



7th March, 2011

Dear Parents:

In order to ensure a smooth and efficient transport arrangement, we would like you to note the following:

- a) The list of the relevant bus-stops with timings for all the routes is displayed on the school web site. In case you need any clarification, please feel free to contact Ms. Kalpana Purohit at the school office. Please ensure that you note the timings and the location precisely.
- b) All children must reach their stops at least 5 minutes before the designated time. It would not be possible for the school transport to wait for any child who is late.
- c) In the afternoon, your child will be left only with the designated family person. The person responsible is expected to carry the 'Pick-Up Card' provided by the school. If this person is not at the 'bus-stop' at the designated time or with the Pick-Up Card your child will be brought back to the school. You will then be expected to pick-up your child from school on your own.
- d) If on any day your child is not using the school transport, please inform the school office in advance.
- e) As per transport safety guidelines provided by the Honorable Supreme Court of India, a responsible parent or teacher is expected to accompany every school route. In addition to one office staff and teaching faculty we will also need parents to accompany the school routes by rotation. **On an average, one parent will be expected to do one morning and one afternoon duty every alternate month. The monthly duty roster would be handed over to the child on the first day of the session and subsequently in the last week of every month for the following month.**
- f) Please also note that the parent on duty will be expected to reach school on their own in the morning as well as afternoon and make arrangements for their own departure from the school.
- g) We understand that the transport duty may cause inconvenience to some parents and teachers. However, please note that in the interest of the safety of our children, such minor sacrifices will be worth taking in good spirit.

We look forward to building a smooth transport arrangement in the school with your co-operation.

Sincerely,

Administrative Department
Shikshantar