



Vivekanand School

F-Block, Preet Vihar, Delhi - 110092

Ref. No. : VS/PV/2025-26/Cir- 7

Date : 4/4/2025

Private Van Pickup Card System

Dear Parent

Namaste!

We hope this letter finds you and your family in good health and high spirits. To ensure the safety and security of our students, we are pleased to announce the initiation of a Private Van Pickup Card System, **effective from 15th April 2025**. This system is designed to streamline the process of picking up your ward from school while ensuring the accountability of the person authorized for the same.

Key Details of the Pickup Card System:

1. Card Distribution:

Each parent/guardian will receive a pickup card that must be filled with the required details.

2. Submission Deadline:

The completed cards should be submitted to the class teacher no later than **8th April 2025**.

3. Approval Process:

Once submitted, the cards will be reviewed and signed by the school authorities. The approved cards will be returned to parents through the students after lamination of the same.

4. Usage Instructions:

The student will be handed over only to the person who presents this card.

Therefore, the pickup card must be given only to the person responsible for picking up your ward.

Kindly ensure that the card is used responsibly to avoid any confusion or delays.

5. Loss of Card

In case of loss of the card, please report to the class teacher immediately. A new card will be issued on a payment of ₹ 200 only.

Parent Undertaking:

Attached with this letter is an Undertaking Form. We request you to fill and sign the same, confirming your understanding and agreement to adhere to the instructions regarding the pickup card system.

Please send the completed undertaking along with the duly filled card to the class teacher through your ward at the earliest.

We seek your cooperation in implementing this system successfully, ensuring the safety of all our children. Should you have any questions or require further clarification, please feel free to contact the Class Teacher.

Thank you for your understanding and support.

Warm regards,

Bhavna Anand
Principal (Officiating)

Acknowledgment and Undertaking Form
(Please detach and submit this part to the Class Teacher)

I, _____ [Parent's/ Guardian's Name], parent/guardian of _____ [Student's Name], studying in Class _____ Section _____, hereby undertake to adhere to the instructions regarding the Private Van Pickup Card System and ensure that the card will only be handed to the authorized person for my ward's pickup. I appreciate the measures taken by the school regarding the safety and security of my ward at the time of school dispersal. I ensure that I would co-operate with the school authorities for its smooth implementation.

Signature: _____

Date: _____