

Rising Stars

Junior School

Nurturing Childhood

School Information Manual

Version C20181201A

*Let's give our little ones the childhood
they deserve..*

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School Rules and Regulations

● School Timings and Working Days

- 8:25 AM to 01:00 PM (Mon to Fri) for Primary Onwards
- 8:45 AM to 12:30 PM (Mon to Fri) for Nursery / LKG and Preparatory / UKG
- 8:45 AM to 12:15 PM (Mon to Fri) for Pre-Nursery and Below
- School timings are same for Summer / Winter season unless communicated via a written circular.
- The child has to **reach the school at least 10 minutes before** scheduled time.
- No child can report in the morning 45 minutes (or more) before the scheduled arrival time. The school will not be responsible for custody of any child who arrives before the said time.
 - If arrival time is 8:45 AM, no child can report before 8:00 AM.
- Every Saturday will be observed as a holiday for children.
- Parents are not allowed in the School Premises during school working hours.
- In case of late arrival, prior written application must be submitted.
- In case of **early departure, prior written application** must be submitted.
- Post 45 minutes of scheduled arrival time, entry will not be permitted.
- 3 Late Arrivals will result in a disciplinary meeting / action.
- **Detailed Arrival Timings :**
 - 8:00 AM to 08:25 AM (Mon to Fri) for Primary Onwards
 - 8:00 AM to 08:45 AM (Mon to Fri) for Nursery / LKG and Preparatory / UKG
 - 8:00 AM to 08:45 AM (Mon to Fri) for Pre-Nursery and Below
 - During arrival, parent must drop the child at the school reception. Dropping outside the school is not permitted. Dropping inside the classroom or beyond the reception area is also not permitted. Child must be dropped / handed over **STRICTLY AT THE SCHOOL RECEPTION.**
- **Detailed Departure / Dispersal Timings :**
 - 01:00 PM to 01:45 PM (Mon to Fri) for Primary Onwards
 - 12:30 PM to 01:15 PM (Mon to Fri) for Nursery / LKG and Preparatory / UKG
 - 12:15 PM to 01:00 PM (Mon to Fri) for Pre-Nursery and Below
 - During departure / dispersal, parent must pick the child at the school reception. Picking the child outside the school is not permitted. Picking the child from straight inside the classroom or beyond the reception area is also not permitted. Pick must be done **STRICTLY AT THE SCHOOL RECEPTION.**

● General Regulations

- All children are supposed to have an **identity card hanged on their dress** daily.
 - If not provided by the school, please send a written request for the same in the child's school diary.
- Parents are required carry their **guardian I-card** on visit before collecting their ward, you are requested to show I-card both at gate and to the staff on duty.
- Each child must carry a **clean handkerchief** in the pocket and a sanitizer in the bag.
- Please adhere to prescribed **uniform**, personal hygiene and cleanliness of your child at all times.
 - Children must be dressed properly as per the school guidelines.
- **Nails** must be trimmed properly and cleaned from any dirt.
- **Nose** must be cleaned Before and After the Morning Bath so that the child feels comfortable.
- Footwear must **cover the toes**. Comfortable, Non-slippery, fully covered shoes with wel-crow straps are advised.
- You must ensure to **write the name, class and section of your ward on the Bag, Water bottle** as well as on the Lunch box.
- The child **must not carry any valuables to the school**. School administration will not be responsible to any valuables sent with the child.
- For Pre-Primary Children, it is recommended to send **Baby Wipes** in the bag for emergency use.
- Use of **cosmetics** like Nail Paint, Lip Color / Lip Gloss, Etc. is **not permitted**.

- **Food and Water**

- It is recommended to bring **LABELLED water bottle** daily to school. Although the school assures highest standards of drinking water for our children, individual water bottles may help give an idea of the child's water intake.
- School meals are not compulsory. You may send your own lunch or enroll for the meal facility.
- If you have not opted for school meals, IT IS MANDATORY for the parent to send food from home, the child MUST NOT be kept hungry for long durations. **Action will be taken against parent in case the parent ignores to take care the physiological needs of the child.**
- Food sent from home will not be re-heated at the school or taken out from the lunch box. Lunch Box will be opened properly, served over the Table Mat in front of the child, and closed properly after the child is done eating.
- In case the parent does not send food from home, school meal can be served if the parent informs the school in written. However, parent is not allowed to ask the school to get a specific food item from outside the school and serve it to the child during school hours.
- Parents are advised **not to send any Non-Veg. or Egg based food products** with the child.
- Parents are also advised **not to send any potentially-messy food item** with the child.

- **School Planner and Almanac**

- Parents should read the School Planner every month. This will give information about Curriculum Progress, Activities, Excursions, Celebrations, and Holidays.
- School Diary (Almanac) must be checked and signed each working day by the parent.

- **Parent - Teacher Interaction**

- Parent Teacher Meetings would be arranged periodically according to the school planner. Parents are requested to attend all the meetings so that the child's progress can be discussed on a regular basis.
- Parents can meet the Principal / Coordinator / Teacher on any Saturday to discuss the progress of their child with prior appt.
- If you wish to meet the class teacher on a working day (Monday to Friday) you may meet her after teaching hours / dispersal but within school timings.
- Please read "Whom to contact for a particular issue and How to Contact" to know more details on the legitimate ways of contacting.
- School will generally schedule and organize one Parent-Teacher Meeting every quarter.
 - Apr-Jun, Jul-Sep, Oct-Dec, Jan-Mar

- **Absence**

- Parents need to submit a written application prior to the date of absence. In case the application is not submitted prior to the date of absence due to some unforeseen circumstances, an application should be submitted following the day of absence.
- The application can be made via the School Diary provided.
- Medical certificate may be required in specific cases.
- The application may also be e-mailed or submitted on the school website.

- **Transport**

- Although adequate care is taken for the safety and security of the children, the school, however, is not responsible for any unanticipated event.
- **Students will be picked up / dropped only at the stop fixed by the school.**
- In case the transport facility is discontinued in the middle of the month, Transport Fee will be charged for the whole month.
- Discontinuation request for the Facility must be communicated in written one-month prior.
- In case the transport facility is used for even 1 day in the month, Transport Fee for the whole month will be charged.
- Please ensure you carry the Guardian I-Card at the pick-up point.
- The **School cab is not allowed to go inside Societies/Apartment Premises or cater to Door-to-Door pick up** falling out of the route of the cab.
- School cab will not go inside any lane and **will stay on Main Roads ONLY.**
- School cab **will not wait for any child at the designated stop**, parents must ensure that they reach before the cab arrival time.
- The transport supervisor (Driver or Attendant) is not authorized to get down from the cab to Pick / Drop the child, parents are requested to assist the supervisor in Boarding / De-boarding the child safely.

- **Fee**

- Fee for year / quarter / month must be paid within first 10 days of the year / quarter / month. It is not mandatory for the school to give an invoice to remind the parent for Fee Payment, however, parents are requested to ensure they take receipt for each amount they pay to the school. After due date late payment will be charged as follows :
 - Day 11 to Day 15 : Rs. 10 Per Day
 - Day 16 to Day 20 : Rs. 20 Per Day
 - Day 21 to Day 25 : Rs. 50 Per Day
- If the fee along with the fine is not paid by the last day of the month the child's name will be struck off the roll. (After which Re-Admission Charges will have to be paid by the parent.)
- Do not send any cash to be deposited in the school via the child / school diary, teacher, driver, maid, or any other school member. Deposit cash to the authorized person (Accountant) ONLY.
- For any cash payment, **please get the receipt instantly.** Payment will NOT be considered VALID if a receipt is not taken immediately by the parent for any payment made.

- **Lost and Found**

- Any lost belongings of the child must be reported immediately at school reception so that the school can check the Lost and Found Almirah. In case any other child's belongings are accidentally found by any parent in their child's bag, parents are requested to inform the school and submit it to the school reception on next working day.
- Parents are requested to please realise that children have a tendency to lose their belongings, we need to address this situation by making them more responsible gradually with time. **DO NOT** misbehave with the child or the child's teacher in case of any lost belongings. The school administration will always try their best to find any lost belongings.

- **Third Party Vendors**

- The school will not be responsible for any Third Party Products or Services like Transport, Uniform, Books, Stationary, Etc. Please make sure you alert the school about any third party issues immediately so that adequate action can be taken by the school.

- **School Uniform**

- Children are required to come to school in the designated uniform.
- School uniform is available at the uniform counter in the School Premises.
- Please make sure the **School Belt is adjusted comfortably** and is not too tight or too loose.
- The **socks must be folded till ankle length** to make sure the child is comfortable and does not suffer from any elastic marks.
- Uniforms are available in standard sizes only.
- **Any alterations which are required to be done for the child are the responsibility of the parent.**
- Parents are requested to opt for a comfortably loose size while purchasing the uniform and get it altered accordingly.
- Shoes (with wel-crow straps) are must. (Gola Shoes with 1 or 2 wel-crow straps)
- The child must come with Handkerchief and ID Card to the school.
- Spare / Substitute Clothing may be sent with the child if there is a requirement. Please send a Poly Bag and Newspapers for packing the soiled clothes as per requirement.
- **Summer Uniform : Type 1 : Pre-Primary and Primary Wing**
 - Polo T-Shirt
 - Cotton Blue Denim Color Shorts / Skirt
- **Summer Uniform : Type 2 : Primary Wing Only**
 - School Shirt
 - School Shorts / Skirt
- **Summer Uniform Accessories**
 - School Belt
 - Black Gola Type Shoes (Wel-crow Straps)
 - Blue Socks
- **Winter Uniform**
 - Blue - Red / Pink Upper
 - Blue - Red / Pink Lower
 - Shoes and Socks same as Summer Uniform
- There is no excuse for any child to come in casual clothing. In case the child is reporting in casual clothes, please ensure that the clothes do not include the following :
 - Open footwear like sandals, etc.
 - Uncomfortable or movement restrictive clothes like Jeans, Etc.

Important Contact Details

S.No	Designation	Contact	Preferred Timings	Remarks
1.	Admin. #1 Admin. #2	8459152307 8459150606	08:00 AM to 04:00 PM, Monday to Saturday.	For any issue pertaining to Academics, Transport, Meal, Fee or any other query related to your child.
2.	Manager	9868169102	06:00 AM to 09:00 PM, Monday to Sunday.	For any issue related to the school.
3.	Transport	<i>Specific Cab numbers can be taken from reception or cab driver</i>	07:00 AM to 04:00 PM, Monday to Friday.	Any Transport Issue. If unresolved, you may contact the School Head or the Manager.
4.	School Reception	9599-400-201	08:00 AM to 04:00 PM, Monday to Saturday.	Any Inquiry.
5.	Day Care (In-charge)	9582566326	08:00 AM to 07:00 PM, Monday to Saturday.	To speak to / about your child in Day Care

Website : risingstars.ind.in
: Or GOOGLE "Rising Stars Junior School Delhi"

E-Mail : risingstars.del@gmail.com

The school website has a 24 Hours Feedback form which can be used by the Parents to communicate any feedback to the school administration. Parents may also use any of the above phone numbers for any Inquiry / Feedback / Complaint / Suggestion.

The school is also available on Facebook and Flickr Photo Album Website.

School Planner

- The school has a number of planners to help you stay up to date with various activities. While some planners are given at the beginning of the session (Eg.: Holiday Calendar), some may be given monthly (Eg.: Meal Menu), while others may be available with the school but given /communicated on ad-hoc basis (Eg.: Splash Pool Schedule, Examination Schedule, Etc.).
- Monthly Planner / Update
 - This is a class specific planner which lists down various Academic and Non-Academic Activities which have been scheduled for the month for a particular class.
 - This may also include details about Activities and Holidays for that particular month.
 - Please Note : It is not necessary for the school to give this on the very first day of each month. For any details about what has happened in class, you are requested to check the School Diary / Almanac on a daily basis.
- Meal Menu
 - This is a monthly planner which lists specific meals which will be provided in school on a particular day. This will be applicable for children who have opted for School Meals.
- Activity Planner
 - Activity Planners list down the activities which are to be held in school. Activity Planners can be of various types.
 - General Activity Planner
 - Regular / Periodic / Recurring Activity Planner (Eg.: Taekwondo, Etc.)
 - Major Event Planner (Eg.: Annual Day, Etc.)
- Examination and Assessment Planner
 - This will list schedule of examinations, assessments, PTMs, etc.
- Holiday Planner
 - This will list down a tentative schedule of holidays.
 - Holiday planner can be obtained from the school website.

The Teething Phase

Introduction

As we start our relationship, a bond between you, the school, and our child, we would like to discuss the very important issue we term as the **settling period** or the teething phase. With every beginning, there come new challenges, not just for the child but for the parents and school as well.

Hence, the initial phase of settlement requires a lot of **patience, understanding, and effective communication** between all the parties involved.

Teacher - Student Bond

When the child faces a new environment, change will always be difficult in one way or the other. Even if the child settles easily, the culture the child comes from, the school atmosphere, and the child's peer group will all be new initially.

This is a temporary phase where the alignment between different environments is achieved as the child spends more time in the school with his / her teacher and friends. Getting comfortable with the surroundings and people around is a process which takes time.

Parents and Teachers can make this process easier by **communicating effectively with each other**. The parent must inform the teacher about the **habits, behavior and personality** of the child at home while the teacher may discuss a few issues to know the child better. **Eating habits** may also be discussed with the teacher.

Parents may need to **motivate the child initially to come to school**, pointing out the various fun activities which happen at school, meeting the teacher, friends, taking part in the assembly, celebrating various events, etc. Training the child to take care of his/her belongings is also an issue parents may address.

The School, Society, Family, and Culture

Each organization has its own atmosphere and culture, just like each family to which our children belong. We cannot judge any culture as good or bad as every culture has its own flavour.

The way an organization and its people function is new to the parent, similarly the parents are also new to the people in the organization. It is important for both of us (The School and Parents) to know that we both have one aim which has got us together, our children. **We all want the best for our children.**

What is required is for both the school and the parent to **understand each other and take initiative** to make it easier for both parties to adapt and work together. It is important to **respect each other**; parent, teacher, and administration, and be understanding during the settlement phase

Afterall, we are all going to be part of one family ultimately.

Transport

Transport is a very sensitive matter for any school. It requires coordination of Parent, Child, School, Driver, Supervisor, and other parents and children involved. We need to understand that the school transport is shared by children, hence, **a small delay can cause a delay in the lives of many parents**, and also hamper the school proceedings.

Parents are also requested to help the driver get used to picking and dropping the child in the initial phases. There may be delays or issues in finding the pick and drop points of children. This may be an effect of addition of any other new child to the transport group as well.

Parents are also requested not to break any of the school transport rules and regulations, the pick and drop points specified by the school cannot be changed arbitrarily without prior information as the school is catering to a lot of children at one time.

Transport in Delhi is a very unreliable service, due to the poor traffic conditions, constant constructions and renovations, traffic police checks etc. may cause unforeseen delays. **A delay by one child may also delay the whole route.** Parents are requested to understand the sensitivity of the transport system and understand that safety is our prime concern, and the **driver cannot drive fast in case there has been any delay.**

Once again, our request is for our parents to be patient with the transport service and **not put the driver under any sort of pressure**. In the initial days the chances of service breaks and delays are high and will require support from the parent.

School Regulations

The rules / constitution of the school is unique to each school, every organization will have some differences in the way it is run. It is important for the parent to understand and adapt to the rules and regulations of the school and **make sure the child attends the school regularly and complies with all regulations**.

Any rule / regulation is a thought after rule which has important implications and must be followed unconditionally.

Coming to school on time, regularity, wearing closed toed shoes, carrying ID Card, carrying handkerchief, school diary updation, etc are all small but significant rules which must be followed.

After a few days, you will become an integral part of our family, and everything will come naturally to you, us, and our child. In the mean time, we must be proactive, communicative, and understanding to make sure the settling down issues can be gracefully sorted out with minimum inconvenience.

We wish everyone the best of health and happiness. God Bless Everyone.

School Head

Fee Payment Guidelines

Dear Parent

Certain points which are **already mentioned** in the School Rules and Regulations are being **reiterated** below :

- 1) The school is 100 % committed to providing a receipt for any amount you pay. However, it has come to the notice that some parents do not take the receipt after payment (which may be a result of the trust you show on the school). The school hereby requests you to take a receipt for ANY AMOUNT you pay **IMMEDIATELY** at the time of payment. THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY CLAIMS OF ANY KIND BY ANY PARENT IN CASE THE RECEIPT WAS NOT TAKEN. **If receipt is not taken, payment is effectively not made, and your hard-earned money is not used for the welfare of our children.** If a receipt is taken, the school will always have a duplicate copy of the receipt available.
- 2) Sending cash in the School Diary (Almanac) is strictly prohibited as per Fee Payment Guidelines. School will not be responsible for any loss if the money is not received by the accounts department.
- 3) **Fee Payment becomes due on the 1st day of the Month/Quarter, the due date automatically becomes the 10th day of that Month/Quarter.** The school gives 5 grace days (15th) and further, the system gives 5 more grace days (20th). After 20th, LATE PAYMENT FINE will be charged automatically by the system. **Please Note : DO NOT wait for the school to send an invoice to pay any sort of Fee. The school does not intend to waste the time and energy of staff members in preparing unnecessary invoices. We, as parents, are ALL aware of the School Fee and should pay it on time regularly.**
- 4) Cheque Bounce is a legal issue and also results in financial penalty by banks. For any Cheque Bounce (any reason), Rs. 200/- as fine will have to be borne by the parent. Instead of a cheque, it is recommended to pay by Debit Card. Cheque payments are not accepted generally as Debit Card performs the same function.
- 5) If a payment has been made ONLINE or via CHEQUE, The school will always have a copy of the receipt available in its records for any future reference even if the parent has not been issued a receipt.

Note : Cheque payments have been discontinued from 1-Feb-2018 onwards. Parent may use Debit / Credit Card instead of cheque payment.

These guidelines will go a long way in helping the school and parents work together efficiently. While they have already been mentioned before, a refresher is always welcome. Our aim is to minimize these issues and maximize discussion(s) which relate to the Development of the Child. We should make sure that our energies are ONLY focused towards nurturing our children rather than spent over trivial issues mentioned above.

Online Fee Payment : Bank Transfer Details via NEFT

1. Log-In to your Bank's Website
2. Go To : NEFT Funds Transfer (**NEFT Only. Please do not do IMPS Transfer**)
3. If you have not added "Rising Stars Junior School" in your List of Payee(s), please follow the following steps, else move to step 4.
 - a. Add "Rising Stars Junior School as a Payee.
 - b. Account No. : 0592000000004256
 - c. IFSC / IFS Code : NTBL0DEL059
 - i. Bank : The Nanital Bank Limited / Nanital Bank
 - ii. Branch : Pappankalan / Dwarka
 1. Dwarka was called Pappankalan before year 1998
 - d. Type of Account (If Required) : Savings / Domestic
4. Select "Rising Stars Junior School" for Payment
5. Transfer the desired "Fee" Amount
6. Go to the School Website
7. Click on "Online Fee Payment : NEFT"
8. Enter the Details in the Form
 - a. Date of Payment
 - b. Amount
 - c. Name of Person from whose account the Payment was made
 - d. Name of the Child
 - e. Class
 - f. Remarks (Optional)
9. Optional Step for Faster Processing
 - a. Send an E-Mail to the school at risingstars.del@gmail.com with subject : **Fee Payment of NAME OF CHILD (CLASS)**.
 - b. Mention the Date and Amount of the transaction.
10. You are Done, We will get back to you in 3 Days to confirm the transfer and give you the receipt.

Online Fee Payment via Debit Card / Credit Card / Net Banking / UPI

1. Go to the School Website
2. Click on "Online Fee Payment : Card / Net Banking / UPI"
3. A new form of our payment partner, ATOM TECHNOLOGIES, will open.
4. Enter all the Details in the Form
 - a. Student Name, Parent Name, E-Mail ID, Amount, Etc.
5. You will be re-directed to the payment gateway.
 - a. Make the payment as per your convenience.
6. After the payment is made, you will be taken to the final page to acknowledge your payment.
7. You will also receive a payment acknowledgement receipt over E-Mail.
8. The school will issue a receipt within 2-3 working days.
9. **Please Note : There may be a nominal transaction cost (Eg.: 1% for Credit Card) charged by the payment gateway, which will be mentioned before the payment is made, so you are requested to check the same before making the payment.**

Language Development

Dear Parent

Our children are most comfortable with learning in their **Mother Tongue**. This language or mother tongue (L 1) is the one which is used most frequently at home and hence our children learn it unconsciously.

To make our children learn and use English Language (L 2) as well in their Thinking and Communication, we would like to request our parents to **implement both languages at home**. The way to implement will be the same as used by our teachers at school. We use the same sentence twice with our children, once in english (L 2) and once in hindi (or mother tongue) (L 1), this will help them pick up both languages faster in due course of time.

Please remember that **learning a particular concept is different from communication, expression, or language development** of our child. We want our children to excel in life at both aspects, Communication and Conceptual clarity. The child's linguistic abilities should aid expression and comprehension and NOT become a barrier for the same.

While we focus on concepts, we want our children to understand the concept in the most easy way possible, whichever language it may be for our child. On the other hand, we want our children to be able to use both languages (Mother Tongue and English) effectively in life. In their communication as well as thinking.

Hence you are requested to take each opportunity as a learning opportunity and make this habit a part of our lives so that our children start using both languages effectively, efficiently, and most importantly, unconsciously.

Children who have not yet started speaking

For Children who express only in short words or have not yet started speaking (Toddler / Pre-Nursery / Nursery) but express with actions we need to use both languages around them with a higher focus on Mother Tongue to make the child feel comfortable in expressing verbally.

When you ask them something, wait for sometime to get a reaction from the child. Our children need time and patience from our end to allow them to express themselves. We need to listen and understand patiently.

Children who have started speaking / conversing recently

For children who have just started speaking or speak short words / sentences (Toddler / Pre-Nursery / Nursery / Prep.), we should help them develop their verbal expression as well as their thinking / recalling abilities by talking to them about issues which make them assimilate and recall information and express verbally.

We should try and use the mother tongue as well as english to make them use both languages. Asking them questions which are very easy to answer and also make them think / recall will aid the language development.

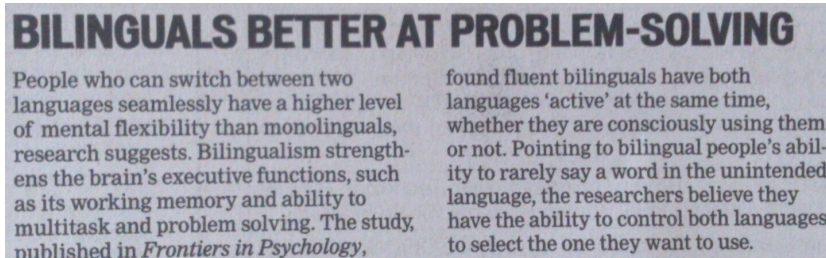
Children who converse comfortably

For children who speak comfortable and express freely (mostly Prep. onwards), we need to make sure majority of our conversation is in English with our children. Only when we feel they are not able to understand something should we fall on the mother tongue to aid the understanding of the child. This will help them learn english in a much easier way as they spend majority of time at home where they constantly learn the language.

Ask them questions in english and use new words around them which are easy for them to comprehend so that they eventually start making them a part of their vocabulary.

Children who speak a lot at home but less outside

Do not worry or make the child conscious, we (parents, teachers, school) are already aware that the child can express verbally, so it is just a matter of time and patience which the child needs to become more expressive in new social situations. The child will eventually start interacting and expressing as per his/her requirements. We only need to provide exposure and opportunities to the child.



Health, Safety, and Hygiene Advisory

Dear Parent

Please note the following points to help in the health, hygiene, and well-being of our child. You are requested to follow them on a REGULAR BASIS.

Keeping Nails clean and Trimmed

It is important for our child to always have clean and trimmed nails. This not only helps in making sure the child is hygienic but also prevents the child from hurting another child inadvertently.

Wearing Closed Toed Shoes

Wearing closed toed, well-crow (straps), anti-slip shoes are highly recommended. This will prevent any accidents from happening while the child plays in the school. Open toed shoes risk injuries which may even result in removal of toe nails !

Make sure the child bathes regularly

Health and Hygiene start with our usual morning routines, hence, BATHING and BRUSHING of Teeth are very important before you send the child to school. This will make sure your child is protected against any bacterial health illness or dental issues.

Keeping Hair free from Head Lice

Head Lice may not be a big health issue, but it always helps to keep our child's head clean of lice. This will also be beneficial for other class-mates.

Cleaning the Nose Every Morning BEFORE AND AFTER Bath

Cleaning the nose properly before and after taking bath (BOTH the times) is important to make sure your child feels comfortable the whole day. This will also help in maintaining hygiene.

Changing Clothes Regularly

Please make sure that when you send the child to school in the morning, the child is wearing fresh clothes. This will avoid any bacterial infections. It is specially important to make sure the under-garments the child wears in the morning are fresh / washed and not the ones worn last night.

Health and Hygiene : Communicable Diseases

Precaution is always better than cure, hence we request our parents that in case the child is unwell with any communicable disease, kindly refrain from sending the child to school under such circumstances so that the disease does not spread to any other child. You are also requested to keep the school informed in case the child is on leave.

Ear Care : Care should also be taken to make sure the ears are cleaned after bath. The cleaning is meant to be done on the outside area of the ear with a clean cloth, to remove any dirt or oiliness that may result in any health issues later.

We sincerely thank you for your continuous cooperation and all your unconditional efforts towards our child.

Making Sure our child does not fall ill by eating inedible substances

You are requested to please take care of the following practices at your home :

1. Always be sure that items which are harmful in nature are kept away from the reach of children.
 - a. Keeping them at a height you know the child cannot reach.
 - i. or locking them in a cupboard.
 - b. Keep the cap tight enough so that they cannot be opened easily.
 - i. Use double seals/protection for potentially harmful substances. Eg.: Put the bottle of thinner/cleaning chemicals in a polybag which has a tight knot over it, then keep it at a safe height.
 2. A lot of children tend to put stuff in their mouth during early years, we need to discourage them from this practice by continuously monitoring their activities and teaching them not to engage in such activities.
 - a. This also applies to putting stuff in their mouth : ID Card / fingers / etc.
-

Avoiding Carbonated Beverages

It has come to the notice of our School Teachers that some of our children have (or recognize to having) Fizzy Drinks at home/outside (Soft Drinks with Fizz / Sugar), Eg.: Coke, Pepsi, Etc. While the school does not intend to say anything about the product, we would like to request our parents to minimize any sort of fizzy drink intake for our children.

Milk Intake

Milk intake is important for our little ones (in fact for us too), and while we have full confidence that all of us will be making sure our children have adequate amount of milk. We would again like to emphasise on the importance and regularity of milk in our children's daily diet.

Water Intake

You are requested to also make sure that the child drinks water in the morning without fail on a daily basis. Also, DO NOT reduce the water intake in winters. Our body needs to stay hydrated in winters as much as it needs to in summers.

Clothing During Winters

During winter season, it is important to ensure that the child is protected from the unfavourable weather conditions. Please ensure the child wears Body Warmers, Etc. under the SCHOOL UNIFORM if required.

In case of days where the child has to wear some Fancy Dress or any other kind of clothing, please ensure that the child's body is adequately covered in order to protect the child from the cold weather.

Hand, Foot and Mouth Disease

It is a mild illness caused by a virus. It causes little sores on hands, feet and in the mouth. It is common among children between ages 2 to 6. **Hand, foot and mouth disease is contagious.** Chances of children catching it increase in months after monsoon. Hygiene is very important to prevent it from spreading. So wash your child's hands frequently with soap and water.

Please note that as HFM Disease is contagious, **do not send the child to school in case he/she is affected with the disease and inform the School Admin. regarding the same.** The disease usually lasts 7-10 days after which the child is fit to join school.

Mosquito Prevention

Sometime, the weather conditions require a lot of **preventive measures** from our side to protect ourselves from mosquitos. Although the school tries to take a number of daily and weekly measures to control the same in the Classrooms, Washrooms, and Cabs, we feel that more efforts are required to pro-actively protect our children from mosquitoes in the school or at home.

When the mosquito breeding situation is critical, you are advised to **send the child wearing clothes that cover the body as much as possible**. Hence, Trousers instead of Shorts, leggings under skirts, Socks and Shoes instead of Floaters, etc. are recommended.

Even at home, when the child goes out to play, please **make sure the clothing cover is enough to protect the child from any mosquito bites**. While the school will use mosquito repellents on a daily basis and clean the floors with cleaning fluids thoroughly, we strongly advise these additional measures to our parents for precaution.

De-Worming of Children

Children, aged 1 Year and Above, are often infested with intestinal worms. Worms in the intestines aggravate malnutrition and anemia in the child. This can hamper the physical and cognitive development of the child.

Treating our child for worms is important for the overall health of our child. While the govt. (or equivalent agencies) conduct de-worming drives from time to time, we recommend our parents to keep track of the same from time to time.

De-worming medicine may come in the form of Tablet or Syrup. The dosage of de-worming medicine to be given varies for different age-groups. Eg.: Children aged 12 to 23 Months will be given a smaller dose as compared to 24 to 36 Months. Similarly, for children above 3 years, a higher dose is recommended. The medicine should not be given to a child who is currently unwell / sick. The tablet is often given in a specific way to younger children who are under 4 years (by crushing it and mixing it with water).

The deworming treatment has very few side effects. There may be some mild side effects like dizziness, nausea, headache, and vomiting, likely due to worms being passed through the child's body. These side effects disappear after some time. If symptoms are severe or do not go away within 24 hours, consult your doctor.

Certain de-worming medicines are : Zentel, Albendazole, Mebendazole, Etc.

Urinary Tract Infection : Prevention

Dear Parent

Please note the following points regarding prevention against Urinary Tract Infections, while any doctor can help you with the symptoms and cure the infection, it is important to prevent health issues from arising :

How They can Occur

Bladder Infections are said to be more common amongst women and children as compared to men. They usually happen when bacteria begins to grow rapidly along the urinary tracts (However, there may be other reasons as well for the infection). While some people will face increased risk towards these sort of infections due to reasons like Kidney Stones, Diabetes, and Long Periods of Hospitalization, our advisory is more concerned with reasons that may increase the chances of infection in our children. It is estimated that 1-2 % of children today suffer from such infections during their childhood.

How to Prevent

We may not always be able to avoid such infections as sometimes individual immune systems may not be able to fight the bacteria, but certain small measures by us can help in reducing the chances or preventing such infections to a significant extent.

1. Drink more Water on a regular basis.
 - Drinking more water on frequent basis will help to flush out your system and reduce the chances for any such infection.
2. Hygiene : Taking Bath Daily.
3. Hygiene : Change our child's clothes frequently.
4. Hygiene : Check and Change Diapers Regularly.
 - The moisture retained in the diapers will aid the bacterial growth.
5. Hygiene : Avoid Moisture in Clothing
 - Again, wet / moist clothes when worn for a longer time can aid in bacterial growth.
6. Hygiene : Proper cleaning while visiting the Washroom
7. Keeping the Washroom cleaned, **you may use Toilet seat sanitizer sprays.**

Although these infections are treatable and do not impact the health in the longer run if treated properly, it is always better for us to use preventive measures to avoid any sort of illness.

Training the Child for Self-Protection against Physical Abuse

Although adequate care is taken by both the parents and school to protect our children at all times, it is important to prepare them to handle themselves and protect themselves against any negative acts.

To prepare them for protecting themselves against Sexual / Physical Abuse, the school has couple of video clips on it's website which the parents can watch and train the child accordingly. While the school takes Life-Skills as an important part of its curriculum, sensitive topics like these should be taken by the parents as well as the school.

Also, in case the child is on leave the day this topic is covered in school, parents can refer to the video clips on the website.

This is a sensitive topic and should ideally be taken up with children of Class Prep. and above (Age 4+ and above).

What is it ?

Swine Flu, or Swine influenza, or H1N1 Virus, or Seasonal Influenza A, is a HIGHLY contagious respiratory disease caused by H1N1 Virus (or its variants, eg.: H3N2v). Swine flu is transmitted from person to person by inhalation or ingestion of droplets containing virus from people sneezing or coughing; it is not transmitted by eating cooked pork products, or other Non-Veg food items.

Is it serious ?

Yes, Not only is it highly contagious, but swine flu can lead to very serious complications, including pneumonia and respiratory failure. The flu can become fatal if the infection spreads to other organs.

Symptoms and Diagnosis

Symptoms of swine flu in people are similar to the symptoms of regular human flu and may include fever, cough, sore throat, body aches, headache, chills, fatigue, vomiting, or diarrhoea. You may also feel breathlessness, difficulty in breathing, or chest dis-comfort.

Swine flu can be diagnosed only through test in a specialised laboratories by identifying the particular antigens associated with the virus type.

Prevention : Habits

Must Do	Must Avoid
Covering your nose and mouth with a tissue when you cough or sneeze. Discard the tissue properly	Avoid shaking hands
Washing your hands often with soap and water	Avoiding touching your eyes, nose or mouth.
Keep yourself hydrated and Drink lots of Water	Avoid close contact with sick people
Get plenty of Sleep	Avoid taking stress
Eat Immune-Boosting Foods	Don't touch public surfaces (Door Knobs, Etc.)
Stay home in case you are unwell	Minimize mass gatherings, if possible

Prevention : Vaccine, Medicines, Etc.

Flu vaccines that protects against seasonal flu also protects against the H1N1 swine flu strain. You can get it as a shot or as a nasal spray. Either way, it "teaches" your immune system to attack the real virus.

Cure

Two antiviral agents (Medicines), zanamivir (Relenza) and oseltamivir (Tamiflu), have been reported to help prevent or reduce the effects of swine flu if taken within 48 hours of the onset of symptoms. Antibiotics won't help, because this flu is caused by a virus, not bacteria.

***** It is important to consult your doctor and have timely diagnosis if any of the symptoms emerge.**

Other Important Points for Reference

Mandatory Daily Interaction with Parents

To make sure the communication between the School, Parent, and Teacher is always current and the child never suffers as a result, please make sure of the following :

- **Sending** the School Diary each day to the school.
 - **Signing** the School Diary each day the school was held.
 - Acknowledging any **circular** sent to you on the very same day.
-

Labelling the Child's Belongings

You are requested to kindly ensure that all our child's belongings sent to school are labelled. This will include Bag, Bottle, Lunch Box, Belt, Handkerchief, Etc. This will help in making sure the child's belongings are not lost.

Extra Set of Clothes

You are requested to kindly send a set of extra clothes of our child in the school bag for emergency usage. (Applicable for selected classes only)

Rhymes / Poems : Soft Copy

Parents who want to request for soft-copy of the rhymes done in the school over e-mail may send an E-mail to risingstars.del@gmail.com with **SUBJECT : STUDENT NAME - CLASS - REQUEST FOR RHYMES.**

We will e-mail you a soft copy of the rhymes done in class within 2 working days.

Splash Kit

For the Splash Pool Activity, the school will request you to send the following items on the day the activity is scheduled :

4 Small Poly Bags	Towel (Medium Size)
Swimming Costume	Hand Towel
Rubber Slippers	Extra Pair of Clothes
News Papers (2)	Ear Plugs

Birthday Celebration of Children

While we are elated whenever we get a chance to celebrate a child's birthday at school. It is not allowed to bring and serve cake to other children due to various personal reasons.

The parent is allowed to distribute BRANDED, PRE-PACKAGED Chocolates, Candies, Biscuits, Cookies, Etc. ONLY to his / her own Class-Mates and Teachers. However, the cost of the gift given per child must be less than Rs. 15/- per child.

Parents are not allowed to organize "Birthday Parties" outside the school for the child's school mates as it creates unwarranted pressure on other parents of the school do to the same.

Health, Safety, and Hygiene Kit *(to be sent to school DAILY)*

Dear Parent

Please send the following items to school on a daily basis in the child's bag.

Water Bottle, ID Card, and School Diary

Water bottle is necessary to measure the child's fluid intake. ID Card is necessary for security of the child. School Almanac (Diary) is important as it carries information about the child.

Spare Set of Clothes *

Required for children who are still learning to be independent when it comes to washroom habits or are unwell or have a tendency to vomit.

Proper Shoes (with socks) which cover the WHOLE foot (Including toes)

Must for safety of the child. Without proper shoes a lot of injuries can occur.

4 - 5 Tissues and 1 Cotton Handkerchief

Must for maintaining Health and Hygiene in case of emergencies. Keep them in the bag ONLY. They will only be used when required as the school has tissues available as well.

Hand Sanitizer

It is important to keep a hand sanitizer handy with the child to avoid germs / diseases. It will only be used when required. Send a VERY SMALL pack.

Baby Wipes (Himalaya / Pigeon / Johnson & Johnson / etc.) *

Must for children who are still dependent when it comes to washroom habits. They can be very helpful in ensuring proper cleaning of the child's bottom when required (specially after potty). They can help avoid rashes / infections. They will only be used after cleaning is done with water and a need to use baby wipes is felt.

Send a very small pack of 8 - 12 Baby Wipes. 1 pack can come in handy for at least 2 weeks in the Child's School Bag.



We sincerely thank you for your continuous cooperation and all your unconditional efforts towards our child. We assure you that the items sent will NOT be used for any other child. The items will be sent back daily. You are free to raise any issues in case you feel any of the items have been mis-used.

** These items (with *) may not apply to children above Prep. Class / Children above 5 years.*

Whom to Contact for a Particular Type of Concern

Dear Parent

We at Rising Stars Junior School take it as our FIRST and FOREMOST PRIORITY to serve our children and do what is best for our children with pure intentions in our hearts.

To motivate us / help us IMPROVE / serve our children better, the parents need to play an equally important role in helping us do the same. To contact us, you may use any medium mentioned below.

	Issue	Contact Medium	Contact Details
1A	* Any Information * Leave Information * Feedback / Complaint * Meeting Request	School Diary School E-Mail	risingstars.del@gmail.com (24 Hours)
1B	* Any Urgent Issue	School Phone Numbers 08:00 AM to 06:00 PM (Mon-Sat)	9599-400-201 8459150606 8459152307
1C	* Feedback / Complaint * Unresolved Issues	School Website (Feedback Form)	risingstars.ind.in
2A	* Meeting Request with Manager	School E-Mail	risingstars.del@gmail.com
2B	* Any Feedback * Any Complaint * Any Unresolved Issues * Meeting Request	Manager Phone Number 24 Hours	9868169102
3A	* Meeting Request for Class Teacher (1 PM - 2 PM, Mon - Fri) (9 AM - 2 PM, Saturday)	School Diary School Phone Numbers School E-Mail	8459150606 8459152307 9599-400-201 risingstars.del@gmail.com
3B	* Speaking to the Class Teacher on Phone	School Phone Numbers School E-Mail (1 PM - 2 PM, Mon - Fri) (9 AM - 2 PM, Saturday)	8459150606 8459152307 9599-400-201 risingstars.del@gmail.com
4	* Transport Issues 07:00 AM to 04:00 PM (Mon-Sat)	Transport Numbers School Contact Numbers or School E-Mail	You may either directly contact the Phone provided in your Cab or any School Contact Numbers
5A	* Meeting Request for Day Care	School E-Mail	risingstars.del@gmail.com
5B	* To know the status of your child or give an instruction to Day Care	Day Care Room 08:00 AM to 06:00 PM (Mon-Sat)	9582566326

- Please delete any other contact details of the school apart from the ones mentioned above.
- Teachers are NOT ALLOWED to meet ANY PARENT (or anyone else) during Class Hours.
- You may also report any issue in the **Communication Register available at the School Reception.**
- WRITTEN communication will always be more reliable than verbal communication.
- **School Diary** is one of the MOST IMPORTANT communication tools you have at your disposal.

How to Communicate with the School

With the Class Teacher

- Legible Topics
 - Academic Doubts, Food Issue, Behavior Issue, Health Issue, Item Sent, Item Lost, Item Found, Maid Issue, Etc.
- Topics NOT under the purview of the Teacher
 - Fee, Transport Services, Document Issues, Etc.

Accepted Ways of Communication

School Diary
School E-Mail
School Website
Communication Register at Reception

Unreliable Ways (Not Recommended)

School Telephones
Verbal Communication to anyone at School

Due to security and privacy concerns, Personal Numbers of any Staff Member are not allowed to be shared with anyone. School Telephones are the numbers allowed to be shared.

With the Administration

- Legible Topics
 - Fee, Transport, Day Care, Books, Uniform, Meeting with Teacher, Meeting with Manager, Item Sent, Item Lost, Item Found, Security Issue, Written Requests, Document issues, Etc.
- Topics NOT under their purview
 - Academic, Food, Health, Etc. (Ask for a meeting with the concerned person).

Accepted Ways of Communication

School E-Mail
School Website
Communication Register at Reception

Unreliable Ways (Not Recommended)

School Telephones
Verbal Communication to anyone at School

When to Communicate over Telephone or Verbally

Verbal communication without written proof is an unreliable medium. However, due to the fast nature of sharing the message, verbal communication can be used in the following cases :

- Urgent Transport Issue
- Unable to pick the child on time
- Urgent Health Issue (Fever, Etc)
- Care Calls from Teacher in case of Prolonged Absence
- Any Emergencies

Sharing your Feedback / Suggestions / Concerns

In case you wish to communicate any Feedback / Complaint / Suggestion / Concern with the management, you may use the "Online Feedback Form" available at the school website.

Website : risingstars.ind.in

In case you wish to communicate without disclosing your Name / Identity, the online form has an option which will enable you to submit the form without entering any personal details.

Our Child, Our Heartbeat : Parent Copy

I, _____, mother / father of _____ along with my Wife / Husband
_____, hereby pledge that :

- We will make sure our child comes to school **regularly, on time**, and does not miss any aspect of the School Activities like school assembly, celebrations, activities, etc.
 - In case of transport facility, We will make sure that we will try our best to not delay the school transport in any way.
- We will **check and sign the school diary each day**.
- We will make sure we take part in the **P-T Meeting** and any other events the school organizes for our little ones.
- We will keep track of the safety, health, and hygiene of the child by :
 - Making sure he / she wears shoes which cover the toes.
 - Always carries the ID Card and Handkerchief to school.
 - Always carries Water Bottle to school.
 - Always send food with the child (In case you have NOT enrolled for school meals).
 - Always keep the school informed about any medical issue with the child.
 - Daily look after our child's hygiene (Bathing, cleaning the nose, nails, ears, etc.)
- We will make sure we report about any Lost Item to the school within 24 hours.
- We will cooperate with the teacher by keeping her informed about the child's habits and behavior at home. We will discuss the child's progress regularly with the teacher.
- We realise that no two children are same, each child is special, we will be patient with our child, and love him / her unconditionally, under no means will we compare our child with anyone else.
- We will respect the sanctity of the School as an organization which nurtures the future of the country. We will abide by its rules and regulations.

This school is our school from today, and we join hands with the school to give our child unconditional support.

Name of Mother

Name of Father

Sign

Sign

Date

Date

The school promises to stand by our children at all times. We will always be committed to providing genuine care and quality education to our children.

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