



# دي بي اس - مدرسة مونارك الدولية

## DPS-MONARCH INTERNATIONAL SCHOOL

DPS-Monarch/CIR/SCY/2026-27/406

Date: 07.05.2026

From Principal's desk....

### Entry and Exit Guidelines for Private Vehicles

Dear Parents,

Greetings of the day!

To ensure safety, security, and the smooth flow of traffic within the school premises, all parents of students using private transport are requested to follow the guidelines below:

1. All private vehicles and taxis must enter through **Gate No. 01** and park in the **basement** for student drop-off and pick-up.
2. Parents are advised to arrive **by 07:00 AM**. A large number of vehicles arriving after 07:10 AM leads to congestion and delays in students reaching their classrooms on time.
3. Parents visiting the **Admissions, Store, or Accounts Departments** must park in the **basement parking area**.
4. Parents are **not permitted to enter academic areas** (classrooms or corridors) during school hours (**07:15 AM – 01:50 PM**), except for official visits to the above-mentioned departments.
5. **Student Pick-Up Timings:**
  - **KG students:** after **11:30 AM**
  - **Grades 1-12:** after **01:50 PM**.

Parents must park in the basement and wait until the designated pick-up time.

6. Dedicated parking is available for individuals with physical disabilities. To use this facility, a prior request must be submitted to the class teacher. The security team will then provide the necessary guidance and assistance accordingly.
7. **Gate No. 03** must not be used for regular drop-off or pick-up. It is reserved strictly for parents with prior appointments.
8. Parents are strictly prohibited from dropping students outside the school premises. The school will not be responsible for any incidents occurring outside.

9. Vehicles must be parked only in designated spaces without blocking others. Compliance with the instructions of the security team is mandatory.
10. The "Private Transport Card" is currently under preparation. Once it is ready, we will notify you for collection. Please note that after collecting the card, students will not be permitted to leave during dispersal without scanning it.

**Note:** The above guidelines apply only to parents who drop off and pick up students using their private mode of transportation.

We appreciate your cooperation in maintaining a safe and orderly environment for all students.

Warm regards,



**Ms. Meenal Bakshi**  
**Principal**

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**Our Motto**

Education with a difference

**Our Vision**

DPS Monarch International School will deliver learning excellence that is child-centric, value-based, and technology-driven.

**Our Mission**

DPS Monarch International School will ensure that students add value to their community and make the world a better place to live.

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