



Lighthouse Pick-up and Drop-off Policy

REVIEWED: August 24, 2025

AMENDED:

APPROVED:

Policy

Lighthouse International School is committed to ensuring the safety and wellbeing of all students during arrival and departure from school. The policy establishes a clear procedure for student supervision, authorised collection, transportation, and security, in line with Alberta Education's student safety standards and Cambridge International's safeguarding expectations.

The purpose of this policy is to:

- Ensure safe and orderly student arrival and dismissal.
- Maintain clear communication between parents or guardians, staff, and transport providers.
- Prevent unauthorised student release or unsafe pick-up practices.
- Support punctuality and responsibility within the school community.

Procedures and Responsibilities

1. General Guidelines

- The school is open to receive students from 7:30am each school day.
- Classes begin promptly at 8:10am with Homeroom and any student arriving after this time will be marked as late.
- Unless participating in a supervised after-school activity, then parents should pick up students by 3:30pm. If students are staying for an ECA then parents or guardians should pick up students before 4:30pm.
- After 4.30pm unless students are on site for a special event then all students must leave the school site and wait in Youtopia where staff are present

2. Morning Drop-Off



- Students arriving by private vehicle should be dropped off at the designated drop-off zone only.
- Drivers must remain in their vehicles to ensure a smooth flow of traffic.
- Teachers or support staff will be present at the drop-off area between 7:30–8:10 a.m. to greet and supervise students.
- Students using the school bus service will be escorted directly to campus by approved staff or bus monitors.

3. Afternoon Pick-Up

- Students will only be released to parents, guardians, or authorised persons listed on the student's emergency contact form.
- Any changes to pick-up arrangements must be communicated in writing to the school office before 12:00 p.m. on the same day.
- Staff members will supervise students in designated pick-up areas until collection.
- Identification may be requested from anyone collecting a student for the first time or not known to staff.

4. School Bus Procedures

- The school bus service is managed by approved transport providers who follow safety regulations, including seatbelts, supervision, and appropriate behaviour standards.
- A bus monitor or responsible staff member must be present on each trip to record attendance and ensure safe boarding and disembarkation.
- Parents are responsible for ensuring their child is ready at the designated collection point on time.
- The school must be informed immediately of any change in bus use, pick-up location, or absence.

5. Safeguarding and Security

- Only individuals authorised in writing by parents may collect students.



- Staff must never release a student to a person who is not on the approved list.
- All gates and access points are monitored during arrival and dismissal times.

6. Communication and Emergency Procedures

- Any emergency changes to pick-up arrangements must be made directly to the school office by phone
- In case of unexpected delays or transportation issues, parents must notify the school immediately.
- The school will inform parents promptly in the event of weather disruptions or emergency closures affecting dismissal routines.

This policy will be reviewed annually by the Leadership Team to ensure that it supports students safety and wellbeing. In addition, that it reflects the frameworks laid out by Alberta Education and any changes in legislation.