



15 March 2022

**To the Parents of Class Nursery going to Prep**

Dear Parents,

We are looking forward to working with you to help your child make a smooth transition from Nursery to Prep. We are as excited as you are to begin this exciting journey through Prep. To ensure the best for your child and for a stimulating year, we would need your continued co-operation. Please make a note of the following points:

**Please note:**

1. Please fill in the personal information and the Medical information pages in the Almanac. Please ensure that the child's blood group is mentioned. In case of any medical history, kindly contact the School Doctor to see if she has the updated records of medication with her.
2. **Information for issuing your ward an I-card and other personal details need to be updated on the school website. We request you to login into the school website to update the details. In case there is a change in the uploaded details, you are requested to print out the page and mark the corrections in red and send the paper to your ward's class teacher at the earliest. Please treat this as urgent and important.**
3. Please send five passport size photographs of your ward in school uniform.
4. School bags should be simple and not fancy or expensive. We wish to encourage simplicity in our children.
5. Please check the Almanac on a daily basis.
6. Children must carry the Rhyme book, Almanac, lunch box, napkin and water bottle everyday.
7. It is very essential that every item used by your child in school including shoes, uniform etc., is labelled clearly with name, class and section.
8. Please send a pair of clothes and undergarments in a labelled packet to be kept in their locker.
9. Kindly refer to the weekly schedule that is uploaded and send the books, notebooks and material accordingly.
10. It is advised that you get your wards eyes tested at the beginning of the session.
11. Parents and Guardians are not permitted to drop things to school or meet with their wards in the school premises during school hours, unless there is an emergency and children are required to be picked up from school.

**POINTS TO FOLLOW FOR COVID PROTOCOL**

- a. The child should be wearing a mask at all times within the school premises and should carry an extra mask everyday.
- b. They should carry a bottle of sanitizer and a hand towel.
- c. Sharing of stationery is not encouraged during these times
- d. They should also carry sufficient snacks in their lunch box. Water, lunch boxes will not be accepted at the gate once the students are in school.
- e. Please inform the school if the child or anyone in the family is unwell as precautionary measures and let him/her rest at home till fully recovered.

School will reopen on Wednesday, 6<sup>th</sup> April 2022 for the new academic session. **School starts at 7:30 am for Prep** and dispersal for supervision children will take place from **Gate No.3 at 1:15pm**. Supervision children will be handed over only to the bearer of the Identity card.

Yours sincerely

Richa Sharma Agnihotri  
Principal