

IES KINDERGARTEN

Hindu Colony, Bandra (E), Ash Lane, Marol, Bhandup, Vashi, Bhira, Varsoli, Nhava Sheva, Mulund, Dombivli, Charkop, Katrap, Titwala

RULES & REGULATIONS - 2017-2018

Junior KG

ADMISSIONS

- 1) Children who complete four years but are less than five years on or before 31st July of the year for which they are seeking admission shall be admitted to Junior KG.
- 2) Children who join the KG directly from home or from a private school have to produce the official Municipal Birth Certificate in support of the date of birth entered in the Admission form.

FEES

- 3) Yearly fees should be paid by 10th of June every year by crossed cheque in favour of the respective KG.
- 4) Fees will not be accepted without the fee card. Fees once paid is not refundable.
- 5) No Leaving Certificate or Birth Certificate shall be released until all the dues to the KG are paid in full.
- 6) No deductions in fees payable will be made for vacation or for broken period.
- 7) Fees should not be sent with children. The KG will not be responsible for the loss of cash or cheques sent through the children. Payment made by cheques is subject to the realisation of the amount mentioned therein.
- 8) Keeping in view the escalation costs due to various factors, upward revision in the fees every year is likely to occur.

UNIFORM

- 9) For boys - Lemon yellow printed short shirt with side cuts. Border on both sides and navy blue pants with elastic. Navy blue socks with black shoes.

For girls - Lemon yellow printed A lined frock with a pocket and border on both sides. Navy blue socks with black shoes.

- 10) Parents / Guardians are requested to see that their children / wards wear the KG uniform everyday. Each child should wear the ID card given by the KG.

HAIR STYLE

- 11) Boys should have a close hair cut. Girls with long hair should put two plaits with navy blue ribbons. Girls with short hair should wear a navy blue hairband. Plastic hair band will not be allowed.

ATTENDANCE

The management has given a serious thought to the question of children's discipline and framed the following rules in the matter of children's attendance in the KG.

- 12) All children should be present in the KG premises in time when the KG commences.
- 13) If for any reason, the parents / guardians desire that their ward should return home from the KG. before the scheduled time, they should give a note to that effect indicating the reason. The child is issued a gate pass in such a case.
- 14) If a child remains absent from the KG, he / she should carry a note from the parents / guardians indicating the reason for the absence, when the child attends the KG. If absence is to be of more than 2 or 3 days, the parents / guardians should write to the KG about it in advance. In case of absence due to illness medical certificate along with the note should be sent to the Head.

- 15) It is advisable not to send children suffering from an infectious disease to KG. A doctor's fitness certificate should be sent with him / her when he / she rejoins the KG after such illness.
- 16) Irregular attendance, unjustified or unexplained absence for more than seven days, habitual illness justify dismissal of the child.
- 17) A child who has been absent from the KG or is late will not be admitted to the class without the Head's permission.
- 18) Children should not be sent to KG on the day of heavy rains, cyclones, unrest in the city, riots, etc.
- 19) No leave of absence is granted to a child unless there is prior application from parents or guardians for the reason. Absence without permission is justifiable only at the Head's discretion.
- 20) Absence on the re-opening day of the KG after the term or vacation renders the child's name to be struck off the roll.

DISCIPLINE

- 21) The Parents / Guardians are requested to leave their wards at the entrance of the KG.
- 22) When children move along the corridors, they are expected to walk in silence and in a single line keeping to the left.
- 23) Children are strictly forbidden to leave the KG premises.
- 24) Children are not allowed to wear any ornaments or bring any valuable articles to KG. The KG will not be responsible for the loss of any such articles.
- 25) Personal hygiene and cleanliness are expected of all children.
- 26) Each and every child should endeavour to keep up the tone and good name of the KG. by excelling in good manners and discipline.

GENERAL

- 27) **Private - tuitions will not be encouraged.** Parents / Guardians should approach the KG authorities in case of any problem.
- 28) KG authorities will send the report of child's long absence, behaviour and progress in studies of which the parents / guardians should take urgent note and see the Head, if they are called upon to do so.
- 29) Parents / Guardians should seek permission from the Head if they need to see their wards or meet their teacher during KG. hours in case of emergency.
- 30) Parents/Guardians are expected to be very particular in seeing that their children / wards return home immediately after KG. hours except on days when they stay on for co-curricular activities. It may be noted that the responsibility of the KG. authorities ceases immediately after KG hours.
- 31) Children should use a sling bag to keep their things. They will not be allowed to use the thin plastic carry bag.
- 32) The child should carry with him / her tiffin box, a water bag, a napkin and a handkerchief neatly labelled.
- 33) Parents / Guardians are requested to see that their child / ward carries his / her mid-day tiffin to KG.
- 34) Parents / Guardians should paint their child's/ward's name on all their belongings with oil paint.
- 35) The child should wear his/her identity card and contract bus badge to KG every day.
- 36) Any change in residential address or telephone numbers should be immediately communicated to the KG authorities.

- 37) The Parents' Meetings are conducted as and when necessary. For the progress of the child, the parents are advised to attend these meetings without fail.
- 38) The suggestions made by the parents in these meetings may be considered. However they cannot compel the KG to implement a particular suggestion made by them.
- 39) Each child will be given a copy of the syllabus, which the parents/guardians should preserve. This will keep them informed of the activities done in the class every month.
- 40) Circulars given by the KG should be noted, preserved and followed.
- 41) Parents/Guardians are requested not to send sweets, etc to distribute on their child's/ ward's birthday. However, they may send their children / wards in their best dress.
- 42) Parents / guardians should note that the buses for transportation of children are not owned by the Indian Education Society or the KG of the society. They are owned by the private agencies. Hence no responsibility lies on the Society or the KG in any way in connection with the buses.

OBSERVATIONS

- 43) There will be first and second term observations for Junior KG Children. The progress book will be sent to the parents. The parents / guardians should go through and sign it and act according to the suggestions. The progress book should be returned within a week after the result of the first observation. It should be maintained neatly.
- 44) Sick children should not be sent for observation.

- 45) If a child is absent for these observations he/she will be considered for eligibility to the higher class on the basis of the yearly performance.

WITHDRAWAL OF NAME

- 46) Parents / Guardians are requested to fill in the prescribed form after paying all the dues before asking for the KG, leaving certificate. Those who leave the KG in March must pay the fees for April and May.