



PENGUIN KIDS

Sector 19 , Airoli , Navi Mumbai.

PK 2016/01

Grade : Junior KG / Senior KG

Date: 08.06.2016

Dear Parents,

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

Junior KG / Senior KG :

1. Kindly submit all stationery and books to the grade teacher before 13.06.2016 (If not submitted).

Nursery/ Junior KG / Senior KG :

1. All the stationery items will be kept in school for various curricular & co – curricular activities. Hence you are requested to label all belongings of your child.

Note Books: (Jr. KG and Sr. KG)

1. All note books will be kept in the school from Monday to Thursday.
2. Note books will be sent home on every Friday and must be returned on Monday.
3. All students must use prescribed pattern of note books only. Text books and note books must be covered with transparent plastic sheet.
4. Hindi Vitan Praveshika will be sent on every Friday and should be returned on Monday (Sr. KG. only)

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.

Academic Support:

1. Jr. KG & Sr. KG students must carry with them pencils and eraser everyday.
2. Students should carry the School Almanac daily.
3. 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 latest by 10.06.2016.
4. Leave Record must be entered in the School Almanac and also written application addressed to the Headmistress / Principal must be submitted to the Grade Teacher for leave exceeding two days.
5. A stamp size photograph of your ward in school uniform must be pasted in the school Almanac and another stamp size photograph of your ward must be submitted to the Grade Teacher before 10.06.2016.
6. All Saturdays are days off for the students.
7. Any chronic or serious illness should be intimated in writing to the grade teacher with case history given by the physician.
8. You are instructed to tie a **red ribbon** on your child's bag **for attention on any notes** sent to the teacher.

Parents Teacher Interaction (PTI):

1. PTI is organized either on 2nd or 4th Saturday as scheduled.
2. Schedule of the PTI is given in the monthly planner given to the students.
3. Parents are requested to follow the **time slots** which will be intimated later.
4. Parents can clarify their queries regarding academics / activities etc, during the Parent Teacher Interaction.
5. In case of unavailability on that day , prior approval should be taken by the parents through written communication for a different time slot.

6. Parents cannot meet teachers on other working days unless they are called, or in an emergency.

7. It is mandatory to inform the school about any change in residence contact number or mobile number and address by the parents immediately.

8. Every 4th 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.

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 with belt and a dining napkin with them. Water bottle and tiffin box should be labelled.

Uniform:

1. Students of Nursery/ Junior KG must carry an extra pair of uniform and undergarments daily in their school bag.
2. During rainy season students must wear the prescribed pattern of black rainy sandals. From October onwards students must wear prescribed black shoes and white socks.
3. Students must wear activity uniform (Green Tracksuit) & white canvas shoes on every Wednesday.
4. Students must wear Identity card to school daily.

Birthday Celebrations:

1. Students birthdays are celebrated in school.
2. Students can wear colourful outfits on their birthdays.
3. Distribution of chocolates are not allowed.
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 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 the 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 the pupil 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.

With Warm Regards

Principal