

**I.E.S.CHANDRAKANT PATKAR VIDYALAYA
ENG.MED.PRIMARY SCHOOL,DOMBIVLI (E)
GENERAL INSTRUCTIONS**

1. The summer vacation is from 02.05.14 to 15.06.14. The school will re-open on Friday 16.06.14 and will work for half day up to 03-20 p.m.
2. Timing of the school - Monday to Friday - 12-45 p.m. to 06-15 p.m.(Std II-IV)
3. Whenever the school works for half day the timing will be 12-45 p.m.to03-20 p.m
4. The school timing for Std. I children is as follows.
Monday 16.06.13
Tuesday 17.06.14 to Friday 20.06.14 - 01-30 p.m. to 06-00 p.m.
Monday 23.06.14 onwards - 12.45 p.m. to 06.00 p.m.
5. The office timing for fees during vacation is except 2nd & 4th Saturday & Bank Holidays. Monday to Saturday - 11-30 a.m. to 12-30 p.m.
6. The school tuition fees Rs.1550 /- and term fees Rs.1550/- and PTA membership Rs.5/- Fees should be paid only yearly Bring 2 cheques, 1 for tuition fees, 1 for term fees. PTA membership Rs.5/- to be paid by cash.
Fees will not be collected on last 2 days of the month. Do not put the school's name on any of the 2 cheques. School's stamp will be used.
7. 4% incentive will be given to parents of Std.II to Std. IVwho pay the entire years fees. New admissions are exempted.
8. Sick students should not be sent to school. Once the child is marked present in the school the child will not be sent home half day or earlier by half an hour or one hour.
9. Parents should not meet the teachers once the session starts, in case of emergency permission is needed to be taken from the head to meet the teachers.
10. Parents can meet the teachers if needed before session starts only from 12.05 to12.30pm and only on the following days near the fee counter Monday Std I, Tuesday Std II, Wednesday Std III, Thursday Std IV.
11. **Uniform** - Parents should send children in clean complete, proper uniform.
 - a) Foot wear - All season black shoes from June to April.
 - b) Tie should be worn everyday.
12. I card should be worn everyday after it is given.
13. Parents are not allowed to enter the School. They can pay the fees at the fee counter from 12th May onwards.
Fee timing 11.30 am to 1.30 pm
13. Timing for Meeting the Headmistress
3.30 pm to 4.30 pm.