

## ARRIVAL, DISMISSAL, AND SECURITY ID CARD FORM



THE  
PREMIA  
ACADEMY

Dear Parent/Guardian,

In our bid to ensure our students' safety, we are introducing the Identification Card Access Control System in our school. We intend to provide ID Cards to Students, Parents, Primary caretakers and Support staff who visit the school to take our students home.

We will issue cards to the Students, Parents and up to three additional cards for Extended Family. Nannies or Drivers. We request you to cooperate with us by complying with the following instructions:

1. Students and parents need to show their ID cards at the gate and are expected to display the identity card while on campus.
2. For the security of students and staff, all visitors must check-in at the Front Desk and sign the register before visiting a classroom or meeting a student or teacher.
3. Parents who wish to take a student home from school during school hours should inform the school office.
4. During pick-up time, the Primary Caregiver / Driver / Nanny must carry the ID card issued by the school management. The Child will not be allowed to leave without presenting the ID.
5. In an event where the ID Card is lost or damaged beyond recognition, the Parent / Guardian is requested to inform the Management from their registered phone number or, by sending a signed letter to avoid inconvenience to the child.
6. Kindly inform the School Management immediately if there is a change of the Driver / Maid.
7. In addition to showing the ID Card, the Driver / Maid needs to sign the register at the School while taking the child home.
8. We request you to return this signed letter along with passport-sized photos and the required information of all security card applicants.
9. Management can change, add and require further precautionary measures in the interest of the safety of the students.

Regards,  
The Management.  
The Premia Academy

**\*\*Please ensure that this form is returned to us promptly. From the beginning of the second week of school, caregivers are required to present their ID to pick up the children.**

**THE PREMIA ACADEMY STUDENTS IN THE FAMILY (only one form is required per family)**

| Last Name | First Name | Grade Level |
|-----------|------------|-------------|
|           |            |             |
|           |            |             |
|           |            |             |
|           |            |             |

**TRANSPORTATION: Please select one method you will use for each of the three-time periods:**

**Morning  
(All Days)**

☐ Parent/ Guardian

☐ Driver

☐ Maid

☐ Carpool

☐ School Bus

☐ Other:

**Afternoon**

**(Regular Dismissal Days)**

☐ Parent/ Guardian

☐ Driver

☐ Maid

☐ Carpool

☐ School Bus

☐ Other:

**Afternoon**

**(Half Days & School Events)**

☐ Parent/ Guardian

☐ Driver

☐ Maid

☐ Carpool

☐ School Bus

☐ Other:

**RELEASE APPROVAL - My children may be released to:**

| First and Last name | Relationship | Phone Number and Address |
|---------------------|--------------|--------------------------|
|                     |              |                          |
|                     |              |                          |
|                     |              |                          |
|                     |              |                          |

**\*\*Please attach two photographs of each person listed\*\***

**I have read and agree to follow the rules for the arrival and dismissal methods I have chosen for my child(ren).**

**Signature(Parent/Guardian)\_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**