



USAGE OF ID CARD- PICK UP CARD

The I-Card and Pick-Up Cards will be issued to the children. Please find below a note on the use of the two kinds of cards -

Identity Card

The identity card has a lilac band at the bottom and has a yellow and black school logo, carries a photograph of the child with matter on both sides.

1. All children will have an identity card which carries a small photograph of the child and has other administrative details.
2. The identity card for children of classes Playgroup to Kindergarten is meant to be pinned on to the child's shirt for easy identification and for rest of the children to be carried in the bags at all times.
3. The identity card must be retained carefully. If a card is lost, a duplicate will be issued only on payment of ` 80.00.

Pick-Up Card

The pick-up card has a yellow band at the bottom and has a yellow and black school log, carries a photograph of the child with matter on both sides.

1. The 'Pick-Up Card' is meant to be used by the family members / household help to show to the school authorities at the time of pick-up each day. The pick-up may be in the school or at the designated bus stop.
2. The use of the 'pick-up card' will ensure that only a responsible person designated by the family is authorized to take the child from the school or the bus stop. The purpose is to prevent confusion or accidents of any kind.
3. Your child will not be allowed to go home with either you or any other authorized person unless you or he/she shows us the 'pick-up card'. In case of 'school transport users' the child will be brought back to the school, if the person to pick up is not carrying the pick-up card in the afternoon. The parents would then be called and asked to pick up the child from the school.
4. Please keep your child's pick-up card safely and use it carefully each day. If a pick-up card is lost, a duplicate will be issued only on payment of ` . 100/-
5. Also note that any change in the mode/time of departure needs to be conveyed clearly to the school office in writing. Messages conveyed by phone or through friends will not be accepted.
6. For requesting for the Pick up card please fill this form, attach one digital passport size photo per person (for whom the pick card is required) and sent it on admissions@shikshantarschool.com. In the subject line kindly write Pick up - "name of the child" "group".
7. You can apply for maximum of 4 pick up cards (including parents / grandparents / Driver / Maid / Other house help of student).

Date : _____

(INFORMATION TO BE FILLED BY PARENTS/ GUARDIAN FOR ID - PICK UP CARD IN **CAPITAL LETTERS ONLY**)

CHILD'S NAME..... **GROUP**

MOTHER'S NAME..... **FATHER'S NAME**.....

RESIDENCE ADDRESS.....

.....

.....

BUS ROUTE **BUS STOP**.....

CONTACT DETAILS:

	MOBILE NUMBER	OFFICE NUMBER	HOME NUMBER
MOTHER			
FATHER			
EMERGENCY CONTACT * RELATIONSHIP -			

CHILD'S PHOTO
TO BE PASTED
HERE.
(KINDLY PASTE
AND NOT
STAPLE).

FATHER'S PHOTO
TO BE PASTED
HERE.
(KINDLY PASTE
AND NOT STAPLE).

MOTHER'S PHOTO
TO BE PASTED
HERE.
(KINDLY PASTE
AND NOT
STAPLE).