

Subject : New Regulation for Campus Entry and Student Pick-Up

Dear Parents,

Ruamrudee International School has a closed campus policy that is meant to ensure the optimum safety of every child enrolled in this school. Please be advised that everyone will be required to display a Student Pick-Up Card to enter the campus and pick up a student.

The Procedures for obtaining the Student Pick-Up Card are as follows:

1. A parent/guardian must fill in and sign the form below (*one form per family*). A family may request more than one card, since the Pick-Up Card is a photo ID and therefore not transferable.
2. Present the completed form at the School Office at **the RIS Swiss Section**, together with payment: **100 Baht per card**.
3. RIS Swiss Section security guards will strictly enforce this regulation. The Student Pick-Up Card should be presented at the gate before entering the school and be worn at all times while within the campus grounds.

Thank you for your patience and understanding!

Children Enrolled at RIS Swiss Section:

1. _____ Grade _____
2. _____ Grade _____
3. _____ Grade _____
4. _____ Grade _____

Person(s) to be issued a Student Pick-Up Card:

1. First name _____ Last name _____
2. First name _____ Last name _____
3. First name _____ Last name _____
4. First name _____ Last name _____

Name of Parent/Guardian:

First name _____ Last name _____
Contact number _____ Mobile number _____

Finance Office:

Amount Paid _____

Signature: _____

Date: _____

