

SACRED HEART CMI KINDERGARTEN, THEVARA

SHKG/CIR-08/21-22

18/02/2022

Greetings from SH CMI Kindergarten!

Dear Parents kindly note the following as we begin the offline classes for UKG students from Monday, 21-02-2022.

- School time for offline classes will be 08:30 am to 12:00 noon. Classes will be continued on a regular basis from Monday to Friday.
- Online classes will be continued as usual. It is not mandatory for the students who opted offline classes to attend online classes.
- Please do not send your child to school if he/she is exhibiting any symptom of any sickness. Kindly opt for online classes in such situations.
- It is not mandatory for children to wear school uniform. They can wear casual dress with shoes or black sandals. Please avoid fancy foot wears, ornaments or any kind of extravagant dresses.
- Kindly give an awareness to the students on the importance of social distancing, proper wearing of mask and sanitization. Also ensure that they are with mask and sanitizer each day before they travel to school.
- Students are requested to bring their own necessary stationery items (pencil, crayon, clay) to school as a safety measure. Make sure to keep an extra pair of dress and undergarments in their bag in case of emergency.
- Snacks, milk and water will not be supplied to students from school for the time being. Please provide from home. Students have a snack break at 11:00 am.
- All the items that children bring to school (bag, shoes, bottle, snack box, etc.) should have the child's name on it. Otherwise, it is not possible to recover it, if lost.
- Worksheets done in class will be sent home weekly. Parents are not permitted to enter the class room or meet teachers during the class hours.
- Parents of Students who opted school bus may confirm the bus routes, timing and bus boarding & alighting points with the office in advance. Bus leaves the campus at 12:00 pm.
- Parents, who send their children by private vehicles, please ensure that the driver is vaccinated, follows covid safety protocol and has the child's full name, and the division with him. This is to prevent confusion and to ensure the safety of your child. Drivers can pick up their students from 12:05 pm onwards.
- Parents can pick up their child after class from the main entrance of KG (car porch) from 12:20pm. Please submit an authorization letter to the Headmistress, if you authorize another person to collect your child from school.
- Please leave a note of necessary information about your child in his bag or at the office in a plain A4 size paper especially the details of how they travel to school.
- Students of a particular class teacher will be in the same offline class and the class divisions will be as follows. For e.g. students of UKG A, B & C will be in UKG A and the class teacher is Ms. Shobin Sam.

PTO

Online class divisions	Class Teacher	Offline class divisions
UKG A, B & C	Ms. Shobin Sam	UKG A
UKG D E F	Ms. Anjali Janardhanan	UKG B
UKG G H I	Ms. Latha Sajeev	UKG C
UKG J K L	Ms. Asha Pereira	UKG D
UKG M N O	Ms. Manju Prabha C	UKG E
UKG P Q R	Ms. Saritha M S	UKG f

- Parents will be informed in advance, if there is any change in the above given information.

Headmistress