

ALL SAINTS' COLLEGE, NAINITAL
VISITORS FORM - 2010

To be completed, signed and returned with the pupil in March. Please write your answers in **BLOCK LETTERS**. (Writing should be legible)

Name of Pupil _____ Class & Section _____

Code No. _____ House _____

Date of Birth (**According to the Admission Form**): Date _____ Month _____ Year _____

Blood Group _____

(1) Name of father _____ (2) Name of mother _____

Add. Of father : _____ Add. Of mother : _____

Signature _____ Signature _____

Telephone no. of father with code : _____ Telephone no. of mother with code: _____

Resi. _____ Resi. _____

Off. _____ Off. _____

Mobile _____ Mobile _____

3. **IN EMERGENCY**: In case of serious illness or accident, Local Guardian / Guardian may also be informed immediately only if the parents are unavailable.

Please Give correct Name, Address and Telephone Number of local guardian/guardian:

<u>Name and Address</u>	<u>Relation</u>	<u>Signature</u>	<u>Telephone Number</u>
A.	Office
.....		Residence.....
.....
B.	Office
.....		Residence.....
.....

4. **Rules for check-out and check-in:**

(a) For overnight stay permission will be granted only to the parents and very close relatives authorized by the parents to do so.

(b) In their own interest parents are asked to collect their children on holidays. Brothers/sisters below the age of 25 years will not be allowed to check in/check out their sisters on any specified holidays.

(c)

(d) No student is permitted to go to a friend's house for holidays.

5. **Authority Letters:** In case you are unable to take your child home or bring her back yourself a proper Authority Letter should be given to the person taking her out or bringing her back, their signature has to be duly attested by you and in case their signatures are not there in this form please make sure that their photograph is also attested by you. Kindly note that you are allowing the person to take your child or bring her back with an authority letter at your own risk. The College cannot accept any responsibility.

Unattested authority letters will not be accepted. Only the parent's authority letter will be accepted in original. No application through email or fax will be accepted.

6. My child may be taken out by : For day leave/overnight stay:

Name	Address	Relation _ ship	Signature of Visitor	Attested by the Parent

IMPORTANT : In case of any discrepancy in the follow-up of the above mentioned rules. The discretion of the Principal will be final.

7. **For check-in/check-out no telephonic request or an application through fax will be entertained.** Holiday fixture is sent to you well in advance so plan out the outing accordingly. **On check-in days kindly adhere to the timings given in the Holiday Fixture. No child will be checked in after the specified time.**

8. **LETTER** : (The child may write and receive letters at the discretion of the college authorities).
- (a) One letter per week to the parents.
 - (b) One extra letter per month. All incoming and out-going letters are subject to the scrutiny of the college authorities.
 - (c) No ordinary letters are to be sent to the students through Courier.
 - (d) All packages, parcels, applications & letters are to be handed over in the Principal's Office only.

9. **BROTHERS:** in Local Colleges / Schools

Brother's Name	Class	Name of the College	Brother's Signature	Attested by the Parent

VERY IMPORTANT :

1. Parents are requested to cooperate with college authorities and keep strictly to the holiday fixture list regarding home leave and visiting hours, checking in and checking out time.
2. **PARENTS PLEASE NOTE:** Mobile phones are strictly prohibited on the College campus. Incase any child is found in possession of a mobile phone she will have to be withdrawn from the college with immediate effect. Parents are hereby warned not to allow other children to call up anyone from their mobile phones, nor should any parent give his/her mobile to any child for the same.
3. No packets/parcels/bags will be accepted by any of the Security Guards posted at the College gates. All items have to be sent directly to the Principal's Office.
4. **Medical Leave** : Leave will be granted only if the prior appointment with the doctor has been taken. The appointment letter should be sent with the application in advance.
5. **Important** : Information regarding any on-going medical treatment should be submitted in the office with authentic documents.

- 6. Special leave : In case of marriage of a close relative (own brother/sister) leave will be granted only for four days (far destination) and two days for close destination. The Invitation card should be sent well in advance along with the application of the parents. No Fax will be accepted, applications for leave should be sent well in advance, no leave will be granted at the last minute.
- 7. Parents under matrimonial dispute with each other are advised not to admit their child in the boarding, as it is a traumatic experience for both, the authorities and the child, as well as the other boarders. If the parents find themselves in a matrimonial dispute after admitting their child in the Boarding, they must inform the college authorities immediately.
Should the college discover any deliberate concealment of such information, the child will be asked to become a day scholar.
- 8. The school does not allow any student to fast, especially in the boarding as no special arrangements can be made for the same.
- 9. Birthday visiting / phone calls are allowed only on the Birthday date mentioned in the Admission Form submitted by the Parents.
- 10. Parents are requested to inform the school in advance if their daughter / ward falls ill during holidays and cannot come back to school on the check-in date, otherwise they will be asked to pay a fine.

NOTE : No leave will be granted during the time of the Examinations; specially before the final check-out date as last minute formalities have to be completed.

Mrs. K. E. Jeremiah
Principal

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Undertaking by the Parents

The above mentioned rules have been read and understood by me. I will abide by all the above mentioned rules.

Signature of Father : Signature of Mother :

Name Name

Date:
