



MRS. HAQUE'S NURSERY

Attendance Card and Security Key FOB

Attendance Card

For each student of Mrs. Haque's Nursery a bar-coded attendance card will be attached to their bag by the school staff on their first day of school. Please do not remove it.

It will be scanned each morning at the entry gate for the purpose of student attendance and security. If your card is misplaced or damaged a replacement will be provided.

For this system to function it is imperative that your child brings the same bag each and every day which has their attendance card attached to it. Without the card your child will be marked absent. The absences and late comings will automatically show up on your child's report card attendance summary. Alternate bags without the card should not be brought for field trip days or any other special day.

Security Key FOB

As per school policy all parents/guardians entering or exiting Mrs. Haque's Nursery are required to carry a security Key FOB. This key fob is also used to exit students out of campus and is connected with the student attendance card. Security Key FOBs do not expire and can be used each year as the student graduates to the next grade level. Please note that FOB key for Mrs. Haque's Nursery is different from the one for Haque Academy and cannot be used interchangeably.

Parents of new admissions will be handed over the FOBs on the Orientation day, whereas the parents of the returning students can collect their FOBs from the school office on the first day of school.

Any parent who has lost their security key can be issued **one** new key FOB. Additional keys can be purchased at the cost of Rs. 100/-. A maximum of four FOBs can be issued only. Security key FOBs can only be issued personally to parents and will not be given to any driver, maid or guardian.