

PARKING, ACCESS AND SECURITY

School Access for Parents:

Family badge:

1. Each family will receive 2 family badges. In case of replacement or additional badges it has a cost of Q50.00
2. When you arrive on campus you will be able to pass to the administration office, bank, transportation office and uniform shop by showing your family badge.
3. If you need to visit a division, exchange your family badge at the administration office for a division badge.

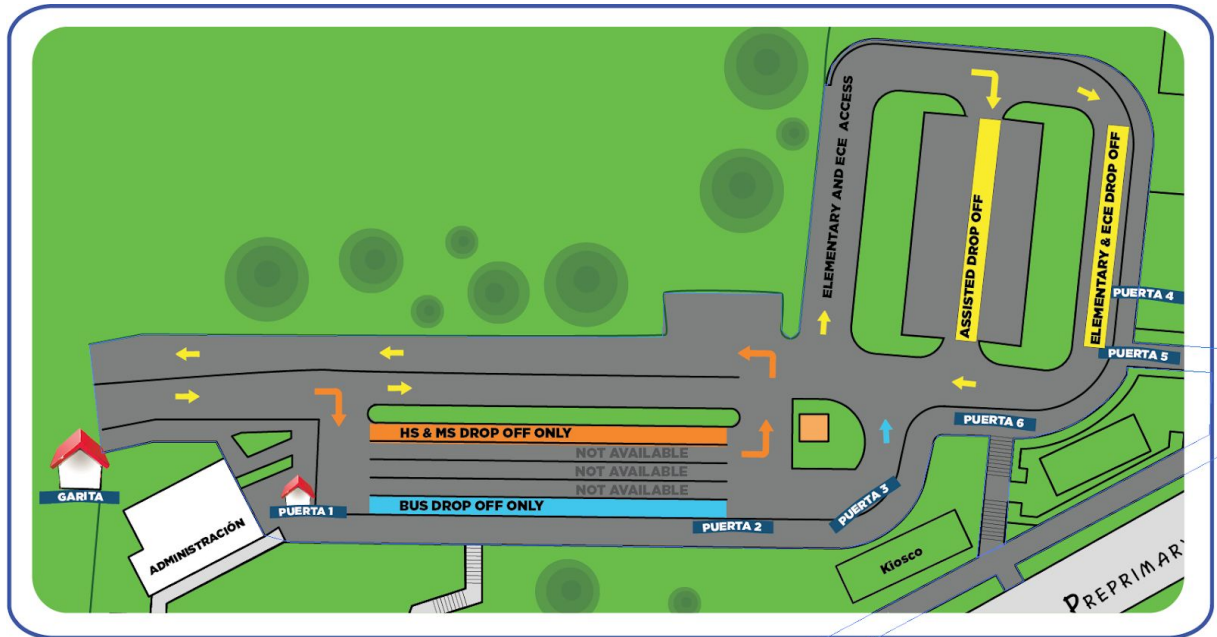
Important information

- Please respect the classrooms by avoiding interruptions.
- Family members, friends and all personnel outside Colegio Interamericano must be identified at Garita to obtain visitor badge.
- Notify the Operations Office if a card is lost. Replacement cards can be purchased emailing pablo.melgar@interamericano.edu.gt

4. Division badges have a lanyard and should be worn around your neck at all times while on campus.
5. If you are on campus for a schoolwide assembly or event, pass freely with your family badge.

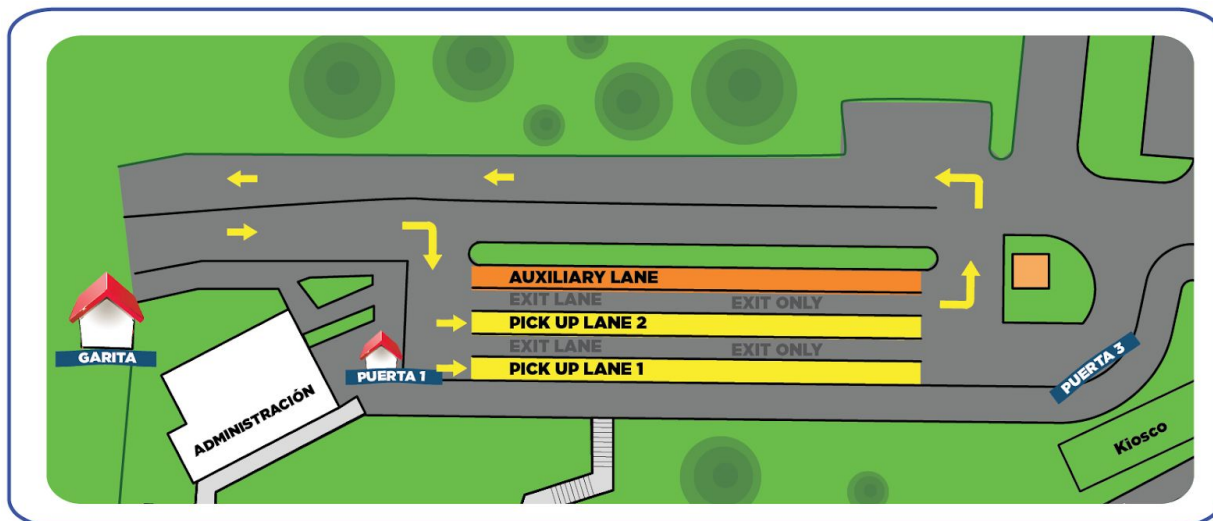


A.M. Drop Off



- a) ECE and Elementary parents must drop off their children closest to PUERTA 4, 5 or 6 and only where the monitors can help students get out of the vehicle. We kindly ask your driver to remain in vehicle and have backpacks ready so the students can get out the vehicle quickly and safely. The people behind you will appreciate it.
- b) ECE and Elementary parents who need more time unloading extra materials should drive to the designated parent parking area or - assisted Drop off - and the monitors will gladly help and guide you to PUERTA 6.
- c) Middle School and High School parents should drop off students in the designated – MS & HS Drop off only - lane (near left), closest to PUERTA 2 and 3. Please don't leave empty spaces in the drop off lane. We ask drivers to remain in vehicle. Students must have their backpacks ready to get out of the vehicle quickly and safely.
- d) If for any reason a parent needs help to unload materials, request a wheelchair or other assistance, please indicate to staff at Garita at your arrival and they will coordinate help.
- e) We remind you that classes begin at 8:00 a.m. and the main gate will close at 8:00 a.m.

Dismissal:



To pick up students at the kiosk, lineup selecting one *pick-up* lane. ECE and Elementary students will not be allowed to walk alone in parking lot to your car. Wait for the nannies to deliver them and proceed to the *exit lane*.

Reminders

- We ask the driver to avoid getting out the vehicle.
- Follow the instructions of the security guards.
- Avoid overshooting /go around the lanes unless the security guard instructs you to.
- Vehicles will be halted 3 minutes prior to bus departure for safety.
- Obtain an appropriate exit pass if you have made changes to your daily departure. This includes transporting other students.
- Every driver entering the school should keep their window down, if possible, to be visible to guards.



Pedestrian Access:

If you prefer to use the outer parking lot and walk to campus to wait for your children, display your Family Badge at the pedestrian entrance (Garita) and proceed to PUERTA 1. Refrain from classroom pick up.

At PUERTA 1, the security guard will release the student to you if:

1. Present valid car pass.
2. If student is escorted by an authorized adult.

For bank transactions students will receive a short term pass at PUERTA 1