

## Grade: Nursery to Jr.KG

*A warm welcome to our dear parents for this Orientation programme*

### I.D. CARD, PARENT PASS, ESCORT PASS

1. Students should wear a **temporary Identity Card** to school from the first day with the correct grade,div,address and contact no. mentioned on it.
2. Permanent I.D. Card will be given later.
3. Parents pass which will be issued shortly needs to be carried every time you visit the school (Pick up & drop of the child, PTI's etc.)
4. In case the parent is unable to come to school to pick up the child, he/she will not be handed over to any other person unless on submission of an authority letter duly signed by the parent along with the Parent Pass.
5. Escort Pass will be allotted to children availing school bus facility. Parents / Guardians/ Caretakers are requested to bring the Escort pass along while coming to pick up the child at the bus stop.

### UNIFORM

1. Uniform is a part of our school identity, uniting our students & we hope they take pride in wearing it.
2. Students should wear neat and clean uniform to school everyday.
3. Students should wear activity dress on every Monday from the month of June.( Mandatory)
4. Students must carry an extra pair of uniform and two undergarments in their bag daily (**compulsory**).
5. Students must wear only the prescribed plain black velcro shoes and prescribed socks to school everyday. Any other kind of fancy shoes will not be allowed.
6. During rainy season students must wear the prescribed pattern of black rainy sandals only.
7. Bus colour tags on the collar of the uniform and activity dress for the bus children is mandatory.
8. Girl students should wear **short blue slacks** inside the uniform regularly.
9. Earrings (for girls): Only studs are allowed. Gold earrings are not allowed.
10. It is mandatory to follow the colour days as mentioned in the almanac.

### HAIR

1. Boys must have short hair. Fancy haircut is not permitted.
2. Girls with long hair shall braid two plaits with prescribed white ribbon.
3. Girls with hair above shoulder level must wear only the prescribed white hair band. Fancy hair bands or clips will not be allowed in school.

### FOOD HABITS

1. Students shall bring only **nutritious vegetarian** food to school. Eggs are not allowed.
2. Junk food like Maggie, Kurkure etc. must be avoided as such food items hinder memory retention & adversely affect the health of the children.
3. Students must always carry a water bottle and a dining napkin with them.
4. Water bottle, tiffin box & other articles must be labeled.

### ACADEMIC SUPPORT

1. Students should carry the School Almanac daily.
2. Kindly read the school almanac carefully and abide by all the rules and regulations of the school.
3. All the data must be duly entered in the School Almanac at the earliest **My Identity(pg 4), Parents information (pg 5), Health record form( pg nos. 6 &7) & Declaration form (pg 59), must be duly filled and submitted to the Grade Teacher by 28.06.2019.**
4. Leave Record must be entered in the School Almanac and also a written application addressed to the Headmistress / Principal must be submitted to the Grade Teacher for **leave exceeding three days.**
5. A stamp size photograph of your ward in school uniform must be pasted in the school Almanac and two stamp size photographs of your ward must be submitted to the Grade Teacher by **14.06.2019.**
6. All Saturdays are off days for the students of pre-primary section.

- Information about any chronic or serious illness should be intimated in writing to the Grade Teacher with case history given by the Physician.
- You are instructed to tie a **yellow ribbon** on your child's bag to **draw attention for any message sent to the Grade Teacher.**
- Covered and duly labelled Text books along with Grade & Div to be submitted to the Grade Teacher by **14.06.2019**
- Art - Craft book and note books will be given in the school.
- Art - Craft book and other stationery provided will be kept in the school.
- Text books and note books to be brought to school as per the instructions given by the respective teacher.
- Receipt of payment of books and stationery should be submitted to the grade teacher by 14.06.2019.
- Amount of Rs 900/- for Almanac, ID card and Worksheet must be handed over to the grade teacher in a sealed envelope along with Name, Grade & Div mentioned on it by 14.06.2019.**

### **PARENTS TEACHER INTERACTION (PTI)**

- Schedule of the PTI is given in the monthly planner on **page 30** of the Almanac. Parents are requested to follow the time allotted for P.T.I. to avoid any inconvenience.
- Parents can clarify their queries regarding academics / activities etc, during the monthly Parent- Teacher Interaction.
- Parents are requested to avoid calling the Teachers during school hours.
- Parents cannot meet the grade teacher on regular working days unless they are called for. They may meet the teacher on 1<sup>st</sup> and 3<sup>rd</sup> working Saturdays between 9:00 am and 11.00am.
- In case of unavailability on that day, prior appointment should be taken through written communication for a different day and time.
- Every 4<sup>th</sup> Saturday of the month will be an off day for teachers.

### **CURRICULUM.**

- Our curriculum is based on play way method using concrete objects to learn various concepts.
- In Art and craft children use their imaginations and develop creativity.
- Children develop motor skills by working with puzzles, crayons, markers, play dough, etc.
- Children learn to build up blocks, pouring, sticking, pasting, tearing etc. in their activity class.
- We read out short stories, sing simple songs which children enjoy and they show active participation.
- Children learn Math concepts using live objects by counting, sorting, comparing etc.
- Children learn to apply the various concepts in life skills through E.V.S.

### **EVALUATION**

- The school follows a Continuous and Comprehensive Observation System.
- Assessments will be held at the end of each term of the academic session.
- You will be given a detailed observation record of the child at the end of each term.

### **COUNSELLING DEPARTMENT**

- We have counseling facility for our students. Parents can take benefit of this service if you face any problem with your child's studies.
- You can meet the school counselor by taking prior appointment.
- Parents are requested to inform the coordinators before meeting the counselor.

### **BIRTHDAY CELEBRATION**

- Students can wear colourful outfits on their birthdays.
- Distribution of only good quality biscuits is allowed.
- Gifts of any kind are strictly not allowed.
- A small story book of minimum cost could be donated to the school library to enhance the reading skill in a child.

## EARLY LEAVE

1. No early leave will be granted to the pupil except in an emergency or sudden health breakdown.
2. In such cases, parents need to fill an early leave application form available at the school office.
3. Parents should submit an authority letter in case the pupil is to be collected from the school premises by a guardian / any other person.
4. Parents should report to the school office if they need to pick up their child in case of an emergency. Parents are not allowed to go to the classroom directly.

## SCHOOL BUS

1. For students who are availing bus facility, parents must discuss their bus routes with the bus department and fill up the forms if not done.
2. It is mandatory for the students to wear the bus tag on the shirt collar before boarding the bus.
3. In case of early leave, parents should fill the bus slip (To to be submitted to the bus department)
4. If a child misses the school bus and parents bring him/her to school, then bus slip should be handed over to the bus department for bringing the child back home by the school bus.
5. Those students who are collected by maids or babysitters, an authority letter with Photo Identity of the concerned person should be submitted to the bus department.
6. **Escort Pass** will be issued to students availing the school bus facility only. Parents or guardians need to get the escort pass along with them while coming to pick up the child at the bus stop

## PRIVATE VAN AND WALKING STUDENTS

1. The school gates will close by **8:25 am for I shift and 11:40am for II shift**. Parents are requested to kindly adhere to the above timings.
2. It is mandatory to produce the parent pass while collecting the pupil from the school premises **(after dispersal for walking students.)**
3. Parents should submit an authority letter along with the photograph of the concerned person in case the pupil is to be collected from the school premises by a guardian/ any other person.
4. If your child is commuting by private van or vehicle, he/ she has to wear an I-card provided by the van in-charge. A **letter** informing the school about **pick up by van** should also be submitted to the Grade Teacher.

## A WORD TO PARENTS.

Successful Kids and successful schools usually share a secret ingredient: Supportive Parents!

Here are some ways you can be involved in your child's education.

- The day starts well if children get plenty of rest and have a good breakfast.
- Make reading a daily habit and limit television time & mobile.
- Monitor your child's progress: Don't wait until report cards or till the Open Day to check how your child is doing. Don't hesitate to meet us to find out whether your child is keeping up with assignments.
- Attend school functions to show your children that you value & appreciate their talent.
- Teach your child to value school property and obey their elders and teachers always.

We thank all the parents for extending their cooperation, feedback and also for continuously encouraging and motivating us to excel in all areas. We teachers and you dear parents are two guiding lights in a child's development and progress in life.

You are requested to adhere to the above instructions and guidelines for the progress of your child and smooth functioning of the school. We look forward to your continued support and positive feedback to make this academic year a rewarding and an exciting one for our students.

Wishing all our Students the very best for the Academic year 2019-2020.