



**MGM MAR GREGORIOS MEMORIAL
PUBLIC SCHOOL**

Kandanad, Ernakulam - 682 305, Kerala
Cell : 9562508249, 9562508250

MGM/CR/2023-2024/2

03.06.2023

Parents drop off & pick up procedures

Dear Parents,

Greetings from MGM!

To ensure safety of our students during the drop off and pick up and to ensure a smooth traffic flow inside the campus, parents are requested to strictly adhere to the following guidelines.

General Information:-

1. It is recommended to have a dead slow speed inside the campus.
2. The left gate will be opened in the morning & evening from **8.15 am to 8.45 am & 3.15 pm to 3.45 pm** respectively.
3. Please do not stop your vehicles in front of the school gates in the name of pick up & drop off.
4. Please note that the drop off & pick up traffic for private vehicles flows anti clockwise around the school.
5. Please follow the hand signals and instructions given by the staff & volunteers at the drop off line to ensure safety & smooth traffic flow.

Drop off :-

1. Parents are requested to enter the school from left gate and drive through the drop off line & drop their children at drop off zones I & II and then proceed forward slowly.

Drop off zones:-

- KG - Drop off zone I (KG Entrance).
 - Grade 1-4 - Drop off zone II (Auditorium entrance - western side).
2. A staff will be available for getting the child off the vehicle approximately from 8.15 am – 8.45am.
 3. Morning supervision for KG students begins at 8.15 am and can be dropped at Drop off zone I.
 4. Students of grade 1- 4 can be dropped at Drop off zone 2.
 5. Students of grade 5 – 10 can also be dropped at Drop off zone 2.
 6. Students of grade 1-4 will line up in the assembly hall at the designated areas and at the first bell, they will walk to the class with their class teachers.

Pick up:-

1. Students are released from school at 3.20 pm onwards.
2. Private vehicles have to enter the school from left gate to pick up and move to the exit gate anticlock wise.
3. No student will be released without a parent/designated guardian.
4. Kindergarteners are picked up from Pick up zone-1 (KG Entrance) and grade 1 – 4 students from Pick up zone 2 (Auditorium entrance - western side).
5. Students of grade 5 to 10 can be picked up from pick up zone 2 itself.

Kindly pick up your child before 3.45 pm and should not stay later than this time as your child will be left unsupervised beyond this time.
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Important Reminders:-

- Please be safe & courteous when driving inside the campus and it is important to follow the traffic guidelines for the safety & smooth traffic flow.
- Please do not double park in order to drop off or pick up your child.
- Note that these procedures may be modified as needed in our ongoing efforts to ensure student safety.

Warm Regards,

Mrs.Preethy Chand

Principal