

# Welcome to Sharda International School





# About Us

Sharda International School, established in 1994, blends tradition with modernity to provide quality education, discipline, and holistic development. Managed by Shri Hardhyan Singh Memorial Education Society, the school offers state-of-the-art infrastructure and a dynamic learning environment, preparing students for a bright future.





# Our Visionary Leaders



MS. SUPAL  
GANDHI

Principal



DR. NEELIMA  
PRAKASH

Academic Director





# Welcome to our Pre Primary Wing!

We are delighted to welcome our little learners to a world of fun, creativity, and discovery! At Sharda International School, we provide a nurturing and engaging environment where children learn through play, explore new ideas, and build a strong foundation for their future. Let's embark on this wonderful journey together!





# Our Staff



MS. SHWETA  
PAREEK

Nursery Teacher



MS. DEEPIKA  
KATARIA

L.K.G Teacher



MS. MAMTA  
YADAV

U.K.G Teacher





# Our Staff



MS. MEENA  
KUMARI

P.E. Teacher



MS. SAGARIKA  
SAHOO

Art Teacher



MR. SUNNY

Dance Teacher





# Our Staff



**MR. RAJU**  
Instrument Teacher



**MR. VIKRANT**  
Music Teacher





# Our Facilities

Our pre-primary wing ensures a safe and nurturing environment with trained and caring teachers who support every child's growth. Classrooms and play areas are CCTV-monitored, restrooms and dining spaces are hygienically maintained, and we follow strict pick-up and drop-off policies to ensure your child's safety at all times.





# Daily Routine

At our pre-primary wing, we believe in learning through fun and exploration, where children engage in hands-on activities and interactive experiences. Our activity-based teaching methods encourage creativity, curiosity, independence, and confidence, helping each child develop a love for learning in a joyful environment.





# Our Core Values

- Respect - Dignity and inclusion for all.
- Integrity - Honesty and accountability.
- Excellence - Striving for high standards.
- Curiosity - Love of learning and inquiry.
- Community - Collaboration and belonging.
- Responsibility - Ownership of actions.
- Equity - Fairness and opportunity.





# Rules & Regulations for a Smooth Journey

- School Timings: Nursery 8:30 AM – 12:30 PM  
L.KG. & U.K.G. 7:50 AM – 2:00 PM
- Punctuality is important: Late arrivals disturb learning.
- All Saturdays are off for Nursery, L.KG. & U.K.G.
- Attendance is mandatory: Inform by 8:00 AM in case of absence.
- Dress code: Neat and proper uniform every Wednesday house dress should be worn.
- School I-Card is mandatory: To wear all students.
- P.T.M. is mandatory: Inform earlier in case of absence.
- Label all belongings to avoid mix-ups.





# Attendance & Leave Policy

- Parents must drop in a mail; in case the child is absent. Please plan leaves as per the school calendar, leaves during working days will not be approved.
- Any planned leave must be applied for in advance and notified at least 24 hours before.
- A medical leave certificate is required, in case the student is absent for more than 4 days due to medical reasons. A fitness certificate needs to be provided for a contagious ailment.
- Please schedule appointments (doctor / any other) after school hours as we will not allow students to leave early or come late.
- In case the student has any cold or flu-like symptoms kindly refrain from sending them to school.
- Any leave from 3 to 7 days needs approval from the principal in advance.
- Early dispersal or half-day will be approved only in case of an emergency, such as passport or visa appointments. Any such request needs to be mailed or informed well in advance.





# Birthday Celebrations

- The students can come to school in smart casuals.
- Simple Sweets will be allowed to distribute by the student.
- Please do not send cake, chocolates and gifts.
- A storybook may be donated by the child for the class library.
- Please encourage your child to visit an orphanage, or old age home for their birthday.





# Stay Connected

We believe in strong parent-school communication to ensure a smooth learning journey for your child. Stay connected through the School Diary & E-Care App for daily updates, homework, and important information. Urgent notifications are shared via WhatsApp broadcast, and regular Parent-Teacher Meetings help track progress. For any concerns, Saturday meetings can be scheduled by prior appointment





# Role of Parents from the School's Perspective

- Ensure Regular Attendance & Punctuality – Bring your child to school on time and maintain consistency in attendance.
- Encourage Learning at Home – Reinforce classroom lessons through storytelling, discussions, and fun activities.
- Promote Discipline & Good Habits – Teach children to be responsible, respectful, and independent.
- Stay Connected with Teachers – Regularly check the school diary, E-Care App, and WhatsApp updates for important information.
- Provide a Healthy Routine – Ensure proper sleep, nutrition, and a structured daily schedule.
- Avoid Excessive Screen Time – Encourage outdoor play and hands-on activities instead.
- Participate in School Activities – Attend PTMs, events, and workshops to stay involved in your child's progress.
- Follow School Policies & Guidelines – Adhere to uniform, safety, and communication rules for a smooth school experience.





# Guidelines for Parents

## Do's ✓

- Pack a healthy snack(fruits)/lunch.
- Check the school e-care app daily for updates.
- Check the school diary and acknowledge it daily.
- Send one or two toffee only on their birthdays.

## Don'ts ✗

- Don't send expensive toys or valuables.
- Don't send fancy stationary.
- Don't send sharpener to avoid accidents.
- Avoid sending junk food.





# Things to Bring on the First Day

- Label all the belongings before you submit it.
- An Extra set of clothes.
- A water bottle.
- A small lunch box with a fruit or a healthy snack.
- A handkerchief.
- A table mat(lunch break) and an apron.
- A diary for communication.
- Submit the stationery & fill 3 and 5 page of the diary.





# Items to be submitted on the First Day

- Full set of primer books and Hindi book with labels.
- 2 Hindi (5 lines), 2 English (4 lines), 2 math, notebooks covered and labelled.
- The Hindi notebook cover should be green, the English notebook cover should be red, and the math notebook cover should be blue.
- One yoga mat or small rug for Yoga practice.
- One packet of colourful glitter sheets.
- One packet of colourful A4 sheets.
- One colourful tape.
- One any colour ribbon of  $\frac{1}{2}$ cm width.
- One packet of oil pastel colour 12 shades of Doms.
- Three packets of Doms pencil.
- Six erasers.
- Three packet of multicolour stones for decoration.
- One 100gm fevicol.
- One waste plastic tray for play with play-dough and rice.
- One packet of six colourful play-dough with stencil and 250gm of waste rice.





# LET'S BEGIN THIS WONDERFUL JOURNEY TOGETHER!

We are excited to partner with you in your child's early learning journey, fostering growth and development together. Looking forward to a fun-filled and enriching school year ahead!





# Thank You

