



**EKAMAI INTERNATIONAL SCHOOL**  
*Formerly Adventist English School*

57 Ekamai 12 (Soi Charoenjai)  
Sukhumvit 63, Klongton Nua, Vadhana, Bangkok 10110 Thailand  
Telephones: 0-2391-3593, 0-2381-9303-7  
Fax: (66-2) 381-4622  
e-mail: info@eis.ac.th

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Dear EIS Families,

**RE: Staggered Pick-up Schedule**

The EIS Administrative Team allows learning materials, such as textbooks, workbooks, etc., to be taken home as part of instructional needs in preparation for your child/ren's quality online distance learning experiences during this period of temporary school closure.

Please observe the grade-specific time slots on Monday and Tuesday (January 11-12) and come at the designated time to reduce the number of students in each building at one time and allocate space for physical distancing.

Pay attention to any instructions from the homeroom teachers for a smooth collection of learning materials. Please note that books and other reading materials can be both physical and digitized materials that are currently available. In exceptional cases, teachers may need to meet with students from a safe distance. But in general, online communication can conveniently deliver detailed instructions.

We expect everyone to abide by these health and safety precautions.

- Entering the campus requires wearing of protective face mask.
- The security guards on duty need to recognize our students. Students will come in complete school uniform or PE uniform.
- Only one parent with a face mask will accompany a student to school.
- Students take all learning materials and necessary personal items from their lockers and leave within 10-15 minutes. Avoid socializing and congregating in one area to minimize direct contact with other students.
- Students remember to bring their locker keys and keep their distance from other people.

Refer to the schedule for your child/ren's assigned time slot. If you have children in different grade levels, please plan and contact the homeroom teachers for a suitable pick-up time.

DATE/TIME	MONDAY (January 11)			TUESDAY (January 12)	
	MS	IEL	HS	PS	ES
7:00 AM	Grade 8		Grade 12		Grade 5
8:00 AM		IEL		Grade 1	
9:00 AM	Grade 6		Grade 10		Grade 3
10:00 AM		IEL		Grade 2	
11:00 AM	Grade 7		Grade 11		Grade 4
12:00 PM					
1:00 PM			Grade 9		

*Note for Kindergarten: The homeroom teachers will prepare learning packets and inform the parents directly about the pick-up schedule and designated location by Monday.*

Thank you for following our safety guidelines and pick-up schedule. Please be updated on any new communication from the school related to this schedule and other relevant matters during these days in preparation for online distance learning.

Please let us know through the homeroom teacher if you have any questions or concerns regarding this pick-up schedule.

Warm regards,

EIS Administrative Team

