

redbricks | school
CIRCULAR FOR PARENTS

Ref No- Cir/RBS/2017-18/No.04
To: All Parents (Jrkg & Srkg)
From: The Principal
Subject: New Escort Card Design

Date- 05/07/17

Dear Parents,

At Redbricks the safety and security of each child is of utmost Importance. To enhance the same the school has decided to make a few changes in the Parent Escort Card design from this academic year.

Please find the Final Escort Card attached with this circular.

Following is the process and directions to use the card.

1. Please fill up the details and paste the photos of the 4 Individuals who would be authorized to pick up the child. The photos should be pasted within the boxes provided.
2. Underage children will not be allowed to become escorts. The escort should be an adult whom the parent can trust.
3. Request you to hand over the duly filled escort cards to the school counselor latest by **10th July, Monday**. The same would be handed over to the parents once it is laminated.
4. It is mandatory to show the card when the Parent / Guardian comes to pick up the child.
5. In case, anyone other than the 4 escorts is going to pick up the child, then the parents need to take a written permission from the principal prior and respective person should show it to the teacher while picking the child.
6. Please contact the School Counselor at 9979500003 in case of any query.

Kindly follow the time lines mentioned for completing the process so that it is implemented at the earliest.

Thank you for your cooperation.

Regards,

S. Chakraborty
Mrs. Sharmistha Chakraborty
Principal- Preschool
Redbricks School