



**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 **KG**. 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.
- Do not send fancy and expensive Stationery items

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>
<ol style="list-style-type: none"> <li>1. Books:               <ol style="list-style-type: none"> <li>a) K.G. : English I</li> <li>b) K.G. : English II</li> <li>c) K.G. : English III</li> <li>d) K.G. : Hindi I</li> <li>e) K.G. : Hindi II</li> <li>f) K.G. : Maths – 1</li> <li>g) K.G. : Maths - 2</li> <li>h) Together with Art Part C</li> <li>i) Be An Artist Part C</li> </ol> </li> <li>2. Notebooks:               <ol style="list-style-type: none"> <li>a) Five Lined Notebook-1 (For Hindi)</li> <li>b) Four Lined Notebook-1 (For English)</li> <li>c) Square Lined Notebook -1 (For Maths)</li> </ol> </li> <li>3. My KG Workbook</li> </ol>	<ol style="list-style-type: none"> <li>1. Activity Kit</li> <li>2. Stationery Set</li> <li>3. Scrap File</li> <li>4. Drawing File</li> <li>5. Loose Coloured sheets</li> </ol>

**To be kept at home :**

Second set of notebooks to be kept at home and to be sent after S.A -1(in October).

**To be carried everyday to School:**

Together with English (Primer)

Rachna Sagar

Aao Shabd Pehchane

Evergreen

Smile & Learn (Environmental Studies) (Book –B) Goyal Books Overseas.

My Rhyme Book K.G.

Manchanda Publications

Pencil Box with 4 sharpened pencils & 1 eraser

**Timings for children:**

April 11, 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.

**Incharge**