

# SACRED HEART CONVENT KINDERGARTEN



GIDDERBAHA-152101  
Sri Muktsar Sahib (Pb.)


SCHOOL PROSPECTUS



## OUR PRAYER



Our Father, Who art in heaven,  
Hallowed be thy name;  
Thy Kingdom come,  
Thy will be done,  
on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass  
against us ;  
and lead us not into temptation,  
but deliver us from evil.



*“Our Task is to  
Love Let Nobody  
Surpass you in  
Love”*

**Venerable**

**Fr. Augustine John Ukken**

(Founder of Congregation of the Sisters of Charity)





Dear Parents & Well Wishers,

Sacred Heart Convent Kinder Garten has been serving the people of Gidderbaha and providing quality education. As we getting ready to start the new academic year, we want to re-affirm our commitment to recharging our spirit.

At this point of time we would like proudly say that we have been very effective in providing quality education to the people of this locality and we hope great result to blooming our little buds due to the tireless, whole hearted and dedicated work done by us.

Sacred Heart Convent Kinder Garten is chalking out new plans to make new steps which will take it to higher levels of growth. At this juncture, we requested you all to co-operate with the management in executing new development at schemas and plans.

We will continue to serve the people more effectively in the years to come as well. Let us move together towards a better tomorrow.



# I LOVE MY KINDER GARTEN



*This is my*

*Second Sweet Home*

**PLAY, LEARN & GROW TOGETHER**

## INTRODUCTION



Sacred Heart Convent Kinder Garten was founded in 2012 by the inspiration and teaching of Venerable Fr. Augustin John Ukken founder of the Congregation of Sisters of Charity.

## MANAGEMENT

Sacred Heart Convent Kinder Garten, Gidderbaha is an undertaking of Charity Sisters under the management of Santhome Province, Ghaziabad of the Congregation of Sisters of Charity. Congregation of Sisters of Charity (C.S.C.) is a catholic society which undertakes educational and charitable activities in Punjab, Kerala, Uttar Pradesh, Andhra Pradesh, Madhya Pradesh, Haryana, Uttarakhand, Maharashtra, Rajasthan, Tamil Nadu, Jharkand, Italy, Germany, Africa and in various other parts of the world.

## MISSION AND VISION

Sacred Heart Convent Kinder Garten, Gidderbaha holds fast to the principle that a human being is a positive asset and a previous national resource that needs to be cherished, nurtured and developed with tenderness and care coupled with dynamism. It aims at shaping persons who are intellectually competent, morally sound, psychologically integrated, emotionally balanced, spiritually enlightened physically fit and imbued with a sense of divine, committed to the cause of justice and peace and ever open to further growth.



## ADMISSION AND WITHDRAWAL

1. Parents seeking admission of their ward must register the name in advance.
2. Registration to the Nursery class starts normally in the month of December as per the date schedule published. Registration for the admission to other classes depends on the availability of seats. Registration does not guarantee admission and the validity of the registration is only for 3 months from the date of registration.
3. The minimum age of the candidates for admission to Nursery is 3-4 years. A corresponding scale of minimum and maximum age holds true for the other classes.
4. Application for Registration should be made on the prescribed form obtained with Prospectus from the school office.
5. At the time of admission a student has to submit the following documents :
  - a) Birth certificate from the municipality/ Panchayat. (Original and a attested copy)
  - d) Adhar Card - Original & attested copy.
  - c) Two Passport size photographs of the student.
  - d) Two passport size photographs of the family. (Father, Mother with child.)
6. The date of birth once entered in the admission register of the school will not be changed, as it is against the law. In addition the parents of all applicants must sign an age declaration, guaranteeing that at no time and under no circumstances will any request be made for change in the date of birth.
7. Admission to LKG and UKG classes is on the basis of merit, interview and availability of seats. No recommendation of any nature shall be entertained. The decision of the management about admission is final.
8. Those students who join the school at any time of the current academic year will have to pay the complete fee of that academic year even if they join late.
9. For selection and admission of any candidate the decision of the management is final.



## TO THE PARENTS

1. Good education is the joint effort of the school and Parents. So education of your child can be completed only with the help of your full cooperation. The parents should feel proud of their children and should have confidence in their performance. At the same time they should be aware of the weaknesses and problems of their children. Parents should be earnest to report to the principal/office whenever they are called in. The parents should have faith in the actions taken by the school authorities to facilitate the all round development of their children.
2. Parents/Guardians are requested to co-operate with school in ensuring a high standard of morality and discipline among the students.
3. Parents must read all the rules printed on the school prospectus, school diary and circular. Ignorance of the rules will not be taken as an excuse.
4. The medium of instruction and expression is English. To promote speaking English the students are awarded with marks/grades through internal assessment.
5. Pupils should attend the school regularly. They must reach the school at least ten minutes before the assembly.
6. All the students must have the text books and stationary required for their respective classes.
7. Every student should bring the school diary daily. Any information of request conveyed to the parents/guardians through the diary by the Principal/Teachers should be complied with and acknowledged.
8. Parents are advised to allow the children to watch only educational and useful program on the TV. Habitual watching of movies and film songs may distract the children from their studies.
9. The child should be encouraged to cultivate habitual cleanliness in all his/her work and person. Dress him/her neatly and properly. Do not allow him/her to bring expensive things to the school so as to make a display of such items or to show that he/she is more privileged than the rest. Help the child to understand that in the school he/she is just like any other student.



10. It does sometimes happen that children complain to their parents concerning school matters. Parents are requested to notify the Principal in matters of this kind and to with-hold their judgments until proper investigation is made. A little carefulness along this line often prevents unhappy consequences.
11. If your child has habits or traits of character which need special watching, please report to the Principal so that proper care can be given to your ward.
12. Children are attracted even by trifle things which they would like to acquire for themselves. If he/she brings home any thing from the school without the teachers knowledge, send it back the next day itself and inform about it to the persons concerned. It will have its own reward in his/her later life.
13. While sending letters or making remittance of fee or inquiries please note the full name of the child, his/her class and the admission number.
14. Parents are requested to check the diary of their ward regularly and respond to the remarks, if any, made by the teachers/Principal.
15. Parents and guardians who want to discuss the welfare and progress of their children may meet the Principal with prior permission or at the notified time. Parents shall meet the teachers on the days and occasions notified in the calender. Parents are requested to make good use of this occasion for building up mutual understanding between the parents and teachers with regard to the all round progress of their wards. It is not a fault finding session, but legitimate complaints may be brought to the attention of the Principal/Class teachers without any delay. It will be very much appreciated.
16. When the school is in session is in session, parents and guardians should not visit the classes or teachers without the permission of the Principal as it causes disturbance to their normal and legitimate work.
17. Parents and guardians are requested to notify the school of any change in their address and phone number.
18. To be absent from the school to attend social functions is not recommended. Because it retards the child's progress in school and minimizes his/her respect for regular hard work.







19. Parents are advised to ensure that their children prepare their lessons regularly at home and take keen interest in the activities of the school.
20. Criticism of the teacher in the presence of the students should be prudently avoided as this may adversely affect the child.
21. Parents are requested to sign the progress report and the occasional report from the teacher.
22. Any kind of damage done to the school property must be compensated at the expense of the offender along with the fine that may be imposed.
23. No student will be granted leave without prior written application of the parents/guardians. In all the cases permission is at the discretion of the Principal. Those who absent themselves for 10 consecutive days without the prior permission are liable to have their names struck off the rolls. Readmission may be granted only on payment of fresh admission fee.
24. No student shall be allowed to go out or to be taken out of the school campus without obtaining the 'out pass' from the Principal. The out pass shall not be issued unless the Principal is satisfied with the genuineness of the matter.
25. All money matters should be dealt with the office.
26. Parents should see that their child comes to the school after his/her daily needs. All the students must have their Tiffin brought with them for break. Lunch packets brought by others will not be allowed to reach the students on account of various reasons.
27. Cleanliness of person and dress is expected of every student. The school uniform must be clean, without any type of decorations. Students coming to the school with untidy dress, hair etc. will be refused admission to the class.
28. Students themselves will be responsible for their own belongings. The school will not entertain any claim for the loss of money, clothes, watches, ornaments etc. It is advised to mark the name on all his/her belongings.
29. The section of a student is altered as and when required, at the discretion of the school authorities and request for a particular section will not be entertained.
30. Conveyance of the children is fully the responsibility of parents. The school shall neither entertain any complaint on this matter nor be responsible in any way.
31. Students will not be called to answer phone calls during class hours.
32. Parents are requested not to contact the teachers over the phone for any reason. You may contact the school office, if anything serious is to be communicated.
33. It is not advisable to take the students home unless there is a genuine reason.
34. It is advised that the students who have to be consulted with a doctor or are undergoing any medical treatment are not to be sent to the school which can avoid parents taking the students home during the school hours.





#### **Last Note :-**

The school does not entertain the use of any kind of jewelers or make up, also long nails and the application of nail polish are not acceptable in the school.

### **PAYMENT OF FEES**

1. School fee must be paid in four installments before the due date. Defaulters will have to pay the late fee.
2. Fee must be paid for the period during which the student's name is on the roll. If the fee is in arrears continuously, the name of the student will be removed from the rolls.
3. All fees and other dues must be cleared before the terminal examinations. Defaulters will not be allowed to sit for the exam.
4. No reduction of the fee will be made for broken periods of attendance.
5. Fee receipt/bank vouchers must be retained and produced as proof of payment if needed.
6. The fee once paid is not refundable.

### **CO-CURRICULAR ACTIVITIES**

Properly organized and regulated co-curricular activities are just as much a part of sound education as studies. It is chiefly through these activities that the various facets of a child's personality are revealed and that such qualities as team spirit, self confidence, sportsmanship, initiatives and the proper use of leisure are developed. Mere accumulation of knowledge is not enough in the life of a student. Some of the co-curricular activities encouraged are public speaking, drawing, painting, singing, games, P.T., athletics, excursion, educational films, dancing, poem recitation other competitions etc.

### **EVALUATION AND PROMOTION**

1. No candidates will be admitted to any of the examinations unless all school dues have been paid in full.
2. The year's work will be taken into account for drawing, music, dance, physical education and in other extra curricular activities. No separate examination will be held in these subjects.
3. Regular periodical tests will be conducted in addition to the terminal examinations. Marks obtained in all the tests and terminal examinations will be taken into consideration for promotion.
4. Those who absent themselves in any subject shall be considered failed in that subject and shall not be awarded any position and shall not be re-examined. In case of grave illness a medical certificate should be produced.
5. Result declared at the end of the academic year is final and no request for re-examination/re-evaluation shall be entertained. Applications for the verifications of marks may be considered in special cases at the discretion of the principal.
6. Parents/Guardians are requested to come and examine the result card of their wards and return it duly signed to the class teacher. Signatures found in the progress reports should be identical with specimen signature found in the diary/the admission form.





## SCHOOL UNIFORM

On all class days and at school functions the children are expected to wear the uniform prescribed for the season. Each child must be provided with a sufficient number of uniforms. It is compulsory to wear the school uniform on the following occasions :

Classes, for trips/picnic, for inter school functions and competitions.

Note : The School use of jewelers or makeup. Long nails and nail polish are not parts of the Uniform.



### SUMMER

#### Girls:-

1. Maroon black check skirt with shoulder straps
2. Cream half sleeves shirt
3. Cream socks.
4. Black shoes with buckle
5. Maroon ribbons
6. Maroon Tie, School belt.

#### Boys :-

1. Maroon black check shorts.
2. Cream half sleeves shirt.
3. Cream socks
4. Black shoes
5. Maroon tie
6. Maroon patka

#### Wednesday, Saturday:- Wednesday, Saturday:-

1. White skirt
2. Half sleeves white shirt
3. White socks
4. White shoes with buckles.
5. White ribbon
6. Red/white tie.

1. White shorts.
2. Half sleeves white shirt.
3. White socks
4. White shoes
5. Red/white tie
6. White patka

### WINTER

#### Girls:-

1. Grey skirt with shoulder straps
2. White full sleeves shirt
3. Red socks
4. Black shoes.
5. Maroon ribbon
6. Red/white tie.

#### Boys:-

1. Grey Pant.
2. White full sleeves shirt.
3. Red socks
4. Black shoes
5. Red/white tie
6. Maroon patka





# SACRED HEART CONVENT KINDER GARTEN

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