



# SCHOOL VISITORS POLICY

CIS is a caring and welcoming school and we want parents and community members to feel comfortable on our campus. However, to ensure the safety of all students and staff, ALL visitors to the School are required to use the main entrance and to make their presence and business known to the Security Desk/Guard Station.

Visitors must wear an ID badge/CIS Sticker while in the building or on the playgrounds. These are acquired at the security station and must be returned when the visitor leaves the building. Individuals who are in the building without having followed appropriate procedures may be asked to leave. A visitor is anyone who is not a student, scheduled parent volunteer, or employee of CIS.

## PROCEDURES

### 1. Student Pick Up and Drop Off

- Only registered vehicles can enter the campus
- To facilitate maximum safety, vehicles shall proceed in a clockwise direction around the stadium or follow campus traffic flow instructions as indicated by campus security.
- Students are to be picked up and dropped off by vehicles in the designated areas only. Under no circumstance should private vehicles be in the bus loading and unloading zone. Such vehicles may be towed away without warning.
- Students should cross the street only at designated pedestrian crossings.

## 2. PARKING

- When necessary to park, parents / caregivers can park across the school at the E-COOL parking lot.

## 3. PARENTS / CAREGIVERS

**Canadian International School of Guangzhou 广州市加拿大外籍人员子女学校**

Add: No.122 Dongyi Rd, Panyu District, Guangzhou 广州市番禺区东艺路 122 号

Tel: +86 20 39939333

Website: [www.cisgz.com](http://www.cisgz.com)



- Parents / Caregivers may pick up and drop off students but shall not come in the building unless for an appropriate appointment. Packages for students may be dropped off at the security desk and the students will be notified to pick them up, or these will be sent to them.
- Parents / Caregivers will not be given access to the school cafeteria, unless specifically invited.

#### **4. PARENT - TEACHER APPOINTMENTS**

- If a parent would like to meet with a teacher, please make a request through the Student Service office. The office will contact the teacher and make the appropriate arrangements.

#### **5. PHOTOGRAPHY / VIDEOGRAPHY**

- To ensure privacy in our community, visitors are not allowed to take photos / video any students or staff on campus unless given prior authorization by school administration. This includes photos and / or videos taken from the outside perimeter of the school grounds.