



## IMPORTANT GUIDELINES FOR EARLY PICK UP

Tuesday, 21<sup>st</sup> April 2026

SWS/ACD/2026-27/16

Dear Parent

Greetings from Smart Wonders!

To ensure the safety of students and minimal disruption to the academic schedule, parents are requested to follow the guidelines below for early pick-up:

### 1. Planned Early Pick-Up (Non-Emergency):

- A formal request must be sent via email [official@smartwonderschool.com](mailto:official@smartwonderschool.com) to the school office at least **one day in advance**.
- The email should clearly mention the **reason, date, and time** of pick-up.
- Approval from the school is required prior to the pick-up.

### 2. Emergency Pick-Up (Same Day):

- In case of genuine emergencies, parents must **inform the school office via phone call at 9888715156 & 9888716363**.
- The request will be processed based on the situation and administrative approval.

### 3. Authorized Person for Pick-Up:

- The child will be handed over only to the parent or an authorized guardian. As per school policy and to ensure the safety of all children, no unauthorized person will be permitted to pick up the child.
- If someone else is designated for pick-up, prior written or email authorization must be submitted to the school, along with a valid ID proof of the authorized person.
- **Please note:** A copy of the parent's ID card is mandatory at the time of pick-up. If someone else is coming, prior written/email authorization must be provided along with **valid ID proof**.

### 4. Pick-Up Procedure at School:

- Parents/guardians must report to the **school reception** and complete the necessary **gate pass/** .
- The student will be escorted from the class to the reception area.

### 5. Timing Restrictions:

- Early pick-up is **not permitted during assessments, exams, or important school activities**, unless it is an emergency.

Warm Regards

**Ruchika Sharma**  
Principal