



DARSHAN ACADEMY (Nursery)



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ISA (2013-16)

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IDS (2022-25)

CBSE Affiliation No. 2730364

“25 Years: Sparkling Souls, Spreading Peace”

DA/KB/ Cir-07 /2024

Date: 27.03.2024

“Learning should be a joy and full of excitement. It is life’s greatest adventure and illustrated excursion into the minds of the learned.”

We at Darshan Academy extend a whole hearty welcome to you all in DA family. We trust to receive your unconditional support to the school in running the academic session 2024-25.

We work with an aim to create a rich learning environment for all students. The school sets a clear priority for Spiritual Education and character building. We strive for excellence in both academic and non-academic disciplines. The school has been taking several initiatives to make the learning process joyful for children. We appreciate the love and care that parents bestow on their children at home as they strive to reach their learning goals. I look forward to working with everyone and developing a relationship that will assist the growth of our children in ‘Creating Generations of Peace Makers. ‘God Bless us all’.

Kindly go through all the information given in the school diary carefully.

1. **COMMENCEMENT OF NEW SESSION** : 1 April, 2024 (Monday)

2. **SCHOOL TIMINGS**

Summers- 7:50 a.m. to 1:00p.m. (April to October)

Winters - 8:30 a.m. to 1:30 p.m. (November to March)

3. **PUNCTUALITY**

The school expects Parents/ guardians to ensure that their ward attends school regularly and punctually. Students should reach school before the first call bell. The gate of the school will be closed at the First call bell i.e. at **07:55 a.m.**

If a child is escorted by the parents, they must leave him/her at the main gate of the school. Vehicles of parents will not be permitted in the school premises.

Please train your child to ask to go to the toilet. He/ She has the freedom to ask the teacher and proper assistance will be provided.

Do ensure that child carries extra pair of clothes everyday to school.

4. **UNIFORM :**

- ❖ The school uniform and Identity card to be worn on all days.(For specification of uniform- Refer page. No 15 of School Almanac)
- ❖ Do ensure that your child is neatly dressed up and is in complete uniform.
- ❖ **Articles/ belongings of the child** – Bag, Water bottle, Tiffin Box, articles of clothing **must have his/her name legibly written on them in indelible ink.**
- ❖ Do ensure that your **child carries a handkerchief and apron everyday.**
- ❖ Nails should be trimmed regularly. Shoes must be polished
- ❖ **Uniform is available at the following shop : D-45, First Floor, Old Gupta Colony, Delhi**

The shop will remain open everyday from **28.03.2024 to 27.04.2024**

5. BOOKS

- ❖ Label all the articles (including books & note books) of your child.
- ❖ All the books and Stationery items will be handed over to the Class teacher
- ❖ Send a story book for class library which will be shared amongst all the students to inculcate reading.
- ❖ To keep track of the teaching & learning process, the outline of syllabus is uploaded on school's website for reference.

6. SCHOOL ALMANAC (Diary)

- ❖ The diary must be brought to school everyday.
- ❖ Check it everyday; there may be a message for you.
- ❖ Sign the diary and notes sent by the teacher on daily basis.
- ❖ Fill in all the personal details on both the pages of the diary and paste photograph in school uniform wherever required.
- ❖ Always acknowledge the circulars sent by the school on the prescribed page.

7. LEAVE PROCEDURE

- ❖ No student will be permitted to leave during school hours. Appointment with doctors, dentists and other medical personnel must not be arranged during school hours.
- ❖ Send leave application if your ward is absent from the school.
- ❖ Long leave should be sanctioned beforehand.
- ❖ All applications for medical leave must be accompanied with a medical certificate.

8. SAFETY & SECURITY

Safety measures to be practiced in school-

*Maintain social distancing

* Wash hands frequently.

* Stay home if sick.

(b) **Visitors' Card:** Visitors will be issued visitors' card for the person whom they want to meet.

(c) **Mobile Phones:** Visitors must deposit their mobile phones at the main gate as use of mobiles in school premises is prohibited.

9. TRANSPORT

a) **School Bus:** School conveyance will be available adhering to the guidelines issued by Delhi Govt.

On plying, the following guidelines must be followed by bus users-

i) Students availing the bus facility must reach the bus stop 5 min before the arrival time of the bus.

ii) Do not instruct your child not to get off the bus, once the teacher has taken attendance.

iii) Parents are requested to pick up the ward from the bus stop.

iv) Student who carries bus Identity card will be allowed to board the bus.

v) Students entitled to travel on a bus route are responsible for maintaining discipline in the school bus.

vi) No Student should stand on the footboard. Student's behavior in the bus must be polite and gentle. Loud talking, playing, running up and down in the bus must be avoided.

vii) Use of abusive language and bullying is strictly prohibited.

b) **Private School Cabs organized by Parents:** According to the circular dated 7th November, 2017 issued by Directorate of Education, parents must abide by the following instructions in case they are using Private School Cabs:

- Parents must provide private cab driver's police verification to the school.
- Parents must provide cab details like cab number, name of cab driver & its contact no to the school.
- Parents must ensure that there is a lady attendant/mother volunteer always present in the van.

- The maximum number of children is limited as per norms based on type of vehicle.
- Students who are coming on their own or using own conveyance must be punctual.

10. FEES:

All the fees are to be paid by 10th of the first month of every quarter (Refer school diary)

PAYMENT OF FEES:- It is to be made through MCB portal. only. Fee details will also be visible on MCB portal. **No other mode of payment is allowed.**

11. TIMINGS TO MEET THE HEAD OF THE SCHOOL/ CO-ORDINATORS

Parents may meet the following as per the schedule below.

	Days	Time
Principal / HOS	Monday to Friday	9:00 a.m to 10.00 a.m
Coordinators	Monday to Friday	2.00 p.m to 3.00 p.m
Teachers	Monday to Friday	1.00 p.m to 2.00 p.m

12. PRACTICE SCHEDULE

Every Saturday is a holiday for Pre School/ Pre-primary classes. A special note regarding syllabus covered is sent on every Monday in school diary for you to help the child and follow up.

13. BREAK TIME

Kindly send only plant-based food items together with a fruit. Please follow the lunch schedule given by the teacher.

Do send an apron and napkin every day. Name of the child should be embroidered on both of them. Avoid sending Junk food like chips, wafers, noodles etc. should not be sent. **Sending lunch during break time is strictly prohibited.** Send water in good quantity in the insulated water bottles. Avoid the use of single use plastic bottles, lunch boxes etc.

14. B'DAY CELEBRATION

Do not send any gift on birthdays.

Celebration can be done by simply distributing toffee/ chocolates to the classmates.

15. EVALUATION

There is no formal testing for Pre-school & Pre-primary students.

16. PTM

Do attend Parent -Teacher Meetings regularly. This will help in proper upbringing of your ward. Always bring your ward during PTM's in proper school uniform.

17. SCHOOL PROPERTY

Students must take special care of school property like furniture, glasses, apparatus and everything in the school premises. Any damage to the school property is a serious violation and must be compensated for and action deemed fit will be taken.

18. DISCIPLINE

- Students must always greet their teachers, elders and friends in a pleasant voice wherever they meet.
- Running and yelling inside the school building is unbecoming and forbidden.
- Instruct your ward to follow safety rules.
- Students must use the washrooms & water coolers of their respective floors only movement to other floors will not be permitted.
- Movement without class pass is strictly prohibited.

19. SPECIAL COURSES: (Co-Curricular Activities & Afternoon/ Morning Coaching Camps)

School conducts special courses for overall development of the child. A separate form will be sent later on to get your consent about a particular course opted by you for your ward.

Remedial and Special classes for students are conducted in school. Timings for these classes are from 1:15 p.m to 2:00p.m

20. INTERACTION

- ❖ Spend quality time with your child every day. Listen to him/her patiently, answer his/her queries, and encourage him/her to think creatively.
- ❖ Discuss his/her day at school and encourage him/her to converse in campus language viz. English
- ❖ We have a support system to look after your child properly in the school. Parents can meet the class teacher with prior appointment or after the school hours, if necessary. Parents are requested not to visit the teachers while they're teaching.
- ❖ If a child is escorted by the parents, they must leave him/her at the main gate of the school.

21.MCB Portal - This app facility is available to parents to any information related to the school.

22. SUGGESTION BOX: A Suggestion box is placed outside the school reception. You may kindly drop in your suggestion as & when required for improvement.

Please Note: -

Students are accountable to the school authorities for their behaviour both in school and outside school, particularly when they are in their school uniform.

Parents are expected to regularly take the feedback from the class teacher about the conduct of their wards.

Students are not permitted to carry or use mobile phones and iPods in the school premises.

Parents are not allowed to enter the classroom during school hours.

Your continuous co-operation will strengthen our endeavours in every sphere.

Mamta Sabharwal
Head of the School

Acknowledgement Slip

I _____ Father/Guardian of _____ studying in class _____ hereby acknowledge the receipt of the circular number _____ dated 25.03.2023 regarding important information for the commencement of new session. I will abide by the rules and regulations enlisted in the circular.