

Dear KG2 Parents:

Greetings to you all;

This is a gentle reminder of the following:

- KG2 FIRST school day will be on **Wednesday 4<sup>th</sup> of October 2023**.
- School gates will be opened for students and parents starting from **9:00 am** **NOT BEFORE THAT**.
- Students **SHOULD BE** in their school uniform.
- As soon as the morning lines are over, parents are **required** to leave the school premises.
- School supplies should be delivered at the **reception gate** before leaving school premises.
- Students' dismissal on that day will be normally at **2:30 pm**.
- Students **will not be allowed** to leave school gate without presenting the **ID card** to the security staff. Therefore, if you haven't received yours yet, you HAVE to head to the "Students' Affairs" office on the first school day to receive it or else you will not be able to pick up your child at the end of the day.
- In case your child is to be picked up by a private driver, you HAVE to provide his/her name at the "Students' Affairs" office along with his/her ID card number and a photocopy of it. Private drivers have to present the students' ID card to the security staff at the gate, or else they will not be able to pick them up at the end of the day.
- The school will publish the daily plan on the Facebook Group "**Saint Arsany Language School Parents Official**" only this week as it shall be published on the Google Classroom and Mini LMS afterwards.
- Next week, students will receive a closed envelope including the following information: (**codes** for Google classroom / **username** and **password** for Mini LMS / student's email address and its **password**). Such information needs to be kept by the parent for the whole school year; as the school administration will only provide it **once**.
- Students are required to **check** their Google Classroom and the Mini LMS on a daily basis.
- Kindly note that Thursday 5<sup>th</sup> of October 2023 will be a **holiday** celebrating Egypt's 6<sup>th</sup> of October victory day.
- Starting Saturday 7<sup>th</sup> of October school day will normally start at 7:30 am and ends at 2:30 pm.

Wishing you all a great year full of happiness and success.

Principal of KG

Loreen Essam

School Director

Mona Kamal