

**Max Kids Dwarka**  
**New Delhi**  
**Beacons**  
**Academic Session 2024-25**



*“The highest education is that which does not merely give information but makes our life in harmony with all existence.”*

-Rabindranath Tagore

Dear Parents

Greetings from Max Kids Dwarka New Delhi!

The highest education is that which does not merely give us information but provides us with a key to unlock the doors of our talent and skills. Max Kids Dwarka New Delhi, constantly remains committed to fostering a safe and conducive learning environment for all the students with the ‘Mission of Nurturing Thought Leaders’ and the ‘Vision of Empowering Life’!

Taking this thought forward ‘Team Max Kids Dwarka, New Delhi’ happily welcomes the parents and guardians of all the students for the new academic session 2024-25.

As we begin with partnering in our students’ growth, let us all adhere to the following guidelines:

1. Parents are requested to note that the school will reopen on the following dates:

i. Play Group	Tuesday, 2 April 2024
ii. Pre-Primary & Class I	Thursday, 4 April 2024
iii. Pre-School	Saturday, 6 April 2024

2. Parents and students are requested to adhere to the school timings to avoid any inconvenience. The school timings are:

**Play-Group, Pre-School, Pre-Primary and Class I** 09:00 a.m. - 01:00 p.m. Monday-Friday

3. The school entry time of the **walker students** is 8:45 a.m. to 9:00 a.m. Parents availing private vans are also to ensure that their child is dropped to school between 8:45 a.m. to 9:00 a.m. as the school gates will be closed.

4. The parents/guardians are expected to pick up their children according to the specified time.

5. It is mandatory for parents to show their ‘**Parent Authority Card**’ at the gate and to the teacher in-charge for dispersal or route duty.

6. **For students availing School Route –**

The student will be handed over to the parents/guardians by the route in-charge, only after ‘**Parent Authority Card**’ is shown.

No student will be allowed to travel in any other route apart from the designated routes for safety and security of the students.

7. Please note that in case the parent is not carrying the 'Parent Authority Card', the child will not be handed over. If the parents depute a guardian to have their child collected, the guardian must carry a 'Photo Identity Card' and a letter of authority from parents stating the request. In an emergency, parents can also send the request through an email along with the photo ID - voter/Aadhaar card/passport of the deputed person.

8. Students must compulsorily wear I-card every day to school. Parents are also required to use the 'Parent Authority Card' at the time of dispersal. In case she/he does not have an I-card, kindly get temporary I-card issued from the front office.

### **Code of Conduct for Parents**

As partners, let's carry out the responsibility of instilling our children with virtues jointly.

1. Recognize that the education of children is a joint responsibility of the parents and the school community.
2. Parents are expected to respect and maintain the decorum of the school on every visit.
3. Parents should carry their 'Parent Authority Card' and be formally dressed whenever they visit the school premises.
4. Be present on 'Parents Facilitator Meet' and open days to take guidelines and feedback from the facilitators.
5. Closely monitor your child's progress by checking and signing the school almanac everyday. It is mandatory for the students to carry the almanac every day.
6. Ensure providing a supportive, value based, safe and positive environment at home.
7. Ensure following appropriate behaviour and language at all times and instil etiquettes, good manners and discipline in the child.
8. Communicate with your child regularly about the importance of physical health, mental health, cyber security and ethical practices.
9. Provide a healthy routine with at least one hour of exercise in addition with a balanced diet every day.
10. Parents are requested not to send their child to school if the he/she is unwell. A medical certificate with a covering letter is to be submitted within three days of absence.
11. A child returning to school after suffering from an infectious or contagious disease should produce a fitness certificate from a qualified registered doctor.
12. Ensure timely access to the homework assignments by your child and encourage regular timely submissions of the same.
13. Regularly monitor the screen time and ensure a balance between online and offline activities of your child for a holistic development. Ensure that your child gives sufficient time for self-study and revision of the content taught in the school.
14. Ensure that your child is regular and punctual in attending classes in the 'Blended Learning Mode'.
15. Regularly access the school website, student login, SMS and e-mails sent by the school.
16. Help your child to be regular to the class and to join the online classes with registered e-mail ID of parents, whenever scheduled.

17. Ensure that the child's bag is light and set according to the time table.
18. Any expensive item/ jewellery, electronic gadgets or large sum of money should not be sent to school.
19. Ensure to send the snack box, notebooks etc. with your child only. No visitors will be allowed to drop any item in the form of lunch boxes/pencil boxes/books/activity material/etc. in the school after the school begins.
20. Kindly refrain from coming to school early to pick up your child as the staff will be busy in student activities and dispersal.
21. Visiting hours for the parents for in person communication are between 9.30 a.m. to 10.30 a.m. on any working day.
22. Ensure that the consent forms sent for excursion, competitions or of any nature from school are duly read, signed and submitted timely.
23. In case of requirement of any official document from the school, parents need to submit an application for the same. It will take minimum three working days for the concerned office to provide the same.
24. Inform the school in written in case of change of address or other important information along with valid supporting document.

### **Code of Conduct for students**

1. Students are expected to wear the school uniform in a proper manner as specified by the school whether attending the classes in online or offline mode.
2. Students are required to carry the Almanac and wear Identity card every day.
3. They should observe polite civil behaviour and maintain the decorum of the school at all points of time.
4. Students should be regular and punctual to school.
5. Students should move out from the class only after due permission of the teacher and should carry the class out pass.
6. Changing classrooms between periods should be done in silence and in an orderly manner.
7. Students are advised to keep their classrooms/ school building/ campus neat and clean. Waste material and leftovers must be thrown into the dustbin.
8. Only those students will be put 'on duty' who represent the school while playing a tournament, a sport or participate in any other event. Any student, not representing the school, will have no such claim.

### **Transport Rules**

1. The students can avail school transport facility on the existing school routes.
2. The school reserves the right to modify/cancel any route.
3. Those students who opt for school transport need to avail it for eleven months.
4. A written information for the discontinuation of the route is to be submitted one month prior to it. If not adhered to, the parents are liable to pay for the same.

### **Students using Private School Cabs/Transport**

1. Parents of students travelling by private cabs must ensure that dropping time for private cabs is not before 8:45 a.m. for Play group to Class I.
2. Parents must ensure that there is a parent chaperone -preferably lady always accompanying students for their safety.
3. Parents are required to comply with all directions of traffic department, DOE Delhi and other government departments given from time to time regarding the private cabs availed by them.

Looking forward to a great Teacher-Parent Partnership.

Regards

Team Max Kids Dwarka

New Delhi