



Nairobi, August 30 th 2019



ACCESS INSTRUCTIONS TO THE CAR PARK AND THE SCHOOL PREMISES FOR THE 2019-2020 ACADEMIC YEAR FOR PARENTS

The safety of the LFDD community is our priority. Important construction work was carried out this summer to strengthen the security of access to the LFDD and will lead to a major change in the rules for the drop-off and pick-up of students and for parking.

Increased security will result in an additional delay in access to the school. 10 parking spaces will be removed as a result of this construction.

We therefore strongly encourage you to anticipate your arrival at the school in order to ease the drop-off and pick-up of students. We advise you to drop off students from the Sixième class onwards, as far as possible, using the YAYA Center car park, which offers you 10 free minutes of parking. Your children can then use the LFDD's pedestrian entrance on Argwings Kodheek.

Main changes

A/ Student access to the school

- Implementation of an individual magnetic card access system (for parents or beneficiaries designated by the parents) to accompany children attending Small Section (PS), Medium Section (MS), and Large Section (GS) of kindergarten
- Implementation of an individual magnetic card access system for students in the Preparatory Course (CP) to Terminale
- Access inside the school premises may only be granted on proof of an appointment or for any emergency for parents who do not have children in kindergarten (PS or MS or GS)

B/ Checking

- Badge reader allowing automatic opening of accesses
- Control of all personal belongings through a baggage scanner

C/ Parking

- The car park will be strictly divided between a minute drop-off area (left voice on arrival) and a drop-off area with a maximum stop of 15 minutes (right voice on arrival) for people accompanying students to the GS kindergarten
- Parking outside the entrance and exit hours will no longer be allowed

D/ Pick-up of students

- The school access will only be open at the entrance and exit times of the school's students and will remain closed the rest of the time
- The drop-off and pick-up of children from CP classes will now take place in the secure entrance located before the gates to the facility

Thank you for your understanding and cooperation in the implementation of these new measures. **A gradual upgrade of our new system will be carried out from September 2019.**

During this transition period:



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1/For parents, students and beneficiaries who already had access to the school during the 2018-2019 academic year: you will continue to use your access badge from the 2018-2019 academic year to access and leave the school and collect the pupils.

2/For new students in PS, MS, and GS classes: an information sheet, allowing you to indicate the names of the persons authorized to pick-up, will be given to your child on the first day of the school year. You will return it in your child's schoolbag the next day. The person who will pick up your child must be on the list of authorized persons and must present an identity document to school's staff.

3/For new students in grades CP to terminale: students will have access to the school without a badge. No accompanying persons will be allowed to get into the school building. The children will be dropped off and picked up at the school's entrance in the car park (Argwings Kodhek).

Opening hours of the school car park

- From 07.15 to 20.00 - (except special events). Vehicle access through the portal on Argwings Kodhek
- Opening of the car park 15 minutes before the end of classes (at 11.45 and 14.50) to pick up the children from the kindergarten classes (vehicles with blue stickers) with exception on Wednesdays and Fridays (opening will be from 11.15)

STICKERS

There are 3 types of stickers giving you access to the car park on Argwings Kodhek:

- **RED** for board and staff members: **permanent parking authorization**. Parking spaces marked in red in the left center of the parking lot along the drop-off area only
- **BLUE** for parents with children attending kindergarten: **parking authorization for a maximum of 15 minutes**. Parking spaces identified on the right side of the parking lot and marked in blue on both sides of the path. Only for the drop-off and pick-up of students attending PS, MS and GS classes
- **GREEN** for other parents: **no parking authorization**. Only drop-off and pickup at the drop-off area. Double parking or parking along the drop-off area are strictly prohibited

The old 2018-2019 sticker will be tolerated until September 15, 2019. The new 2019-2020 stickers will be available from the security manager every morning between 07.30 and 08.15 in the car park in exchange for the presentation of an ID.

Taxis are not allowed inside the school (except when requested by the school or after prior communication with the security manager Pascal Danezan, office 94 in the building along the sports field, securite@lyceefrancaisnairobi.com)



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Argwings Kodhek road pedestrian access and exit portal:

To enter:

- **For magnetic card holders:** first visual inspection by the guards and then authorized access after validation of their magnetic card by the readers. Then validate again with your card the opening of the door accessing the metal detectors and scanner
- **For visitors:** contact the guards by intercom who will check the nature of the visit and exchange your ID for a visitor magnetic card that will be returned at the exit

To exit:

- **For magnetic card holders:** validation using the magnetic card to unlock exit points
- **For visitors:** handing over the magnetic card to the guard in exchange for your ID (just before the exit on Argwings Kodhek road)

Pedestrian access from the car park to the school:

To enter:

- **For magnetic card holders.** Validate your entry at the security gate using the card. Re-validate with your card the opening of the door accessing the metal detectors and scanner room
- **For visitors.** Contact the guards by intercom who will check the nature of the visit and exchange your ID for a visitor magnetic card that will be returned at the exit

To exit:

- **For magnetic card holders.** Unlock the door to the airlock with your magnetic card and then use your magnetic card again to unlock the door to access the car park
- **For visitors.** Unlock the door to the airlock with the magnetic card and return it to the guard in the airlock in exchange for the ID left to enter the facility. The guard will then manually open the gate giving access to the car park once the procedure is completed.



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Access inside the facility: appointment booking

To access the school under the best conditions, please contact the relevant department by email or telephone, at least 24 hours in advance, which will give you an appointment and the necessary access. The contact details of the services are available on our website - <http://www.diderot.ac.ke/#> - in the section "Etablissement / Vos interlocuteurs".

To access the cashier service, you can make an appointment or ask the security team at the entrance to contact this service in order to access the establishment.

The principal of Lycée Français Denis Diderot