

Cornelia International Schools

Arrival, Pick-Up & Authorization Policy

Purpose of the Policy


To ensure the safety, security, and well-being of all children, Cornelia International Schools has put in place clear procedures for **arrival**, **dismissal**, and **authorizations** for drop-off and pick-up. These guidelines ensure a smooth school day and foster strong home-school communication.

Arrival Procedures

- **School gates open at 7:00 a.m.** daily.
- Classroom supervision begins at **7:30 a.m.**
- Pupils are expected to **arrive by 8:00 a.m.** to allow for a calm and settled start to the day.

Class Escort Routine:

- **Before 8:00 a.m.** – Class teachers and assistants escort pupils to classrooms.
- **After 8:00 a.m.** – Children arriving late must be handed over to the staff on duty at the school gate or reception.

 **Late arrivals disrupt learning** and are discouraged. Pupils arriving after 8:00 a.m. will be marked as **late** in the attendance register.

Pick-Up Procedures

Daycare, Crèche & Foundation (4–22 months)

- Pick-up is flexible during school hours.
- All children must be collected **from the school reception office** by an **authorized adult**.

Pre-Nursery & Nursery (Ages 2–4)

- Pupils must be **dropped off and picked up from the main reception**.
- **Collection Time:**
 - **Monday–Thursday:** 2:20 p.m.
 - **Friday:** 2:00 p.m.

Reception – Year 6

- Pupils must be **picked up from the designated pick-up zones** inside the school compound.
- **Collection Time:**
 - **Monday–Thursday:** 3:00 p.m.
 - **Friday:** 2:30 p.m.
- **Late pick-up** beyond 3:30 p.m. will incur a **late care charge** unless otherwise agreed.

 Children will only be released to **authorized individuals**, as outlined in the student's enrollment or emergency form.

Authorization Guidelines

To ensure child safety, the following rules apply:

Authorized Pick-Up List

- Parents/guardians must provide a list of **authorized individuals** permitted to collect their child.
- This list should include:
 - Full names
 - Phone numbers
 - Relationship to the child
- If there is a change, parents must update the school in writing or via official school contact channels.



Identification Requirement

- Authorized pick-up persons **must present a valid ID** when collecting a child, especially if not previously known to school staff.
- School staff will **not release a child** to anyone whose identity or authorization is in doubt.



Temporary/Emergency Pick-Up Authorization

- If a different person needs to pick up your child (e.g. in an emergency), you must:
 - **Notify the school by phone or written message** before pick-up time.
 - Provide the full name and relationship of the person.
 - Ensure the person brings a **valid form of ID**.
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Unauthorized Pick-Ups or Delays

- Children **will not be released** to:
 - Anyone **not listed** as an authorized contact
 - Individuals who **fail to present identification**
 - Persons who appear **incapacitated or unfit** to transport a child safely
 - **Repeated late pick-ups** may result in meetings with school administration and additional charges.
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Emergency Contact

All families must provide at least **two emergency contact numbers** in case the primary contact is unreachable.


Keep your contact information **up to date** with the school office.

Working Together

Cornelia International Schools relies on a strong **home–school partnership** to keep every child safe and cared for. Your cooperation with the procedures outlined above helps us create a secure environment for all.

If you have any questions or need to update your child's authorization records, please contact:

 **Email:** corneliaschoolng@gmail.com

 **Phone:** 09088765066 / 0809990531