

**SMART WONDERS SCHOOL**  
**Important Guidelines for Student Pick-up**  
**(Early and Regular Dismissal)**  
**UKG to Class-10**



**Thursday, 20<sup>th</sup> November 2025**

**SWS/ACD/2025-26/119**

Dear Parent

Greetings from Smart Wonders!

We are writing to clearly outline the procedures for picking up your child from school, ensuring safety and minimal disruption to the academic day.

**Early Pick-up During School Timings**

To ensure smooth coordination and minimize interruption to lessons, please follow these steps if your child requires an early dismissal:

- 1 **For Planned Leave (Non-Emergency):** A formal email stating the reason must be sent to the school office a day prior to the pick-up date and time.
- 2 **For Genuine Emergencies (Same-Day):** Please call the school reception directly. This allows us to process the request immediately.

Once we receive and **confirm** the message through either of these modes, your child will be safely brought to the reception area for collection.

**Regular Afternoon Dismissal**

Please note the official end-of-day pick-up time according to our winter schedule. The parent pick up time for collecting your child is Classes **UKG to 2 is 1.50 P.M. & Class 3 to 10 is 3:20 PM only.**

We truly value your support in adhering to these guidelines, as consistency helps us maintain an orderly and safe environment for every student.

We look forward to your continued cooperation.

**Warm regards**

**Ruchika Sharma**  
**Principal**