

FAIRYLAND CHILDREN'S CENTER

“Golden-Rock” 759-47 Deccan Gymkhana, Pune, 411004.

Phone: 25677231 email: fairyland.pune@gmail.com

RULES AND REGULATIONS FOR PLAY-GROUP AND MINI-KG

Please retain this copy for reference through the academic year.

1. General

The rules and regulations given below must be **strictly** followed. These rules are necessary for the safety, happiness and health of all the children and for the smooth functioning of Fairyland Children’s Center. Your cooperation in following these rules is essential and will be greatly appreciated. Please do not request the teachers to make exceptions.

2. Registration Fee

A registration fee of Rs.1000/- must be paid for each new student admitted to the Center, at the time of registration. **The students already attending Fairyland must register by paying the first term fees to secure a seat.**

3. Fees

Fees for the current calendar year will be available once you fill out the application form and submit it in person. You can request fee information by visiting the the center with a completed application form.

Full fees are payable for each term, even if the child joins the class at a later date. Second term fees are due by 20 October (Before Diwali Holidays). All fees once paid cannot be refunded, credited or transferred for **any reason** including, travel, illness or transfer of parents.

We do not like to give reminders for late payments and registrations, so we appreciate your earnest cooperation.

4. Timings and Pickup

Class schedule will be as follows:

Play-Group	– 9:15 to 11:15 a.m.	Monday-Friday
Mini KG	– 9:00 to 11:30 a.m.	Monday-Friday

The Center will be open from 9.00 am to 12.00 noon - Monday through Friday. At the beginning of the first term there will be an adjustment period. During this time, the class duration will be slowly increased so that the children can adjust to the new environment. Parent or a responsible adult will be required to stay with the child during this adjustment period.

If for any reason you are unable to pick up the child at the specified class time, then **you** must call us at **25677231** immediately.

Do not use the Center as a baby-sitting place to accommodate your needs of dropping early or picking up late.

5. Transport

Transport to and from Fairyland is the parent's responsibility. All rickshaw arrangements are to be made directly between the parents and rickshaw-kakas. Fairyland will not act as an intermediary at anytime. Children cannot be picked-up by those whose names do not appear on the registration form without a written note from the parents.

6. Requirements

Children should bring the following items to the center:

1. Tiffin box for snack time. (Please send nutritious snacks. **Do not send chocolates as snacks.** Tiffin box should be sent in a backpack with a zipper.)
2. Water bottle **with a straw.**
3. One set of extra clothing including undergarments.
4. All Play-Group children **must wear a diaper or nappy** till they are fully toilet trained.
5. A clean napkin and a **handkerchief** are a must.
6. A handkerchief should be pinned to the shirt or dress if the child has a cold.
7. The children should wear Velcro or slip-on shoes. **Sandals or chappals and shoes with laces are not allowed.**

7. Emergencies

It is our sincere intention to provide a loving and caring environment for the children. Unfortunately accidents cannot always be prevented. If any child is hurt during the Center hours, we will provide first aid. If a doctor's attention is required, the total cost of treatment is to be borne by the parents. The Center and staff will not be held responsible or liable for such events in any way. Occasionally, young children hurt each other unknowingly by pinching, scratching, biting or throwing toys during play. Although our teachers are vigilant, this is not always preventable. All parents need to understand this and view this as a part of social interaction – a learning process for all children and accept the associated risk.

Please ensure that you provide us with correct phone numbers for emergency contact. It is the parent's responsibility to keep this information updated as necessary.

Fairyland management reserves the right to not open the Center or close it early during social disturbances, riots or strikes. Parents should arrange suitable and safe transportation during such times.

8. Leaving the Center

The Center reserves the right to discontinue any child without explanation. If any child admitted to Fairyland impedes the normal functioning of Fairyland, the child will have to leave the Center. In such instances, the decision of the Center will be final. Fairyland will not be responsible for any consequences of such actions.

9. Sickneses and Long Absence

Children with any contagious sickness or diseases will not be permitted to attend Fairyland until doctor's certificate of fitness is provided. This is a precaution to protect all children from childhood ailments like chickenpox, measles, mumps, etc. All children with influenza and with profusely runny noses should stay home till they feel better. Parents should let Fairyland know of any long absences due to illness or travel.

10. Parent Teacher Meetings, Notices and Changes

We would be happy to discuss your concerns about the child with you after class, i.e. after 11.40 a.m. kindly understand that such discussions cannot be conducted during the class.

It is the parent's responsibility to read and follow the notices posted in the Center, particularly if the child is picked up and dropped off by maid, drivers or other people.

It may be necessary to change the rules and regulations, fees, timings and any other things, from time to time without advance notice. These will be binding on the parents and children.

11. Library

Fairyland offers a Library facility for the children. We encourage you to join the program, although it is not compulsory. The additional fees and rules are explained in a separate brochure. If you are interested in this program, please ask for details.

12. Statement about Future Admissions

Parents should carefully and clearly note that Fairyland does not guarantee admission to any primary or pre-primary school. Our students do not receive any special treatment when they seek admission to other primary schools. They do this on their own merit and initiative - of which we are proud.

13. Birthday Celebration Guidelines

Birthdays are very special days for preschool children. To make these special days memorable for the child, parents may celebrate the birthday at Fairyland. **We would like you to follow some guidelines if you wish to celebrate a birthday at the Center.**

1. The class teacher must be notified of the birth date at least 3 days in advance.
2. Parents can come for the celebration on that day at the time given by the class teacher.
3. A birthday cake is not allowed since children bring their own snack to school.
4. Parents may not distribute gifts to the children on the occasion of the birthday. In the past this has lead to an undesirable competition among parents to outdo each other. Instead, we suggest that parents may distribute an appropriate, healthy snack in a sealed plastic bag.
5. Video shooting is not permitted at any time within the premises.
A photograph may be taken with class friends with prior permission and with minimal disturbance to the class.

14. Pick-up and Drop-off Rules

We request you to follow these instructions during pick-up and drop-off to Fairyland. Children who attend Fairyland are between the ages 2 and 5. These children simply cannot understand the danger of being on a busy road. They are not mature enough to understand their own safety.

It is the parent's responsibility to ensure that the child reaches Fairyland and home safely. If you choose to ask maids, drivers, rickshaw-kakas or relatives to pick-up and drop-off, then you as parents are still responsible to explain in detail these rules to these people and get them to follow very strictly.

Carelessly leaving the entrance gate open and endangering children will be viewed very seriously by Fairyland and may result in dismissals.

- ✓ Park your vehicles and two wheelers at least 6-feet away from the entrance. **Do not block the entrance gate at any time with your vehicle or by standing and talking at the gate.**
- ✓ Accompany the child till the child is inside the premises and in safe custody.
- ✓ Always take a moment to close the gate behind you **even if** you are coming back in just a minute, or some other parent is approaching the gate.
- ✓ Some children are quite independent. In spite of this, we adults should not take any chances and **must not let them be on the road on their own.**
- ✓ Take time to teach your child good safety and traffic sense early.
- ✓ **It is always better to be safe than sorry.**

We hope you understand our concern and the importance we place on these rules.

15. Problem Resolution Process

If you encounter any problems with teachers, other parents or the functioning of Fairyland, please bring it to the attention of the Head Teacher, **politely**, after the class hours. It may not be possible to discuss these issues during class hours. Every effort will be made to resolve the problem in a fair and proper way, when a suitable opportunity arises. Please note that shouting, use of abusive language and throwing tantrums is not acceptable adult behavior at Fairyland. This may lead to dismissal of your child from the Center.

FAIRYLAND CHILDREN'S CENTER

APPLICATION FOR ADMISSION Play-Group and MiniKG

Student's Full Name: _____ **Birth Date:** _____

Address: _____

Email: _____ **Phone(R):** _____

Mother's Name: _____ **Father's Name:** _____

Mother's Education: _____ **Father's Education:** _____

Mother's Occupation: _____ **Father's Occupation:** _____

(Please state specific business or service; do not write simply business or service.)

Address of Mother's Workplace: _____

Address of Father's Workplace: _____

Mother's Mobile Phone: _____

Father's Mobile Phone: _____

Languages spoken at Home: _____

Names of Persons who will come to the Center to pick up the child

(Please note that the child must be picked up by only the people listed here)

Emergency Contact Phone Numbers: _____

(Parents should notify the Center immediately of any changes in the phone numbers)

Student's Blood Group: _____

Fee Paid: Rs. _____ for First term. Fees Paid: Rs. _____ Second term.

Joining fee Paid: Rs. 1000/- on _____ . Birth date Verification Done: Yes / Pending

We have received a copy of the Rules and Regulations. We, having fully understood the Rules and Regulations of the Center, apply for admission of our child for Play-Group/ Mini KG.

We understand very clearly that fees once paid cannot be refunded, credited or transferred for any reason and that Fairyland does not guarantee admission to any other primary school. We will provide the original birth certificate for Birth Date verification. We accept that Fairyland may discontinue any admission at their discretion as per Rule 8.

Mother's Signature

Father's Signature

Office Use Only:
First Term Fee Paid Date: _____

Birth Date Verified Date: _____ / basis
Second Term Fee Paid Date: _____