



PENGUIN KIDS

Sector 19 , Airoli , Navi Mumbai.

**Grade : Nursery/ Jr. KG
(New Admissions)**

Date: 04.06.2016

Dear Parents,

Greetings from Penguin Kids. We wish your ward a fruitful academic session 2016-17. You are requested to note the following instructions carefully.

Instructions to be followed on first day of school.

1. Temporary I.D. Card to be worn by your child furnished with complete details (Residence Address & contact number)
2. Bus colour tag (satin ribbon) should be stitched on both the shirts.
3. All items brought to school should be duly labelled (Name , class & Div) etc
4. An extra pair of school uniform, napkin and two undergarments should be sent in your child's bag everyday.
5. If your ward is collected from school by anyone other than parents, it is mandatory to send a letter of authority with the same person. Those students who are collected by maids/baby sitters/ guardians , a letter should be submitted by the parent with photo ID to the co – ordinator about the concerned person. Form should be collected from the Grade teacher/ co – ordinator.

Uniform: During rainy season students must wear the prescribed pattern of black rainy sandals only.

Food habits:

1. Students shall bring only nutritious vegetarian food to school. Eggs are also not allowed.
2. Junk food must be avoided.
3. They must always carry a water bottle and a dining napkin with them.

Academic support:

1. Students should carry the School Almanac daily.
2. All Saturdays are off days for the students of Pre-primary section.
3. Any chronic or serious illness should be intimated in writing to the Grade Teacher with case history given by the Physician.
4. You are instructed to tie a **red ribbon** on your child's bag **for attention on any notes** sent to the teacher.

School bus:

1. Parents of the students availing bus facility should communicate with the bus department and fill up the forms.
2. Bus colour tag (satin ribbon) should be stitched on both the shirts.
3. In case of early leave, parents should fill two bus slips (One to be submitted to the security and the 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.

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 : Kindly note dispersal time for Nursery walking & van students till 15.07.16 will be

I Shift – 11.10 am

II Shift – 02.35 pm

(Regular school timing to be followed from 16.07.16)

With Warm Regards

Principal