

GUNDECHA EDUCATION ACADEMY

ACADEMIC YEAR 2016-17

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS

(FOR PLAYGROUP PARENTS)

REGULAR SCHOOL TIMING:

1. School starting from 27th June 2016

- ✓ The regular school timing for Playgroup children for Batch I is from 12:00 pm - 2:00 pm and Batch II from 2:30pm to 4:30pm. However, the timing will be **12.00pm to 1.00pm for Batch I and 2:30pm to 3:30pm for Batch II** from **27th June to 8th July** considering smooth transition from home to playschool. From **Monday, 11th July** onwards they will come as per regular timings as mentioned above.

2. CLASSROOM:

- ❖ School provides stationery for the activities done in the class so please do not send any unwanted stationery with the child.
- ❖ Send school calendar every day.
- ❖ Label all your child's belongings including shoes.



3. DURING MONSOON:

Kindly send one set of clothes (labeled) and a diaper (if required) in a plastic bag which will be kept in the class. It is also advised to keep one extra pair in the child's bag. On heavy rainy days, parents must use their discretion and send their child to school accordingly.

4. MEALS:

- ❖ 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.
- ❖ 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.



5. MEETING TEACHERS:

Open house is conducted regularly. (Day and date is mentioned in the school calendar) Other than this if you want to meet the teachers, please take an appointment.

6. CIRCULARS:

Please read the circulars and also acknowledge receipt of the same by signing on page# 89/90 in the school calendar. Circulars are also uploaded on the school website www.gundechaedu.org regularly.



7. SCHOOL CALENDAR:

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

Please inform the school office for any change of address or contact numbers promptly. Kindly fill in the appropriate details on all the pages and sign wherever required.

Kindly ensure that the above 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 or misplaced*, a new school calendar will be made available against a payment of Rs.100/- at the school office.

8. I-CARDS:

Entry in the school premises will be allowed only if you come with your parent I-card issued for 2016-17. 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 school will issue **Student ID card** in the beginning of the academic year. In case of loss of I-card, a new one will be issued on payment of Rs.100/- and on submission of a photograph of the child at the school office.

9. STUDENTS DISPERSAL

The parents / guardians are requested to stand class wise in a queue outside the Saraswati area.

10. 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.

11. CAN YOU LEND A HAND:

If you would like to volunteer at the school, please let us know on the questionnaire in the calendar. We will contact you when we require your help.



12. BIRTHDAY CELEBRATIONS:

We have our own special ways of celebrating the birthdays in the school, so kindly do not send chocolates or any gift for children. Instead you can gift a toy, or a book to the school library / spend money in charity.

Kindly do the following on top priority:

- ✓ Appropriate pages of the school calendar are filled in / signed within 1-week.
- ✓ Send extra set of labelled clothes and diaper.

Thank you,

HEAD MISTRESS
PRE-PRIMARY