

VACATIONS AND HOLIDAYS

The School will observe vacations and holidays as under

LIST OF HOLIDAYS - 2021

DATE	DAYS	OCCASION
02 Apr 21	Friday	Good Friday
14 Apr 21	Wednesday	Dr. Ambedkar Jayanthi
21 Apr 21	Wednesday	Ram Navami
25 Apr 21	Sunday	Mahavir Jayanti
14 May 21	Friday	Id-ul-Fitr (Ramzan)
26 May 21	Wednesday	Budha Purnima
21 Jul 21	Wednesday	Id-ul-Zuha (Bakrid)
15 Aug 21	Sunday	Independence Day
19 Aug 21	Thursday	Muharram
21 Aug 21	Saturday	Onam
22 Aug 21	Sunday	Raksha Bandhan
30 Aug 21	Monday	Janmashtami
10 Sept 21	Friday	Ganesh Chaturthi
02 Oct 21	Saturday	Gandhi Jayanthi
15 Oct 21	Friday	Dussehra
19 Oct 21	Tuesday	Milad-un-Nabi
04 Nov 21	Thursday	Deepavali
19 Nov 21	Friday	Guru Nanak's Birthday
25 Dec 21	Saturday	Christmas

Summer Vacations : 14.06.2021 to 12.08.2021

Autumn Break : 06.10.2021 to 15.10.2021

Winter Break : 25.12.2021 to 01.01.2022

** Holidays to be announced in the year 2022

1. Makar Sankranti/ Pongal
2. Mahashivratri
3. Milad - un - Nabi
4. Holi

ACTIVITY CALENDAR FOR THE ACADEMIC YEAR 2021 - 22

DATE	DAYS	OCCASION
11 Jun 21	Friday	Plantation day
15 Aug 21	Sunday	Independence day ✓
20 Aug 21	Friday	Onam/Rakhi Celebration
27 Aug 21	Friday	Janmashtami Celebration ✓
03 Sept 21	Friday	Teacher's day Celebration
09 Sept 21	Thursday	Ganesh Puja Celebration ✓
27 Sept 21	Monday	} 1st term exam
To	To	
04 Oct 21	Monday	
05 Oct 21	Tuesday	PTI
02 Oct 21	Saturday	Swatch Bharat Abhiyan
03 Nov 21	Wednesday	Diwali Celebration
08 Nov 21	Monday	} Children's day celebration/ Colours week
To	To	
12 Nov 21	Friday	
16 Dec 21	Thursday	} 2nd term exam
To	To	
23 Dec 21	Thursday	
24 Dec 21	Friday	Christmas Celebration & PTI
26 Jan 22	Wednesday	Republic day
02 Mar 22	Wednesday	} 3rd term exam
To	To	
09 Mar 22	Wednesday	
10 Mar 22	Thursday	Farewell party for UKG
11 Mar 22	Friday	PTI

**Dates of following activities/ competition will be intimated later on

- | | |
|----------------------------------------|-------------------------|
| 1. Recitation Competition (English) | 10. Grandparents Day/ |
| 2. Recitation Competition (Hindi) | Fancy Dress Competition |
| 3. Story Telling Competition (English) | 11. Flower Show |
| 4. Drawing & Colouring competition | 12. Annual Day/ |
| 5. Calligraphy Competition | Annual Sports Day |
| 6. Eid-UI-Zuha | 13. School Picnic |
| 7. Educational Visit to Science Centre | |
| 8. Health Camp | |
| 9. Field Trip to 745 SQN | |

UNIFORM

DAYS	BOYS	GIRLS
Monday Tuesday Thursday & Friday	White Shirt Dark Grey Short White Socks Black Shoes (Velcro Fastener)	White Shirt Dark Grey Pinofrok with Box Pleats White Socks Black Shoes (Velcro Fastener) Black Hairband/ Ribbon
Wednesday	White Short <u>T Shirt :-</u> Nursery : Blue L.K.G. : Yellow U.K.G. : Red White Socks White Shoes (Velcro Fastener)	White Skirt with Box Pleats <u>T Shirt :-</u> L.K.G. : Yellow U.K.G. : Red Nursery : Blue White Socks White Shoes (Velcro Fastener) White Hairband/ Ribbon

- (A) All children are to wear correct and complete school uniforms.
- (B) During monsoon, black rubber shoes may be worn. Additional socks are to be made available in the bag for changing wet socks.
- (C) Coast Guard Kindergarten Logo should be attached on the pocket of the uniform.



INTRODUCTION

Coast Guard Kindergarten was established in the year 1996. The school started as a play school with a mere strength of seven students. The school stands for academic excellence, development of skills and character formation with the view to groom the children and prepare them for primary school education.

LOCATION

Coast Guard Kindergarten is located at Panipat Road, Haddo, Port Blair.

ADMINISTRATION

The School is administered by the Managing Committee under the Patronage of the Commander Coast Guard Region (A & N), Port Blair.

AIMS AND OBJECTIVES

1. To mould the children into all-round and responsible citizens of the country.
2. To inculcate in them the quest for knowledge and truth.
3. To make the children integrated and creative.
4. Last but not the least, since this is the first step of little children into the outside world to imbibe in them moral and cultural values that will be with them throughout their lives.

CURRICULUM

The medium of instruction is English. Hindi is taught as a compulsory language. The students are introduced to various activities like drawing, colouring and craft etc. The curriculum includes physical and health education and exposures to stage activities like dramatics, recitation competitions, story telling competitions etc.

SCHOOL TIMING

Monday to Friday

Play Group : 10:00 AM to 12:15 PM

Nursery to UKG : 08:30 AM to 12:15 PM

SCHOOL STAFF

Special care and attention is paid to the selection of staff in order to provide qualified and committed teachers. Teamwork and good inter-personal communication among teachers is accorded importance. Their knowledge and teaching skills are upgraded periodically by conducting various seminars and workshops.

EVALUATIONS AND PROMOTIONS

The School emphasizes on regular and continuous evaluation. The parents are periodically informed about the performance of their wards and opportunity is provided for discussion with the respective class teachers. Examinations and tests are conducted periodically to facilitate promotion of students to the next class.

ATTENDANCE

A minimum of 60% attendance is expected for promotion of a child to the next class subject to qualifying other criterias.

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PARENT - TEACHER INTERACTION (PTI)

An active PTI is followed in the school and its objective is to improve the quality of education and allied activities of the students through an interactive association between parents and teachers. Parents can meet the Headmistress and class teachers only during the visiting hours.

VISITING RULES

1. Parents are requested to visit school during school timings only.
2. Last working day of the month is reserved for parents to meet the teachers preferably between 10:30 AM to 12:30 PM.
3. For matters of immediate attention, parents are welcome to meet the Headmistress during school hours.
4. Office visiting hours are 9:00 AM to 12:00 PM.
5. Parents are requested not to visit classes during class hours.
6. No visitors (parents or others) are allowed to see pupils or interview their teacher during class hours.
7. Visitors are requested to be polite with the school staff at all times.

ACADEMIC SESSION

The academic session for the year from 2021-22 commences from April 2021 to March 2022 and consists of three terms :-

(a)	Apr. - Sep.	- I Term
(b)	Oct. - Dec.	- II Term
(c)	Jan. - Mar.	- III Term

PAYMENT OF FEES

1. Fees for the first quarter i.e. April, May & June will be collected at the time of admission.
2. Fees are to be paid by the 10th of each quarter i.e. in April, July, Oct and Jan.
3. Payment after due date will be collected with fine @ Rs. 10/- per day subject to maximum of Rs. 100/- per month.
4. Fees should be deposited with the Indian Overseas Bank, Aberdeen Bazar.
5. The charges for payment made in next month, shall be applicable as above.

CAUTION DEPOSIT

Refundable caution deposit is charged from every student at the time of admission as a security. The caution deposit is refunded at the time of the child's withdrawal from the school on a written request along with the original receipt by the parent

ADMISSION AND WITHDRAWAL RULES

1. Application for admission is to be submitted on the prescribed form available on payment of Rs. 30/- each from the school office. Two passport size photographs, one stamp size photograph for identity card and photo copy of the birth certificate, copies of Aadhaar Cards of the student and parents should be attached with the application. Original certificate should be produced at the time of admission.

2. Minimum age required at the time of admission i.e on 01 April 2021:-

For Play Group	-	2 yrs
For Nursery	-	2 ½ yrs
For LKG	-	3 ½ yrs
For UKG	-	4 ½ yrs

3. Registration for the new academic session starts in the month of March.
4. Children seeking admission to school will be interviewed by the Headmistress.
5. A written test will be conducted for admission to LKG and UKG.
6. Transfer for children studying in other Coast Guard Kindergarten will be accepted on submission of fee challan book of old school.

WITHDRAWAL

1. Application for withdrawal should be given to the Headmistress fifteen days in advance.
2. The T. C. will not be issued until the fees and other dues are cleared.
3. To obtain T. C, parents must submit a written application at least 10 days in advance.
4. A fee of Rs. 20/- will be charged for the issue of T. C.

*Withdrawal : No request shall be entertained after 03 months from the date of transfer certificate.

IMPORTANT NOTE TO PARENTS / GUARDIANS

Parents and guardians are requested to co-operate with the school authorities regarding the following:

1. The Children should be in the school by 8.20 am, failing to do so, they will not be allowed to attend the morning assembly.
2. Every student must have a copy of this diary, through which day-to-day activities will be communicated.
3. Please give the child healthy snacks in neat and clean steel tiffin. A napkin must be sent every day. Boiled and filtered water should be sent in a steel water bottle.
4. Progress reports will be given at the end of each term. Parents are requested to monitor progress of the child accordingly.
5. Any change in residential address / phone number should be intimated to the school authorities immediately for contacting in case of emergencies.
6. Encourage your child to converse in English, as English is the medium of instruction.
7. Parents are requested to ensure that the child is brought and taken back from the school with a reliable escort.
8. Students are not allowed to wear jewellery, use cosmetics or bring any valuables to the school. The school will not be responsible for any loss.

9. No child will be allowed to leave the school premises without prior permission of the Headmistress or without a proper escort.
10. Children should be encouraged to be all-rounders and take part in all events like sports and extracurricular activities besides their studies.

ABSENCE FROM SCHOOL

Leave applications are to be sent in advance to the Headmistress when a child is to proceed on planned leave. In case of absence without leave, the child on returning to the school must produce a letter from the parent / guardian stating the reason of absence and for non-submission of the application earlier.

Absence from school must be supported by a leave application from the parents. Leave on account of illness for more than 3 days should be supported by a medical certificate.

Repeated absence or unexplained absence for more than 10 days without prior permission renders the student liable to have his / her name struck off rolls. Readmission may be granted only on repayment of fees.

Application for Transfer Certificate
(To be submitted through the Class Teacher)

The Headmistress
Coast Guard Kindergarten,
Panipat Road, Haddo,
Port Blair - 744 102

Madam,

Please Issue Transfer Certificate of my son / daughter : The
related information is given below :

1. Name of the Student
2. Class and Section
3. Date of Birth Admn. No.
4. Parent/Guardian Name.....
5. Fees paid upto (Date)
6. Date of leaving school
7. Reason for leaving school
8. Address of the parent

I hereby certify that the above statement is correct.

Yours Faithfully

.....
Name, Address & Tel. No.

FOR OFFICE USE

T.C. No. date

Caution Deposit No. date

School-in-Charge