



# School Policy Document



## 1. Initial Days:

### Do's:

- During the child's first days at school, we aim to settle them in comfortably without disturbing other children. Initially, we will have the child attend for a shortened duration of 1 hour and gradually increase this to full days over 2 weeks. The adjustment period varies from child to child.
- We start by introducing activities that the child is most comfortable with, including art, music, sand play, and outdoor activities to help them settle faster. We require your assistance to ensure the child settles into the school as soon as possible.

### Don'ts:

- Do not linger after leaving the child at the school as it can cause disturbance knowing you are nearby.
- Please avoid prolonged farewells when dropping off the child, as this may upset them. A quick, reassuring goodbye is most effective.



## 2. Drop off and Pick up:

### Do's:

- The drop-off and pick-up times are crucial parts of a child's day at school; therefore, it is essential to ensure that your child is handed over to the designated staff. You may leave after saying goodbye to your child and reassuring them that you will be back to pick them up. It is important for children to see that they are being properly dropped off and picked up.
- When picking up, children are often excited to see you again. Please greet them affectionately. Parents/guardians must show their ID card when picking up their children for security reasons. Escorts without a guardian ID card will need to show a permission letter from the parent, and the school must be informed about any temporary escort arrangements for pick-up in advance. This arrangement should include a fool proof & secret personal identification mechanism, such as a one-time password code from the mobile number recorded on the ID card.

### Don'ts:

- Please ensure you are not speaking on your mobile phone or abruptly leaving the child at the gate.
- We request that parents do not engage in loud conversations outside the school premises when dropping off or picking up their child.



## 3. Food:

### Do's:

- Parents should provide packed snacks/lunches. Please send healthy snacks to school. We strongly encourage healthy foods like chapatis, fresh fruits, dosa, upma, and sandwiches. Also, ensure food is cut into small pieces so that the child can manage on their own.
- The quantity of food should be appropriate for your child's intake. Aqua-Guard water is provided at the school. If you prefer, you may send water in a bottle, and we will ensure your child receives it instead of the water provided at school.

### Don'ts:

- Food items like chips, fizzy drinks, and Maggi are not allowed. Sharing food among children is generally discouraged as different children have varying dietary needs and health issues, which could lead to problems such as allergies.
- No junk food is permitted. We strongly encourage the same healthy options as listed above.



#### 4. Attire:

##### Do's:

- Please ensure your children wear loose-fitting, comfortable clothes and easy-to-wear shoes. We encourage children to be independent and manage their activities themselves.
- Send two changes of clothing for emergencies. Please replace any soiled clothes sent home the next day.
- Ensure that all of the child's belongings, such as bags and water bottles, are labelled with the child's name to prevent misplacement.

##### Don'ts:

- It would undermine the child's confidence if they are dressed in clothes and footwear that are difficult for them to manage on their own.



#### 5. Illness:

##### Do's:

- If your child's illness is long-term, we can administer medicine at school based on your written instructions. If your child is unable to come to school due to illness, kindly inform us. In case of an emergency requiring long leave, a medical report should be submitted to the school. We will administer any necessary first aid treatments without waiting for the parents.

##### Don'ts:

- Please do not send your child to school if they have a temperature, are sick, or have diarrhoea, or contagious illnesses like viral fever or typhoid.



#### 6. Toilet Training:

##### Do's:

- Most children are reasonably toilet trained by the age of 2; however, if there are any challenges, we will assist in their training. We expect parents to take primary responsibility for ensuring their child is toilet trained.

##### Don'ts:

- We prefer not to have children in diapers at school unless it is a necessity due to medical or other reasons.



#### 7. Birthday, Festivals, and Celebrations:

##### Do's:

- Birthdays are special occasions for both parents and children. We encourage parents to celebrate their child's birthday at our school by appointment only. We also encourage parents to distribute child-safe stationary objects, plant saplings, or other eco-friendly items instead of sweets or chocolates, as we need to be mindful of food allergies.
- Festivals are important cultural experiences for children. We encourage them to participate in various celebrations that respect all religious and other sentiments. Details of these celebrations will be communicated in advance.

##### Don'ts:

- We do not encourage elaborate celebrations at school as they can create unequal expectations among children and burden others.



#### 8. Visitors / Observation:

##### Do's:

- We welcome parents to visit our school and observe their children at work 2-3 times a year. This helps you understand our methods. It is important for there to be a strong connection between parents and school to minimize conflicts. Adherence to our environment's rules is crucial to avoid disturbing the children. We provide CCTV access for parents to observe their children in the natural school environment.

##### Don'ts:

- Please do not disturb the school by calling every time you see something that concerns you. Trained professionals are always supervising and ensuring the safety and security of the children. Constant interruptions can hinder our educational efforts.



## 9. School's property:

### Do's:

- If your child takes any materials from the school, please return them. Children often take materials as they are attracted to them, but this is natural and not an offense. We request parents to check their children's bags and pockets regularly and return any materials found.

### Don'ts:

- No play materials from home are allowed in the school environment.



## Injury / Accidents:

In the event of an injury, we will administer first aid to the children or, in some cases, take them to the nearest doctor. We may not always wait for the parents to administer any necessary first aid treatment.



## Field Trips:

Field trips are a popular activity. Children love exploring new places with their friends. Such activities are encouraged with good planning to ensure a successful trip. Field trips are conducted to places like museums, national parks, zoos, etc. Necessary precautions are taken by the school during these activities. Please ensure that your children are sent with their full uniforms for field trips, including their bags.



## Assessment:

Assessment in the early years is a continuous process. We need to constantly check on the child's progress because development occurs rapidly at this stage. Our system helps us keep updates and records about your child more efficiently. We ensure that parents are informed about their child's progress and development at regular intervals.



## Teachers:

Our staff is trained to ensure that our objectives for each child are met in a caring and warm manner. They facilitate learning, observe, record, and evaluate on a daily basis. We maintain a healthy student-teacher ratio to ensure that each child's needs are met. Teachers provide individual material presentations to the child for their holistic development. Each material has a specific objective aimed at developing the child. All activities take place under the supervision of an adult in charge.



## Emergency Procedure:

In case of emergencies like sickness or city shutdowns, parents will be informed through phone or text. However, if parents fail to respond, the emergency contact details provided in the admission form will be used.



## Discipline:

Our curriculum and methodology are structured to maintain discipline both for the parents and the children, ensuring our goals are met while maintaining the decorum of the school. We strive to be disciplined as we are role models for the children and aim to set the best example for them.



## Holidays:

We operate from Monday to Friday. An annual holiday calendar will be provided at the beginning of the year. Please try to plan your vacations in line with this so that your child does not miss school days. Please ensure you call and inform us if your child will not be attending school. In the event of a sudden declared holiday or bandh, parents need to confirm this with the school before considering it a holiday. Regularly check your child's diary and feel free to share with staff information about their strengths, weaknesses, and areas of interest.



## Safety in the Centre:

The following precautions are followed for the safety of all children at all times:

- Doors, gates, and latches will be kept closed.
- Smoking is not allowed in or around the school premises.



## Communication with Parents:

Communication will be maintained regularly by the teacher through the school diary, which parents can use for any clarifications. Emails are generally sent by the management to inform about important events, holidays, or emergencies. Phone calls will generally be made in case of medical emergencies or for clarification. We will organize parent-teacher meetings. If you have further questions or need more information, do not hesitate to call us.



### Home Environment:

To aid in the overall development of the child, we request that you follow a few guidelines at home:

- Encourage your child to do their own tasks, like pouring water into a glass or feeding themselves. It would be helpful if items the children use regularly are kept at their level so they can access them independently.
- Involve your child in day-to-day activities at home as they enjoy participating.
- Try to be role models yourselves for everything you do in the house before asking the child to follow the same (like ensuring you remove your slippers and keep them properly in the shoe stand before asking the child to do the same).
- Ensure you follow routines in the house. Children love routines and when routines are not maintained, they tend to be cranky and disoriented. Please ensure sleep timings, food timings, play timings are maintained as consistently as possible so that the child knows what to expect.
- Most importantly, please reduce exposure to technology as this is fairly detrimental to a young child's development. Instant gratification and expertise on a tablet/laptop / mobile are not very useful in the long run. These are skills that children pick up very fast at 6+ also, and there is no need to introduce them to it at a very early stage. A limited amount of television (preferably songs, music CDs) is probably the most we should expose the child to.
- Language development is followed in a very structured manner using phonetics. Please avoid teaching ABC, or "A for Apple" kind of programs at home. We do encourage a lot of reading to the child and story-telling by the parents which will also help you bond much better with the child.

**WE WISH YOU AND YOUR CHILD AN ENJOYABLE AND HAPPY INVOLVEMENT**

**WE CHERISH OUR CHILDREN'S SENSE OF WONDER AND CURIOSITY,  
AND EAGERNESS TO LEARN**

**EXCELLENCE IS AN ATTITUDE AND NOT A SKILL**

