



**Lebanon Evangelical School**  
for Boys and Girls      Loueizeh - Baabda

Loueizeh - Baabda - Lebanon  
P.O. Box : 45-108 Hazmieh  
Tel : 05 924 090 | Fax : 05 924 089 | Email : admin@lesbg.com  
www.lesbg.com

## Arrival Time - Dismissal Time - Late Students

Dear Parents of Infant and Junior Students,

We would like to draw your attention to a problem that we have faced in previous years and do not wish to encounter during this academic year. Many students were arriving late to school, and the number was growing every day.

While we understand that there are sometimes unexpected circumstances that happen, we kindly remind you that arrival time should be no later than **7:40am for Junior and Infant students**.

### Arrival Time – Late Students:

- When students are at school every day by **7:40am** their day starts smoothly as they participate in the start-of-day activities and class circle time. These are very important daily events that are considered the heart of each day.
- Arrival time will be noted, and for safety reasons, Junior students who arrive after **7:40am** should be dropped off **OUTSIDE** the Junior Department where they will be met at the entrance by a teacher who will guide the students to their classrooms. Parents will not be allowed to go inside to accompany their child to their classroom after **7:40am** **UNLESS** they have infant students with them.
- If you are late and you have an Infant child along with a Junior child, please make sure you drop off **ONLY** your Infant child at their classroom and **NOT** your Junior child. Your Junior child should go alone to their classroom.
- If you arrive prior to **7:40am** and would like to accompany your Infant child to their class, please feel free to use the side stairs entrance.
- If you know that your child will be late, please notify the administration as soon as possible.
- For safety reasons, parents are **NOT** allowed to enter a classroom either once their child is dropped off in the morning, or at dismissal time. We kindly request that you wait outside the classroom until the teacher is able to assist you.

- Please note that drop off/pick up time is NOT a time to ask the teacher about your child. It is a practical impossibility for the teacher to respond in a professional way while taking care of their students and while there are other parents/students within earshot.
- If you would like to discuss your child with their teachers, please follow the schedule of teachers' appointments which will be distributed during the first month of the academic year. Appointments can also be made through the Junior Office.

Junior Students: Please note that 2 conduct points will be deducted from the Junior student's conduct mark if they are late to school more than 3 times per term.

This rule does not apply to the students that use the school bus.

## Dismissal Time:

- All Infant students, J1, J2 and J3 students should be picked up from their classrooms by parents or anyone assigned by the parents at 2:50 pm.
- J4 and J5 students can leave their classrooms by themselves at 2:50 pm **to meet their parents at the bottom of the stairs or at any specific location they decide INSIDE the Junior Department building, except at the Junior Main Entrance.** They will not be allowed to leave the school premises by themselves.
- Only Senior and Junior 5 siblings are allowed to collect Junior or Infant Students.
- All students in the Junior and Infant Departments should be collected from school promptly at the end of the day. **There should be no children on the premises after 3:15pm.**
- For safety reasons, the Junior Administration **MUST** be informed as soon as possible if someone other than a parent is taking a child home on a specific day.
- If a student is going home with a classmate or friend, the Junior Administration must be notified in writing by parents. In the note, please inform us if the student would normally use the school bus or not, so we can coordinate with the bus driver.
- Once you collect your child from their classroom, you will be responsible for their safety and not the school.

- Students are not allowed to visit the Senior Cafeteria at dismissal time unless unless accompanied by their parents, or else points will be deducted from the Junior students' conduct.
- **Students and parents are NOT allowed to stay in the school's playgrounds after school hours for precautionary reasons, as well as for safety and insurance reasons.**

## REMINDERS:

- For safety reasons, please do not send your children to school before 7:15 am.
- The school is NOT responsible for any incident that occurs before 7:15 am or after 3:15 pm. No teachers are on duty before 7:15am or after 3:15pm.
- At arrival time, Junior students should use the side gate to go to their classrooms to place their bags outside the classroom.
- At arrival time, Infant student should be dropped off at their classrooms.
- Junior student and parents are NOT allowed to wait for their friends to come to class, but must go directly to the basketball court to get ready for lining up.
- **Once a parent, or person designated by the parent, collects a student from their classroom, they will be responsible for the student's safety, and not the school.**

Should you require any clarification please do not hesitate to communicate with the administration in person OR via the school whatsapp number 71 183559.

Thank you for your understanding and your cooperation.

Steve White BSC DIC PhD  
Principal

Mrs. Grace White  
Coordinator of Junior & Infant Departments