



# Vivekanand School

F-Block, Preet Vihar, Delhi - 110092

Ref. No. : VS/PV/2025-26/Cir-77

Date : 23/3/2026

## **Mandatory Submission of Details for Issuance of Parent Access Card and Student Identity Card**

**Dear Parent**

***Namaste!***

The safety and security of our children is of paramount importance to us. A secure environment not only protects our young learners but also provides them the confidence and comfort to explore, learn, and grow freely. As we welcome your child into our Nursery family, we reaffirm our commitment to maintaining a campus that is safe, well-monitored, and systematically managed.

In pursuit of this objective, the school has implemented a structured Access Card System for regulated campus entry and efficient record management. An Access Card will be issued for the parents, and entry into the school premises shall be strictly permitted only upon producing this card at the entrance.

To facilitate this process, a dedicated tab titled "Access & ID Card" has been enabled on the school mobile application (Vivekanand School App available on Google Play Store and Apple Store). Parents are requested to submit the prescribed details within the stipulated timeline to ensure timely issuance of the Parent Access Card and Student Identity Card.

### **Details to be Submitted via the "Access & ID Card" Tab :**

- Clear and recent photographs of the parent and the student (Student photograph must be in school uniform)
- Complete details and photographs of two authorised custodians (whom the parents authorize to pick/ drop the child in their absence)

### **Please Note :**

No private commercial van drivers' photo should be uploaded under the section for two permitted custodians.

The information submitted will be used directly for printing the Access Card and Student ID Card. Parents are therefore advised to ensure that all details provided are accurate, clear, and final.

### **Contact Information & Residential Address :**

- Contact numbers and residential address shall be considered strictly as per existing school records and will not be editable on the App.

- Any request for change in contact details or residential address shall be entertained only upon submission of a written request to the Administrative Department.
- Requests for change of residential address must be supported by valid documentary proof issued by a competent authority (Aadhaar Card, Passport, Voter ID, registered rent agreement, electricity bill, or water bill).
- All such requests must be completed latest by 26th March, 2026.

#### **Access Control & Campus Entry Regulations:**

- Entry of parents into the school premises shall be strictly permitted only through a valid Parent Access Card.
- Parents without an Access Card shall not be allowed entry under any circumstance.
- The Access Card shall carry a barcode, which must be mandatorily scanned at the time of entry and exit.

#### **Non-Compliance & Consequences:**

- Failure to submit the required details within the stipulated deadline shall result in delay in issuance of the Parent Access Card and Student Identity Card.
- Penalties, as prescribed under the school's ID Card Policy, shall be applicable.
- Delay or non-compliance shall not be considered a valid ground for exemption or relaxation for the student.
- The school shall not be responsible for any inconvenience arising due to non-adherence to the guidelines.

#### **Technical Support:**

For any technical issue while using the App, parents may contact Ms. Neha Rawat at 9650439973 during working hours.

#### **Submission Deadline:**

- All parents are required to complete the submission process latest by 26th March, 2026 .

Your cooperation is essential in helping us uphold the highest standards of safety and security for our young learners. Together, let us ensure a protected and nurturing environment for every child.

Warm regards,

Sunita Rajaura  
Principal (Officiating)