

# Student ID Card Protocols



- Every child will receive two identity cards with a lanyard that states the child's name class section along with other important contact information. The ID card needs to be carried by whoever is picking up the child.
- Please ensure your child's latest 1x1 inch photo is affixed to the card.
- ID cards without the students photograph will not be accepted when the child is collected from school.
- Each student's ID card will be checked at the gate. No child will be allowed to leave school premises unless he/she is accompanied by an adult with an ID card.
- In case a parent has forgotten their child's ID card, they are required to collect a gate pass from the front desk in order for the guard to allow them to leave. If any other family member or personal staff member is picking the child and does not have the ID card with them, the parent is required to call or send a message to us to inform us of the full name and the relation of the person who has come to pick the child.
- If the ID card is misplaced please notify the school administration.
- Charges for a new ID card are 300/-
- The new ID card will be provided within a week.