



NEO KIDS

Plot No.05, Sector - 13, Airoli, Navi Mumbai-400708

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Grade: Jr. KG

Date: 06.06.2016

Dear Parents,

Warm greetings from Neo Kids. "Let us begin the new academic year with great enthusiasm, hope, new memories and loads of opportunities." Kindly note the following instructions carefully.

I.D. CARD

- ❖ Students should wear a temporary Identity Card to school.
- ❖ Permanent I.D. Card will be given in the month of July.

ATTIRE

- ❖ Students should come to school in neat & ironed uniform.
- ❖ Students must carry an extra pair of uniform and two undergarments in their bag daily.
- ❖ Students should wear activity dress on every Wednesday from the month of July.
- ❖ During rainy season students must wear the prescribed pattern of black rainy sandals only & from October onwards prescribed school shoes & socks.
- ❖ Bus colour tags on the collar of the uniform and activity dress for the bus children is mandatory.
- ❖ Girl students should wear short slacks inside the uniform regularly.(mandatory)
- ❖ Earrings (for girls): Only studs are allowed. Gold earrings are not allowed.
- ❖ Boys must have short hair. Fancy haircut is not permitted.
- ❖ Girls with long hair shall braid two plaits with prescribed white ribbons.
- ❖ Girls with hair above shoulder level must wear only the prescribed white band.

FOOD HABITS

- ❖ Students shall bring only nutritious vegetarian food to school. Eggs are also not allowed.
- ❖ Junk food must be avoided.
- ❖ Students must always carry a water bottle and a dining napkin with them.
- ❖ Water bottle and Tiffin box & other articles must be labeled.

ACADEMIC SUPPORT

- ❖ Students should carry the School Almanac daily.
- ❖ 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 30.06.2016.**
- ❖ 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.
- ❖ A stamp size photograph of your ward in school uniform must be pasted in the school Almanac and a **two stamp size photographs** of your ward must be submitted to the Grade Teacher by **26.06.2016**.
- ❖ 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**.
- ❖ Text books to be submitted to the Grade Teacher by **13.06.2016**.

TEXT BOOKS & NOTE BOOKS

- ❖ Notebooks will be given to the students in the school. When the books are given at home for the home assignments they have to be returned back immediately the next day.
- ❖ Textbooks must be covered with brown cover. Plastic covers would be provided by the school for the notebooks.
- ❖ All the textbooks should be submitted to the Grade Teacher by 13.06.2015.

PARENTS TEACHER INTERACTION (PTI)

- ❖ Schedule of the PTI is given in the monthly planner given to the students in the Almanac.
- ❖ Parents are requested to follow the time allotted for P.T.I. given in the monthly planner of the Almanac.
- ❖ Parents can clarify their queries regarding academics / activities etc, during the monthly parent's teacher interaction.
- ❖ Parents cannot meet teacher on other working days unless they are called or on an emergency. They may meet teachers on 1st and 3rd working Saturdays between 10 am and 11.00am.
- ❖ In case of unavailability on that day, prior approval should be taken by the parents through written communication for a different day and time.
- ❖ Every 4th Saturday of the month will be an off day for teachers.

EVALUATION

- ❖ There are no examinations.
- ❖ Students will be evaluated on the basis of Continuous and Comprehensive Assessment.
- ❖ Continuous Assessment will be done throughout the term.
- ❖ Students Progress Report Card will be given at the end of each term.

BIRTHDAY CELEBRATIONS

- ❖ Student's birthdays are celebrated in school.
- ❖ Students can wear colourful outfits on their birthdays.
- ❖ Distribution of only good quality branded chocolates or biscuits are allowed.
- ❖ Gifts of any kind are not allowed.

EARLY LEAVE

- ❖ No early leave would be sanctioned unless an emergency arises.
- ❖ In case of emergency if an early leave is needed parents need to intimate the school office at least one hour prior.
- ❖ It is mandatory to produce the parent pass while collecting the pupil from the school premises.
- ❖ Parents are requested to fill and submit the early leave form in the office.
- ❖ Parents should submit an authority letter in case the pupil is to be collected from the school premises by a guardian/ other concerned person.

SCHOOL BUS

- ❖ 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.
- ❖ It is mandatory to wear the bus tag on your child's collar before boarding the bus.
- ❖ In case of early leave, parents should fill the bus slip (To to be submitted to the bus department)
- ❖ 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 or security for bringing the child back home by school bus.
- ❖ It is mandatory to carry the escort card while collecting your ward at the bus stop. In case if the mentioned escort (person) is unavailable to collect the child on any particular day, an authority letter with the assigned person's and parents signature needs to be carried by the person coming to collect the child. Failed to do so the child would be brought back to school and the parent would have to come personally to pick their ward.

PRIVATE VAN AND WALKING STUDENTS

- ❖ 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.
- ❖ It is mandatory to produce the parent pass while collecting the pupil from the school premises after dispersal for walking students.
- ❖ 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/other
- ❖ If your child is commuting by private van or vehicle, he/ she have 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 for your co-operation.

With warm regards,

Principal.