

Dear New Parent,
Welcome to Prayag.

Bag and books can be picked up from school on May 29th from 10.30 am-12.30.
Please note that the Books should be wrapped in brown sheet, labeled, named & handed over to the concerned adult on the first day.
(All the books will be kept at Prayag & will be sent home only when given Homework).

First days of Prayag

- Prayag will commence from **31st May 2010** for new children. So we request parents to be at Prayag within 09.30 am.
- We understand that this is the first schooling experience for your child, so in order to make the child comfortable & get adjusted at the earliest, we request **only one parent or grandparent** (*whoever will stay with the child for first 3 days* to accompany the child). (*Please do not crowd by bringing in all family members*). Taking photographs are strictly prohibited at school.
- Parent or Grandparent should stay with the child for first 3 days only (31st May, 1st & 2nd June 2010).
- School Timings for first 3 days will be from 09.30 am to 11.00 am.
- Please bring Snacks, Spoon, Water Bottle, Napkin, 2 sets of Spare clothes & 2 sets of inner wear (in a cover).
- If the child is on Diaper, please ensure to continue, till we ask you to take it off.

3rd June onwards...

- Prepare the child for school in advance. At the time of leaving, let the child know that you are leaving and will come back at 11 am to pick him / her up. Please do not hang around or crowd near the gate or school. Leave Immediately.
- **If the child sights parents hanging in & around Prayag and cries, that child will be immediately handed over to parents.**
- **On June 3rd & 4th you will be required to pick your child at 11 (only the newly enrolled children).**
- **From 14th onwards we will let you know what time to pick them up.**
- **Keep your promise & pick up your child On Time.**
- All the child's belongings must be appropriately named - Bag, Footwear, Water Bottle, Snack Box, Napkin and Spare clothes cover.
- We will not take responsibility for returning unnamed items.

Daily Checklist

- In the bag provided, make sure your child carries the following everyday to Prayag
 - Snacks, Spoon/fork, Water Bottle, Napkin, 2 sets of Spare clothes, 2 sets of inner wear & Diaper (in a cover).
 - Almanac
 - Later, books are to be promptly sent when Homework is issued.
- Please be sure to check your child's belongings upon departure on daily basis.
- Children should wear comfortable clothes to enable them to sit & work on the mat & also easy to wear clothes for child to wear independently when using the restroom.
 - Shoes too have to be easy to wear. No lace shoes.
 - No jewellery.
 - Hygiene of the child is our top most priority. Please ensure that the nails and hair are trimmed and also clean the child's hair once a week.
- If you find Prayag material in your child's pocket or bag, please return to Prayag at the earliest. It would have been taken by mistake and the child has to understand that we work as a team.
- Parents should go through the Almanac everyday for circulars, which may be written by the staff or pinned, to the diary.
- Folders will be issued only to Montessori children through whom the worksheets will be sent home. Parents should help the child to ensure the completion of their worksheets, maintenance of the worksheet & activity sheets. The sheets sent for homework should remain in the side pouch & those completed will be filed by adults on the other side. In case the folder gets lost the parent will have to replace with a new folder and the worksheets lost are lost forever.
 - Home works have to be completed on time.
- Child ID card will be inserted in the child's bag & parent's ID card should be carried by the parent or any other person coming to pick the child from Prayag. (Failure of which, the child will not be sent home with the person sent, In order to avoid confusions, please make sure the same person comes to pick the child everyday).
 - It would help us if any query with regard to the child or school is addressed through the almanac.
- Parents can approach the management directly or through mail, if anything needs to be got to the notice of the management.