



**PHILIPPINE EMIRATES PRIVATE SCHOOL  
BANIYAS EAST, ABU DHABI, UNITED ARAB EMIRATES**

**PRIVATE CAR DROP OFF / PICK UP PROCEDURES**

1. Parent must submit a copy of signed waiver downloaded from the school website upon enrolment.
2. Parents & students must adhere to the dropped off and picked up procedures of the school and the Department of Transport.
3. Students should not be dropped off earlier than 6:45 AM. We do not have enough staff to supervise children before 6:45 AM.
4. Only the students will enter the school premises.
5. Parent / guardian who fetch their children on regular basis must enter the gate only after dismissal time through Gate 1 to maintain a well-organized traffic in our hallways.
6. Parent / guardian must present an access / gate pass.
7. If another individual will be authorized to collect your children, let him / her show the copy of the access / gate pass and valid ID to our security guard / school personnel.

**Note:** Access Pass or Gate pass will only be given to parent / guardian after submitting and verifying the copy of Bus waiver. No students will be released in the classrooms / hallways.

If you forgot your gate pass or did not give to the authorized person in charge to pick up your child, call the reception ( 025858041)/ report to the security on duty to sign out your child. In order to verify the identity of the person picking up a child, please present a valid ID to the security / school personnel.

**PEPS MANAGEMENT**