

CIRCULAR
(Class KG II – Afternoon Session)

Dear Parent,

Greetings of the Day!

We take great pleasure in extending you all a warm welcome to the new academic session 2016- 17. 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) every day, without fail. (Permanent School ID card will be issued later)
2. Teach your child to say his/her name and telephone number.
3. Please send 3 Staedtler writing pencils and an eraser in a pouch daily.
4. They also need to carry 1 set (12 Colours) of Faber Castle Crayons, 1 set (12 Colour) of Staedtler Colouring pencils, separately to school every day. Please send a craft book which will be kept in school.
5. Please send daily a snack-box, water bottle and napkin with your child (duly labelled)
6. The regular working hours of the KG classes for afternoon are from 1.20 pm to 5.20 pm.
7. Ensure that your child reaches school latest by 1.10 pm. Please note that the school does not provide any "Stay-back Facilities". Hence your ward should be picked up from the class latest by 5.30 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.
8. Slippers are not allowed unless medically advised. Slip-on shoes with heels for girls should be avoided.
9. If your child faces any problem, health or otherwise, you are advised to inform the class teacher and submit the relevant medical documents.
10. 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.
11. Please send a change of clothes in your child's bag every day, without fail.
12. The School bag should be of appropriate size and please do not send very big or too small bags for your ward.
13. Orientation: Kindly attend the Counseling & Orientation for parents on Saturday, 23 April 2016 to bridge the gap between the home and the school.

(P.T.O)

14. Open day (Between parent and teacher): All parents will be invited to school on Saturday, 28 May 2016 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.
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 12.30 pm – 1.00 pm 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