



**manav mangal SMART WORLD**  
SHIPRA CAPITAL CITY, Nagla, Zirakpur.

MMS/ 0003 /2016-17/ March 30, 2016

Dear Parent,

We welcome your ward to the academic session 2016-17 in **Pre Nursery**. You are requested to:

- Fill in the proforma "**Me and My Parents**" given in the Daily Diary of your child.
- Send four passport size photographs of your child in school uniform.
- Cover all the books, notebooks, and label them.
- Kindly label the school bag, water bottle and tiffin.
- Send a clean small towel and napkin everyday.
- Give healthy and dry food to your child in the tiffin daily.
- Check and sign your ward's diary everyday. Acknowledge the receipt of circulars. All circulars to be kept at home for parent's reference.
- Ensure that your child comes in proper school uniform, his/her nails are trimmed and shoes polished regularly.
- Ensure your child is regular and punctual to school. Irregular attendance creates a gap in the learning process and causes disinterest in studies.
- Limit your child's birthday celebration in school to the distribution of sweets only. Send your ward in school uniform on that day as well.
- Encourage your ward to converse in English.
- Check the school website for home assignments & circulars whenever your child is absent from school.
- Please notify the school regarding any change in your address or mobile number immediately through the class teacher or school office.
- Once all the stationery items are submitted to the Class-Teacher, there is no need to send pencil box / pencils / any other stationery item in the school bag.

P.T.O

You are requested to deposit the following items on April 11, 2016 or April 12, 2016 after the dispersal of the children. These items are to be kept by the class teacher in the school.

<b>Books &amp; Notebooks</b>	<b>Stationery</b>
1. Pre-Nursery English Book-1 2. Pre-Nursery Maths Book-1 3. Be An Artist A 4. Together With Art Part A	1. Activity Kit 2. Stationery Set 3. Scrap Book

**To be kept at home for Reference:**

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|----------------------------|------------------------|
| 1. Word Picture book.      | APC                    |
| 2. My First Alphabet       | Future Kids            |
| 3. My Rhyme Book Pre - Nur | Manchanda Publications |

**Timings for children of Pre-Nursery:**

April 11, 12 and 16, 2016 - 8:50 a.m. – 11:00 a.m.

On April 11, 12 and 16, 2016 students of Pre Nursery will be coming and going back home under arrangement made by the parents. It is for and from April 18, 2016 that school transport would be available to those who have opted for it.

( Parents are requested to co-operate by not standing in the corridors after handing over their child to the concerned Class-Teacher. This will enable the children to adjust in the school quickly.)

April 18, 2016 onwards - 8:50 a.m. - 1:00 p.m. (Regular School Timings)

**In case you need any assistance during the year, please contact:**

School Office

Thanking you and ensuring you our best co-operation.

**Principal**