AM)

If you plan to pick your child early due to some personal reason or an appointment, you must pick them before 11:45 from Sunday-Wednesday, and before 11am on Thursdays, by signing an Early Exit form.

Any later than that will not be considered as an early exit, and you will have to wait outside to collect your child at the usual time.

3) Absences

As mentioned, all parents must send a message to the kindergarten in the event of their child's absence under any circumstances.

Specific emphasis regarding this matter for Bus Students – The parent MUST send a message to the administration in the event of the child’s absence. It is not sufficient to only just inform the driver or bus attendant about it.

4) Switching transport

If by chance, in any case, a bus-going student will be using their car, the parent MUST inform the school in advance about this. This is expected in all of the following cases:

- a. Arriving by bus as usual but will go home by car.
- b. Will be dropped by parent in the morning but will go by bus in the afternoon.
- c. Using the car both ways.

5) Late - coming.

Parents are also to send in a message if they expect they will be dropping their child late. This will enable that no errors are made during teachers taking attendance first thing in the morning.

Undertaking

I hereby confirm, I have read the above policy document and confirm that I have understood and agree to be abide by the terms and conditions set out in the same. I will regard all the above instructions as a matter of importance, especially for the sake of the security of all students. I understand that a lenient attitude in such matters leads to disrupting the flow of admittal and dismissal, not only of my child, but to other students as well.

Name of the Student _____

Name of the Parent / Guardian _____

Signature of the Parent / Guardian _____

Date

Our Vision

To become the leading school of choice within Qatar, producing responsible and productive citizens for the betterment of society as a whole.

رؤيتنا
أن نصبح مدرسة رائدة مختارة في قطر، تنتج أفراداً مسؤولين ومنتجين من أجل صالح المجتمع ككل.