

राष्ट्रगीत

जन-गण-मन अधिनायक जय हे भारत-भाग्य विधाता ।
पंजाब - सिंधु - गुजरात - मराठा - द्राविड उत्कल वंग ॥
विंध्य - हिमाचल - यमुना - गंगा उच्छल - जलधितरंग ।
तव शुभ नामे जागे । तव शुभआशिषमागे ।
गाहे तव जय गाथा ।
जन गण मंगलदायक जय हे भारत भाग्य विधाता ।
जय हे, जय हे, जय हे, जय जय जय जय हे ॥१॥

प्रार्थना

गुरुर्ब्रह्मा गुरुर्विष्णुः गुरुर्देवो महेश्वरः ।
गुरुः साक्षात् परब्रह्म तस्मै श्री गुरवे नमः ॥
सरस्वति नमस्तुभ्यं वरदे कामरूपिणि ।
विद्यारम्भं करिष्यामि प्रसन्ना भव सर्वदा ॥

वन्दे मातरम्

वन्दे मातरम् ।
सुजलां सुफलां मलयजशीतलाम्
सस्यश्यामलां मातरम्
वन्दे मातरम् ।
शुभ्रज्योत्स्नापुलकितयामिनीम्
फुल्लकुसुमितद्रुमदल शोभिनीम्
सुहासिनीं सुमधुरभाषिणीम्
सुखदां वरदां मातरम्
वन्दे मातरम्

IES KINDERGARTEN

Hindu Colony, Bandra (E), Ash Lane, Marol, Bhandup, Vashi,
Bhira, Varsoli, Nhava Sheva, Mulund, Dombivli, Charkop, Katrap, Titwala

RULES & REGULATIONS - 2013- 2014

MINI KG

ADMISSIONS

- 1) Children who complete two years but are less than three years on or before 15th June of the year for which they are seeking admission shall be admitted to Mini KG.
- 2) Children who join the KG directly from home or from a private school have to produce the official Municipal Birth Certificate in support of the date of birth entered in the Admission form.

FEES

- 3) Yearly fees should be paid by 10th of June every year by crossed cheque in favour of the respective KG.
- 4) Fees will not be accepted without the fee card. Fees once paid is not refundable.
- 5) No Leaving Certificate or Birth Certificate shall be released until all the dues to the KG are paid in full.
- 6) No deductions in fees payable will be made for vacation or for broken period.
- 7) Fees should not be sent with children. The KG will not be responsible for the loss of cash or cheques sent through the children. Payment made by cheques is subject to the realisation of the amount mentioned therein.

- 8) Fees will not be accepted on the last working day of the month.
- 9) Keeping in view the escalation costs due to various factors, upward revision in the fees every year is likely to occur.

UNIFORM

- 10) For Girls - Frock - Plain white with red dots (Raidana) red hair band / red ribbons
For Boys - Plain red short pants and white with red dots (Raidana) half sleeved shirt. After rainy season black shoes and white socks are compulsory.
- 11) Parents / Guardians are requested to see that their child/ward wears the KG uniform everyday. Each child should wear the I.D. Card given by the KG.

HAIR STYLE

- 12) Boys should have a close hair cut. Girls with long hair should put two plaits with red ribbons. Girls with short hair should wear a red hairband. Plastic hair band will not be allowed.

ATTENDANCE

- 13) The management has given a serious thought to the question of children's discipline and framed the following rules in the matter of children's attendance in the KG.
- 14) All children should be present in the KG premises in time when the KG commences.
- 15) If for any reason, the parents / guardians desire that their ward should return home from the KG. before the scheduled time, they should give a note to that effect indicating the reason. The child is issued a gate pass in such a case.

- 16) If a child remains absent from KG, he / she should carry a note from the parents / guardian indicating the reason for the absence, the next day when the child attends the KG. If absence is to be of more than 2 to 3 days, the parents / guardian should write to the KG about it in advance. In case of absence due to illness a Medical Certificate along with the note should be sent to the Head.
- 17) It is advisable not to send children suffering from an infectious disease to KG. A doctor's fitness certificate should be sent with him / her when he / she rejoins the KG after such illness.
- 18) Irregular attendance, unjustified or unexplained absence for more than seven days, habitual illness justify dismissal of the child.
- 19) A child who has been absent from the KG or is late will not be admitted to the class without the Head's permission.
- 20) Children should not be sent to KG on the day of heavy rains, cyclones, unrest in the city, riots, etc.
- 21) No leave of absence is granted to a child unless there is prior application from parents or guardians for any reason. Absence without permission is justifiable only at the Head's discretion.
- 22) Absence on the re-opening day of the KG after the term or vacation renders the child's name to be struck off the roll.

DISCIPLINE

- 23) The Parents / Guardians are requested to leave their children / wards at the entrance of the KG.
- 24) When children move along the corridors, they are expected to walk in silence and in a single line keeping to the left.
- 25) Children are strictly forbidden to leave the KG premises.

- 26) Children are not allowed to wear any ornaments or bring any valuable articles to KG. The KG will not be responsible for the loss of any such articles.
- 27) Personal hygiene and cleanliness is expected of all children.
- 28) Each and every child should endeavour to keep up the tone and good name of the KG. by excelling in good manners and deportment.

GENERAL

- 29) **Private tuitions will not be encouraged.** Parents / Guardians should approach the KG authorities in case of any problem.
- 30) KG authorities will send the report of child's long absence, behaviour and progress in studies of which the parents / guardians should take urgent note and see the Head, if they are called upon to do so.
- 31) Parents / Guardians should seek permission from the Head if they need to see their wards or meet their teacher during KG hours in case of emergency.
- 32) Parents/Guardians are expected to be very particular in seeing that their wards return home immediately after KG. hours except on days when they stay on for co-curricular activities. It may be noted that the responsibility of the KG. authorities ceases immediately after KG hours.
- 33) Children should use a sling bag to keep their things. They will not be allowed to use the thin plastic carry bag.
- 34) The child should carry with him / her tiffin box, a water bag, a napkin and a handkerchief neatly labelled.
- 35) Parents / Guardians are requested to see that their child / ward carries his / her mid day tiffin to KG.

- 36) Parents / Guardians should paint their child's/ward's name on all their belongings with oil paint.
- 37) The child should wear his/her identity card and contract bus badge to KG every day.
- 38) Any change in residential address or telephone numbers should be immediately communicated to the KG authorities.
- 39) The Parents' Meetings are conducted as and when necessary. For the progress of the child, the parents are advised to attend these meetings without fail.
- 40) The suggestions made by the parents in these meetings may be considered. However they cannot compel the KG to implement a particular suggestion made by them.
- 41) Each child will be given a copy of the syllabus, which the parents/guardians should preserve. This will keep them informed of the activities to be done in the class every month.
- 42) Circulars given by the KG should be noted, preserved and followed.
- 43) Parents/Guardians are requested not to send sweets, etc to distribute on their child's / ward's birthday. However, they may send their child / ward in his/her best dress.
- 44) Parents / Guardians should note that the buses for transportation of children are not owned by the Indian Education Society or the KG of the society. They are owned by the private agencies. Hence no responsibility lies on the Society or the KG in any way in connection with the buses.

OBSERVATIONS

- 48) There will be first and second Term observations for Mini KG children. The Progress book will be sent to the

parents. The parents / guardians should go through and sign it and act according to the suggestions. The progress book should be returned within a week after the result of the first observation. It should be maintained neatly.

- 46) Sick children should not be sent for observations.
- 47) If a child is absent for these observations he/she will be considered for eligibility to the higher class on the basis of the yearly performance.

WITHDRAWAL OF NAME

- 48) Parents / Guardians are requested to fill in the prescribed form after paying all the dues before asking for the KG, leaving certificate. Those who leave the KG in March must pay the fees for April and May.



INDIAN EDUCATION SOCIETY

Name of the Child : _____

Name of the KG : _____

Class _____ Div _____

Child's Blood Group : _____

I have read the rules and regulations of the KG and agree to abide by them.

Signature of Parent / Guardian & date : _____

Address : _____

Tel. Nos. Resi _____ Father's Off : _____

Mother's Off : _____ Mobile : _____

Creche Address : _____

_____ Tel. No. _____



SYLLABUS FOR MINI KG FOR 2013 - 14
Recommended Book : 1) VIKAS RAINBOW ABC BOOK

JUNE - JULY

- 1) **Free Play Activities** : Squeaky toys on wheels,
dolls, balls.
- 2) **Action Words** : Clap hands, jump, sit, stand,
come & go, open & close.
- 3) **Nursery Rhymes** : i) Johnny Johnny.
ii) Twinkle Twinkle
iii) Rain

i) Johnny ! Johnny !

Johnny !
Johnny !
Yes, Papa
Eating Sugar?
No, Papa
Telling lies?
No Papa.
Open your mouth,
Ha ! Ha ! Ha !

ii) Twinkle, Twinkle, Little Star

Twinkle, Twinkle, little star
How I wonder what you are !
Up above the world so high,
Like a diamond in the sky !

iii) Rain

Rain on the green grass,
Rain on the trees,
Rain on the roof tops,
But not on me !

4) Action songs :

i) Ring A - Ring A Roses.

Ring - a ring a roses
A pocket full of posies,
Hush - ha ! Bush - ha !
We all fall down

ii) Who are you ?

Who are you ?
Who are you ?
I am a boy,
I am a boy.
I play with my toy
Who are you ?
Who are you ?
I am a girl,
I am a girl,
I look like a pearl.

5) Story :

The Thirsty Crow

Once there was a crow. He was very thirsty. He saw a narrow pot. There was little water at the bottom. He could not reach the water. So he picked up stones and dropped them in the pot. The water came up. The crow drank the water and flew away happily.

6) Conversation : Introduction of articles in the classroom. viz, door, window, fan, chalkboard, table, chair, dustbin, cupboard, wash basin, mirror.

7) General Knowledge a) Common colours : Red, Blue, Yellow.

b) Parts of the body :- head, hands, legs, eyes, nose, ears, mouth.

8) Community Living : i) Care of Personal belongings viz, bag, napkin, tiffin box, water bottle, handkerchief, I.D. card and shoes

ii) Use of dustbin.

9) Drawing : Scribbling with chalk on slates.

10) Craft : Folding the duster cloth.

11) Games : To make train,
Here we go round the mulberry bush.

AUGUST - SEPTEMBER

1) Free Play Activities : To separate models of birds and animals, Pyramids.
Patterns with ice-cream sticks

2) Picture Reading : Pictures related to capital letters A to H with phonetics.

3) Action words : bend, stretch, turn, wave.

4) Nursery Rhymes : i) Chubby cheeks ii) Lollipop
iii) I hear thunder.

i) Chubby cheeks

Chubby cheeks
dimpled chin,
Rosy lips,
teeth within,
Curly hair,
very fair,
Eyes are blue,
lovely too,
Teacher's pet,
is that you ?
Yes ! Yes !Yes !

ii) Lollipop Lollipop

I took a hop
To the shop,
To buy a sweet lollipop.
See the big stick
And the red top.
I'll put it in my mouth,
And eat it plop ! plop ! plop !

iii) I hear thunder

I hear thunder,
I hear thunder,
Oh, do you ? oh do you?
Pitter, patter rain drops,
I'm wet through, I'm wet through

5) Action Songs : i) Teddy Bear ii) What can I do? iii) After a bath

1) Teddy Bear

Teddy bear, Teddy bear,
turn around,
Teddy bear, Teddy bear,
touch the ground.
Teddy bear, Teddy bear,
Polish your shoes;
Teddy bear, Teddy bear,
Off to school.

2) What can I do ?

Two little hands to
clap, clap, clap
Two little legs, go
tap, tap, tap.
Two little eyes are
open wide,
One little head goes
side to side.

3) After a bath

After a bath.
I try, try, try
to wipe myself,
Till I'm dry, dry, dry
Hands to wipe,
and fingers and toes,
Two wet legs,
and a shiny nose.

6) Story :-

Rabbit & Tortoise

Once there was a rabbit, white and fluffy. He could run fast. He had a friend tortoise, who had a hard shell on his back. He could only move slowly. One day the rabbit laid a bet with the tortoise for running a race. All the animals of the jungle - the elephant, lion, tiger, giraffe, bear and zebra came to see the race. The rabbit ran fast but soon felt tired and went to sleep. The tortoise moved slowly but steadily and reached the winning point. All the animals clapped for him. The rabbit got up very late and saw that the tortoise had won the race.

7) Conversation :

Myself a) Who are you ?
 b) What is your name ?
 c) Where do you live?

8) **General Knowledge** : a) Common birds : crow, sparrow, parrot, pigeon, peacock.

9) **Community Living** : Clean personal habits

I brush my teeth	I have a bath,
I wear clean clothes	I use a towel and a napkin
I cut my nails	I oil and comb my hair

- 10) **Drawing** : Finger Painting, Leaf painting
- 11) **Craft : Paper-Folding** : Square fold
- 12) **Dramatization** : With head gears of birds.
- 13) **Clay work** : Pedha, Snake, Laddoo
- 14) **Games** : Land and Water, Treasure Hunt.

OCTOBER - NOVEMBER - DECEMBER

- 1) **Free Play Activity** : Sorting the wooden beads as per their colours. To put on bangles, To put on socks.
- 2) **Picture Reading** : Pictures related to capital letters I to P with phonetics.
- 3) **Action words** : run, stop, walk, roll hands, hands up, hands down, smile laugh, shout & cry.
- 4) **Nursery Rhymes** : i) The Band ii) Elly the Elephant
iii) A Baby iv) Pappa and Mamma
v) Monkey

i) The Band.

Listen to the big drum,
bang, bang, bang,
Listen to the triangle,
tang, tang, tang
Listen to the trumpet,
toot, toot, toot
Listen to the tambourine,
Shoo, Shoo, Shoo.

ii) Elly the Elephant

Elly the Elephant goes this way & that
He's so very big, so very fat.
He sways his trunk from side to side
He takes us all for a jolly ride.

iii) A Baby

I am only a baby
As you can see;
I can laugh - Ha! Ha! Ha!
I can cry - Hoo! Hoo! Hoo!

iv) Pappa and Mamma

Pappa and Mamma, I love you,
Come to me when I call you,
Give me a kiss when I ask you,
Pappa and Mamma, I love you.

v) A Monkey

A monkey sat on a coconut tree
And dropped the coconuts one, two, three;
We got the coconuts all for free,
Thank you monkey, on the coconut tree.

5) Action Songs :-

i) Two little dicky birds

Two little dicky birds
sat on a wall;
One named Peter
The other named Paul;
Fly away, Peter!
Fly away, Paul;
Come back Peter!
Come back Paul!!!

ii) Hello! Mr. Bunny Rabbit

Hello Mr. Bunny Rabbit
Will you have some tea?
Oh no, Oh no, thank you
Not for me!
I will have some fresh carrots,
But not tea.

iii) Rolly Polly

Rolly Polly, Rolly Polly,
Up, up, up
Rolly Polly, Rolly Polly
Down, down, down

Repeat the same with :

Come - go, in - out, fat - thin, tall - short, big - small

6) Story :-

The Capseller and the Monkeys.

One day a capseller was sleeping under the tree. He had a cap on his head. A bundle of caps was lying beside him. There were monkeys on the tree. They took the caps and put them on their heads.

When the capseller woke up, he found the caps missing. "Whoop, Whoop", called the monkeys. He looked up and saw the monkeys. His caps were on their heads. The capseller knew that monkeys copy others. He took off his cap and threw it on the ground. All the monkeys did the same. The capseller collected all the caps and went away.'

7) Conversation : Members of the family - Grandfather, Grandmother, Father, Mother, Brother, Sister and me.

8) Number Concept: Recognition of Nos. : 1, 2 & 3 with pictures.

9) General Knowledge : Animals (Pet, domestic and wild)

10) Community Living : Eating Habits :-

- i) I must wash hands before and after eating
- ii) I must spread a napkin.
- iii) I must chew the food.
- iv) I must eat fruits, nuts and vegetables.
- v) I must drink milk.

11) Dramatisation : With paper head gears of animals.

12) Drawing : Mirror image painting, Lollipop, Sun.

13) Craft : A cap

14) Clay work : Chakli, Capital letters with clay

15) Games : Cat & Rat, Oranges & Lemons.

JANUARY - FEBRUARY - MARCH

- 1) Free Play Activities** : Sand play, Water play (Splashing)
To fix puzzles of birds and animals.
To fix puzzles of shapes.
- 2) Picture Reading** : Pictures related to capital letters
Q to Z with phonetics.
- 3) Action words** : Free movements on music, hands
on the head, hands on the shoulder
& hands on the waist.
- 4) Nursery Rhymes** :
 - i) Me
 - ii) Hickory, Dickory, Dock
 - iii) Knock at the door
 - iv) Are you sleeping?

i) Me

I have a little nose,
I have a little chin,
And I have a little mouth
Just to put my food in.

ii) Hickory, Dickory, Dock

Hickory, Dickory, Dock
The mouse ran up the clock,
The clock struck one,
The mouse ran down,
Hickory, dickory dock.
Tick - tock, Tick - tock

iii) Knock at the door

Knock at the door, peep in,
Pull the latch and walk in,
Take a chair, sit down there,
Say good - morning, Teddy bear.

iv) Are you sleeping ?

Are you sleeping?
Are you sleeping ?
Brother John, Brother John
Morning bells are ringing
Morning bells are ringing
Ding dong bell, Ding dong bell.

5) Action Song :- i) One Two ii) Clap your hands iii) ABCD

i) One Two

One, Two,
Buckle My shoe;
Three, Four,
Shut the door;
Five, Six,
Pick up the sticks;
Seven, eight
Lay them straight; Nine, ten
A big fat hen

ii) Clap your hands

Clap your hands,
Listen to the music
And clap your hands.
Stamp your feet
Stamp your feet
Listen to the music
And stamp your feet
Turn around,
Turn around,
Listen to the music
And turn around.

Jump up high, Jump up high,
Listen to the music
And jump up high,
Clap your hands,
Clap your hands,
Listen to the music
And clap your hands.

iii) ABCD

ABCDE EFG HIJKLMN OP
LMNOPQRST, UVWXYZ
XYZ, Sugar on the bread,
If, you don't like it,
you may go to bed;
Next Monday morning
come to me
And I will teach you ABC,
Happy happy we shall be
When we learn our ABC

6. Story :

Foolish Lion

Once there was a lion. He used to kill many animals for his food. So all the animals decided to go to him one by one as his food. One day it was the rabbit's turn to go to the lion. He decided to teach the lion a lesson. He took the lion to a well and told him there was another lion. The lion saw his own face. He thought there was another lion. He roared and leaped into the well. The rabbit went back to his friends. All the animals lived happily ever after.

7. Picture talk and Conversation : The toy I like most :
ball, doll, car, top

8. Number concept : Recognition of Nos 4 & 5
with pictures

- 9. General Knowledge :** a) Common Fruits : apple, banana, chickoo, grapes, orange, mango
b) Vegetables : tomato, potato, onion, carrot, brinjal, lady's finger
c) Tastes : Sweet & Salty
- 10. Community Living :** To ask permission.
i) May I come in?
- 11. Drawing :** Vegetable painting, crush ball activity, Drawing on slate - a ball, a balloon.
- 12. Craft :** Sailor boat
- 13. Clay work :** Any object
- 14. Games :** i) Hello ! How are you ?
ii) Tiger, Tiger, What's the time ?

PRAYER Thank You God

Thank you God for the world so sweet
Thank you God for the food we eat,
Thank you God for the birds that sing,
Thank you God for everything.

SHLOKAS

- १) मोरया मोरया
मोरया, मोरया मी बाळ तान्हे,
तुझीच सेवा करू काय जाणे,
अपराध माझे कोट्यान कोटी,
मोरेश्वरा बा तुं घाल पोटी
- २) धुवा हात पाय, चला भोजनाला
बसा नीट येथे, तुम्ही मांडी घाला
नका मागू काही आधाशीपणाने
नका टाकू काही, करा स्वच्छ पाने

**INDIAN EDUCATION SOCIETY
KINDERGARTEN
Holidays for the year 2013-2014**

Sr. No.	Holidays	Day	Date	Total Days
1	Ashadhi Ekadashi	Friday	19th July 2013	1
2	Ramzan-Id	Friday	09th August 2013	1
3	Raksha Bandhan	Tuesday	20th August 2013	1
4	Gopalkala	Thursday	29th August 2013	1
5	Ganesh Chaturthi	Monday	09th Sept. 2013	1
6	Rishipanchami	Tuesday	10th Sept. 2013	1
7	Gauri Aavahan	Wednesday	11th Sept. 2013	1
8	Gauri Pujan	Thursday	12th Sept. 2013	1
9	Gauri Visarjan	Friday	13th Sept. 2013	1
10	Anant Chaturdashi	Wednesday	18th Sept. 2013	1
11	Mahatma Gandhi Jayanti	Wednesday	02nd October 2013	1
12	Bakri-Id	Wednesday	16th October 2013	1
13	Diwali Vacation (Approximately)	Monday	28th October 2013	} 14
			to	
		Thursday	14th Nov. 2013	
14	Dr. Ambedkar Punyatithi	Friday	06th Dec. 2013	1
15	Christmas	Wednesday	25th Dec. 2013	1
16	Lalit Kala Mahotsav	Wednesday	01st January 2014	1
17	Makar Sankrant			1
18	Mahashivratri	Thursday	27th Feb. 2014	1
19	Dhulivandan	Monday	17th March 2014	1
20	Gudhi Padwa	Monday	31st March 2014	1
21	Ramnavmi			1
22	Mahavir Jayanti			1
23	Good Friday	Friday		1
24	Annual Prize Distribution of the KG Classes			1

First term total holidays 12 + Second Term Holidays 11 Total Holidays = 23
Diwali Vacation 14 (excluding Saturdays & Sundays)

Summer Vacation Friday 2nd May 2014 to Friday 13th June 2014 = 32
(excluding Saturdays & Sundays)

Summer Vacation + First & Second Term + Diwali Holidays Total
32 Days + 23 Days + 14 Days = 69