

# SACRED HEART CMI KINDERGARTEN, THEVARA

Circular -01/22-23

07/04/2022

Dear parents,

## **GREETINGS FROM SACRED HEART!!!**

Thank you for opting Sacred Heart CMI Kindergarten for your ward. We are sure your child will have an enjoyable academic experience at our school.

Given below are a few guidelines for the academic year 2022-2023. Kindly read and retain this for future reference.

## **VACATION WORKSHEETS**

- Worksheets will be issued to all students who have taken admission to LKG and UKG 22-23 batch for practice during summer holidays.
- Parents can collect the worksheets on their uniform measurement day from the teachers at the information desk.
- Parents please ensure that children do one worksheet every alternate day. You are requested to submit the completed vacation worksheets on the reopening day of the new academic year.
- The syllabus that we follow in Pre Kg and LKG will be attached to the circular. All the lessons are uploaded in YouTube.
- This is to give an awareness to the parents about the academic level of the Pre KG and LKG students of previous year. Follow the lessons and help the child to get ready for Kindergarten.

## **OFFICE WORKING HOURS DURING THE VACATION**

- Kindergarten office will remain closed from 12<sup>th</sup> April to 20<sup>th</sup> April 2022.
- Office will function on other days of April and May (till 15<sup>th</sup> May) from Monday to Friday between 9:30 am and 1:30 pm only.

## **ACADEMIC YEAR 2022-23**

- The Initiation ceremony and the parents meeting for all students will be held on Thursday, 26 May at 09:30 am tentatively. Date and time will be confirmed through School Digital.
- All parents must compulsorily attend along with your child in the solemn prayer service on that day and the meeting being held thereafter.

## **NEW SESSION COMMENCES** as follows:

- **UKG- 01/06/2022 Wednesday**
- **LKG- 06/06/2022 Monday**
- Dates given above for the commencement of the new academic year is tentative. Dates will be confirmed subject to the CBSE board examination schedule of the school. Communications will be made through School Digital.

## **FEE PAYMENT & OPENING OF BANK ACCOUNT**

- Tuition Fee has to be remitted in your child's account before 15th of May, July, September, November and January.
- To pay Tuition fees you need to open a bank account in the name of the student or sibling or parent in any branch of the South Indian Bank. You also need to submit a declaration to deduct the fee from the account at the Kindergarten office. Collect the declaration form from the Kindergarten office on the day of parents meeting.

## UNIFORM

- Read the circular on uniform carefully and retain for future reference. Uniform measurement of KG students will be taken only at the Kindergarten.
- For LKG & UKG 22-23 batch the measurement date will be 09 April, Saturday **from 10 am to 12:30 pm**. Please report at the KG office and mark your attendance.
- Have the measurements of your child taken at the tailoring unit at the Quadrangle.
- Students will have to wear regular uniform on all Mondays, Wednesdays and Fridays and PT Uniform (pista green T-shirt and black skirt/ shorts) on all Tuesdays and Thursdays. PT Uniform will be distributed from the Kindergarten after reopening.
- Dates of distribution of stitched uniform and accessories such as uniform belt and socks will be informed through School Digital.

## ACCESSORIES / STATIONERIES

- School bag is also part of uniform. Please do not buy from outside.
- School bag, school diary and temporary ID card will be issued to all students on the day of parents meeting.
- Students have to wear Black Velcro fixed shoes and fawn coloured socks with regular uniform and black shoes with white ankle length socks for PT uniform.
- School uniform shoes black colour with double Velcro (Odysia or Bata) can be purchased from any shop.
- Please be informed that canvas shoes or laced shoes are not allowed in Kindergarten.
- Students are advised to wear black sandals on all days till the rainy season gets over.
- Do not provide any kind of stationeries to students from home. The Kindergarten will provide everything they need.

## CONVEYANCE

- Parents are free to opt for school bus facility. Please read the 'conveyance circular' for details.
- School bus will run in the morning and in the evening on the reopening day. Those who opted for school bus can travel from the first day itself.
- Parents of students who opt school bus and private vehicle can meet the drivers on the day of parents meeting. Please confirm the bus, bus route, and the timings and inform at the kindergarten office.

## RE OPENING

- Attendance and uniform is compulsory on the re-opening day for all students.
- The re-opening day of all sections will be a full working day. Children should come in their regular uniform.
- Regular school timing is 8:30 am to 3:00 pm. Late coming and early departure will not be permitted. **Students should reach school before 8:25 am.**

## INFORMATION

- The school will provide all the necessary information through '**School Digital**'. Information will be through circulars, on a regular basis, once your child starts schooling.
- Please check if there is any error in the phone numbers/email ID you have given, with the office.

“Wish you and your child a great year ahead”.

Headmistress