JIS Jakarta Intercultural School

Elementary School

PIE DISMISSAL, PICKUP, AND SUPERVISION PROCEDURES

PIE KG – GRADE 5 ACTIVITIES STARTING AT 2:10 PM

Before the activity:
At 2:00 PM, children will be escorted by their homeroom teacher to the Basketball Court area (3-5) *or* EY Building (K-2), where they will meet with the activity instructor and be taken to the activity.

When activities finish:

- All ASA bus riders will be taken to the Melati to meet their bus monitors before being escorted to the buses, which will depart at 3:15 PM.
- Car riders will be taken to the PIE Drop Off and wait in the air-conditioned room for their car to be called. The ASA coach or teacher in charge of the activity will wait until their last student is picked up.
- Any child who has not been picked up by 3:15 PM will be handed over to the office staff in charge who will escort them to wait in the PIE Office and contact their parents.
- Any parent who chooses to pick up her/his child instead of riding the ASA bus on a particular day must inform the PIE Transportation Office and JIS Academy

PIE ACTIVITIES STARTING FROM 3:00 PM OR LATER

At PIE, we have developed procedures for supervision that align with our safety and supervision protocols. These procedures include adult supervision and expectations that children will be supervised at all times.

OPTION ONE Students with a 2:10 PM ASA and a 3:00 PM ASA:

- Some children in Grades 3-5 will be coming from an earlier 2:10 PM ASA activity and will go directly to the 3:00 PM activity.
- Some children in KG - Grade 2 students who are in a 2:10 PM activity will be escorted by their activity instructor to the Basketball Court to meet their 3:00 PM activity instructor.

OPTION TWO- Library supervision for students of JACS:
We will provide supervision for children who have a JACS activity that begins at 3:30 PM and cannot make it home and then back to school in time. In order to sign your child up for this supervision, please fill out this form. Please note we will not provide supervision for activities starting later than 3:30 PM. Children who need to eat a snack while waiting in the library will

need to ask for permission from a library staff member. Then, they will be directed to the designated eating area outside the back of the library, where library staff will provide supervision. We do not have the capacity to bring children to the cafeteria for snack breaks; therefore, we kindly ask students to bring a snack from home as opposed to buying one at school.

OPTION THREE- Parents or caretakers to supervise your child before JACS
Children who are waiting for their ASA to begin in the cafeteria or the playground must be supervised by a caretaker.

Please note: Children must be picked up by parents or caretakers from the activity at the end of the activity. There is no bus service for activities that end later than 3:00 PM

PIE STUDENTS TAKING PRIVATE MUSIC LESSONS AT CILANDAK

- Before the lesson, children must be picked up from school by a parent or guardian and taken to their private music class, as these classes take place on the Cilandak campus (R-Module). Children can be picked up in the PIE drop-off zone or cafeteria.
- Grade 4 and Grade 5 students may walk independently to the R-Module with an approved Walker Pass. To apply, please email the PIE Office with the subject line: PIE Student Walker Pass Request. A security guard will verify the student's name and Walker Pass at the PIE back gate and open access to the Middle School area. Students should arrive on time, as walking to the R-Module takes additional time.
- If a child has an after school activity before their private music lesson begins, parents or caregivers should pick up their child at 3:00 PM and bring them to their private music class.
- At the end of the lesson, children must be picked up by parents or caretakers from their private music class in the R module at the end of their lesson.

PIE ACTIVITIES DURING THE WEEKEND

Weekend Activities: Children must be accompanied to the activity by parents or caretakers. Children must be picked up by parents or caretakers from the activity at the end of the activity.

PEL DISMISSAL, PICKUP, AND SUPERVISION PROCEDURES

PEL KG – GRADE 5 ACTIVITIES STARTING AT 2:00 PM

At 2:00 p.m., students will be escorted to the courtyard, where they will meet their teacher/instructor at the cone labeled with the name of their ASA. Once students have gathered at the appropriate cone, the teacher/instructor will walk them to their designated learning space. In the event of inclement weather, the ASA signs will be located in the indoor playground, and students will meet their teacher/instructor there.

When activities finish:

- All ASA bus riders will be taken to the bus seating at Gate B to meet their bus monitors before being escorted to the buses, which will depart at 3:15 PM
- Car riders will be taken to the car seating at Gate B, where children will sit on the benches and wait for their names to be called.

- Your child's name will need to be displayed clearly on the left-hand side of the windscreen if they are a car rider.
- Any parent who chooses to pick up their child instead of riding the ASA bus on a particular day must inform the PEL Transportation Office, JIS Academy, and the PEL Office by 12:00 PM.

PEL ACTIVITIES STARTING 3:00 OR LATER

If your child is enrolled in an ASA beginning at 3:00 PM or later, we encourage you to register them for an activity from 2:00–3:00 PM. The PEL Library Staff will provide student supervision on Wednesdays from 2:00–3:25 PM, beginning January 21, 2026, for students waiting to attend their scheduled ASA. **This supervision time is intended only for students enrolled in a later ASA and is not a standalone enrichment activity.** To enroll in this program, please submit one response per child on the Library ASA Supervision form.

We understand that family schedules vary and that, in many cases, both parents work, making after-school supervision challenging. To ensure children are being supervised while waiting for a later ASA on Mondays, Tuesdays, Thursdays, or Fridays, the following three options will be available:

- Register your child for an additional ASA from 2 to 3 PM with assistance from the JIS Academy Website
- Arrange for supervision of your child by a caregiver (parent, nanny, driver, helper, etc.).
- Coordinate with other parents for "playdate" supervision, where one caregiver supervises a small group of students. If this option is chosen, parents must email the PEL Office.

TRANSPORTATION FOR ACTIVITIES ENDING AFTER 3:15 PM

- Children must be picked up by parents or caretakers from the activity at the end of the late activity.
- There is no bus service for activities that end later than 3:00 PM.

For any further questions or concerns, please contact Natalie Andersen, nandersen@jisedu.or.id, the PEL ASA Coordinator.