



DELHI PUBLIC SCHOOL SUSHANT LOK

Date: 05.03.2017

Dear Parent,

Welcome to the *DPS family!*

We take this opportunity to invite you to an **Orientation Programme for Nursery** to be held in the school auditorium-Gulmohar Hall **on 20th March, 2017 at 9:30 am**. The new session for Batch I of Class Nursery begins on 4th April, 2017 and Batch II on 6th April, 2017. Parents would be updated about the same by the class teacher on the day of Orientation. School timings for Nursery to Class I are 8:45 am to 1:00 pm. On the first day parents are requested to bring their wards to school at 9:00 am and assemble in the skating rink from where they would be taken to their respective classes by the class teachers.

Please make note of the sequence of events on the Orientation Day, 20th March, 2017:

1. On arrival, kindly drop your ward in the Activity Rooms on the first floor where a number of activities have been planned to keep your ward creatively occupied.
2. After settling your child in, please proceed to the Auditorium (first floor).
3. We would like to begin the Orientation at 10:00 am sharp. You are therefore requested to be punctual.
4. After the Orientation Programme, feel free to take a round of the classes and interact with teachers to satisfy your queries.
5. You will be informed about your ward's section and will be required to fill in a few proformas available with your child's Class Teacher.
6. The sale of books and uniform will be between 11:00 am to 4:00 pm on 20th March 2017.
7. Parents of students who wish to avail the school transport must fill in the Transport Forms and deposit it with the school Transport Incharge.
8. Parents, who have not submitted the Photographs / Residence Proof/any other documents, are requested to submit the same on **20th March, 2017** to the Admission Office.

All Parents are required to carry the following on the Orientation Day:

- 4 passport size photographs of the student.
- 4 passport size photographs each of father and mother.
- 2 passport size photographs of the attendant (the person who would be picking up your ward on a daily basis). Students availing the bus facility will be handed over to the attendant only when they produce their I-card.

We are an environment friendly school and in a bid to conserve paper, we prefer to communicate with parents through the school website and SMS. Therefore, you are requested to regularly update yourself and immediately intimate the school authorities regarding any change in your mobile/residence/office telephone numbers/email id. For transport related queries you may contact Mr. Pushpinder: 9643308835.

You are requested to comply with all of the above mentioned requirements as these concern the safety and welfare of your child. Please check our school website www.dpssl.net for further updates (if any).

With Regards

Headmistress

Principal