

TNR/EXCACD/084/2022-23

Date: 05/01/2023

**Dear Parents,**

It gives me immense pleasure to inform you that 'Prakriti - Symphony of nature' our 2<sup>nd</sup> Annual Day & Prize Distribution' function will be held on Jan 7<sup>th</sup>, 2023 in the school premises. We will be elated to host you on that day.

Kindly note the following for Jan 7<sup>th</sup> 2023

1. Students must report to the school by **2: 00 P.M**
2. The school buses will ply on the usual routes from 12:45 PM. Transport will **not be provided after the event.**
3. **Please ensure that your ward eats proper lunch before reporting to the school.**
4. **Snacks will be provided to the students before the event.**
5. Please **label** & send the snack box, water bottle and winter wear (sweaters/ jackets) along with your ward.
6. Students must come in sports uniform with white shoes and white socks. Please label the shoes for ease of identification.
7. Please ensure that the hair is clean.
8. Costumes will be given and makeup will be done to your ward in school campus.
9. **Invitation Card is must for entry. Entry valid for two people on a card.**
10. **During the programme, the parents are requested not to approach their ward or the teacher incharge.**
11. The parents are requested to be seated by **5:00 pm** on the day of the function so that the function can start on time.
12. Please note that there will be an **announcement to pick your ward from dressing room.** Please pick them only after the announcement. Till then parents are requested to be seated to avoid any chaos or untoward incident. **Any request for early handling over will not be entertained.**
13. **Very Important:-** Students are not allowed to wear gold jewellery or any type of costly items. School will not be responsible in case of any loss.
14. **Parents are requested to park their vehicle inside the school campus and follow the instructions of security. Use of public transport is suggested to avoid parking inconveniences.**
15. **Due to the cold weather parents are requested to be dresses in winter wear in order to avoid any health issues.**
16. Parents are requested **not to move** from their places to click photographs/video's as we have a School photographer. The photographs and softcopy will be made available to the students and this would be intimated by School after the function.
17. Parents should submit their invitation card at the registration counter. Parents, after getting registered will not be allowed to move out of school premises for any reason, till the function is over. So parents are suggested to carry water bottles and dry eatables with them. Snacks will be distributed to all the parents by our staff.
18. **Note for Kindergarten**
  1. Children can be dropped to school by 3:30pm.
  2. Make sure your ward has good lunch and a nap before coming to school.
  3. Students of nursery must wear dipers.

**P.S We are expecting the closure of the program by 9:00 PM. With your co-operation alone we can make the function a success**

Regards,

Sudeshna Mairal  
Principal