1. We believe in cultivating 4C’s – Communication, Collaboration, Critical thinking and Creativity in all children. It would be in the interest of the child if you follow the teaching style in school. Kindly use syllabus booklet as a curriculum guideline that we follow in the school month wise. I would also wish to remind that we do much more than what is mentioned in the syllabus book.

2. We follow a continuous comprehensive Evaluation system throughout the year. There are no formal exams in class Nursery & Prep hence, regularity of child is extremely important as day to day activities are conducted in the class and in case the child is absent he/she misses out the interactive learning opportunity.

3. Encourage your child to converse in English. Try interacting at all times with your child in English at home.

4. School is ICT enabled and provides NIIT@ school. Turnkey “IT” integration program from class Nursery onwards which gives Nursery children an opportunity to work independently on computer under trained faculty provided by Eguru. We even have smart classrooms for conceptual learning.

5. To simplify the system of communication- notes, circulars, assignments, etc. are also made available through the school website. Parents are advised to visit the website regularly for updates. During emergency communication is through SMS and emails.

6. The school Almanac is very important and must be brought to school every day. Kindly go through the Almanac everyday and do sign the Almanac in case of any written note by the teacher. The holidays are mentioned in the school planner and also on pg. no. ___ in the almanac. The almanac also comprises of competitions/ activities on pg.no.____. The PTM schedule is given on pg. no._____. Circulars having important information will also be attached in the Almanac. Kindly fill the leave record on pg.no._____ in case the child is absent. Please fill all the details in the personal record column.

7. The child must always wear an I–Card giving information about his/her name, class, address, telephone number and bus route no. After filling in all the details, kindly deposit two I-Cards with the class teacher on the first day and one I-Card to be pinned on the child’s uniform. In case of change of address, telephone no. etc. please inform the class teacher and the office through an application. If your child goes to a crèche please give details of the crèche with phone no. etc. to the class teacher and also mention it in the almanac.

8. The bag, napkin, water bottle etc. carried by the child, should have his/her name, class and section written on it with a permanent marker. Send the child neatly dressed in complete school uniform which should be labeled. Also send an extra set of clothes (labeled) in your child’s bag every day. Ensure that your child wears black Velcro shoes only. Hair should be combed properly. The girls can wear white hair bands or pins if required. No bangles, fancy earrings etc. to be worn. This is a must to avoid any loss. A handkerchief should be pinned to the child’s uniform every day.
9. Parent Teacher Meetings are held for parents to interact with their ward’s class teacher. Kindly make it convenient to attend. Prior information regarding the date and time is mentioned in the almanac on pg. no. ______.

10. Please do not try to meet your ward’s class teacher during school hours. However you may meet her on any working Saturday but only after taking a prior appointment with her.

11. Please do not take your child back from school during teaching hours. If you have some plan for the day kindly do not send the child to school.

12. In case your child is availing school bus, he/she should reach the Bus stop in time. The child will not be handed over to any stranger in case the parent is not there at the bus stop. In that case, the child would be brought back to school. The child who has been brought back to school will have to be collected from the Reception. **The last day to pay the bus fee is Thursday, 31st March 2016.** In case the fee is not paid by the same date the child will not be allowed to use the bus.

13. Please find out the bus number, the exact bus stop and the morning and afternoon timings of the bus from the Transport Department.

14. Please try to send the same person every day for those children who will be picked up by a servant or driver.

15. If your child is coming by private transport he/she should reach school by **7.45 a.m** and should be dropped at the school gate. Dispersal time for on footers is **12:15 noon** i.e. after the buses leave.

16. Please ensure that the child’s Tiffin contains food which is not very oily or messy like sandwich, stuffed paratha, etc. Do not send curd, dal or any gravy vegetable in the Tiffin. Also make sure to send a spoon.

   **Note:** Please ensure that the child carries the tiffin in the morning. No, tiffins will be accepted after the school has begun, to ensure your child’s safety.

17. Distribution of only two sweets is allowed on birthdays in the classes. The child may wear a birthday dress to school but ensure that it is not too flowing as it sometimes hampers the child’s movements. Do not send cakes on your ward’s birthday. **Avoid fancy items like pencil boxes, colours etc.**

18. Kindly inform the school, at the earliest possible in case of any change in the address or telephone numbers.

19. **The school will open on Tuesday 5th April 2016 at 9.00 a.m. only for Nursery 1 to 6.** The children should be brought to school on **Tuesday 5th April 2016 at 9:00 a.m.** and taken home at **11:00 a.m.** by parents. **Wednesday 6th April 2016 will be holiday** for children of **Nursery 1-6.** On **Thursday 7th April 2016** children should be brought to school by **9:00 a.m** by parents and will board the buses at **12:00 noon.** From **Friday 8th April 2016** children will start using bus both in the morning as well as in the afternoon. Timings will be from **8:00 a.m to 12.00 noon only.**
20. The Health of the child is our first priority. Thus for any medical emergency arising at school, we have an In-house Doctor and Nurse and even a well equipped infirmary with appropriate medical facilities in order to tend to your child. A health form will be given to the child along with the Almanac and Proforma on the first day when your child comes to school. Kindly fill all the details and make sure to fill all the details along with the Blood Group of your child.

21. A sick child should not be sent to school. In case of an emergency, if the school doctor instructs, the parents will be requested to take the child back. In case a child is absent for more than two days due to any illness a leave application must be sent to the teacher. In case of any other reason of absence prior sanction to be sought.

22. Whenever a teacher sends you a note kindly reply back and do the needful. Please do not mind if she is unable to reply to every note. Please bear in mind that whatever the teacher does is for the child’s benefit.

23. After the orientation programme the parents of the children not availing the school bus can buy and collect the books and uniform from the Book Stop on payment of cash only.

24. The parents who would be going to check the bus route can collect the books and uniform after coming back from the bus route.

25. The entire set of books should be neatly covered and labeled and handed over to the teacher on the first day. The stationary kit will be handed to the teachers directly from the Book Stop.

For On Footer and children using Pvt. Transport

❖ For the first two weeks i.e. from Tuesday, 5 April 2016 to Friday, 22 April 2016 the children have to be collected from their respective class rooms.
❖ From Monday, 25 April 2016 the children will be dispersed from the Nursery Corridor.
❖ A special I-card for on footer parents will be issued, which should be carried at every occasion when you come to pick your ward from the school.

Guidelines for parents:

1. Kindly come properly dressed to the school (please avoid rubber chappals and shorts).
2. Do not park your car infront of the school gate and do not take much time in bidding goodbye to your ward. Remember you are causing inconvenience to other people.
3. Do not take the wrong lane, always be on the right side. Safety of your child is our utmost priority.
4. Always keep a spare handkerchief in your child’s bag. You can give a small sanitizer to your child with instruction as how to use it.
5. Kindly send one labeled bloomer in your child’s bag every day.
6. No video clipping to be made and no photographs to be taken on the first day. The school will provide photograph of your child’s first day of school.

7. Kindly fill in the details on Page No.1 and also paste the photograph of the person who will pick the child from the bus stop or school.

   For any query regarding transport contact Mr. Vipin in the School Office.
   Go through all the rules and keep them handy, so that you can refer them whenever required.

Manju Rana
(Principal cum Director)