



03 SEPTEMBER 2025

Kind attention to: **ALL PARENTS / GUARDIANS OF FAMILY HOPE CENTER STUDENTS**

Subject : **GUIDELINES ON STUDENT PICK-UP, DROP-OFF AND BUS SERVICE,**

Beloved Parents/Guardians,

As we begin our new academic term this coming Sunday, we would like to remind you of the following important guidelines to ensure the safety and smooth daily operation of Family Hope Center:

### **1. Pick-up by Guardian/Nanny or Authorized Person**

- ✓ Parents who assign a guardian, nanny, or any authorized person to drop off or pick up their child must submit a copy of the guardian's/authorized person's QID on their first pick-up time.  
\*This requirement ensures the safety and proper monitoring of our students.
- ✓ Kindly note that school gates will only open starting from 7:00 AM daily.

### **2. Pick-up Time**

- ✓ Pick-up should strictly follow the schedule: 12:30 PM or 2:00 PM (depending on the child's program schedule).
- ✓ A grace period of 15 minutes will be provided. Beyond this, a late pick-up fee of QR 50.00 will be charged for the first 15 minutes, and QR 50.00 for every succeeding 30 minutes.

### **3. Bus Service Reminder**

- ✓ For students availing the FHC bus service, please be reminded that the bus will wait only 5 minutes after the arrival notice is given by the driver. After this waiting time, the bus will proceed to the next location.
- ✓ It is the parent's responsibility to ensure that their child is ready before the usual pick-up time in the morning. This will help avoid delays and ensure smooth transport for all students.



- ✓ During the first week of school, we expect adjustments due to traffic conditions and new routes. We kindly ask for your patience and understanding as our drivers adapt to these changes.

We appreciate your cooperation in following these guidelines to help us ensure safety, punctuality, and smooth operations for all.

Thank you for your continued support.

Sincerely,

**Dr. Joelle Al Asmar**

Head of Center

Family Hope Center - Qatar