



# LAKSHDHAM PLAYMATE PRE-SCHOOL

Gokuldhama, Goregaon (E), Pin- 400063, Tel: 40822444 / 40822420  
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**School Information Manual 2024-2025**

**Our vision and mission**



***Within the tiny acorn  
lies the mighty oak.***



# Index



## Index

1	About us -----	3
2	School at a glance -----	4
3	School hours & visiting hours -----	5
4	Prayer -----	6
5	National Anthem -----	7
6	School song -----	8
7	Academic year 2024 - 2025 -----	9
8	List of holidays for 2024 - 2025 -----	10
<b>More about us</b>		
9	Our objectives -----	11
10	Facilities in school -----	12
11	Safety measures in school -----	13
12	Our recommendations to parents -----	14
13	Counselling Centre -----	15
14	Inside out -----	16
15	Instructions regarding school fees -----	17
16	Fees & Payment Schedule -----	18
17	Bus facility -----	19
18	Bus fees -----	20
19	Rules for the students -----	21
20	Uniform -----	22
21	Admissions & withdrawals -----	23
22	Open house dates -----	24
23	School events -----	25



## About us

### LAKSHDHAM PLAYMATE PRE-SCHOOL

*is sponsored by,*



### Goenka & Associates Educational Trust

Day to day affairs of running the School are being managed by the Principal assisted by appropriate staff under overall supervision of the School Committee comprising of 3 or 4 representatives of the Trust, the Principal and a representative of the teaching and non-teaching staff.

The School Building is spacious with all modern facilities and is designed to accommodate students of Nursery & Kindergarten (Jr. & Sr.) working in two shifts.

The motto of the school reads “विद्या विनयेन शोभते” which means “**Modesty adorns knowledge.**”

The School does not receive any Grant-in-Aid from the Government and the only source of income is the amount of fees collected from the students.

The Trust holds exemption u/s 80G of the Income Tax Act and is registered with the Charity Commissioner under Registration No.E8297 (BOM) dated 17- 8-1981 as a Public Charitable Trust with the object to establish and/or run educational institutions.

Any constructive suggestion from the parents whose children are being admitted to the Pre-School shall always be welcome. The Trust Office is housed in the Yashodham High School Building, Goregaon (E), Mumbai - 400 063, where such constructive suggestions can be recorded with the Trustee-in-charge.

The medium of instruction in the Pre-School is English with Nursery, Jr. K.G. & Sr. K.G. Classes. The Academic Year of the School begins in June.



## School at a glance

LEGO ROOM	PLAY AREA	WASH ROOM	LIFT	STAIR CASE	MULTI PURPOSE ROOM	JR.K.G. CYGNET	JR. K.G. JOEY	JR. K.G. LEVERET	STAIR CASE
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NURSERY SUNFISH	NURSERY PARROTFISH	NURSERY MOONFISH	NURSERY ANGELFISH	STAIR CASE	LIBRARY	ART ROOM	SR. K. G. BELLWORT	SR. K. G. CYNTHIA	SR. K. G. BUNCH-BERRY	ACTIVITY ROOM
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ENTRANCE



## School visiting hours

**SCHOOL HOURS**  
(Monday to Friday)

**MORNING GLORY (Batch I)**  
09.00 a.m. to 12.00 noon

**DAFFODILS (Batch II)**  
12.45 p.m. to 03.45 p.m.

**VISITING HOURS**  
(Monday to Friday)

**PRINCIPAL**  
10.30 a.m. to 12.30 p.m.

**SCHOOL OFFICE**  
09.00 a.m. to 1.00 p.m.

**SATURDAY IS A HOLIDAY**



## Prayer

### गुरुस्तोत्रम्

गुरुर्ब्रम्हा गुरुर्विष्णूः गुरुर्देवो महेश्वरः।  
गुरुः साक्षात् परब्रम्ह तस्मै श्रीगुरवे नमः ॥

### सरस्वती वन्दना

या कुन्देन्दु तुषारहार धवला या शुभ्र वस्त्रावृता  
या वीणा वर दण्ड मण्डितकरा या श्वेतपद्मासना ।  
या ब्रम्हाच्युत शंकर प्रभृतिभिः देवैः सदा वन्दिता ।  
सा मां पातु सरस्वती भगवती निः शेष जाडयापहा॥

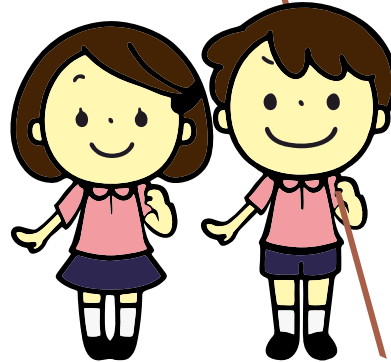
### गायत्री मन्त्रम्

ॐ भूर्भुवः स्वः तत्सवितुर्वरेण्यम् ।  
भर्गो देवस्य धीमहि धियो यो नः प्रचोदयात् ॥



## National Anthem

जन गण मन अधिनायक जय हे  
भारत भाग्य विधाता  
पंजाब सिंधगुजरात मराठा  
द्राविड उत्कल बंगा  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग  
तव शुभ नामे जागे  
तव शुभ आशीष मागे  
गाहे तव जयगाथा  
जन गण मंगलदायक जय हे  
भारत भाग्यविधाता  
जय हे, जय हे, जय हे  
जय जय जय जय हे!







## School song

Lakshdham Playmate Pre-School,  
We come here every day.  
A school which loves and cares for us,  
in every single way.

We love coming to school each and every day,  
Aha!, Aha! let us clap and sway.

We learn to read and write,  
We learn to share and pray.  
We learn to sing and dance,  
We also get to play.

We love coming to school each and every day,  
Oho!, Oho! let us clap and sway.

Our classes are so colourful,  
And teachers so cheerful,  
With a smile on their faces,  
They make our days so wonderful.

We love coming to school each and every day,  
(La-La !, La-La !, ) let us Clap and sway.

Lakshdham Playmate Pre-School,  
We come here every day.  
A school which loves and care for us,  
in every single way, each and every day.





# Academic Year 2024-2025

## TERM SCHEDULE

<b><u>FIRST TERM</u></b>	Commences on Concludes on	6 <sup>th</sup> June 25 <sup>th</sup> October	2024 2024	Thursday Friday
<b><u>SECOND TERM</u></b>	Commences on Concludes on	11 <sup>th</sup> November 1 <sup>st</sup> May	2024 2025	Monday Thursday

## VACATIONS

<b><u>GANPATI FESTIVAL BREAK</u></b>	Begins on School Re-opens on	7 <sup>th</sup> September 2024 12 <sup>th</sup> September 2024	Saturday Thursday
<b><u>DIWALI VACATION</u></b>	Begins on School Re-opens on	28 <sup>th</sup> October 2024 11 <sup>th</sup> November 2024	Monday Monday
<b><u>CHRISTMAS BREAK</u></b>	Begins on School Re-opens on	26 <sup>th</sup> December 2024 2 <sup>nd</sup> January 2025	Thursday Thursday
<b><u>SUMMER VACATION</u></b>	Begins on School Re-opens on	2 <sup>nd</sup> May 2025 9 <sup>th</sup> June 2025	Friday Monday

*Note: Attendance on re-opening days and last working days will be appreciated.*



## List of Holidays 2024-2025

DATE	MONTH	YEAR	DAY	OCCASION / FESTIVAL
17 <sup>TH</sup>	JUNE	2024	MONDAY	BAKRI EID
02 <sup>ND</sup>	JULY	2024	TUESDAY	FOUNDER'S DAY
17 <sup>TH</sup>	JULY	2024	WEDNESDAY	MOHARRAM
15 <sup>TH</sup>	AUGUST	2024	THURSDAY	INDEPENDENCE DAY / PARSI NEW YEAR
19 <sup>TH</sup>	AUGUST	2024	MONDAY	RAKSHA BANDHAN
27 <sup>TH</sup>	AUGUST	2024	TUESDAY	GOKULASHTAMI
16 <sup>TH</sup>	SEPTEMBER	2024	MONDAY	EID - E- MILAD
17 <sup>TH</sup>	SEPTEMBER	2024	TUESDAY	ANANT CHATURDASHI
02 <sup>ND</sup>	OCTOBER	2024	WEDNESDAY	GANDHI JAYANTI
01 <sup>ST</sup>	NOVEMBER	2024	FRIDAY	DIWALI - LAKSHMI PUJAN
15 <sup>TH</sup>	NOVEMBER	2024	FRIDAY	GURUNANAK JAYANTI
25 <sup>TH</sup>	DECEMBER	2024	WEDNESDAY	CHRISTMAS
01 <sup>ST</sup>	JANUARY	2025	WEDNESDAY	NEW YEAR
14 <sup>TH</sup>	JANUARY	2025	TUESDAY	MAKAR SANKRANTI
19 <sup>TH</sup>	FEBRUARY	2025	WEDNESDAY	SHIVAJI JAYANTI
26 <sup>TH</sup>	FEBRUARY	2025	WEDNESDAY	MAHASHIVRATRI
14 <sup>TH</sup>	MARCH	2025	FRIDAY	HOLI
31 <sup>ST</sup>	MARCH	2025	MONDAY	RAMZAN EID
10 <sup>TH</sup>	APRIL	2025	THURSDAY	MAHAVIR JAYANTI
14 <sup>TH</sup>	APRIL	2025	MONDAY	DR. AMBEDKAR JAYANTI
18 <sup>TH</sup>	APRIL	2025	FRIDAY	GOOD FRIDAY
01 <sup>ST</sup>	MAY	2025	THURSDAY	MAHARASHTRA DAY
HOLIDAYS FALLING ON SATURDAY / SUNDAY				
07 <sup>TH</sup>	SEPTEMBER	2024	SATURDAY	GANESH CHATURTHI
12 <sup>TH</sup>	OCTOBER	2024	SATURDAY	DUSSERA
02 <sup>ND</sup>	NOVEMBER	2024	SATURDAY	DIWALI - BALI PRATIPADA
03 <sup>RD</sup>	NOVEMBER	2024	SUNDAY	DIWALI - BHAUBEEJ
26 <sup>TH</sup>	JANUARY	2025	SUNDAY	REPUBLIC DAY
30 <sup>TH</sup>	MARCH	2025	SUNDAY	GUDI PADAWA
06 <sup>TH</sup>	APRIL	2025	SUNDAY	RAMNAVAMI
NON INSTRUCTIONAL DAYS				
05 <sup>TH</sup>	SEPTEMBER	2024	THURSDAY	TEACHERS' DAY
14 <sup>TH</sup>	NOVEMBER	2024	THURSDAY	CHILDREN'S DAY



## Our Objective

- ▲ To provide educational opportunities appropriate to the child's age.
- ▲ To cater to the individual needs of children, covering all domains of development like Language including Music, Cognitive, Social, Emotional, Creative, Physical & Spiritual.
- ▲ To expose children to stimulating activities by providing interactive educational materials that will nurture their Audio Visual perceptions; Linguistic, Mathematical and Logical skills; Interpersonal and Intrapersonal relations and Spatial abilities.
- ▲ To give every child opportunities to listen and speak, explore and experiment, observe and question, read and write.
- ▲ To encourage family interaction by holding informative sessions, involving parents, teachers and the Child Counsellor.
- ▲ To inculcate healthy habits and noble virtues.
- ▲ To groom children to grow up into well-adjusted members of the society, by giving ample opportunity to create, innovate and discover.
- ▲ To cultivate love & respect for their Country.

*Personality can open doors, but only character can keep them open.*



## Facilities in School

- ✦ Relaxed and unpressured atmosphere for utmost stimulation.
- ✦ Spacious well-planned, well-lit, well-ventilated aesthetically designed school building with a colourful interior and conducive and congenial learning atmosphere.
- ✦ Experienced, efficient, well-trained, caring and patient staff, who shall be mother substitutes.
- ✦ Appropriate teacher-pupil ratio.
- ✦ Highly individualized child-centred learning experiences.
- ✦ Environment rich in learning resources.
- ✦ Modern Edutainment material for the development of self confidence, language and expression.
- ✦ Abundant fascinating concrete play equipment for the over-all development of the child.
- ✦ Decentralized, open, flexible space divided into functional areas.
- ✦ A well-stacked class library, with open shelves, easily and independently accessible.
- ✦ Provision to handle educational equipment in a user-friendly atmosphere.
- ✦ A well-equipped Counselling and Guidance Centre with a team of Professionals are always available for guidance and help.
- ✦ Safe, clean, cool Aquaguard filtered drinking water.
- ✦ A health drink and nutritious, tasty snacks hygienically cooked & served.
- ✦ Circulars, weekly rhyme and portion sheets are sent to the parents through e-mail / Google class room.
- ✦ Bus facility for safe and secure travel to and from school.

*(Interested parents may fill in the bus enrollment form and contact school office for further details.)*

*Be positively involved in your child's activities.*



# Safety measures in school

## NOTE THE SAFETY PRACTICES FOLLOWED IN SCHOOL

- ✦ Entry of visitors and parents coming for inquiry in the school is logged -clearly with time-in and time-out specified.
- ✦ For Visitors, Pass is given for entry and is handed back at the gate on exit.
- ✦ A parent has to produce the Parent I-card issued by the school, at the gate to enter the school premises.
- ✦ Gates are closed after students enter the premises at 9 a.m. sharp (Batch-I) and 12.45 p.m. sharp (Batch-II).
- ✦ Parents can visit only the Office area which is on the first floor of the School building.
- ✦ No permission will be granted to parents to visit or explore the classrooms except on the Open House days or during Class Projects.
- ✦ CCTV cameras are placed in strategic position on all the floors.
- ✦ Students are always accompanied by the class teacher.
- ✦ Attendance is marked immediately after prayer and also after any outdoor activity.
- ✦ Use of mobile phones / camera / video shooting is strictly prohibited in the school premises.

**Good touch-safe touch sessions are conducted by teachers for students through stories, role play and through audio visual shows.**

In case a child is hurt in school-

- a) We have a qualified nurse in the school to administer First Aid.
- b) Parent is informed.
- c) In case of any emergency, the child is taken to Gokuldhara Medical Centre.

**Parents who come to collect the bus students from the school need to fill in the Bus form which is signed by the Class Teacher before handing over the child to the parent.**

## SAFETY RELATED TO SCHOOL STAFF:

- ✦ All staff members have submitted police verification certificates.
- ✦ 16PF at the time of appointment.

## SAFETY IN THE SCHOOL BUS

- ✦ All staff members have submitted police verification certificates.
- ✦ 2 CCTV cameras in each bus.
- ✦ Presence of a female attendant in all the buses.
- ✦ Second driver with badge in every bus.
- ✦ Breath Analyzer to check the staff for alcohol consumption.
- ✦ Periodic sessions conducted for the staff on First aid & Bus maintenance.
- ✦ They are counselled on how to behave with parents/students.
- ✦ Traffic police conducts sessions on Traffic rules every year.

## GENERAL SAFETY IN THE SCHOOL PREMISES.

- ✦ The Safety Committee meets once a month.
- ✦ A Takraar Peti (Complaint Box) is placed near the school office and will be opened only in the presence of the Principal & Vigilant Committee members.
- ✦ The Mock Drill exercise is carried out at regular intervals.
- ✦ Fire audit is done once a month.
- ✦ Aquaguard water is sent for testing periodically to government recognized labs.
- ✦ Underground water tanks are cleaned periodically.
- ✦ Fumigation of the entire building is done every Saturday.
- ✦ Pest control is done every month.
- ✦ The school terrace is always locked.

*Children are great imitators so give them something great to imitate.*





## Our recommendation to parents

- ✦ Allow your child to enjoy his/her childhood.
- ✦ Spend quality time with your child - Observe, Listen and Communicate.
- ✦ Encourage your child to speak in English.
- ✦ Inculcate in your child the importance of personal hygiene. Cut and trim your child's hair and nails periodically.
- ✦ Send your child to school regularly on time in perfect and clean uniform.
- ✦ Encourage good, healthy and hygienic eating habits.
- ✦ Take prior appointment to meet the Principal or the teachers.
- ✦ Confidently discuss with the teacher / Principal, any problem faced by your child in the school.
- ✦ Take an appointment immediately with the child counsellor, if you observe any change in his / her behaviour.
- ✦ Ensure that you attend every open house and interact with the class teacher to know your child's progress.
- ✦ If your child is suffering from infectious conditions like viral fever, conjunctivitis, acute cough and cold, chicken-pox, mumps, etc, kindly refrain from sending him / her to school as it leads to rapid spread of infection. All parents are advised to take this as a moral responsibility in preventing the spread of infection among students as well as staff and care givers in school. Children suffering from any such infectious conditions will be allowed to attend school **only on producing the fitness certificate**.
- ✦ Any medicine to be orally administered to be given in writing.
- ✦ Take prior permission from the Principal, in case leave is essential.
- ✦ Please send a written note conveying reason/s for the absence.
- ✦ Abstain from giving flowers or presents to teachers.
- ✦ To celebrate your child's birthday, you may donate a book to the library or a Sapling.
- ✦ Do not send any kind of sweets for distribution.
- ✦ Notify immediately any change in address and/or telephone number.
- ✦ Create a home library and encourage your child to handle books independently.
- ✦ Minimise exposure to Digital Gadgets..
- ✦ Abstain from sending your child to a private tutor.
- ✦ Encourage your child to ask questions, research the answers together.
- ✦ Go through the school circulars sent from time to time carefully.
- ✦ Encourage your child to participate in the field trips and activities.
- ✦ Send the consent form when asked for, on time.
- ✦ Inform the class teacher in writing, with regard to any major ailment/ allergy/ surgery your child has/had or is suffering from.

*Children need your love more when they do something wrong.*



## Counselling centre

The Trust has set up a State of Art Counselling Centre to provide help in the area of mental health.

The Centre is being looked after by a team of Psychologists, Counsellors, Remedial Educators, Occupational, Speech & Language Enhancement Therapist and a Psychiatrist.

The Centre practices HYBRID of TRANS-DISCIPLINARY and INTEGRATED model for intervention. The services offered are:

### **Classroom Counselling and guidance**

### **Personal Safety Educational Programme Against Child Sexual Abuse Parenting Workshops**

- ✦ Psycho-educational Assessment
- ✦ Individual & Parent Counselling and Guidance
- ✦ Remedial Education
- ✦ Occupational & Sensory Integration Therapy
- ✦ Speech, Language Enhancement & Communication Therapy
- ✦ Brain Gym
- ✦ Aptitude Testing & Career Guidance
- ✦ Art based therapy (ABT)
- ✦ Dance Movement Therapy
- ✦ Hobby Classes
- ✦ Support Group for Parents
- ✦ Psychiatric Consultation

*(Subsidised charges for these services)*

Counselling Centre offers the following preparatory projects and open schooling programmes for the learners who have difficulties coping with mainstream curriculum:

**REMONTAR (Age Group: 2 yrs. – 4 yrs.)** is a programme to channelize & escalate the potential of children with ASD & GDD, by providing a structured & individualized therapeutic intervention, in a school set - up.

**Masti ki Paathsala (Age Group: 4 yrs. – 6 yrs.)** (MKP) is a programme to cater to children with ASD & GDD combined with daily individual cum alternative therapeutic intervention.

**ANVAY (Age Group: 4 yrs. – 6 yrs.)** is curriculum based classroom model offering academics cum therapeutic intervention for children with ASD & GDD.

**AYAAN (Age Group: 6 yrs. – 7 yrs.)** is a curriculum based structured and therapeutic programme to empower the children to achieve self- reliance and prepare them for open schooling.

**ADITI (Age Group: 7 yrs. – 9 yrs.)** is a formal curriculum designed to prepare the children for OBE (Open Basic Education) Programme so as to make the process of learning smooth and enriching.

**AAROH (Age Group: 8 yrs. – 16 yrs.)** is symbolic to the journey of children towards a new level of performance through intervention with an individual touch.

**AVISHKAAR (Age Group: 10 yrs. – 14 yrs.)** is an exploratory process with the objective to create an independent persona. The programme will equip youngsters, depending on their strengths & abilities, to be independent & productive members of the society.

**SAKSHAM (Age group – 14 yrs. -16 yrs.)** is a pre vocational curriculum to equip teenagers for pursuing vocations aiming for independent living to the extent possible.

Level	Equivalent to
A	Std III
B	Std V
C	Std VIII
Open Schooling(Secondary)	Std X
Open Schooling(Senior Secondary)	Std XII

### **Vocational Courses**

**Beauty Culture - NSDC certified.**

**Age criteria: Minimum 17 yrs.**

*Talk to your children every day, that is how they learn language.*





## Inside... Out

An HR venture & initiative by the GAET Counselling Centre, in the form of a personal enrichment programme for all teachers across GAET schools.

### **Contact for details and prior appointment:**

Goenka Counselling Centre: 49706639

Yashodham Counselling Centre: 40278215/ 16

Vasant Vihar Counselling Centre: 25420507

Thane Police School Counselling Centre: 25420507

### **Office Timings:**

Monday to Friday: 10:00 am to 6:00 pm.

1st, 3rd & 5th Saturday: 10:00 am to 2:00 pm



## Instructions regarding school fees

- ✦ Term Fees must be paid in the month of June along with half yearly Tuition Fee and in December along with 2nd term Tuition Fee.  
Fees can be paid quarterly, half yearly or yearly only.
- ✦ Admission fee will be charged for admission in **Nursery and all new admissions.**
- ✦ Fees for the months of April and May must be paid along with March fees and this holds good even for those who wish to leave the School in April / May.
- ✦ The delay of payment beyond 3 months renders a pupil liable to be struck off the roll.  
If the pupil is re-admitted the Admission Fee must be paid again.
- ✦ **If a student is to be withdrawn, one calendar month's notice should be given in writing by the Parent / Guardian to the Principal of the School to arrange for the refund of the balance of tuition fees.**  
In exceptional circumstances of withdrawal, one month's tuition fee in lieu of one calendar month's notice will have to be paid.  
Amount collected as Term Fee or Tuition Fee will not be refunded.
- ✦ Students whose fees are not paid will be considered as defaulters.
- ✦ Unless all dues are paid, the progress of the child will not be communicated to the parent. School Leaving Certificate will not be issued till all the outstanding dues from the student at the time of leaving the school are paid and clearance certificate from the concerned authority is obtained.
- ✦ Students who leave the School in the month previous to any vacation must pay the fees for the vacation.
- ✦ No deduction in fees will be allowed for vacations or for broken period of the month.  
Full month's fee will be payable if the student's name appears on the roll on the 1st day of the month.  
Admission fee will not be refunded even if the student, for any reason, leaves the school immediately after securing admission.

*Correcting children at the right time is important.*



## Fees 2024-2025

School fees will be accepted by DD / MyCamu App only.

(Quarterly, half yearly or annually)

Procedure for payment : DD to be drawn in favour of

**“LAKSHDHAM PLAYMATE PRE SCHOOL”**

### Fee Payment Schedule

**Nursery, Jr. K.G. & Sr. K.G.**

Fee payment schedule in case of quarterly payment:

MONTHS DUE	AMOUNT	DUE DATE
I - Quarter - June 2024 to August 2024 (Tuition Fee + I Term fee)	8000 x 4 = Rs. 32,000/-	Payable on or before 1st June '24
II - Quarter - September 2024 to November 2024 (Tuition Fee)	8000 x 3 = Rs. 24,000/-	Payable on or before 10th September '24
III - Quarter - December 2024 to February 2025 (Tuition Fee + II Term fee)	8000 x 4 = Rs. 32,000/-	Payable on or before 10th December '24
IV - Quarter - March 2025 to May 2025 (Tuition Fee)	8000 x 3 = Rs. 24,000/-	Payable on or before 10th March '25

Fee payment schedule in case of half yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2024 to November 2024 (Tuition + I Term Fee)	8000 x 7 = Rs. 56,000/-	Payable on or before 1st June '24
December 2024 to May 2025 (Tuition Fee + II Term Fee)	8000 x 7 = Rs.56,000/-	Payable on or before 10th December '24

Fee payment schedule in case of yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2024 to May 2025 + I Term Fee + II Term Fee	8000 x 14 = Rs. 1,12,000/-	Payable on or before 1st June '24

Note : Admission fee of Rs 8000/- is applicable in case of new admission.

Payment made after the 11th of the due month shall be received with a surcharge of Rs. 200/- per month or part thereof.

Bus fees is applicable for those who are availing school bus service.

*Play with your child.*



## Bus Facility

- ✦ The School provides bus service to the students of Playmate Pre-School under the aegis of G.A.E.T.

### INSTRUCTIONS :

- ✦ The bus facility is extended to students only when there is an availability of seat and is offered at the Principal's discretion. This offer can be withdrawn any time.
- ✦ **Students will board and alight only at fixed bus stops.** Parents and children are requested not to ask the driver or attendant to stop the buses at unauthorized bus stops.
- ✦ Parents are not permitted to change the bus stops without prior permission. In case there is a change in the bus stop, the parents must inform the school in writing.
- ✦ Children must obey and must be courteous to the bus-in-charge. Children found misbehaving in the bus will not be allowed to continue availing the bus facility.
- ✦ **In the event of the child not being at the stop at the scheduled time the bus will proceed without the child.**  
It will be the responsibility of the parent / guardian to reach the child to school. In the event of there being no one to receive the child at the stop of the return journey, the child will be brought to the school and the parents will have to collect their child from the school authorities on presentation of their identity card.
- ✦ If the parent doesn't want their ward to avail the bus facility for some reason on a particular day, the school must be informed about it in writing.
- ✦ In case of any grievance, parents must inform the school authorities in writing for appropriate action. Parents must not enter / board the school bus for any reason.

### IDENTITY CARD :

- ✦ Children using the bus facility need to wear an ID Card issued by the school which must have the bus number written on it.
- ✦ In case there is a change in the residential address the school office must be notified immediately and a fresh ID Card must be obtained.
- ✦ If the Bus ID card is lost a written application requesting a duplicate ID card must be submitted in the school office immediately. Collect the duplicate ID Card from the school office.
- ✦ Parents can track the school bus using the TRACKIFY APP.

### WITHDRAWAL :

- ✦ Parents must note that no refund will be made against bus fees paid.
- ✦ One month advance notice in writing must be given by the parents to the School Office, in case they wish to discontinue the bus facility.
- ✦ (Applicable only if student is leaving school or changing residence.) Viz ....
- ✦ For withdrawal **after I term** duly filled withdrawal form must be submitted by **10th of October** to the school office.
- ✦ For withdrawal **after II term** duly filled withdrawal form must be submitted by **10th of April** to the school office.

### NOTE :

- Rs. 2500 is payable as Admission fee ( non - refundable ) at the time of enrollment.
- Enrollment form can be obtained from the School office.
- Medical Health Report form is printed at the end of the school calendar.
- No Bus child will be permitted to go home without submitting the permission letter.

*Children who use all their senses, discover the world.*



## Bus Fees

**Bus fees will be accepted by through MyCamu App only.**

### **Procedure for cheque payment :**

- ✦ Cheque to be drawn in favour of **Goenka & Associates Educational Trust.**
- ✦ Bus Fees will be charged for all the twelve months of the year.
- ✦ Fees will be collected in two installments.

Installment	Period	Payable
I	June to November	in April through <b>MyCamu App</b> by 15 <sup>th</sup> May 2024
II	December to May	in October through <b>MyCamu App</b> by 15 <sup>th</sup> November 2024

- ✦ Students will not be allowed to avail the bus facility if the fee is not received as per the payment schedule mentioned above.

*Children need a little help, a little hope and someone who believes in them.*





## Uniform

- ✦ School identity card must be worn on all days.
- ✦ Uniform and shoes other than the pattern recommended by the school will not be permitted.
- ✦ Students should not come to school, wearing, slippers or sports shoes.
- ✦ Girls must wear black elastic hair band. Those with long hair must tie two ponies or plaits.
- ✦ Hairstyle for boys: Crew cut (No fancy hair cuts)
- ✦ Wearing of the following is not permitted :-
  - i) Jewellery
  - ii) Cosmetics of any kind
  - iii) Fancy hair band and clips
  - iv) Nail paint

### Monday - Wednesday - Friday

Purple T-Shirt & Khaki pant.

Socks : Plain white and purple tipping.

Shoes : White velcro sneakers.

### Tuesday & Thursday

Navy Blue T-Shirt & Khaki pant.

Socks : Plain white with navy blue tipping.

Shoes : White velcro sneakers.

## Winter Uniform : Navy blue jacket.

**NOTE :** Students are expected to come in full uniform  
on all working days of the week.



## Rules for the students

### EXPECTED BEHAVIOUR :

- ✦ Treat everyone with respect and honesty.
- ✦ Arrive on time to School.
- ✦ Wear proper School Uniform.
- ✦ Wear the School Identity Card.
- ✦ Maintain good conduct, discipline and good behaviour in School Transport.
- ✦ Handle toys and library books with care.

*Say YES to your child..... as often as you can.*





## Admission and Withdrawals

- ✦ Registration for Admission will be done online.
- ✦ Announcement for registration will be notified through school website.
- ✦ For online registrations log on to [www.gaet.edu.in](http://www.gaet.edu.in)

### ELIGIBILITY FOR THE ACADEMIC YEAR 2024 – 2025

- ✦ Nursery - Children born between 1st July 2020 & 31st Dec 2021
- ✦ Admission will be granted to those who comply with the eligibility criteria. No relaxation in age limit will be given.

### DOCUMENTS TO BE BROUGHT AT THE TIME OF VERIFICATION :

- ✦ Original Birth Certificate (for verification only)
- ✦ Photo copy of the birth certificate.
- ✦ Aadhar Card of the child.
- ✦ One passport size photograph of the child.
- ✦ 2 sets of stamp size recent photographs of both the parents and the child.
- ✦ Proof of residence
- ✦ **All withdrawals** from the school can be made only on the written request for the same giving one calendar month's notice or paying fees equivalent to one month in lieu of the notice period by the parent / guardian of the child to the Principal. Application for a leaving certificate, should be made by the parent / guardian on the prescribed form provided in the school calendar. Signatures of both the parents is mandatory on the application form.



## Open house

1.	Friday	21st June 2024
2.	Friday	19th July 2024
3.	Friday	30th August 2024
4.	Friday	25th October 2024
5.	Friday	20th December 2024
6.	Friday	7th February 2025
7.	Saturday	22nd March 2025 (For Sr KG)
8.	Friday	17th April 2025 (For Nursery & Jr KG)

**Note: Subject to change under unforeseen circumstances or Public Holidays.**

- ✦ Parents must carry the parent I-card on all open house days.
- ✦ **Children must wear the school uniform incase they accompany the parent.**



## School events

Celebrations

Grand day with Grand Parents

Fun - n - Fiesta

Edutainment

Children on stage


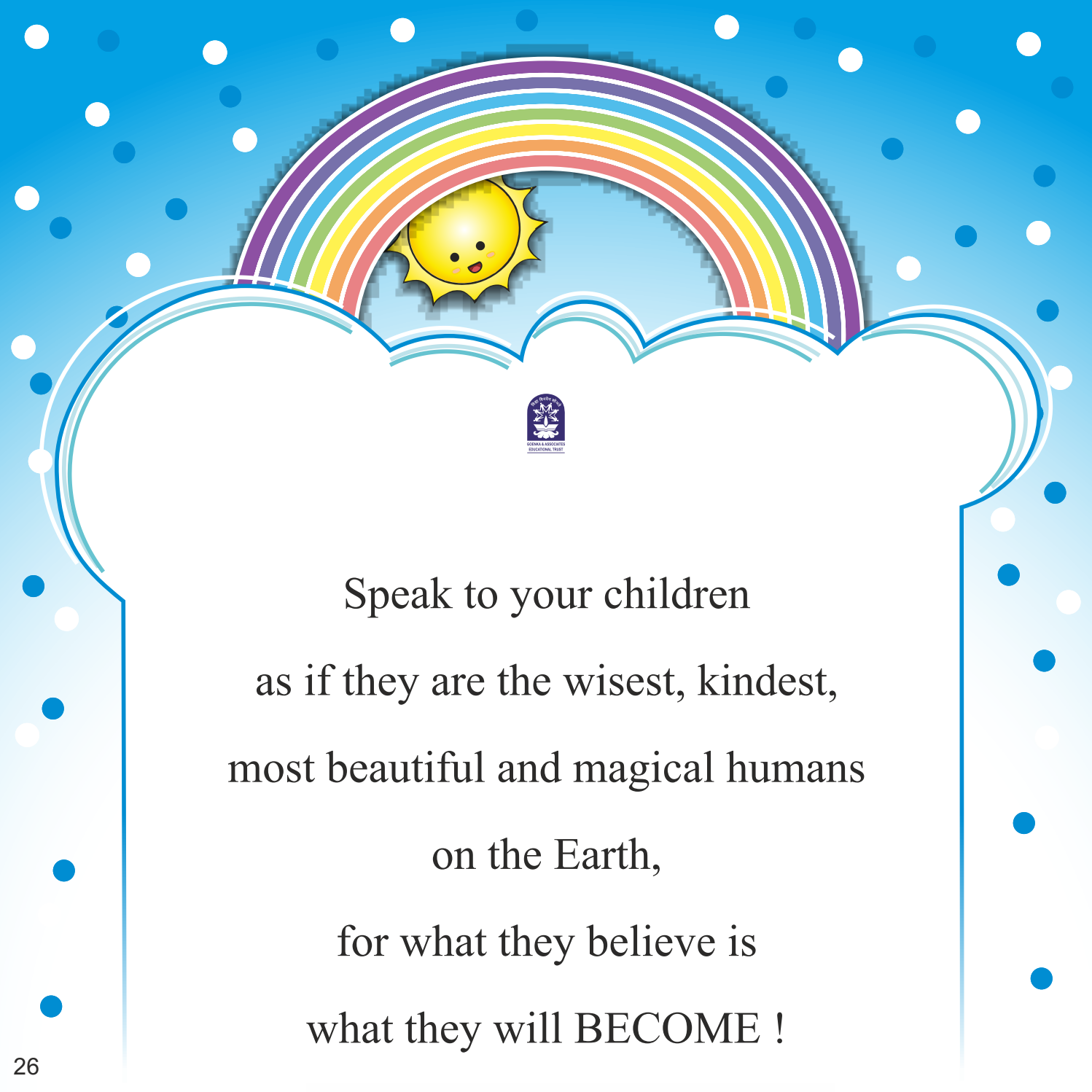
Camping in the school

Project

Edu sports

Outings

Field Trips



Speak to your children  
as if they are the wisest, kindest,  
most beautiful and magical humans  
on the Earth,  
for what they believe is  
what they will BECOME !