

# Policies

## Attendance Policy

- Regularity and punctuality are important elements of the school program. Attendance is taken daily in each classroom.
- In case of an illness of more than three days, the Preschool Coordinator must be informed by email regarding the nature of the illness and the number of days the child is likely to miss school. In case of extended absence of more than three days due to illness, a medical certificate is to be produced on resumption.
- Attendance on the first day of school (1st day of the Academic Year and 1st day after any vacation) is compulsory.

## Assessment Policy

- Continuous and comprehensive assessment takes place throughout the year in an atmosphere free of fear and stress of examinations.
- Children will be observed throughout the year and the record maintained by the class teachers.
- The school counselor will be involved to further assist the teachers in observing the child
- A Holistic Progress Card is given at the end of each term. It is qualitative in nature and gives a complete profile of the child. It is designed to reflect the child's progress and achievement appropriate to his/ her age.
- Parents are requested to personally collect the Holistic Progress Card. It should be returned to the class teacher, duly signed. In case of damage or loss of the card, a new one will be provided at a charge.

## Complaints and Compliance

- A concern or complaint can be made in person, in writing, email or telephone.
- Concerns should be raised initially with either the class teachers. If the issue remains unresolved, the next step is to make a formal complaint. In such circumstances the Preschool Coordinator and subsequently the Principal may be involved at a later stage if further considerations and decisions are required or escalation to this level is needed.
- We will not normally investigate anonymous complaints. However, the Preschool Coordinator or Principal, if appropriate will determine whether the complaint warrants an investigation.

## Field Trips/ Picnic

- Children may go on field trips to various points of interest throughout the year. These trips are planned to expand the children's learning experience. The school will provide you with the notification of such a trip at least four days in advance. Children will be taken for a picnic once in a year. Field trip and picnic would be organized within school hours or beyond or on Saturdays.
- Though every precaution will be taken for the safety of the child it is to be understood that parents cannot hold the school responsible for any mishap resulting in an injury/ death/ loss of limbs etc.
- Parents are requested to fill the consent form for the same before trips.
- Sports uniform is to be worn on all field trips/ picnics irrespective of the day of Gymnastics.

## Healthcare Policy

- One of our responsibilities is to nurture the well-being of every child. Parents are requested to fill in the relevant particulars in the Medical Report Book.
- Medical Report Book will be filled by the team of doctors during the medical checkup and thereafter sent home for your reference. The book would remain in the school with teachers and will be given at the end of preschool.
- In deference to the other preschool, please let your child rest if (s)he is ill or has not fully recovered from an illness (Diarrhoea, fever, persistent cough, pink eye, conjunctivitis, unusual spots or rashes, Hand Foot and Mouth, difficult or rapid breathing, severe itching of body or scalp).
- In case of accidents or emergencies during school hours, casualties will be taken to the nearest convenient hospital, and the parents will be informed as soon as possible.
- Our school is equipped with a full-time nurse to provide first aid and ongoing medical care.

## Payment Policy

- The entire of the said school fees are payable in advance and before the commencement of the Academic Year. However, to facilitate easy payments and for the convenience of the parents, the School has given the facility to pay fees in two instalments.
- The said facility of payment in two instalments is not a matter of right and is at the sole discretion of the School.
- The School expressly reserves the right to cancel the facility of payment of school fees in instalments and demand payment of the balance amount at any time during the Academic Year.
- It shall be incumbent upon the parents to honour such demand within 15 days of issuance of the demand.

## Social Media Policy

- We encourage parents to regularly visit the school's official Social Media Pages for interesting updates and developments.
- Parents are required to give their consent at the start of each Academic Year to use their child's image for print or digital advertising purpose.
- Parents and staff related to the School must not publish, post or release any information that is considered confidential or not public.
- We follow a no photography or videography policy on the School's premises. The School will be forced to take action if this rule is violated. During School events parents can take photos and/or videos of their children and upload them on their Social Media profiles in their individual capacity.

## Transport

- Children should come in school buses from Nursery to Sr. Kg.
- There is no bus service for Playgroup children.
- School does not provide door – to – door bus service. Children will board and alight only at fixed bus stops as assigned by the transport personnel. Parents and children are requested not to ask the driver or attendant to stop the bus at unauthorized stops.
- Parents are not permitted to change the bus stops without prior permission.
- Parents are not to accompany the child in the bus without prior permission.
- In case of permanent change of location, the school and transport department must be notified forthwith.
- The bus will not wait for any child at the stop for pick up or drop. If the child misses the bus, parents will have to make alternate arrangement to send the child to school. If an authorized person is not at the drop off point, the child will be brought back to the school.
- During Special Days/ Events during regular school days, the buses may or may not ply for all. In such cases school will provide you with the notification in advance. Parents/ authorized person should ensure that the child is dropped and picked up from School at the time specified.
- For security reasons do not call the bus driver at any point in time. For any information to be given contact the Bus Coordinator.
- Parents are not allowed to take away their child from the bus or school gate without prior intimation.
- Children must be courteous and polite to the driver, attendant and other children in the bus. Any kind of misbehaviour will meet with a disciplinary action.
- Bus routes, travel time and fees are subject to change yearly.
- Students who withdraw in middle of the Academic Year, bus fees will be refunded for the non – utilized period.

## Withdrawal Policy

If you choose to withdraw/ cancel the admission once confirmed you will have to give a written application along with the original Fee receipt and Caution Money receipt at the Accounts Office. Any fees due to be paid during withdrawal of admission, the amount will be deducted from the Caution Money. Balance amount, if any, will have to be paid.

### Caution Money:

- Caution money would be refunded after the approval from Preschool Coordinator and/or Management.
- If the original Caution Money receipt is lost/ misplaced, 10% will be deducted from the amount as administrative charges.
- Caution Money receipt should be submitted in the Accounts Office within 60 days from the withdrawal date. Caution money will not be refunded thereafter.

### Fees Refund:

- If you withdraw the admission after the end of the First Term, you are liable to pay 50% of the Second Term Fees.
- If you withdraw the admission during or at the end of Second Term, no refund of school fees shall be given.
- Bus (if applicable) and Snacks Fees will be refunded for non – utilized period.

### Bonafide Certificate:

- Bonafide Certificate will only be issued after all dues are settled.
- The school does not give a Leaving or Transfer Certificate.