



**PATHWAYS**  
**early years**  
Learn • Work • Play • Think • LIVE

# HANDBOOK FOR PARENTS



*Dear Parents,*

*Welcome to the Pathways family!*

*We thank you for your trust and faith in us and assure you that this will be a happy, friendly and fulfilling association along with shared learning.*

*Education at Pathways is a three-way process & it is important that the School, Parents and Students share the same philosophy and work towards a common goal of creating a responsible, balanced and academically evolved citizen of the World.*

*This handbook is designed to familiarize you with the guiding principles that we at Pathways have stood for and implemented across all our Schools.*

*We hope that following the time-tested guidelines we will have achieved the goal of creating Pathwasians with a high sense of self-worth and well-being.*

*Please read through the Handbook carefully and assist us in implementing policies uniformly.*



## Vision

We, at Pathways Early Years believe in celebrating the uniqueness of each child and in encouraging them to be inquisitive explorers bursting with potential. Our shared vision is to promote learning experiences, in a safe and loving environment that inspires children to dream, to create and to discover the grandeur of the world around them.

## Mission

It is our mission to ensure that in a safe, tranquil, stimulating and intellectually challenging environment, all students shall have ample opportunity to:

- Imbibe universal values.
- Identify and fulfil academic, cultural, sporting and social potential through multiple paths to learning.
- Acquire habits of curiosity, reflection, mental flexibility, independence and self-discipline.
- Attain skills and attitudes for life in a rapidly changing world.
- Develop respect and concern towards the environment.
- Maintain openness and respect in the face of racial, cultural, religious and linguistic diversity.

## Pathways Non-Discrimination Statement

Pathways School is an equal opportunity education institution. It is the policy and commitment of Pathways School to prohibit discrimination on the basis of race, colour, religion, gender, gender identity, national or ethnic origin or other legally protected status in admission of otherwise qualified students. Pathways does not discriminate in the administration of its educational policies, admissions policies, scholarship and athletic and other school administered programs. Similarly, Pathways is committed to a policy of equal employment opportunity. The Institution ensures that all the People Practices uphold this and does not discriminate against any individual on the basis of race, colour, national origin, age, marital status, gender, sexual orientation, gender identity or expressions, disability, religion, height, weight, except as allowed by the law and/or need for the bonafide occupational qualification or criterion.

## Religion

Pathways encourages students in their spiritual development. Our teaching does not follow any particular faith. Students are taught to understand and respect all religions and are encouraged to practice their own faith. Sound ethical values that transcend all communities are emphasised at the school.

## CHECKLIST FOR SUBMISSION OF ADMISSION FORMS

1. Registration cum Admission Form duly filled
2. Birth certificate of the child or an age proof
3. Immunization record
4. Address proof
5. 6 photographs of the child with the name written behind each
6. 2 photographs of each parent with name & relationship written behind each
7. Copy of Passport/ VISA, in case of NRIs or Expatriates
8. COVID vaccination certificates of parents

All the formalities regarding admission must be completed before admission is confirmed and the student is permitted to attend classes. Please notify the Admissions Manager to update School records, by mail, in case there are any changes to the information given at the time of admission. This will assist us in keeping you well informed at all times and ensure your child's safety and security.





## SCHOOL TIMINGS

### Pre-school Duration:

1. Pre Toddler & Toddlers: 3 hrs (09:00 am- 12:00 noon)
2. Pre-Nursery: 4 hrs (09:00 am – 1:00 pm)
3. Nursery & Kindergarten: 5 hrs (09:00 am – 2:00 pm)
4. Holding Hands: Twice a week, 1 hour class

### Day Care Timings:

1. Extended Day Care: 8:30 am to 6:00 pm
2. After School Day Care  
(18 months to 6 years): 2:00 pm to 6:00 pm

Day Care facilities can also be availed on per day basis at a nominal cost.

Add-ons or schedule changes may be accepted to our daily schedule only if there is a space available for that facility.

At least 3 days advance notice to be given if a short-term add-on is required or at least a week's notice if a long-term add-on is required.

You would appreciate that any schedule change of this nature requires advance planning of meals, sleeping arrangements and activities during the add-on period to maintain the well-being of your child.

We offer school transport for all our students and motivate parents to avail it as it affects their regularity to school, safety and overall travel behavior and it saves a lot of time of the parents. In case you do not avail School Transport, please ensure your child is dropped and picked up on time.

This is even more important for the extended hour's day care facility.

Frequent late pick-ups could also lead to termination of Day Care facility for your child, though the child may be permitted to continue in the Pre School



## HELPING YOUR CHILD SETTLE DURING THE FIRST FEW DAYS

It is not unusual for very young children to go through 'separation anxiety' for a few days which could result in them crying and not feeling too well mentally and/or physically throwing up. Please be rest assured that this will pass and the child will settle down eventually.

We encourage one parent to be present in school at all times for the initial few days while the child is settling down. Once the child has settled, it is in the interest of the child that the drop off is brief. The longer you prolong your departure, the harder it gets for the child. Leaving the child without saying goodbye can develop mistrust in the child. Hence, we encourage you to please say a cheerful goodbye at the time of drop off. Feel free to give us a call anytime during the school hours to check whether your child has calmed down and is enjoying him/herself.

Please be brief at pick-up times as well and refrain from engaging the staff in discussions as this may delay pick up/drop off of other children. Please do maintain school regulations at all times.

Remember that the school provides an altogether new environment and adjusting in this environment can sometimes be a tiring experience. Your child may seem more tired than usual in the first few days or weeks, but eventually they will get adjusted to the school schedule so please do not worry. Initially, some children may need a morning nap in school which we are equipped to offer.

In some cases, the settling period may be longer, but eventually every child settles in the school. If your child likes to use a particular bottle or toy at home, please feel free to let your child bring it to school for the first few days.



## DAY CARE

Children who avail the Day Care facility are engaged in age-appropriate learning activities. A daily report is prepared for each Day Care child and is shared with parents. It includes information such as time of meals, food eaten, quantity eaten, timing of naps, any medication given and any special observation about the child's day.

Children take a short nap and rest every day. We try to make them sleep at the scheduled time, but if they are not feeling sleepy, then they are permitted to play quietly during this period. The rest time gives children a much-needed break during the day, without which some children become anxious, throw tantrums and may not look happy when they go back home in the evening.

## LEARNING AT PRE SCHOOL

Pre Schoolers enjoy a structured schedule that integrates teaching/ learning with creative play. The schedule has an appropriate mix of indoor and outdoor activities. We adhere to our schedule to the best of our ability. Adjustments are made only when we take children for outdoor field trips to give them practical experience of what they learn in the class.

Our main objective is to provide experiential learning to children and nurture their curiosity. We strive to build the confidence of children by providing varied age-appropriate stimulations that are relevant, engaging, challenging and encouraging them to stretch themselves gently in all dimensions. Free play, art & craft, music, singing, dancing, storytelling, reading, writing and playing with puzzles are just some of the activities in which children are engaged. Equal emphasis is given to field trips and outdoor play within the school, depending upon the weather.



## INDOOR/OUTDOOR PLAY

**Indoor play:** We provide a variety of age-appropriate toys for indoor play. The toys are selected as per the developmental requirements of each age group. We interact with children at play to help develop their motor skills as well as stimulate their thinking. We also have an indoor soft gym for physical health of children.

**Outdoor play:** Weather permitting, children play every day outdoors. Our activities will include walks, water play (splash pool in summer), sand pit and gardening. If your child is not feeling well enough to participate in outdoor activities, please inform us when you drop them off in the morning.

All activities are guided and monitored by a responsible adult. Hence your child is always in safe and competent hands.



## DRESSING FOR PRE SCHOOL

Children like to have fun. Our learning engagements involve outdoor play and lots of messy activities. Hence, kindly make sure that your child is dressed appropriately. Aprons are provided in the school to keep food/paint stains to a minimum. Student's clothes might get soiled while doing some activities so please dress them accordingly. Clothing should be comfortable and seasonally appropriate for outdoor play and indoor activities. For special occasion dressing, a request note will be sent to you in advance.

**School Uniform:** Children from pre-nursery upwards shall only wear the school uniform. Grey T-shirt/ sweatshirt, Dark blue shorts/track pants and blue socks with comfortable shoes.

**Keeping in Touch:** You are welcome to communicate with the teachers by phone or by seeking an appointment. Teachers' phone numbers and email address are shared with you during your ward's admission. They can be contacted on phone after dispersal as during the day they may not be able to take your calls. We would expect that parents would respect the personal time of the teachers and make calls whenever required before 6:00 pm. In case of any emergency the school office can be contacted. Office is working from 8:30 a.m. to 5:00 p.m. on all working days.

**Newsletters:** School newsletters are sent periodically via email. They form an important channel of communication between the school and home. These newsletters will usually include theme of the month and the corresponding activities that the children will be doing in the school. Parents are expected to keep themselves informed of the details of circulars and notices that are sent via mail.



## CHILD'S PERSONAL TOYS AND OTHER ARTICLES

After the initial settlement period, we prefer that children do not bring any toys or other articles from home, unless specifically asked for by the teacher for specific school activities. At this age, they have a difficult time sharing their personal belongings with others and this often leads to conflict amongst classmates.

The school shall not be responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

## MAKING THE DAY COMFORTABLE

Please supply the following items:

- Diapers
- Blanket
- A bed sheet for rest time (if your child is using Day Care facility)
- An extra pair of clothes and under garments (for changing if soiled)
- Water bottle with drinking water





## MEALS

Meal costs are included in the fee.

Breakfast is provided to all school children whereas for Day Care children, meals include breakfast, lunch and evening snacks. We prefer that children do not bring food, drinks etc. from home unless medically required. We serve multi cuisine vegetarian food.

The menu is decided keeping in mind the nutritional needs of children and is cooked in a healthy and hygienic manner. There is a wide variety of fruits and vegetables included in the menu. This menu is circulated to parents on a monthly basis.

If your child has any food allergies, please let us know in writing. We will need written instructions describing any food the child is not permitted to eat. An appropriate substitution will be made, whenever possible. If a child has a number of allergies such that he/she cannot eat from our menu, we may require the parents' support.

We encourage the child to finish the portion served but do not force to finish what is on his/her plate. We also encourage each child to try one or two morsels of everything. We welcome additional servings to satisfy a child's needs. They learn to finish their food when they are sitting in the company of other children. Initially the child is helped by the teacher/nanny in eating and then guided gradually to eat by him/herself. Eating patterns will be communicated to the parents of Day Care children



## IMPORTANCE OF HYGIENE

We maintain strict cleanliness and hygiene standards. We ensure that the students wash their hands before and after meals and after they use the toilet. We use tissue paper for drying their hands, so that children do not have to share the same towel. All employees are required to wash their hands frequently.

Each child sleeps in a separate cot with clean sheets used only by him/her. Each child has a separate bed. The sheets are to be provided by you and the same will be given back to you every Friday for washing (or earlier, if it is soiled). Mats, carpets, furniture, toys and all the study materials (other than books) are cleaned weekly with disinfectant. Toilet seats are disinfected at regular intervals.

## TOILET TRAINING

When we feel that your child is ready for toilet training, we suggest you to gently begin his/her training at home also. Each child's case is discussed with the parents as need be.



## IF YOUR CHILD IS NOT WELL...

Please do not send your child to school if he/she is unwell and shows any signs of illness coming on.

Not only is it best for your child but is also a responsible way of protecting other vulnerable children in school. The school may need to ask you to take your child home if we feel it could be a cause of concern to other parents and children who are part of the school.

We thank you for your understanding that this caution is very important as we have very young children in our various programs who are most susceptible at this age.

If a child has recovered from a communicable infection, he/she may return only after due quarantine post recovery has been certified by a doctor. If you have any questions or need assistance, please do not hesitate to reach out to us.



## OVERALL WELL BEING OF THE CHILD

We look forward to being part of your ward's school journey and caring At EYGCR, the safety, health and well-being of our children is of paramount importance to us. We are steadfast in our commitment to ensure their safety and well-being, as well as that of our entire school community. As an endeavour to sensitize our parent community on the safety security measures at school, here is what you need to know as this will enable all of us to collectively aid in the wellbeing of our community.

**Comprehensive Medical Form:** Before your child starts school, parents are requested to fill a medical form about their child's health. This helps us to know about any special considerations we should be aware of like allergies, asthma, food restrictions or other health related information. Please remember to update the teachers every school year so that we are aware how to take care of your little ones.

**Active Medical Insurance:** To ensure efficiency in safety, all students are required to have an active medical insurance. You may either get it on your own or avail it through the school's group insurance. This insurance helps in cases of emergency, and your child needs to see a doctor urgently.

**Health Services And First Aid:** The school has a well-equipped infirmary, as well as an isolation room that we repurpose when needed. A certified and trained school nurse is always available to provide basic first aid and immediate assistance for minor illnesses. To ensure your child's safety during school trips and transportation, our school vehicles are equipped with first aid kits.



## **PRIORITIZING YOUR CHILD'S WELL-BEING:**

At our school, we take every precaution to ensure each child's safety. However, as children explore and learn, minor injuries can sometimes happen – it is a natural part of their journey. In these instances, please do not worry and stay assured that our trained nurse will be there to provide gentle care and appropriate first aid on-site.

In the rare event of a more severe injury or illness that requires professional medical attention, we have a tie up with Max Hospital and can have our students attended to on priority. We will be contacting you in case of emergency, so please ensure to keep your phone accessible during school hours.

If your child has had to miss school for more than three days, we kindly request parents to provide a note from a certified doctor when they come back. This helps us to make sure your child is feeling their best.

## **CARING FOR YOUR CHILD'S HEALTH AND SAFETY:**

**Medications:** If your child requires medication, please bring it to school. We can only administer medication if we have a doctor's note. Please ensure the medication is in its original packaging, labeled with your child's name, dosage instructions, expiration date, medication name and any special instructions.

**Identity and Exeat Cards:** Each student will be provided with one Student Identity Card and one Exeat Card.

The Student Identity Card is meant to be worn or carried by students in their bags while on campus or school transport. We understand that our Early Years children may find it uncomfortable to wear the ID card throughout the day and they may also tend to misplace it. Therefore, we encourage parents to keep it in their child's bag in case they are unwilling to wear it.

The Exeat Card, on the other hand, must always remain with the parents. For safety purposes, students will only be allowed to leave the campus or school transport with a person carrying the Exeat Card.

We kindly request both students and parents to take good care of these cards, as they play a crucial role in our school's security system.

In case of a lost card, please report it immediately to the Class Teacher. A replacement card will be issued, and a nominal fee will be charged. To prevent misuse, we urge parents not to leave Exeat Cards with students.



## SAFETY AND SECURITY

The school premises is covered by CCTV cameras that work 24/7 for electronic surveillance. All visitors must register at the main entry gate and obtain a visitors card before entering the school premises.

We appreciate your cooperation in ensuring the safety and security of all our students and we remain committed to providing a secure learning environment.



## BIRTHDAY CELEBRATIONS

We request all parents to celebrate Birthday parties with restraint in School. One eggless cake may be brought/ sent between 10:00 am and 11:00 am (please re confirm the appropriate time with the Class / Form tutor). This will be cut during Snack time and shared with all children in the Class. No gifts or additional chocolates or candies are permitted to be distributed.

Group invitations to home celebrations can be requested to be circulated but data base information will not be shared with parents as a matter of School Policy.



## ATTENDANCE

Regular school attendance is extremely important and will be closely monitored. Children are expected to attend school daily and arrive on time every day. Consistency and routine are important to every child's development. It also helps in setting a routine for the child and the settling period is minimised. We urge you to support and cooperate with us in this area.



## PARENTAL EXPECTATIONS

### Parents are expected to:

1. Communicate promptly, honestly and openly about their child and utilize the appropriate communication channels provided by the school to seek information and raise concerns.
2. Keep themselves updated with ongoing events, the school calendar, newsletters, curriculum and food menu.
3. Treat all the members of the school community (faculty, other parents, students, support staff) with respect.
4. Attend school events such as PTM / Celebrations / Events / SLC / form days hosted by the school.
5. Schedule to meet faculty outside of class hours to avoid disruption of regular classroom activities. Appointments can be obtained through email. Be mindful of the time while connecting with a faculty member over a voice call. No calls post 6:00 PM should be made unless prior appointment has been taken.
6. Use social media in a constructive manner. Speculation on internal matters, commenting on other parents, students or faculty, intimidation, threats, on social media or in any other way, is not acceptable.
7. Ensure that children bring items which are appropriate and related to the instructional program at school.
8. Always carry their exeat cards to school and show it as required.

### Parents are advised to refrain from:

1. Taking pictures or videos during school sessions like faculty meetings, PTMs and other school discussion forums.
2. Gifting anything of value that may be perceived as an attempt to influence an action or a decision in order to acquire an improper advantage.
3. Damaging school property, sending abusive, threatening or disrespectful written/verbal communication to any member of the school community
4. Being loud or using offensive language or displaying inappropriate behavior, while on campus.



## FEE PAYMENT PROCEDURES

The fee structure of the school is available from the Admissions Office and can also be downloaded from the school website. The fee structure is reviewed annually and amendments if any are posted on the website. These changes will be available at the Admissions Office well before the new academic year begins.

You are required to pay the one-time Admission fee (non-refundable) and the Security Deposit (refundable) as applicable. The Composite School Fee is applicable for a School Academic Year (April to March).

There are two options available for payment of the composite School fee:

1. Advance Yearly
2. Advance in Four Installments

<b>Installments</b>	<b>Time of the Year</b>
First	15th February
Second	15th May
Third	15th August
Fourth	15th November



## Guidelines for payment of fees:

1. All fee payments should be made by the due dates as indicated in the Fee Schedule.
2. If the school offers admission to a student in the middle of a session, the fee payable will be calculated on a pro rata basis for the balance period of the academic year. For fee computation, the date of joining shall be considered as the 1st day of the month in which the student is joining the school.

**Advance Payment Rebate:** Parents opting to pay the full year's fee in advance shall be eligible for a 5% rebate on Composite School fee only. This rebate is subject to payment of all kinds of fees and charges as billed for the full year in advance or before the prescribed date of payment of the first installment. The new joiners making complete payment, as prescribed, latest by 30th of April would be eligible to avail the advance payment rebate.

**Rebate for Siblings:** We value the importance of giving siblings equal exposure by being in the same schooling environment. Therefore, second and subsequent children of the same parents applying/studying in the school are eligible for:

3. 0% rebate on the Composite School Fee.

The rebate is applicable to the younger sibling(s). Please note, the moment the eldest sibling leaves or graduates from the school, the next sibling will lose the eligibility status for rebate on the Composite School Fee, having now become the eldest. The rebate is not applicable for other charges/fees including the Refundable Security Deposit, the basis of which shall remain the standard fee for the relevant grade.

**Rebate for Alumni:** Alumni siblings or Alumni children applying to Pathways School Gurgaon or Pathways Early Years GCR are eligible for a 50% rebate on the one-time Admission Fee.

**Fee Default:** If the fee is not paid within the specified time, a late fee of 2% per month (for full month or part thereof) shall be levied. Repeated late payments may become grounds for termination of enrollment and parents who are more than 2 weeks late on payments will be denied school/day care until the account is made current.

The fee can be paid in cash by cheque or through the online payment gateway. If a cheque is returned for insufficient funds or any other reason, there will be a penalty of INR 500/- for the returned cheque and 2% of fee per month (for full month or part thereof) for late payment.

## SCHOOL TRANSPORT

Parents have the option of using School transport. The charges are mentioned in the fee structure. Transport facility is available subject to availability of seat on the route. In case you wish to use school transport on a particular day, please inform us at least 3 days in advance. Our school vehicles are driven by experienced drivers and there is a nanny accompanying children. All our drivers are trained as per company norms.

Adults fetching children off School transport or from School must carry / present the Exeat Card before a child is permitted to disembark from School transport or leave the school.

## LET US TALK

Openness in communication is of utmost importance. We encourage you share openly any concerns or questions that you may have. We welcome all queries, feedback, or discussions that are oriented towards a positive outcome for the children. If you wish to discuss any sensitive issue, it may be done in private by seeking an appointment with the Principal.





## TRANSFER/WITHDRAWAL FROM SCHOOL

The school reserves the right to cancel admission of a child for reasons, which include but are not limited to the following:

1. Non-payment of fee.
2. Failure to complete the required formalities.
3. Physical or verbal abuse of any school staff or property.
4. Serious illness of child which could be a cause of concern to other children.

## TRANSFER/WITHDRAWAL FROM SCHOOL

Transfers/Withdrawals should ideally happen at the end of each quarter. If a child withdraws within a quarter, fee for the entire quarter is payable.

Transfers and Withdrawals require a one-month notice, in writing, duly acknowledged and should ideally happen at the end of a quarter to avoid a penalty or loss of fee equivalent to a quarter's fee.

**Withdrawal and Refund Procedure:** All students, whether graduating or withdrawing from the school are required to obtain the 'withdrawal form' from the Admissions Office' and fill all the information. The withdrawal notice must be in writing addressed to the Admission's Head with a copy marked to the Accounts & Admin Manager. In the event of a late or no withdrawal notice by the due dates, fee in lieu of notice period as prescribed shall be forfeited from the security deposit of the student.

Refunds for pass outs/ withdrawals/ transfers (including middle of term withdrawals) shall be processed within 30 days of the student's exit date after adjusting unpaid dues, if any, including notice period fee in lieu of insufficient notice, if applicable.

**Transfer Certificates:** Transfer Certificates are issued once the student's dues to the school have been fully paid and settled.



## REVISIONS TO HANDBOOK AND CONTRACT

This handbook may be revised from time to time as required. The updated handbook will be available on the school website.

## NEXT STEP... THE PATH TO PATHWAYS!

We thank you for the trust and faith you have had in our Early Years education and hope that this will continue into the next phase of your child's life as well. We are proud to share with you that Pathways School Gurgaon has been recognized and awarded as the best Day boarding International School in North India, by several prestigious Forums. We follow the same pattern of International and Inclusive Education that your child has imbibed in his/her Pre School. The transitions are seamless and we will be happy to facilitate the admissions process within our K-12 IB school at Gurgaon. We will be happy to connect you to the Admissions Team of Pathways School Gurgaon or you may reach them directly. Details follow:

### PATHWAYS SCHOOL GURGAON

Day Boarding

Off Gurgaon Faridabad Road

+91 95601 21222/18222/45666/95602 18222



Please Note: If a student applies and secures admission in Pathways School Gurgaon, the one-time registration fee, admission fee and security deposit paid earlier shall be adjusted and only the differential amount shall be payable.



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