

PYP4-8 drop-off and Collection Policy

Dear PYP4-8 families,

Please find below our drop-off and collection policy which will be implemented to safeguard all students at Aarhus International School.

The safety and well-being of PYP students is paramount. We have noticed that with the growing number of the school and student numbers, more PYP4-8 students than previously are being dropped off early and picked up late. As this potentially leaves the students unsupervised on school grounds this constitutes a safety issue. For that reason, the following policy will apply for drop-off and collection at AIS.

All PYP4-8 students must arrive at and leave the school premises in a safe manner. If a PYP4-8 student is dropped off early or collected late, from September 1st and is not supervised by an adult, the school reserves the right to charge a one-time fee of DKK 50 or to require the student to enrol in the MAC or ASA program.

07:00-07:50 Arrival

Lessons begin at 08:00, and Students should arrive by 07:50 to ensure they are ready to start the school day at 08:00.

PYP4-8 students arriving between 07:00-07:50 must be MAC or ASA-enrolled and stay in the ASA-room. If a student is not enrolled in MAC/ASA, parents are required to stay with their child(ren) until the homeroom opens at 07:50.

PYP 7–8 students may arrive from 07:30 and wait in the atrium until 08:00 under supervision. This provides a calm and structured start to the day.

- **Early drop-off between 07:00-08:00**

PYP4-8 students who are unsupervised on the school premises between 07:00-07:50 (07:30 for PYP7-8) will be included in MAC or fulltime ASA. We reserve the right to either charge a one-time fee of DKK 50 or to enrol the student in MAC/fulltime ASA. The charge will be added to the monthly tuition fee.

14:00 Collection

Students will have the option to stay for either MAC (PYP4-5) or the activity programme from 14:00 – 15:00 or go home at 14:00. Students do not have to attend an activity each day and can choose which days they would like to attend. Activities will run from Monday to Friday. There will be a selection of activities each day which may change over the activity periods but will stay the same during each period.

PYP4-5 students who are not signed up for MAC must be collected from their homerooms at 14:00.

- **Late collection from school after 14:00:**

PYP4-5 students who are collected more than 5 minutes late from school (14:05) will be included in MAC/fulltime ASA. We reserve the right to either charge a one-time fee of DKK 50 or to enrol the student in MAC/fulltime ASA. The charge will be added to the monthly tuition fee.

15:00 Collection

PYP4-5 MAC (part-time ASA) students going home at 15:00 will be guided by ASA personnel and should be collected from the main entrance. PYP6-8 students going home at 15:00 will be dismissed from their activity and should be collected from the main entrance.

- **Late collection from school/ MAC (15:00):**

PYP4-8 students who are collected more than five minutes late from school, i.e. at 15:05 (or 14:05 if not enrolled in the activity hour) may be included in fulltime ASA at the school's discretion. We reserve the right to either charge a one-time fee of DKK 50 or to enrol the student in fulltime ASA. The charge will be added to the monthly tuition fee.

17:00 ASA Collection

PYP4-8 ASA students going home at 17:00 will be guided by ASA personnel and should be collected from the main entrance no later than 17:00.

- **Late collection from ASA (17:00):**

From September 1st, the school reserves the right to charge a one-time fee for ASA PYP4-8 students who are collected from ASA more than five minutes late. The charge will be added to the monthly ASA fee.

We would like to stress that these measures are taken to ensure appropriate supervision and thus the safety and well-being of the students.