



CARMEL ACADEMY

BANNARGHATTA MAIN ROAD, GOTTIGERE P.O., BANGALORE 83

Circular for General Instructions for Pre-Primary

Date: 18.05.2023

Dear Parents,

Kindly note down the important information for the academic year 2023-24 for the pre-primary level Mont 1, Mont 2, Mont 3, Nursery LKG and UKG.

General Instruction

1. The receipt and the 'list of the books' should be retained for the further reference and verification.
2. Prescribed shoes need to be brought from the BATA outlet using the coupon provided with the kit.
 - A. Montessori and Nursery students: Blue slip-on shoes.
 - B. Kindergarten LKG and UKG students Velcro black and white shoes.

Functioning of the school

1. School will reopen on Wednesday, May 24, 2023 for Mont 1 and Nursery, school starts at 8.30 am to 10.30 am for first 3 days. Parents need to drop and pick the child for the first 3 days. Bus facility will be available Monday, May 29, 2023 from afternoon onward.
2. School will re-open on Monday, May 29, 2023 for Mont 2, Lkg, Ukg and Mont 3. Bus facility will be available from afternoon onward; parents need to drop their children in the morning only.
3. Every day school will start at 8.30 am and functions still 12.30 pm for the pre-primary level. In the afternoon, the buses leave the campus by 12.30 pm.
4. Parents who have not availed transport should be at the campus by 12.25 pm to pick their wards.
5. Attendance is compulsory on the first day.
6. Those who are not opting for the school bus facility need to bring their children before 8.20 am.
7. Parents should fill in the prescribed form and get a parent/guardian ID card and get it authorized from the school on the book submission day.
8. It is the mandatory to show the parent /guardian card while you receive your ward.



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Recommended Practice:

1. Those who make use of school bus service should wait at the bus stop 5/10 before the given scheduled time
2. Child should not move around while the bus is moving and avoid putting his/her hand and head outside the window.
3. To avoid motion sickness, kindly don't make your child drink milk/juice in the morning before boarding the bus for few days.
4. School permits only vegetarian food, no packet or junk food is allowed.
5. They should bring a snack bag with one hand towel, spoon/fork as required and appropriate quantity of food.
6. **Everyday send an extra pair of clothes in case child spoils his uniform.**
7. **Label the Childs belongings like school bag, snack bag, snack box, hand towel, water bottle, Sweater and shoes with a permanent marker.**
8. Kindly send your child neatly dressed.
9. Girl's hair should be neatly tied with a black head/hair band and clips. Boys no fancy hair cut/long hair.
10. In case of emergency if you need to take the child early kindly inform the front office atleast an hour prior to the bus departure.
11. **Make use of the school dairy as the medium of communication.**
12. Mention the school diary and also inform the teacher if your child is allergic to any medication or food.

Warms regards,

Principal