

CAMBRIDGE SCHOOL, INDIRAPURAM
GUIDELINES FOR NURSERY STUDENTS

Ref: CSI/2017-18

March 31, 2017

Dear Parents,

The fraternity of Cambridge School takes great pleasure in extending a warm welcome to your child to Class Nursery for the session 2017-18.

Primary objectives of the Nursery Department:

- To ensure that the transition from a play school to a formal school is a happy experience.
- To provide a learning environment which encourages each child to explore and learn.
- To help the children develop communication skills so that they may share ideas with confidence.
- To guide and develop correct social behaviour.

Kindly make a note of the following:

➤ **Commencement of the Session:** April 5, 2017.

➤ **Working Days and School Timings:**

The classes are held from Monday to Friday and the school timings are from 9 a.m. to 1 p.m.

➤ **School Almanac:**

The school almanac is an effective tool of communication between the parents and the school and should be seen regularly and signed. Please go through each page to understand the school rules and regulations. Whenever you have a query or need to seek a clarification, you may send a note in the almanac. The three pages related to personal information about the child must be filled in carefully. (The School and Teacher's copy will be detached and kept in school).

➤ **Identity Card:**

A temporary I-card given by the class-teacher, must be worn by the child daily. This will enable us to provide assistance to the child in case of any need. Any other information that needs to be changed must be intimated to the class teacher **in writing**.

➤ **Transportation:**

Requirement for school transport within Indirapuram, Kaushambi & Vaishali should be given in writing to the school office through the transport form. The service of school bus will be provided only on the pre-existing routes. No request will be entertained for change in the bus routes or bus stops. In case you are making private arrangements, please do so only after a very careful verification of the service provider. The responsibility of private transport will rest with you. Parents should enter from Gate No.2 in case school bus is not being used to drop and pick up their ward.

General Instructions:

1. On the first day of school i.e. April 5, 2017, the parent is requested to come and hand over the child to the respective class teacher by 8.50 a.m. The parent should inform the teacher about the mode of transport to be used by the child in writing. They must return by 12.40 p.m. to collect the child and assist in the dispersal. **The admission slip must be brought by you when you come to drop the child to school until you are given parent identity card to facilitate your entry.**

2. For **students using the school bus**, a specific colour code will be given to the students by the class teacher on the first day of the school to indicate the route number of the bus. The same needs to be subsequently tied on to the flap of the child's dress so that he/she can be helped to board the assigned bus. On the first day at dispersal time, **the parent must follow the school bus in the afternoon/ travel with the child** so that the pickup / drop point is clear for future reference.
3. For **students not using the school bus**, please provide details of the escort with the photograph of the person who is authorized to collect the child in case you are not able to pick up the child from the designated area. All details must be clearly written and be handed over to the teacher when you bring the child to school on April 5 if not intimated earlier. Parents /escort will use Gate No.2 to drop and pick up their ward.
4. Uniform and stationery items for the students will be available in the school from March 26 onwards - kindly refer to the schedule. Books and stationery material as mentioned in the list will be directly handed over to the class teacher.
5. Tiffin box, water bottle, napkin and bib should be sent with the child daily in the school bag. All articles of the child should be labelled to avoid loss and confusion in identification. The napkin and bib should have the name/initials of the child embroidered on it.
6. A pair of casual clothes should be sent in a packet with a name tag in the bag of the child . .

Kindly inform the teacher about any special instructions and habits that she may need to know, about your child in writing , through an application when the child begins to attend school.

For clarifications and any query contact the School reception on school working days.

The class teachers can also be contacted between 8:00 a.m. to 9:00 a.m. on the Phone No.: 8130588231.

Looking forward to a long and fruitful association.

Best wishes

Harendra Chakhaiyar
Principal

