

Circular No. SPS/MV/14/1542

Date : 30.06.2014

Dear Parent

Heartiest Congratulations on joining the Salwan Family ! I would like to take this opportunity to formally welcome and congratulate all the children who have joined Class Nursery this session. You might be having a number of queries in your mind regarding the functioning of Pre-School. Kindly read the following guidelines specially chalked out for you to be followed for the smooth functioning of the school.

Kindly keep this circular, containing important information, carefully for your future referral.

I SCHOOL UNIFORM

Please ensure that:

- a) Children come to school daily in neat and clean, properly ironed uniform of correct size and proper fit.
- b) Girls wear a blue hair band and make neat and tidy plaits in case of long hair.
- c) Boys keep their hair short and get them trimmed regularly.
- d) Fancy hair cut is strictly not allowed. Sikh boys should wear blue coloured patka.
- e) Your child should not come to school with fancy clips, toys, watches, hair bands or anything which is imported/expensive.

II I-CARDS

- a) Students will be issued Identity Cards. It is essential for the students that they carry the Identity Cards to school on a daily basis. In an emergency, I-Card comes handy as it carries important information such as Address, Phone No. and Bus Route No. etc.
- b) Please ensure your ward keeps the I-Card carefully as duplicate cards will cost extra money. Children should wear I-Cards daily.

III HEALTH AND HYGIENE

- a) Nails should be trimmed and cleaned regularly.
- b) Teeth should be properly brushed.
- c) Children must take bath everyday and have breakfast in the morning.
- d) Girls should not wear enamel or mehndi on their hands.
- e) Students must carry a cloth handkerchief in their pockets.
- f) Please inform the class teacher in case your child has any health problem or is on medication.

IV SCHOOL ALMANAC

- a) Fill in the student's Personal Record and Medical Information of the diary along with the duplicate page and send one copy to the class teacher for record and referral.
- b) Please stick your child's photograph on the cover of the almanac.
- c) In case of any change in the information provided i.e. address, phone no. kindly inform the school immediately.

- d) The almanac has been introduced to you to communicate in an effective way with the school staff. The parents must counter sign any communication sent in the school almanac, so that the teacher knows that you have read and acknowledged the communication.
- e) It is essential that the parents go through the child's almanac everyday and sign it daily.

V SCHOOL CIRCULARS/ASSIGNMENTS

- a) Parents are requested to read all the school circulars and assignments/weekly flows which are E-mailed from time to time, very carefully and respond to them as well.
- b) This will reduce phone calls to the school and aid in proper functioning of the school system.

VI BIRTHDAY

- a) Please send just two ordinary sweets/toffees per child to be distributed amongst the students, cost of sweets/gifts sent should be not more than Rs. 20/-
- b) Do not send expensive gift items, if sent, they will not be distributed, but sent back home along with the child.
- c) Students are not allowed to wear civil clothes on birthdays. They should come in proper School Uniform. No birthday party at school is allowed.

VII LEAVE

- a) Pupils who have been absent even for a day should carry a leave application when they return to the school the next day.
- b) If a student is absent without intimation for more than one week his/her name may be struck off the school rolls.
- c) Kindly keep the school authorities informed in case of long leave. In case of illness a written application along with medical certificate should be submitted when the child joins the school.
 - **Important Note** : Please refrain from sending the child who is sick and running fever. It causes lot of discomfort to the child and disturbs the routine with an added risk of catching or spreading infection.

VIII ARIVAL AND DISPERSAL

- a) **Please co-operate by ensuring that your ward is regular and punctual to school. In case the child arrives late on more than two occasions; he shall be sent back home.**
- b) If a child needs to change a bus route or mode of transport, a written application/specified Gate Pass with signature of the following is required.
 - Early Childhood Coordinator , Class Teacher

- c) You are requested to take full responsibility for collection of your child from the bus stop on the return trip. Child will be brought back to school in case there is no one at the bus stop to receive him/her.

d) Authority Card:-

Students not availing the school transport facility are issued Authority Card.

For the parents, it is mandatory requirement. It ensures that unauthorized people do not enter the school. Loss of card should be reported immediately and an Application should be submitted in order that a new one may be issued. New authority Card will cost you Rs. 30/Approx.

Therefore, whosoever, i.e. Parent/servant/driver/van drivers/rickshaw wala comes to pick up the children from the School, should carry the Authority Card along with him. It is a mandatory requirement, without the Authority Card the child will not be handed over to him/her.

e) **Private Transport :-**

Parents are requested to get together and take responsibility on rotation by fixing up duty/days to escort their children travelling by private vehicles to ensure their safety.

Please do not stop your car long at Gate No. 1 for easy traffic flow.

IX DRESS CODE FOR PARENTS Parents are requested to come suitably dressed when they come to drop and pick up their ward. They should also take care that they and their ward both come suitably dressed suitably to attend the PTMs as well. It will be appreciated if the parents do not spend time in socializing within the school premises.

X WORK SCHEDULE

Classes	Working Days	School Timings	Remarks
Pre-School	Five Days a week	08:00 A.M. To 12 noon	Gate will close at 08:00 a.m. sharp

XI PTM

- a) Parents Teacher Interaction is proposed to be held bimonthly. However, prior intimation will be sent through e-mail and SMS on regular basis to avoid inconvenience. Kindly inform class teachers immediately in case there are any changes in your mobile number and E-Mail Ids.
- b) In case of any change in the PTM schedule, the parents will be intimated well in advance.
- c) Parents are requested
 - Not to visit the child's class during the day.
 - Not to discuss the child's progress on telephone during the working hours or at Arrival/dispersal time as it restricts the teacher from looking after her pupils.

XII MEETING TIME WITH THE CLASS TEACHER

Friday between 12:30 p.m. to 2:30 p.m.

XIII LUNCH

- a) Parents should send one set of casual dress, waterbottle, plastic table mat, tabard (baby apron) properly labeled to be kept in the class for the child's personal use.
- b) It's mandatory to spread tablemat and use napkins while giving meals both at home and school.
- c) Children should get their Tiffin/Bottle everyday in their bags.



Special Note : Please do not insist on food items, books, water bottles, craft items being sent from home to your child through someone during school hours as it causes a lot of distraction and disturbance in the smooth function of the school & poses a serious security risk as well.

Kindly keep a close check on the progress and performance of your child and make regular visits to the school in this connection.

School for Nursery students will reopen on 2nd July 2014 at 9:00 a.m. Kindly note the schedule

Date	Timings	Note
2 nd July 2014	9:00 a.m. – 11:30 a.m.	Parents have to pick and drop their ward
3 rd July 2014	9:00 a.m. – 11:30 a.m.	
4 th July 2014	9:00 a.m. – 11:30 a.m.	
7 th July 2014 onwards	8:00 a.m. to 12 noon	School Buses for nursery students will only ply from 7 th July 2014 onwards

I am sure, together we can provide a caring and conducive learning environment to our children both at home and at school.

Wishing your child an enjoyable and comfortable year ahead.

With Warm Regards

(Kiran Mehta)

Principal

