



# **VASANT VIHAR PLAYMATE PRE-SCHOOL**

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## **School Information Manual**

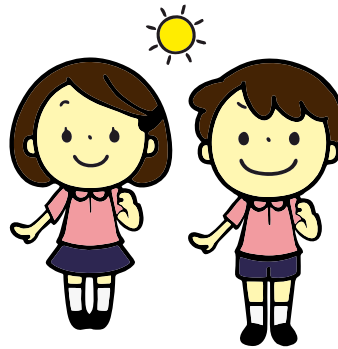
# **2022-2023**



# Our vision and mission



Within the tiny acorn lies the mighty oak.



To **nurture** the tender ones  
to evolve into confident individuals  
with a robust **personality**.



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# About us

## VASANT VIHAR 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 Classes, Jr. kg & Sr. kg Classes. The Academic Year of the School begins in June.



# School at a glance

2 <sup>ND</sup>	F L O O R	ENTRANCE	MUSIC ROOM	S E N I O R K G						ENTRANCE	F L O R A  F A U N A
				ORCHID	VIOLET	DAISY	TULIP	POPPY			
C O R R I D O R											
CREATIVE ROOM	TAILOR BIRD	WEAVER BIRD	OVEN BIRD	BLUE BIRD	HUMMING BIRD						
J U N I O R K G											

1 <sup>ST</sup>	F L O O R	ENTRANCE	N U R S E R Y		PLAY AREA	NURSERY	SAPLING	ENTRANCE	F L O R A  F A U N A
			CLOWN FISH	LION FISH		GOLD FISH	MINT		
C O R R I D O R									
FLAME FISH	SEA LILY	SEA OTTER	SEA COW	SEA HORSE	FERN				
N U R S E R Y		SAPLING							

*Little children when nurtured well, grow up into happy adults.*



# School visiting hours

**SCHOOL HOURS**  
(Monday to Friday)

**MORNING GLORY (Batch I)**  
08.00 a.m. to 11.00 a.m.

**DAFFODILS (Batch II)**  
11.45 a.m. to 02.45 p.m.

**VISITING HOURS**  
(Monday to Friday)

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

**SCHOOL OFFICE**  
08.30 a.m. to 12.30 p.m.

**SATURDAY IS A HOLIDAY**

*Children learn more from your actions than from your words.*



# Prayer

## गुरुस्तोत्रम्

गुरूर्ब्रम्हा 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 प्रचोदयात ॥

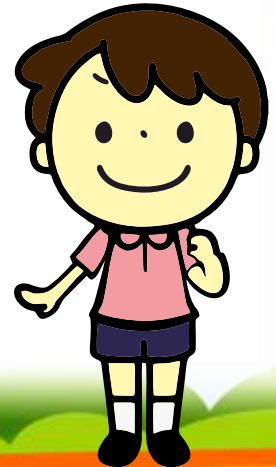
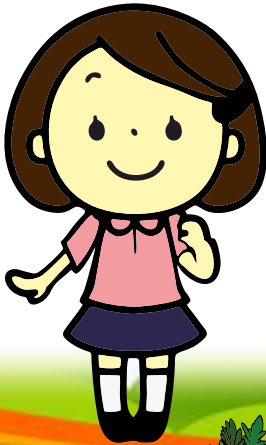


# National Anthem



जन गण मन अधिनायक जय हे  
भारत-भाग्य-विधाता  
पंजाब सिंध गुजरात 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

We are the children of Vasant Vihar  
The hope and the Beacon of light,

A unified blend in us you'll find,  
Moulded as a cast of a kind,

We, the children of Vasant Vihar  
are a glow with the fire to keep ahead,

By striving to make a better today,  
so Tomorrow might be our best,

Vasant Vihar, Vasant Vihar,  
You gave us wings that we may fly.

'V' Stands for Verity,  
'V' stands for Victory,  
so help us Lord that glory may be ours (2 times)





# Academic Year 2022-2023

## TERM SCHEDULE (SSC SCHOOL)

<b><u>FIRST TERM</u></b>	Commences on Concludes on	9 <sup>th</sup> June 21 <sup>st</sup> October	2022 2022	Thursday Friday
<b><u>SECOND TERM</u></b>	Commences on Concludes on	9 <sup>th</sup> November 1 <sup>st</sup> May	2022 2023	Wednesday Monday

## TERM SCHEDULE (ICSE SCHOOL)

<b><u>FIRST TERM</u></b>	Commences on Concludes on	9 <sup>th</sup> June 21 <sup>st</sup> October	2022 2022	Wednesday Friday
<b><u>SECOND TERM</u></b>	Commences on Concludes on	9 <sup>th</sup> November 1 <sup>st</sup> May	2022 2023	Wednesday Monday
<b><u>FIRST TERM</u></b> (2023-2024)	Commences on	23 <sup>rd</sup> March	2023	Thursday

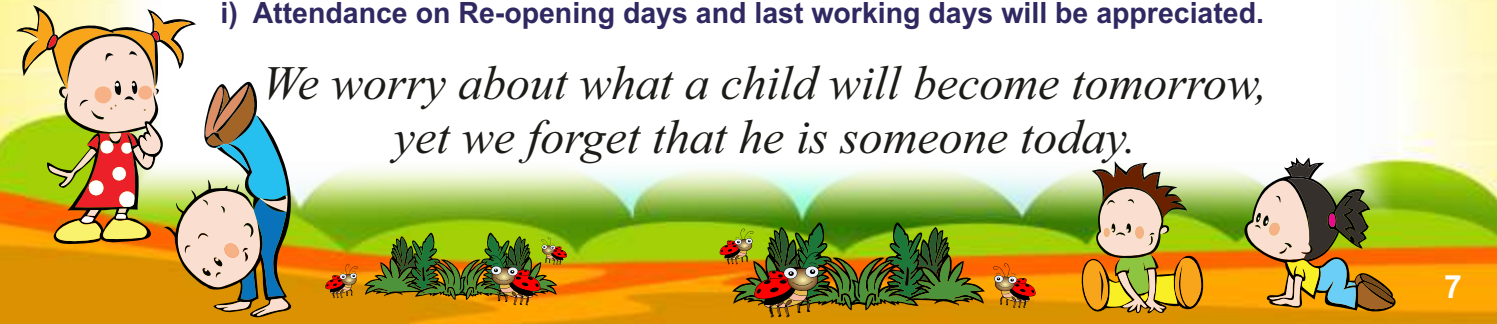
## VACATIONS

<b><u>GANPATI FESTIVAL BREAK</u></b>	Begins on School Re-opens on	1 <sup>st</sup> September 2022 5 <sup>th</sup> September 2022	Thursday Monday
<b><u>DIWALI VACATION</u></b>	Begins on School Re-opens on	24 <sup>th</sup> October 2022 9 <sup>th</sup> November 2022	Monday Wednesday
<b><u>CHRISTMAS BREAK</u></b>	Begins on School Re-opens on	26 <sup>th</sup> December 2022 2 <sup>nd</sup> January 2023	Monday Monday
<b><u>SUMMER VACATION</u></b>	Begins on School Re-opens on	2 <sup>nd</sup> May 2023 8 <sup>th</sup> June 2023	Tuesday Thursday

### Note:

- i) Attendance on Re-opening days and last working days will be appreciated.

*We worry about what a child will become tomorrow,  
yet we forget that he is someone today.*



# List of Holidays 2022-2023

DATE	MONTH	YEAR	DAY	OCCASION / FESTIVAL
09 <sup>TH</sup>	AUGUST	2022	TUESDAY	MOHARRAM
11 <sup>TH</sup>	AUGUST	2022	THURSDAY	RAKSHABANDHAN
16 <sup>TH</sup>	AUGUST	2022	TUESDAY	PARSI NEW YEAR
19 <sup>TH</sup>	AUGUST	2022	FRIDAY	GOKULASHTAMI
31 <sup>TH</sup>	AUGUST	2022	WEDNESDAY	GANESH CHATURTHI
09 <sup>TH</sup>	SEPTEMBER	2022	FRIDAY	ANANT CHATURDASHI
05 <sup>TH</sup>	OCTOBER	2022	WEDNESDAY	DUSSERA
24 <sup>TH</sup>	OCTOBER	2022	MONDAY	DIWALI / LAKSHMI PUJA
26 <sup>TH</sup>	OCTOBER	2022	WEDNESDAY	BALI PRATIPADA / BHAUBEEJ
08 <sup>TH</sup>	NOVEMBER	2022	TUESDAY	GURUNANAK JAYANTI
08 <sup>TH</sup>	MARCH	2023	WEDNESDAY	HOLI
22 <sup>ND</sup>	MARCH	2023	WEDNESDAY	GUDHIPADAWA
30 <sup>TH</sup>	MARCH	2023	THURSDAY	RAM NAVMI
4 <sup>TH</sup>	APRIL	2023	TUESDAY	MAHAVIR JAYANTI
7 <sup>TH</sup>	APRIL	2023	FRIDAY	GOOD FRIDAY
14 <sup>TH</sup>	APRIL	2023	FRIDAY	DR. AMBEDKAR JAYANTI
05 <sup>TH</sup>	MAY	2023	FRIDAY	BUDDHA POORNIMA
HOLIDAYS FALLING ON SATURDAY / SUNDAY				
02 <sup>ND</sup>	JULY	2022	SATURDAY	FOUNDER'S DAY
10 <sup>TH</sup>	JULY	2022	SUNDAY	BAKRI EID
02 <sup>ND</sup>	OCTOBER	2022	SUNDAY	GANDHI JAYANTI
09 <sup>TH</sup>	OCTOBER	2022	SUNDAY	Eid - E - Milad
25 <sup>TH</sup>	DECEMBER	2022	SUNDAY	CHRISTMAS
01 <sup>ST</sup>	JANUARY	2023	SUNDAY	NEW YEAR
15 <sup>TH</sup>	JANUARY	2023	SUNDAY	MAKAR SANKRANTI
18 <sup>TH</sup>	FEBRUARY	2023	SATURDAY	MAHASHIVRATRI
19 <sup>ND</sup>	FEBRUARY	2023	SUNDAY	SHIVAJI JAYANTI
22 <sup>ND</sup>	APRIL	2023	SATURDAY	RAMZAN EID
NON INSTRUCTIONAL DAYS				
15 <sup>TH</sup>	AUGUST	2022	MONDAY	INDEPENDENCE DAY
05 <sup>TH</sup>	SEPTEMBER	2022	MONDAY	TEACHERS' DAY
14 <sup>TH</sup>	NOVEMBER	2022	MONDAY	CHILDREN'S DAY
26 <sup>TH</sup>	JANUARY	2023	THURSDAY	REPUBLIC DAY
1 <sup>ST</sup>	MAY	2023	MONDAY	MAHARASHTRA 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.

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



# Facilities in School

- ✦ A well-equipped Counselling and Guidance Centre with a team of Professionals 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.)



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





# 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 children enter.
- ✦ No male member enters the pre-primary foyers.
- ✦ CCTV cameras are placed in strategic position on both the floors.
- ✦ Maid is present in all the washrooms.
- ✦ Students are always accompanied by the class teacher.
- ✦ Attendance is marked immediately after prayer and also after any outdoor activity.

**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-

- ✦ First aid is given
- ✦ Parent is informed
- ✦ In case of any emergency, the child is taken to Bethany hospital.

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





# Safety measures in school

## 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 (Complaints Box) is placed near the Primary Principal's cabin which is opened by the Safety 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.



# 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.



# Counselling centre

Guidance and Counselling is offered by a professional team of Psychologists, Counsellors, Remedial educators, Special educators, Occupational therapist and Shadow teacher.

The facilities which will be made available as and when required are:

- ✦ Child, parent and teacher counselling.
- ✦ Psycho - educational assessment.
- ✦ Aptitude Testing and Career Guidance.
- ✦ Remedial education for children having Learning Difficulties.
- ✦ Occupational therapy.
- ✦ Special education services for children having Developmental Lag/Delay/Disorder.
- ✦ Individual and specialized attention in classroom by shadow teacher.
- ✦ Referral to other medical/Para-medical professionals if needed.

- ★ Subsidised charges for these services



# Our recommendation to parents

- ✦ 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.
- ✦ 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. (Fill in the Medical History Form on page no 33.)

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



# 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.

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Signature of the Parent/Guardian





# Fees 2022-2023

School fees will be accepted by DD / **paytm** only.

**(Quarterly, half yearly or annually)**

## **Procedure for payment :**

▲ DD to be drawn in favour of

**“VASANT VIHAR PLAYMATE PRE SCHOOL”**

**Note : 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.**





# Fee Payment Schedule

## Fee payment schedule in case of quarterly payment:

MONTHS DUE	AMOUNT	DUE DATE
I - Quarter - June 2022 to August 2022 (Tuition Fee + I Term fee)	$7200 \times 4 = \text{Rs. } 28,800/-$	Payable on or before 5th June 2022
II - Quarter - September 2022 to November 2022 (Tuition Fee)	$7200 \times 3 = \text{Rs. } 21,600/-$	Payable on or before 10th September 2022
III - Quarter - December 2022 to February 2023 (Tuition Fee + II Term fee)	$7200 \times 4 = \text{Rs. } 28,800/-$	Payable on or before 10th December 2022
IV - Quarter - March 2023 to May 2023 (Tuition Fee)	$7200 \times 3 = \text{Rs. } 21,600/-$	Payable on or before 10th March 2023

## Fee payment schedule in case of half yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2022 to November 2022 (Tuition + I Term Fee)	$7200 \times 7 = \text{Rs. } 50,400/-$	Payable on or before 5th June 2022
December 2022 to May 2023 (Tuition Fee + II Term Fee)	$7200 \times 7 = \text{Rs. } 50,400/-$	Payable on or before 10th December 2022

## Fee payment schedule in case of yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2022 to May 2023+ I Term Fee + II Term Fee	$7200 \times 14 = \text{Rs. } 1,00,800/-$	Payable on or before 5th June 2022



# 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.*



# 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, floaters 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

**NOTE : STUDENTS ARE EXPECTED TO COME IN FULL SCHOOL UNIFORM  
ON ALL WORKING DAYS OF THE WEEK.**

*Let your children get bored once in a while –  
That's how they learn to be creative.*



# 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 2022 – 2023

- ✦ Nursery - Children born between 1st Oct 2018 & 31st Dec 2019
- ✦ 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.

*When children focus on excuses,  
parents need to focus on responsibility.*



# Uniform

## GIRLS

### Monday to Friday

Pink T-Shirt with school logo

Dark Navy Blue divided skirt with flap.

Socks : Plain white.

Shoes : Black with velcro (All-seasons shoes)



## BOYS

### Monday to Friday

Pink T-Shirt with school logo

Dark Navy Blue shorts.

Socks : Plain white.

Shoes : Black with velcro (All-seasons shoes)



**Winter Uniform : Grey pull over with a hood.**



# Bus Facility

- ✦ The School provides bus service to the students of Vasant Vihar 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.

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





# Bus Facility

## 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.

## 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 :

- ✦ One month's fee 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.

\_\_\_\_\_  
Signature of the Parent / Guardian



# Bus Fees

Bus fees will be accepted by Cheque payment / **paytm** 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 Post Dated Cheque dt. 15 <sup>th</sup> May 2022 / <b>paytm</b>
II	December to May	in October through Post Dated Cheque dt. 15 <sup>th</sup> November 2022/ <b>paytm</b>

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



# Bus Fees

S  
A  
M  
P  
L  
E

A/C Payee	
Pay : <b>Goenka &amp; Associates Educational Trust</b>	Date : 01-07-2022
	or bearer
Rupees : XXXXXXXXXXXXXXXXXXXXXXXXXX	Rs. X, XXX/-
A/C No. : <input type="text"/>	
<b>INDIA BANK</b> INDIA BANK LTD. XXXX III XIXIXOXXII RTGS/NEFT IFSC CODE : IIXXIXIIIOOIIIOIOOII	
	Sign

- ✦ Cross the cheque and write 'A/C Payee'
- ✦ Mention the name as given in the sample.
- ✦ Write the correct date.
- ✦ Enter the amount payable, in words and in figures.
- ✦ Ensure that the cheque is appropriately signed.
- ✦ Write the child's name, class, division, I.D. No., Contact No. on the reverse of the cheque.

## General Instructions :

- ✦ The bank will levy a charge of Rs. 100/- for a bounced cheque. Thereafter, fees, along with fine, must be paid by demand draft / pay order in the school office.
- ✦ Students will not be allowed to avail the bus facility if the fee is not received as per the payment schedule mentioned above.

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



# Open house

1.	Saturday	18th June 2022
2.	Saturday	30th July 2022
3.	Saturday	17th September 2022
4.	Friday	21st October 2022
5.	Saturday	3rd December 2022
6.	Saturday	4th February 2023
7.	Wednesday	29th March 2023 (For Sr KG)
8.	Thursday	15th April 2023 (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 parent.**

*Children are miraculous.*



# 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*

*Every child is an artist.  
The problem is how to remain an artist once he grows up.*





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 !

