

**CIRCULAR  
(KG)**

Dear Parents,

We take great pleasure in extending to you all a warm welcome to the new academic session 2015- 16. Please spend some time to read the following circular which has important information to ensure the safety and happiness of your child in the school.

1. Always remember to pin the badge (with your Child's Name, Photograph, Class/Div, office and residence telephone numbers and mode of transport) on his/her dress every day, without fail.
2. Teach your child to say his/her name and telephone number.
3. Please send 3 Staedtler writing pencils, 3 erasers, 1 set (12 Colours) of Faber Castle Crayons, 1 set (12 Colour) of Staedtler Colouring pencils and a craft book which will be kept in school in the first term.
4. Please send daily a snack-box, juice/water bottle and napkin with your child (duly labelled)
5. Ensure that your child reaches school latest by 7.45am. Please note that the school does not provide any "Stay-back Facilities". Hence your ward should be picked up from the class latest by 12.30 pm by the parent or the entrusted/authorized driver. In case your child has to be picked up by an elder sibling or another adult please handover an authority letter for child's drop and pick up (if managed by any person other than the parent) to the Class teacher.
6. Slippers are not allowed unless medically advised. Slip-on shoes with heels for girls should be avoided.
7. If your child faces any problem, health or otherwise, you are advised to inform the class teacher.
8. Your child should wear KG uniform along with black shoes and white socks on all the four days, except Tuesdays. On Tuesdays and Birthdays they are allowed to come in their casuals and should be dressed in a comfortable/presentable manner.
9. Please send a change of clothes in your child's bag every day, without fail.
10. The School bag should be of appropriate size and please do not send very big or too small bags for your ward.
11. The regular working hours of the KG classes are from 8.00 am to 12.00 Noon. Yet we will be following flexible timing for the first few days.
12. Your ward can be picked up by: 10.00 am on Tuesday, 7<sup>th</sup> April 2015, 10.30 am on Wednesday, 8<sup>th</sup> April 2015, 11.00 am on Wednesday, 9<sup>th</sup> April 2015.
13. Orientation: Kindly attend the Counselling & Orientation for parents on Saturday, 18<sup>th</sup> April 2015 to bridge the gap between the home and the school.
14. Open day (Between parent and teacher): All parents will be invited to school on Saturday, 30<sup>th</sup> May 2015 to personally come and meet your child's teacher. The idea is to get to know the teacher; your child will spend the year with and for the teacher to know more about the child and his / her family. We will appreciate if both the parents can make it for the meet. Your meeting details for 'Open day' will be sent across to you through the circular which will be attached in your child's school diary.

15. If you have any concerns regarding your ward you are free to convey to the Section Coordinator, Mrs. Sheeja Philip through email. (Email id: sheejaphilip26@gmail.com) or meet her between 7 am – 7.45 am as per her availability. You could even meet the Principal / Vice Principal with prior appointment.
16. Kindly note that all circulars will be uploaded in the website for parents.

Your child's safety and well being is our primary concern. Please cooperate and make their Kindergarten experience pleasant and lasting. Lets us make this a year a promising one for all of us. Have an exciting year ahead!

Thanks & Regards,



Dr. Sridevi P. Thashnath  
Principal