



GUNDECHA EDUCATION ACADEMY

ACADEMIC YEAR 2015-16



ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS (FOR NURSERY, JR.K.G. & SR.K.G. PARENTS)

1. CLASSROOM:

- ❖ School provides stationery to pre-primary children.
- ❖ Please ensure that your child brings the calendar to the school every day.
- ❖ If your child comes home with his / her classmates belongings, library book or a toy (even the smallest part of a puzzle), please ensure that you send it back the very next day.
- ❖ Do not send sharpeners, scissors and unwanted stationery with the child.
- ❖ Label all your child's belongings. (Shoes, bags, water bottles, handkerchiefs etc...)

2. TEACHING LEARNING PATTERN:

The syllabus for the pre-school (Nursery, Jr.KG and Sr.KG) comprises subjects that enhance language skills, number skills, and general environmental awareness (English, Maths and E.V.S (Hindi only in Sr.KG)). The lessons and activities are planned to teach the above mentioned subjects which include elements that stimulate one or more of the multiple intelligences resulting into the culmination of a holistic child.

3. SYLLABUS:

The completed syllabus will be uploaded on the website and parents can access the same by using the UID number given to each parent. The worksheets done in the classroom are given to the parents on every Monday. The syllabus is not informed to parents before hand. Home assignments will be given twice a week.

4. HANDS-ON ACTIVITIES:

In Pre-primary, important concepts are taught by doing meaningful hands-on activities. Our classrooms are an active learning environment. We provide children with various experiences where they are stimulated to think, make choices, ask questions etc.

5. RHYME & RHYTHM:

Music is a very important part of our teaching learning process. We believe that children can learn important facts when put across through songs. The child learns a variety of educational songs in a fun filled way.



6. UNIFORM:

Wearing a clean and well-ironed uniform along with the identity card is compulsory for all students.

- Encouraging children to make choices at an early age boosts their self esteem and confidence. In order to give them a choice, children are allowed to wear any colour uniform prescribed by the school on the days other than the day allotted for PE Uniform.
- **P.E. Uniform to be worn as per the following schedule:**
 - ✓ Sr.KG - Monday
 - ✓ Jr.KG - Tuesday
 - ✓ Nursery - Wednesday
- Nails must be clean and cut short.
- The black shoes (of the style prescribed by the school) must be worn along with the school and P.E. uniform.
- Slippers, crocs, sandals or shoes other than the pattern recommended by the school will not be allowed.

- Sleeveless white cotton vest must be worn under the school uniform by girls and boys everyday.
- Girls must wear bloomers / tights over normal underwear.
- Girls should not apply nail polish or mehendi during the school session.
- Shoulder length and long hair should be braided with black ribbon / band in case of girls.
- Boys should maintain very short and simple hairstyle. Sikh boys must wear grey turban.

6. **ATTENDANCE:**

Pre-Primary is a continuous experience with each day's learning built on the day before, and haphazard attendance will not benefit your child's learning experiences.

HALF DAYS:

No half days will be granted under any circumstance. In case your child is unwell or if you have a scheduled doctor's appointment, kindly do not send the child to school. Once the child is in school, he/she will be sent home only after regular school hours.

7. **ILLNESS:**

Parents must send a letter for any absences or illness. Phone calls to the school will not be accepted as a substitute. Please keep your child home until he or she is symptom-free from fever, infection, vomiting, diarrhea or rash for at least 24-hours. Please do so to help prevent the spread of infection to other students.

8. **LATE COMING:**

The school timing for Pre-Primary students is as follows and students are expected to reach school on time:



- ⇒ Blossom (morning) batch students: 8:30am to *11:30am
 - ⇒ Fragrance (afternoon) batch students: 12:15noon to *3:00pm
- (*dispersal will be done class wise 15-mins after end of school hours)

The issue of students arriving late at school is an increasing problem. Punctuality is important because students who arrive late at school disrupt the general discipline of the school. Also instead of teaching, teachers are spending time marking the calendars of latecomers and correcting their attendance registers etc., resulting in loss of teaching time. The reasons for late coming are 'woke up late, traffic, unwell in the morning, missed the bus, this is the first time etc.'

9. **BUS FACILITY:**

Kindly fill-up the details in the school calendar if the child is availing the bus facility and mention the bus number and the stop.

The child needs to carry the bus card given to him every day.

Please be at the bus stop at least 10-minutes before the pick-up and drop timing given to you. The child will be brought back to school in case you are not at the pick-up point.

The bus will follow a fixed route and stops. Kindly do not stop the bus for any reason. Please do not discuss the bus route or stop with the bus driver, conductor or lady assistant. **Any queries regarding the same may be directed to the bus supervisor, Mr. Zeeshan Shaikh on mob# 9220287115**

If you decide to pick-up your child, who is a regular bus student, directly from the school on any particular day, kindly ensure that you are at the school gate 10-minutes before dispersal. You must inform the respective bus driver or conductor about the same. Also write a note in the calendar to the class teacher in advance about the same, without which the child will be sent by bus as usual. Kindly carry your Parent I-card.

10. **WALKING STUDENTS DISPERSAL:**

The walking students will be allotted numbers/letters within 1-week of school re-opening. For pick up of walking students, the parents / guardians will stand



class wise in a queue according to the numbers/letters allotted to them. Kindly carry the parent ID card along with the dispersal tokens. No parent will be allowed past the gate while dropping or during dispersal time.

11. **MEALS:**

We have noticed that some students come to school having eaten no breakfast or drinking just a cup of milk. A healthy nutritious breakfast will help children concentrate better at school as it is the most important meal of the day.



- ❖ The school serves a variety of nutritious snacks / mini meals to pre-primary students; hence there is no need to send any tiffin from home. Some items served to students are sabudana vada, white dhokla, aloo paratha and boondi raita, corn cutlet, tomato soup and bread butter, methi thepla, kanchipuram idli, puri and bhaji, varan bhat, kanda poha, pav bhaji, rajma rice, masala khichdi, sweet bhel, batata vada etc.
- ❖ Provision of Jain food is also available at the school. If you want your child to have the same, kindly submit a written application to the class teacher immediately.
- ❖ If your child is under medication and is allergic to a particular food item, please submit a written application along with the doctor's certificate to the class teacher immediately.
- ❖ Aqua-guard filtered drinking water is available in the school however; the children are allowed to bring their own water bottles.

12. **MEETING TEACHERS:**



The open house dates have been mentioned in the almanac printed in the school calendar and all parents are expected to make time to attend these.

As the class teachers of Pre-Primary students do not leave the classroom, please do not call the school to speak to them. Instead, you may send the teacher a note in the calendar requesting for an appointment and the reason for the same. The teacher will reply / handover an appointment slip and you may come as per the details on appointment slip given to you. You will have to show the appointment slip and Parent I-card for AY 2015-16 at the gate & then wait in the reception area or come to the room mentioned by the teacher.

13. **CIRCULARS:**

Please read the circulars and also acknowledge receipt of the same by signing pages in the school calendar. Circulars are also uploaded on the school website www.gundechaedu.org regularly.



14. **SCHOOL CALENDAR:**

Kindly read the school calendar carefully as the rules, student almanac, vacations, holidays etc. have been mentioned.

Please inform the school office of any change of address or contact number promptly through the school calendar. Kindly fill in the appropriate details in the calendar and sign as required. Kindly ensure that the pages are filled within a week, as precious time is wasted in checking the calendars everyday and writing reminder notes and following up to complete the formalities.

If the school calendar is lost, a new school calendar will be made available against a payment of Rs.100/- at the school office.

15. **I-CARDS:**

The **Parent I-card** issued by the class teacher must be returned to the class teacher within 1-week duly filled and the respective photographs affixed on it. Entry in the school premises will be allowed only if you come with your parent I-card issued for 2015-16. In case of loss / replacement of Parent I-card, a new one will be made against a payment of Rs.50/- at the school office.

The **Student I-card** issued at the beginning of the academic year will be used for two years. In case of loss of I-card, a new one will be issued on payment of Rs.50/- at the school office. It is **mandatory** for students to wear I-card everyday, failing which the student needs to buy temporary I-card.



16. DURING MONSOONS:

Kindly send one set of clothes and a pair of socks in a plastic bag (labeled) on **8th June 2015** which will be kept in the class during the monsoons. If the spare clothes have been used up at school, kindly replace them the next day. On heavy rainy days, parents must use their discretion and send their child to school accordingly. In case a half-day is declared due to heavy rains, the bag of the child will be kept back in school.

17. PTA REPRESENTATIVE:

As per the RTE rule, the PTA representative is not division wise anymore but will now represent a standard. This will be with effect from this academic year. Parents are requested to fill in the nomination slip below for any of the following posts:

- 1) Standard Representative (1-post per standard)
- 2) Joint Secretary (1-post)
- 3) Vice President (1-post)

The last date for sending these nominations by email to info@gundechaedu.org / hard copy to your child's class teacher is Friday, 15th April 2015. These nominations will be uploaded on the school website under parent login for online PTA elections beginning on Wednesday, 22nd April 2015.

18. PARENT INVOLVEMENT:

We encourage and appreciate the involvement of all our parents in the education of their children. We believe that the parents help and encouragement goes a long way in the development and progress of the child. We often have many special events happening at school. Your active involvement by attending some of these fun school events shows your child that he/she and school is very important. We also have a Parent Interaction Programme, where any one parent is invited to the classroom to participate in their child's typical day at school, observe his/her interaction in the class and also assist the teacher in carrying out the day's plan.

19. CAN YOU LEND A HAND :



If you would like to volunteer to the school, as a substitute teacher, preparing teaching aids / props, guest lectures, organizing or accompanying students on fieldtrip venues, share ideas, career days etc., please let us know on the Parent Volunteers questionnaire of the school calendar. We will contact you when we require your help.

20. ENGLISH:

It has been observed by us that many students converse in either Hindi or other regional languages during school hours or while on the school premises. We request parents to help us in stressing on English being spoken by their children for longer durations. If possible kindly ensure that children watch good English programmes where they are exposed to the language more often.

21. BIRTHDAY CELEBRATIONS:

We have our own ways of celebrating birthdays in the school; therefore kindly do not send chocolates or any gift. Alternatively you may voluntarily gift a toy or a book to the school library / spend money on charity. The child is allowed to wear coloured clothes on that day.



22. HOME ASSIGNMENT:

Keeping in mind the tradition of learning with pleasure, care is taken to see that the students are not loaded with much weekly home assignments. The home assignments given to students, consist of the work covered in class and is given in order to reinforce what is taught. Parents must ensure that the home assignments are completed on time and sent back to school.



23. REMEDIATION & COUNSELLING DEPARTMENT:

The department is run by a team of professional counselors and special educators.

24. NURSE:

We have a full-time nurse available in our school's first aid room. She takes care of minor bruises or bumps that may occur while the child is in school. Please do not send any medication to school along with your child if he / she is unwell. Please do not send your child to school with any illness to prevent the spread of infection. If your child is on any special medication, kindly send an application along with a doctor's certificate.

25. ORIENTATION PROGRAMME FOR NURSERY FOR THE ACADEMIC YEAR 2015-16:

It is **mandatory** for any one-parent of every student to attend the orientation programme, due to the constraint of the space it will be difficult to accommodate both the parents. The orientation session will be conducted in the school assembly area. Online voting for PTA representative will begin from **24th April 2015**.

<u>Orientation for</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>
Nursery parent	7-Apr-15	Tuesday	8:30 am

On the orientation programme day, please take note of the following:

- Due to lack of seating, only **one parent** is allowed per student and there will be a Holiday for students.

26. PTA & KARAMCHARI DIWAS

Parents of JrKG & SrKG students must come to the school to pay the Annual PTA fee of Rs.100/-, KARMACHARI DIVAS payment of Rs.30/-, collect the health and Parent I-cards, as per the following schedule:

JrKG: date 6th April 2015 time- 8:30am to 9:30am Blossom (morning) Batch
2:30pm to 3:00pm Fragrance (afternoon) Batch.

SrKG: date 6th April 2015 time- 8:30am to 9:30am Blossom (morning) Batch

Kindly return the following to the class teacher duly filled:

- ✓ **Parents ID card issued by the class teacher must be returned to the class teacher within 1-week.**
- ✓ **Appropriate pages of the school calendar are filled in / signed within 1-week.**

Thank you,

HEAD MISTRESS PRE PRIMARY

PTA NOMINATION FORM AY 15-16

To,
The Principal,
Gundecha Education Academy,
Mumbai

I wish to nominate myself as GEA PTA representative for the Academic Year 2015 - 2016 and I have filled the nomination form below accordingly.

Post for which I nominate myself:

- Standard representative of Std. _____ (*please mention you child's standard*)
- Joint Secretary
- Vice President

Name: Mr/Ms _____ **Profession:** _____

Brief Introduction: _____

Contact information: Residence# _____ **Mobile #** _____

Office# _____ **Email:** _____

Name of the Student _____ **Std.** _____ **Div.** _____

Signature _____