

**CIRCULAR FOR PARENTS**

**Ref No-** Cir/RBS/2018-19/No.02

**Date-** 21/06/18

**To:** Parents (Jrkg & Srkg)

**From:** The Principal

**Subject:** Parent Escort Card

Dear Parents,

At Redbricks the safety and security of each child is paramount. To enhance the same the school provides Escort cards. Please find the Final Escort Card attached with this circular.

Following is the process and directions to use the card.

- Parents are required to fill up the details & paste the photos of the 4 individuals whom you want the child to be handed over, at the back of the card.
- Parents can paste including Mother / Father photos also as one of the Escorts.
- Underage children will not be allowed to become escorts. The escort should be an adult, preferably a family member.
- After the details are filled up, the card is to be handed over to the School Counselor. School will get the card laminated and again hand over to the parents for use.
- Parents need to be careful while pasting the photo, as it should not go out of the box provided.
- It is mandatory to show the card when the Parent / Guardian comes to pick up the child.
- 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/driver-conductor while picking the child.
- Parents are requested to submit the card to the School Counselor for lamination latest by **29<sup>th</sup> June 2018, Friday**
- Please contact the School Counselor on 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**