

Dear parents,

Kindly note the following for smooth administration during the new academic session 2023-24 and retain this for future reference.

- Classes for UKG classes will commence on regular school timings from Wednesday 01 June, for LKG from Wednesday, 07 June and Pre-KG classes from Monday 12 June 2023. Attendance and uniform is compulsory on there-opening day.
- Students who opted for school bus can avail the facility from reopening-day onwards. All parents must compulsorily mention in the diary about the mode of transportation and how their children will return home after school on the first day.
- On 07th and 12th the students who go along with parents can be taken from the Kindergarten between 02:00 pm and 02:30 pm. There will not be dispersal of students collected by parents between 02:30 & 03:15 pm. Thereafter the dispersal will be continued from 03:20 pm.
- 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.

SCHOOL RULES/DISCIPLINE

- Our School timing is 8:30 am to 3:00 pm. Students are expected to be in the class by 8:25 am. Arrival after 8:30 am will be considered late. Your child's presence is important for the morning assembly as he/she gets lot of awareness during that time.
- Children have to wear regular uniform on all days except on Tuesdays and Thursdays. On Tuesdays and Thursdays they have to come in their P T uniform.
- It is mandatory for all students to wear school ID card every day. Temporary ID card is being issued along with the hand book to all students, for use until they receive the permanent ID. It needs to be filled in with full name of the child, address and parent's phone number along with mode of transport and driver's number.
- **Hand book should be checked and sent to school every day.** All messages sent by teacher should be acknowledged in the hand book. All necessary information is given in the hand book, please read carefully and followed. Fill the personal records and declaration forms given in the handbook and send it on the first working day itself.

COMMUNICATION

- All communications from the parents' side should be officially written in the Student's Handbook. Please do not convey any message to the supporting staff or teachers standing at the entrance when you leave your children in the morning instead, contact the office staff and leave the message.
- Parents can leave the message by hand or phone at the office during emergencies. Intimate any change of phone number or address to the office promptly. Parents are not permitted to visit the class room or meet the teachers during the class hours. They can meet the class teachers on certain Saturdays between 09:00 am and 12:00

noon. Attend the meetings with the class teacher to get an update on the student's academic progress. Dates will be mentioned in the handbook and School digital.

- All the items that children bring to school (bag, shoes, umbrella, lunch box, snack box, belt, etc.) should have the child's name on it. Otherwise, it is not possible to recover it, if lost. Lost articles deposited in the Kindergarten office must be claimed within a week with valid evidence. Important dates of events are clearly mentioned in the hand book calendar.

EARLY LEAVE

- No early leave will be granted to the student except on emergency or sudden health breakdown. In such cases, parents intimate to the class teacher through the handbook about the early leave.
- Parents should submit an authority letter in case the student is to be collected from the school premises by a guardian/other concerned person.

DRESS CODE & HYGIENE

- Parents are requested to take special care of the health and hygiene of their children. Send your children to school in a normal way without experimenting any fancy things on them. At school the girls must use only black hair bands or clips. They must tie up their long hair neatly and also ensure that their nails are kept clean and trimmed properly on a regular basis. Give timely awareness on the usage of face mask and cleaning of their hands at intervals. Do keep an extra mask in your child's bag.
- Students are not permitted to:
 - Wear any kind of gold, silver or fancy ornaments except small ear studs for girls.
 - Wear polish on their nails or apply mehendi.
 - Use eyeliner, eye shadows or bindi.
 - Wear fancy hair clips.
 - Have fancy haircuts for both boys and girls.
- Students can wear black sandals (with back strap only) on rainy days. After the rainy season, students should wear black shoes (Velcro shoes not the laced type) and prescribed pair of socks along with the respective uniform.
- It is mandatory for boys to wear a vest and girls must wear slips /petticoat and tights as applicable to their uniform. Please keep an extra undergarment and dress in your child's bag and send on the first day. This will be retained in the class by the class teacher.

CURRICULUM & ACTIVITIES

- The kindergarten experience is designed to provide students a successful transition into the public school program. The curriculum represents a balanced approach to meet the social, physical, and intellectual needs of each child. A variety of teaching

methods and materials are used to encourage active student involvement in the learning process.

- The school offers a wide range of co-curricular activities like music, dance, art, craft, origami, clay molding, sports activities etc. intended for developing the talents and creativity of the students.
- We do not follow the textbook - notebook system in Kindergarten. Instead, worksheets will be introduced to students of PRE KG, LKG & UKG. Worksheets done in class will be sent home regularly. Kindly file and keep it carefully for future reference.
- Necessary study materials and other stationery will be provided by the school and will be issued in the class. Children are not permitted to bring any such things from home to school without a prior request from the school authorities.
- Students will be trained how to keep the worksheets safely in the file, so please provide them box files with clips which the child can open and close easily and safely by themselves. It would be good if you can give them files to arrange their worksheets subject wise. The file along with the worksheets has to be submitted to school when their teachers ask to do so.

LUNCH & SNACKS

- Mid-morning snacks (milk & biscuits) will be provided to all students in KG every day. Kindly avoid sending it from home, except as evening snacks. **Children can carry 500 ml of water and their lunch box to school.**
- Lunch box should be wrapped with a napkin, neatly. **Uneaten food will be returned home.** So parents may send food portions appropriate for child. Do not send lunch in ordinary plastic container. It has been noticed that hot food kept in such container tastes foul while eating.

BIRTHDAYS

- Student birthdays are celebrated in school. They can wear colourful outfits on their birthdays. Distribution of chocolates / gifts of any kind are not allowed. If they wish can donate a story book to the school library with their name, class and year written.

TRANSPORTATION

- Parents, who send their children by private vehicles, please ensure that the driver has the child's full name, the class and the section with him. Private vehicle driver's name & mobile number should be recorded in the hand book.
- The school does not encourage children to be taken early or brought late to school. In case it is un- avoidable, the parent must send a note to the Principal seeking permission. Please submit an authorization letter to the Principal, if you authorize another person to collect your child from the school.
- In case your child is to be absent, kindly fill the Leave Record (page: 69&70) in the hand book. If the child is absent for more than 5 days, it should be informed to the Principal in writing.
- Students suffering from contagious diseases should be reported about at the school office immediately. Please try not to send them to school while they are sick.

DISPERSAL

- Dispersal of parent picking children is at 3.20 pm . Parents, who come to pickup the students in the evening, are requested to enter the campus only after 3:20 pm. Parents can collect their child by 03:20 pm from the Quadrangle.

ENTRY AND EXIT OF VEHICLES

- Parents are requested to enter to the campus through the main gate near UP school and exit from the campus through the gate near the cricket net in the morning. In the evening parents are requested to enter the campus only through the gate near the cricket net and exit from the campus through the main gate near the UP school

Expecting your continued support and cooperation,

Principal

