

VEDA VYASA D.A.V. PUBLIC SCHOOL
VIKAS PURI, NEW DELHI
PRE-SCHOOL (2018-19)

VVDAV/VP/2018/02
31.03.18

*Coming together is a beginning,
Staying together is progress,
Working together is success.*

Dear Parent,

We take great pleasure in extending to you all a warm welcome to the portal of Veda Vyasa D.A.V family ! A home away from home for your little ones. We hope this will be a productive year of participation and co-operation. It is the beginning of the new session, new aspirations and new hopes. Let us gear ourselves and encourage our children to put in their best efforts, nurture their talents and enable them to emerge as winners.

Please spend some time to read the following circular which has important information for you before school year commences. Kindly make a note of the following

Things to bring to school:

- Water bottle, lunch box, fruit box, napkin, apron, mat, almanac, folder in an appropriate size school bag. **Please do not send fancy school bags.** Do not send any other book/notebook till you get further intimation from the teacher.
- One extra set of casual dress/under clothes for change if required (Labeled) should be kept in the bag.
- Please write the name on bag, bottle, Apron, napkin, mat, belt, and shoes. Also, **label all the other belongings of your child with permanent black marker pen.**
- ***'A healthy mind resides in a healthy body.'*** With a view to ensure good health and promote an adequate working capacity in students, it is essential for them to eat a nutritious diet. You are advised to avoid giving fried or junk food to the children as it leads to obesity and lethargy in them and hampers active learning. Avoid giving **rice and gravy items** for lunch also.
- Keep a plastic spoon/plastic fork in the lunch box daily. **No steel spoon /steel fork.**
- **FRUIT TIME** -After assembly, the kids will have fruit time in their classroom. Send any seasonal fruit (properly cut into pieces) in a small box and a plastic fork/plastic spoon. Avoid sending mango. Do not send whole fruit except banana.

Parent / Escort Card

The school takes steps for the wellbeing of the children. For better safety of children and systematic dispersal, we have PARENT/ ESCORT IDENTITY CARD system during handing over the students.

This card should be shown compulsorily by the parent/authorised person to collect your child during dispersal time. Without this CARD, we won't be able to handover your child.

Smiley Badge

A smiley badge is given to you by the class teacher. Write your child's name on it and get it laminated. Pin it with the safety pin daily on your child's uniform daily (till the month of July).

Almanac:

- It is compulsory for all students to bring the School Almanac every day.
- You are requested to carefully read the rules and regulations mentioned in the Almanac and abide by them. You are also expected to check the Almanac of your ward every day for any note or circular sent by the teachers and also to acknowledge the same.
- Do not take out the circular from the diary that is pasted / stapled.
- All the pages for information must be duly filled and signed by both the parents.
- Refer the almanac for **PTM schedule, list of holidays and list of activities.**
- **Paste your wards photograph on the cover page.** Almanac should be labeled and covered with plastic sheet.
- Fill the following pages - Page No.4, 5,6, mode of transport pages (2).
- Paste all the recent photographs wherever required.

Punctuality:

- Punctuality is of paramount importance in the life of a person. Punctuality as a habit must be inculcated among the students right from a very young age.
- The school gate shall close at 7.50 a.m. after which the late comers will not be allowed to enter. The students are therefore expected to reach school between 7.30 a.m. - 7.50 a.m. No telephonic requests with regard to this will be entertained.
- **A word of caution to the parent:** Please do not leave your ward outside the school gate once it is closed. The responsibility of the students who are left outside shall lie with you.

- Please ensure that your child is regular and punctual to school. Undue absence is viewed seriously.
- In case your child is on leave, send a leave note in the page given in the almanac. Update the leave record in the almanac whenever child takes leave.

Transport:

- Kindly check the bus routes and the timings.
- We will not handover the child to the parent/ or any escort person if they are not carrying the Parent Card. In this case, the child will be brought back to the school.
- Parents must introduce the van Driver to the class teacher. Parents are requested to remember the name of the van driver and the van number allotted by the school (for van users only).
- Please instruct the van drivers to adhere to the school timings.
- Students using the school bus will have to travel by the same bus route number. No request through almanac/ letters will be entertained for permission to allow students to go by another bus route or on their own. In case of an emergency, the parent must personally come to pick up their ward from the school reception.
- Refer Almanac for Bus rules.

Dispersal :

The buses will leave the school premises at 1.10 P.M.

(MORNING) DROP OF STUDENTS BY PARENT/ ESCORT AND VAN DRIVERS (at the school gate only)	(AFTERNOON) ENTRY OF PARENT/ ESCORT (into their respective classrooms)	(AFTERNOON) ENTRY OF VAN DRIVERS
GATE No. 3 (7.30 A.M-7.50 A.M)	GATE No. 3 (12.20-12.30 P.M - <u>Timings till summer break begins</u>)	GATE No. 1 (1.10 P.M)

Uniform:

- The students must wear neat and well ironed uniform. The shoes should be polished daily. Their nails and hair should be trimmed.
- **Students must wear their Identity Cards to the school daily.** He/she should wear the Identity card bearing the Name, Class-Section, Bus Route No., Telephone numbers and address. In case your child does not avail the school transport, please specify if he/she is a van user/ Parent escorted child on the I-Card.

Kindly note students are not permitted to wear jewellery, come with spiked/long hair, painted nails, mehendi, Fancy haircuts like mushroom hair cut etc. Girls must wear only black hair band /clips.

- Further details of the uniform can be found in the school almanac.

Birthday celebration:

- It is indeed a matter of great pleasure to celebrate the birthday of your ward in our school. While doing so parents may send one chocolate/toffees for distribution in the classes. We request the parents not to send any other gift items or request for any class party on this occasion. The gifts, if sent, shall be returned. We hope that the parents understand this rule as a matter of discipline & appreciate the same. The child should come in school uniform for his/her birthday. However, the parents can send age appropriate books for class reading club.

General Instructions:

- Parents are not allowed to escort their ward inside the school premises. Please encourage your ward to be independent.
- If at any time during the academic year, any personal detail undergoes a change, inform the school authorities immediately.
- Prepare your ward in advance for all the competitions/presentations.
- Converse in English with your child. Simple instructions should be given in English.
- Parents are advised not to park their vehicles near the school gate.
- **All Saturday's are non-working for students.**
- **It is compulsory to carry the Parent card to enter into school even on the PTM day. We will not handover the child to the parent/ or any escort person if they are not carrying the Parent Card.**
- Maintain a folder of your ward's work sent home. All the work that your ward carries on paper, should be maintained in that folder. We will be asking for that folder from time to time.

Looking forward to your whole hearted support in the new session.