



# Penguin kids

Sector -19, Airoli, Navi Mumbai -400708

Grade : Nursery

PK 2018/ 04

Date: 11.06.2018

Dear Parents,

Greetings from Penguin Kids. We wish your ward a fruitful academic year 2018-19. You are required to note the following instructions carefully.

## **I.D. Card:**

- 1.Students should wear a temporary Identity Card to school.
2. Permanent I.D. Card will be given later.

## **Uniform:**

- 1.Students of Nursery and Jr.KG. must carry an extra pair of uniform and two undergarments daily in their bag.
- 2.Students must wear Activity uniform & white canvas shoes on every Wednesday.
- 3.During Rainy season students must wear the prescribed pattern of black rainy sandals only. From October onwards students must wear prescribed black shoes with Velcro (No laces) and blue socks.

## **Food habits:**

- 1.Students shall bring only nutritious vegetarian food to school. Eggs are also not allowed.
- 2 Junk food must be avoided.
- 3.Students must always carry a water bottle with string and a dining napkin with them.
4. Water bottle and tiffin box & other articles must be labelled. Metallic bottles should be avoided.

## **Academic support:**

- 1.Students should carry the School Almanac daily.
- 2.All the data must be duly entered in the School Almanac at the earliest. Declaration form & Health record form must be duly filled and submitted to the Grade Teacher by Saturday 30.06.2018.
3. Leave record must be entered in the school Almanac and also a written application on A4 size paper addressed to the Headmistress/ Principal must be submitted to the Grade Teacher for leave exceeding two days.
- 4.A stamp size photograph of your ward in school uniform must be pasted in the school Almanac.
- 5.All Saturdays are days off for the students of pre-primary.
- 6.Any chronic or serious illness should be intimated in writing to the Grade Teacher with case history given by the Physician.
- 7.You are instructed to tie a **green ribbon** on your child's bag **for attention on any notes** sent to the teacher.

## **Parent teacher interaction (PTI):**

- 1.PTI is organized either on 2<sup>nd</sup> or 3<sup>rd</sup> Saturday as scheduled.
- 2.Schedule of the PTI is given in the monthly planner given to the students.
- 3.Parents can clarify their queries regarding academics / activities etc, during the monthly parents teacher interaction.
- 4.Parents cannot meet teacher on other working days unless they are called or on an emergency. They may meet teachers on working Saturdays between 09.00am and 11.00am
- 5.Parents are requested to follow the time slots for P.T.I. which will be intimated later.
- 6.In case of unavailability on that day , prior approval should be taken by the parents through written communication for a different time slot.
- 7.Every 4<sup>th</sup> Saturday of the month will be a day off for teachers.

**Hair:**

1. Boys must have short hair. Fancy haircut is not permitted.
2. Girls with long hair shall braid two plaits with prescribed red ribbon.
3. Girls with hair above shoulder level must wear only the prescribed red band.

**Evaluation:**

1. There are no examinations.
2. Students will be evaluated on the basis of Continuous and Comprehensive Assessment.
3. Continuous Assessment will be done throughout the term.
4. Students Progress Report Card will be given at the end of each term.

**Birthday celebrations:**

1. Students birthdays are celebrated in school.
2. Students can wear colourful outfits on their birthdays.
3. Distribution of chocolates is not allowed. Even it is not allowed to distribute chocolates in the bus.
4. Gifts of any kind are not allowed.

**School bus:**

1. For students who are availing bus facility, parents must discuss their bus routes with the bus department. Only those who have filled up the bus form will be permitted to travel by school bus.
2. It is mandatory to wear the bus tag on your child's shirt before boarding the bus.
3. In case of early leave, parents should fill two bus slips ( One to be submitted to the security and other to be handed over to the receptionist )
4. If a child misses the school bus and is dropped by the parent, bus slip should be handed over to the bus department or security for dropping back home.

**Early leave :**

1. It is mandatory to produce the parent pass while collecting the pupil from the school premises.
2. Parents should submit an authority letter in case your child is to be collected from the school premises by a guardian/other.

You are requested to adhere to the above instructions and guidelines for the convenience of your child & the smooth functioning of the school. Looking forward to your co-operation and support always.

**NB : Dispersal time for walking & van students till Friday 13.07.18 will be :**

I Shift – 11.10 am

II Shift – 02.30 pm

(Regular school timing to be followed from Monday 16.07.18)

With Warm Regards

Principal