

Sacred Heart CMI Kindergarten

Thevara - 682013

Introduction

Sacred Heart CMI Kindergarten, run by Sacred Heart Monastery, established and administered by the Christian minority Community, is a Christian minority institution and is entitled to enjoy the benefits of article 30 (1) of the constitution of India.

Availability, submission and consequent acceptance of the application form do not guarantee any admission.

GENERAL RULES AND REGULATIONS

1. ACADEMIC YEAR

The school year begins in June and ends in March.

2. WITHDRAWAL

No school leaving certificate will be issued unless applied for in writing, in the proper form by the parent or guardian and until all the dues have been cleared. Fees are due as long as no notice of withdrawal is given.

3. ATTENDANCE

No student should absent himself/herself from class without sufficient reason.

Reasons for the absence must be clearly stated in the 'Leave Record' of the handbook.

Normally half-day leave will not be granted to students. Even in case of emergency, no student will be sent home unless a duly authorised person comes to take the child with a note of authority from parents.

In case of serious illness, the Headmistress must be informed within five days with a doctor's certificate accompanied by the leave application from the parent/guardian.

Those who return to school after absenting themselves without prior permission, shall not enter the class without the leave note countersigned by the Headmistress.

4. SCHOOL HOURS

Students Time : 08.30 a.m - 03.00 p.m.

5. OFFICE HOURS

Monday to Friday : 08.30 a.m. - 12.00 noon; 12.40 p.m - 02.45 p.m.

Saturday : 09.00 a.m. - 12.30 p.m.

Name of the parent/guardian:

Relation:

Date:

Signature:

6. DISCIPLINE

- * Refinement of manners, habits, obedience, order and neatness in person and dress, and punctuality are required at all times.
- * The morning session begins with the assembly in which all the students are expected to join. Parents must ensure that their child is punctual.
- * Students shall be responsible for the safe custody of their belongings. As a precautionary measure, it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags, etc.
- * Lost articles may be claimed from the school office within a month, after which unclaimed articles will be disposed off.
- * It is not advisable for the students to wear gold ornaments or to bring other valuable articles to school. The school authorities will not be responsible for the loss of such articles.
- * Students suffering from any contagious or infectious diseases will not be permitted to attend school.
- * If any accident is noticed inside the campus, the responsibility is limited to the provision of immediate care and attention and informing the parents. However, the school is not liable to do so if any such incident happens outside the campus.
- * No books or other articles may be brought unless specifically asked for.
- * All collections must be done through the office.
- * No meeting, party or picnic or any kind of organised school activity shall be arranged without the approval of the Director.
- * No cars, motor cycles or scooters will be allowed to enter the school compound during school hours.
- * The handbook is to be kept intact and neat all through the year. A new one should be secured if one is lost. A fine will be levied for replacing a lost hand book.

7. FEES

In the spirit of CBSE circular asking CBSE schools to go for digital means for all kinds of money transactions including the school fee, you are requested to follow the steps given.

Please open an account preferably in the name of the student in the bank which will be named by January 2018. Then submit a declaration to pay the fees from the account at the school office. You need to deposit the fees amount to the account of the student. School will collect the fees from the student account.

Those who want to pay the fees yearly can deposit the yearly fees to the student account and those who want to pay the fees monthly can deposit the amount monthly in such a way that the fees can be paid on the scheduled dates. Parents can deposit the fee amount to the student account by online transfer, by cheque or by cash deposit.

The passbook of the student will be the documentary proof of the payment.

Name of the parent/guardian:

Relation:

Date:

Signature:

Fees will be collected from the accounts in 5 terms on or before 15th of May, July, September, November and January. Bus fee will be collected in two installments on or before 15th of May and October. Those who fail to pay the fees in time have to pay a fine of Rs 10/- per day. There will be approximately 10% of fees increment every year.

Transfer Certificates cannot be generated if there is any kind of fee dues.

Request for the Fees Paid Certificate can be placed only after 3 school-office-working-days after the payment.

It is the duty of every parent to pay the school fees on time. There will not be any further reminders to pay the fees.

8. ASSESSMENT

Regular assessments will be conducted to evaluate the child's progress. Parents will be given a regular feed-back on their child's performance.

9. TOURS AND PICNICS

Guided tours and picnics have great educational value and are enjoyed by children. Hence one-day trips are arranged to various places of interest.

10. PARENTAL CO-OPERATION

- * Parents and guardians are expected to co-operate with the school authorities by enforcing regularity and discipline, helping their children or wards to prepare their lessons and taking helpful interest in the activities of the school.
- * Critical remarks about a teacher should be avoided in the presence of the children, as this will cause loss of respect for one's teacher. Parents should discuss such matters with the Headmistress.
- * Daily reports and messages if any, from the school are conveyed through the handbook. All communications from the school should be acknowledged by the parents.
- * Parents are strongly advised not to miss the Parent-Teacher meetings arranged during the course of the academic year for enquiry about the progress of their children in studies and in other aspects of school life. They are requested to come personally and collect the report cards at the open house at the end of each term.
- * Parents and guardians or other persons are not allowed to see the students or meet their teachers during class hours without the permission of the Headmistress. Parents are always welcome to the School to discuss the progress of their wards on first and third Saturdays between 9 am and 12.30 pm. Parents are expected to inform the teacher about their arrival by a diary note. The Parent-Teacher Communication part of the school handbook may be used for this purpose.
- * Parents and guardians are requested to notify the school office in writing of any change in their address or telephone number. In all communications with the school, the name, standard and division of their children should be clearly mentioned.
- * The School Management, Headmistress and the Staff will not be held responsible in any way for any accident or mishap that may occur to the student in the Kindergarten / School

Name of the parent/guardian:

Relation:

Date:

Signature:

premises even during the class hours or while bringing the students to the school or carrying them back home, by bus or any other vehicle.

11. UNIFORM

Details of the school uniform will be intimated to the parents at the time of admission.

12. INSTRUCTIONS OF FILLING THE APPLICATION

Parent who submit the Application should have read the Instructions and Fees Structure given in the website.

13. MEANS OF COMMUNICATION

School shall send SMS to communicate with the parents. However, the scope of the sending SMS from the part of the school is limited to only sending the SMS. School does not guarantee that you will receive the SMS. There are chances of dropping the SMS. Therefore, it is the duty of the parents to collect important dates.

14. CONCLUSION

The Management reserves the right to introduce new rules and regulations and to amend or delete the existing ones in case of exigencies and in furtherance of the aims and objectives and ideals of the school.

I, (name of the person who fills the application), accept all the above mentioned Rules and Regulations and request for the admission of my ward to

Name of the parent/guardian:

Relation:

Date:

Signature:

Fees & Refund Policy

I, hereby, declare that I am aware of the fees structure of my ward and there will be 10% increment in the fees every year. I am also aware of the following Refund Policy of the Admission Fees.

Parent must send an e-mail addressed to the Headmistress to accounts@shpublicschool.com. Admission Number of the Student and account details needed for electronic transfer of the amount should be clearly mentioned in the mail. In order to have transparency and clarity about the date of the above said communication, you are strongly asked to send an e-mail in this effect. Letter in writing is also acceptable. However, in case of any issues about the date of the above mentioned letter, only e-mail communication will be considered authentic. If there was no e-mail communication, then the parent will not be having the right of claiming the date of communication.

The amount to be refunded is decided as per the Refund Policy given below:

1. Academic Year is from 01-May to 30-April.
2. Admission Fee will be fully refunded if the information about leaving the school is communicated to the given mail id on or before 30-April of the previous academic year to which the student was admitted.
3. An amount of Rs 10,000/- (Ten Thousand) per academic year (not completed academic year) and the term fees, if not paid, will be deducted from the Admission Fee if the mail informing the student leaving the Kindergarten is communicated after 30-April of the previous academic year to which the student was admitted.
4. The amount to be refunded as per the above refund policy will be electronically transferred to the given account within 7 working days. There will not be any other mode of amount transfer.
5. Sacred Heart CMI Kindergarten will not be held liable if there is any delay in transferring the above said amount due to technical issues.

Name of the parent/guardian:

Relation:

Date:

Signature: