



Plot No.05, Sector - 13, Airoli, Navi Mumbai-400708
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Grade:Jr.KG

Date: 02.06.2018

Dear Parents,

Warm greetings from Neo Kids. “Let us begin the new academic year with excitement , joy, hope , new adventure and loads of opportunities to excel .” Kindly note the following instructions carefully.

I.D. CARD

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.

UNIFORM

1. Students must carry an extra pair of uniform and two undergarments in their bag daily (**compulsory**).
2. During rainy season students must wear the prescribed pattern of black rainy sandals only.
3. Students should wear activity dress on every Wednesday from the month of July.
4. Bus colour tags on the collar of the uniform and activity dress for the bus children is mandatory.
5. Girl students should wear slacks inside the uniform regularly.
6. Earrings (for girls): Only studs are allowed. Gold earrings are not allowed.

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 band.

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. All the data must be duly entered in the School Almanac at the earliest **.Declaration form , Form-A & Health record form must be duly filled and submitted to the Grade Teacher by 29.06.2018.**
3. 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.**
4. 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 **15.06.2018.**
5. All Saturdays are off days for the students of pre-primary section.
6. Information about any chronic or serious illness should be intimated in writing to the Grade Teacher with case history given by the Physician.
7. You are instructed to tie a **yellow ribbon** on your child’s bag to **draw attention for any message sent to the Grade Teacher.**
8. Covered and duly labelled Text books along with Grade & Div to be submitted to the Grade Teacher by **15.06.2018**
9. Art - Craft book and note books along with plastic covers will be given in the school .
10. Art - Craft book and other stationery provided will be kept in the school .
11. Text books and note books to be brought to school as per the instructions given by the respective teacher.
12. **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 15.06.2018**

PARENTS TEACHER INTERACTION (PTI)

1. Schedule of the PTI is given in the monthly planner on **page 22** of the Almanac . Parents are requested to follow the time allotted for P.T.I. to avoid any inconvenience.
2. Parents can clarify their queries regarding academics / activities etc, during the monthly Parent- Teacher Interaction.
3. Parents cannot meet the grade teacher on regular working days unless they are called for. They may meet the teacher on 1st and 3rd working Saturdays between 10 am and 11.00am.
4. In case of unavailability on that day, prior approval should be taken through written communication for a different day and time.
5. Every 4th Saturday of the month will be an off day for teachers.

EVALUATION

1. Students will be evaluated on the basis of Continuous and Comprehensive Assessment which will be conducted throughout the term.
2. Students Progress Report Card will be given at the end of each term.

BIRTHDAY CELEBRATION

1. Students can wear colourful outfits on their birthdays.
2. Distribution of only good quality biscuits is allowed.
3. Gifts of any kind are strictly not allowed.

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.

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.

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.

You are requested to adhere to the above instructions and guidelines for the convenience of your child and smooth functioning of the school. Looking forward to your co-operation.

With warm regards,

Principal.