

Please read the rules below, sign at the bottom and return it to the tutor before the next class.

#	RULES FOR COLLECT & DROP BY PARENTS
1	Sign-in sheet would be put in the waiting area for parents to sign.
2	Parents to sign in & put time at the time of dropping their child.
3	Parents to sign out & put time at the time of collecting their child.
4	Under no circumstances you should drive into Sandybury Lane (for Tubbenden Lane). Read the location directions document for further details.
5	Parents to accompany the child to the tuition i.e. not leave them in the car park, end of the road etc. to come on their own. It means ' <b>walk with your child</b> ' not very behind.
6	Both parents should read this sheet and must adhere to the rules for collect/drop.
7	Parents to write their mobile numbers on a slip and students to keep that slip safe in the stationery pouch. You may also stick it inside their notebook where your child knows who to call.
8	Harris Academy: Handover your child to the tutor i.e. drop him/her at the inside entrance or outside entrance depending if the tutor is inside or outside the classroom.

	RULES FOR COLLECT & DROP - DELEGATION
1	Parents to notify via text/whatsapp for any delegation of collect/drop by Friday. You must send us a photo id of the delegated person on whatsapp by Friday.
2	In the event you have delegated the collect/drop, it is your responsibility to update the person so that he/she follows the rules for car park and sign-in/sign-out.
3	The delegated person must be over 18 year old. He/she should write his/her name & number on the attendance sheet + carry his id.
4	The delegated person must accompany the child to the tuition i.e. not leave them in the car park, end of the road etc. to come on their own.
5	In an emergency, parents to notify via text/whatsapp for any delegation of collect/drop before the class. But only one or two such emergency situations are expected in the whole year.
6	If you have a long-term arrangement for collect & drop, all parties must notify via email clearly stating the arrangement. Kindly note that delegated parent must follow the rules and any non-conformance by him/her would also impact your tuition.
7	The tuition would be discontinued to the parents where the "Delegated person" does not follow the above rules.
	TIMING FOR COLLECT & DROP
1	You must try to drop before the session start time (usually 5-10 mins before). You must try to arrive before the session end time (5-10 mins before).
2	Parents arriving late for collection would be recorded and more than 3 small instances (of late by 5 mins) Or 1 big instance (of late by 15 mins) may lead to dismissal.

***The tuition would be discontinued "immediately" to the parents who do not follow the above rules. Please read T&C for further details.***

#### DECLARATION BY PARENT

**I understand the rules for collect and drop of my child to the tuition.**

Name of the parent:

Name of the child:

Signature:

Date:

You must have added both parent's numbers on whatsapp notification. Both parents must keep the phone handy so that you can be contacted in the event of an emergency during the session & at the time of collection.