



# New Horizon Public School & Penguin Kids

Plot No: 07, Sector-19, Airoli, Navi Mumbai.

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24/07/2020

Nursery – Sr. KG

Dear Parents,

Hope you and the members of your family are keeping in good health and taking necessary precautions. We would like to inform you that school Office is open from 9.00 am to 4.00 pm from Monday to Friday and from 9.00 am to 2.00 pm on Saturday. Those parents who have applied for documents like School Leaving Certificate/any other documents or want to submit any documents in the school office may do so.

Many parents had difficulty in procuring school books due to lockdown. Hence many children are facing issues in their studies. We would like to inform you that the books are available in Shivam Book Depot, Sector-19, Airoli. The shop is open from 9.00 am to 5.00 pm from Monday to Saturday. Those parents who have not procured the books may procure it.

Many parents want to pay the fees at the fees counter and procure the receipts on the spot. Hence the Second Installment of school fees and pending fees of First Installment if any can be paid at the Fee Counter from 9.00 am to 3.00 pm from Monday to Friday and from 9.00 am to 1.00 pm on Saturday. For those whom the given timings are inconvenient and want to issue cheque may do so, citing overleaf name of the child, Grade, Div, Contact No, Email Id and drop it in the Cheque Drop Box in the school. Others can use the online mode.

Fees Particulars	Amount Rs.
II Installment	17430/-

Principal