

**CIRCULAR
(KG II Morning)**

Dear Parent,

Greetings of the Day!

We take great pleasure in extending to you all a warm welcome to the new academic session 2017- 18. 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. (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, 1 eraser, 1 set (12 Colours) of Faber Castle Crayons and a craft book daily to school.**
- 4. Please send daily a snack-box, water bottle and napkin with your child (duly labelled).**
- 5. The regular working hours of the KG classes are from 7:45 a.m. to 12:15 p.m.**
- 6. Ensure that your child reaches school latest by 7:30 a.m. 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 p.m. 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.**
- 7. Slippers are not allowed unless medically advised. Slip-on shoes with heels for girls should be avoided.**
- 8. If your child faces any problem, health or otherwise, you are advised to inform the class teacher and submit the relevant medical documents.**
- 9. Your child should wear KG uniform along with black shoes and white socks on all the four days, except Tuesdays and during winter season. On Tuesdays and Birthdays they are allowed to come in their casuals and should be dressed in a comfortable/presentable manner. During winter season they are allowed to come in comfortable clothes that will keep them warm and fit.**
- 10. Please send a change of clothes in your child's bag every day, without fail.**
- 11. Girls with long hair must tie their hair. Gold or fancy chains, long earrings, necklaces, anklets, and fancy watches are not allowed in school.**
- 12. The School bag should be of appropriate size and please do not send very big or too small bags for your ward. Kindly avoid bringing trolley bags or any extra items in the bag.**
- 13. Orientation: Kindly attend the Counseling & Orientation for parents on Monday, 17th April 2017 from 7:30 p.m to 9:30 p.m to bridge the gap between the home and the school.**

14. If you have any concerns regarding your ward you are free to convey to the Section Coordinator, Mrs. Sheeja Philip through email. (Emailid: sheejaphilip26@gmail.com) or meet her between 7:00 a.m. – 7:30 a.m. as per her availability. You could even meet the Principal / Vice Principal with prior appointment.
15. Kindly note that all circulars will be uploaded in the website for parents.
16. **Breakfast:** A light breakfast would be ideal before they start, provided it is given at least 20-30mins before the child leaves for school. Please send clean napkin and a handkerchief every day to school along with the snack box and water bottle. Avoid sending glass bottles to school.
17. **School Transport:** We request you to kindly enroll your ward for the School Monitored Safe Transport System that provides extra privileges and safe facilities that follow the norms and guidelines set by the ROP and MoE. Teacher facilitators, IVMS, Seat belts, Cameras, trained attenders, limited number of students as per the seating capacity and most of all an active Whats App group by route that updates pick-up time and dropping time are the highlights of the system.

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

Thanks & Regards,



Dr. Sridevi P. Thashnath
Principal