

COAST GUARD KINDERGARTEN



BYE-LAWS

INDEX

<u>Chapter No.</u>	<u>Contents</u>	<u>Page No.</u>
I	Introduction	02
II	General	05
III	Administration	11
IV	Terms and condition of service of staff	12
V	Appointment of staff	16
VI	Honorarium & Allowance	18
VII	Course curriculum	20
VIII	Leave	22
IX	Discipline	25
X	Review Meetings	27
XI	Duties of personnel	28
XII	Accounts and stores	33
XIII	Fees	36

CHAPTER-I
INTRODUCTION

0101. The Bye-laws pertain to the general administration & functioning of the Coast Guard Kindergartens and short titled as 'CGKG Bye-laws.

0102. The CGKG Bye-laws shall be applicable to the all existing Coast Guard Kindergartens functioning under administrative control of various stations/DHQs of Indian Coast Guard and those CGKGs which would be established in future. These Bye-laws can be amended, amplified or abridged by Coast Guard Headquarters without any prior notice and all such changes shall be binding on all concerned.

0103. Definitions.

(a) "**School**" when used in context of these bye-laws means the Coast Guard Kindergarten.

(b) "**Academic Year**" means a period of 12 months commencing every year on 01 Apr till 31 Mar of the following year.

(c) "**Headmistress/Headmaster**" means the Headmistress/Master, appointed as such and responsible for running the school in accordance with the policy prescribed by the school management committee and the Governing Body.

(d) "**Vacation**" means the summer or winter vacation during which the school remains closed for the periods as may be decided and promulgated by the Management Committee. The terms "Vacation" is different from short breaks, namely, Autumn or Winter Break, which are, by nature, holidays.

(e) "**Management**" shall include the Management Committee/Governing Body to look after the day-to-day functioning/administration of school including recruitment and disciplinary matters.

(f) "**Governing Body**" means the apex body for controlling the Coast Guard Kindergarten as nominated by respective Regional Headquarters and shall approve all policy matters regarding appointment of staff, pay scales, fees structure, major financial matters, disciplinary matters of staff and any other matter connected with the good and efficient governance of the school.

(g) **“Management Committee”** means a committee constituted by the Local Administrative Authority for proper management of the Coast Guard Kindergarten. It shall supervise the day-to-day administration of the school including celebration of Annual Day/Sports Day & various other functions and; undertake necessary steps to effectively complete an academic session in whole.

(h) **“Staff Teacher”** means a teacher of the school employed or otherwise such employee is on probation, temporary or permanent.

(j) **“Probationary Teacher”** means a teacher of the school who is on probation.

(k) **“Pay”** means the total amount, including basic salary and other allowances, drawn by the employee, as mutually agreed upon at the time of appointment or thereafter in writing.

(l) **“Officer-In-charge”** means a uniformed ICG officer nominated by the Local Administrative Authority to take care and look into day-to-day administrative functions of the school or as directed by the management/governing body.

(m) **“Employee”** includes all categories of employees, whether a teacher, office staff or any other, in the whole time employment of the school, whether such employment be probationary, temporary or permanent.

(n) **“School Property”** means all moveable and immovable property belonging to, or in the possession of, the school and all other rights and interests in, or arising out of such property, and includes land, building and its appurtenances, playgrounds, , furniture, books, equipments, utensils, cash, reserve funds, investments and bank balances.

(p) **“Student”** means a child who is admitted to Coast Guard Kindergarten and whose name is lawfully borne on the attendance register thereof.

0104. In these bye- laws, unless the context otherwise requires:

(a) Words importing singular number shall include plural number and vice-versa.

(b) Word importin masculine gender shall include feminine gende and vice-versa.

0105. These Bye- Laws may, at any time, be altered, amended or added to, or new rules substituted for them, by the Coast Guard Headquarters as deemed fit for the effective and efficient functioning of the school.

CHAPTER – II

GENERAL

0201. Objective. Coast Guard Kindergartens at various locations are functioning to provide quality pre-primary education to wards of Coast Guard Personnel. The school shall have a valid registration with respective state govt. The primary aim of CGKGs shall be following:-

- (a) To provide a nurturing and supportive environment where young children can develop socially, emotionally, physically & intellectually.
- (b) Implementation of Early Childhood Education programme.
- (c) Promotion of inclusive and interactive learning.
- (d) Assist in cognitive & Gross motor skills of young children.
- (e) Fostering pre-reading and pre-writing abilities.
- (f) Laying foundation for future language acquisition by enhancing communication skills and early literacy.
- (g) To collectively create a supportive and simulating environment in which children can grow, learn, and develop holistically during crucial early years.
- (h) To support child's holistic development and preparing them for a smooth transition into elementary school.
- (j) To provide opportunities to children for all round development of character and personality.
- (k) For imparting quality education at affordable cost to the children of Coast Guard personnel.

0202. CGKG Logo & Flag. The design of CGKG Logo is placed at **Appendix 'A'** and design of CGKG Flag along with dimensions is placed at **Appendix 'B'**. CGKG Flag is to be hoisted at flag post of school and during Sports Day, Annual Day etc.

0203. School Terms and Curriculum.

- (a) The academic calendar of the school shall commence on 01 Apr every year and end on 31 Mar of the following year.

(b) The period will be divided into two terms as given below: -

- (i) Apr - Sep : First Term
- (ii) Oct - Mar : Second Term

(c) Latest teaching approach shall be employed/ implemented to prepare the children to enter primary school.

(d) Each child will be issued a Progress Report Card at the end of the school term and its format (Class wise) is placed at **Appendix 'C'**. The aim of the report card is to bring out salient aspect of child's progress through school activities and to assess the overall educational/personal improvement of child.

(d) **Curriculum.** The detailed academic curriculum specific to CGKGs would be promulgated by Coast Guard Headquarters inclusive of defined textbooks. The curriculum would be formulated as per the latest National Education Policy and is subject to revision as and when NEP is revised.

0204. Norms & Standards.

(a) **Staff.** The Teacher to student ratio shall be maintained at 01:25 and similarly, 01 Ayah (Sahayika) is to be appointed for every 25 children. Adequate support staff is to be appointed (subject to school infrastructure and strength) to maintain high standard of hygiene/sanitation and safety/security of the children in the school.

(b) **Student Identity Card.** Every student shall wear a Student Identity card issued by school at all times while being in school. Parents/Guardian while picking/dropping off students shall be in possession of Bearer Identity card. No person without the Bearer Identity card shall be allowed inside school premises. Format of Student and Bearer Identity card is placed at **Appendix 'D'**.

(c) **Certificate of Appreciation.** The standard format of certificate of appreciation awarded to student on various activities/events conducted by school is placed at **Appendix 'E'**.

(d) There shall be a reading corner in every classroom provided with age appropriate books in order to inculcate reading habits in young children.

(e) Sufficient educational aids play materials and Teaching-Learning aids to be provided by the school commensurate with the academic curriculum.

(f) Basic First Aid & Medicine Kit containing Band aids/ bandages, cotton wool and disinfectants for minor injuries to be ensured in school. ORS packets, scissors, thermometer and antiseptic ointment should also be included. Visit of private medical practitioner shall be arranged half yearly.

(g) The medium of instruction in school can be English/Hindi/Mother tongue of students.

0205. Maintenance of Records. Following registers/records to be maintained by school for smooth functioning:-

- (a) Enrolment forms of children.
- (b) Admission/Enrolment register for recording profile of children and details of parents.
- (c) Attendance registers of all employees.
- (d) Maintenance of Annual health check-up records of children.
- (e) Item/Equipment of stock registers.
- (f) Fee collection record of all children.
- (g) Profile of all teachers with passport size photographs.
- (h) Salary/honorarium paid to employees along with their signatures.
- (j) Counseling/warning register.
- (k) Student Profile and 'Parent Teacher Meet' record.

0206. Admission Rules.

(a) There will be registration prior to admission, the dates of which to be put up on the Notice Boards of School, Coast Guard Residential complexes (Officers & EP), common areas etc. for information to all.

(b) Fresh admission to any class will be on the availability of seats and subject to the rules and regulations issued by State education authorities/Affiliation Body.

(c) All applications for admission shall be submitted to the Headmistress/Headmaster in the prescribed form. Original birth certificate should

be produced at the time of admission for verification purpose. The school will retain a copy of birth certificate. The birth certificate should be from the Municipality or Corporation or Registrar of births or any other authority prescribed by the State Education Board.

(d) For admission to the Nursery, the child shall not be less than three years of age as on 01 Apr of the year of admission.

(e) For admission to the Lower KG Class, the child must be four years old as on 01 Apr of the year of admission.

(f) For admission to the Upper KG Class, the child must be five years old as on 01 Apr of the year of admission.

(g) Admission of children into various classes shall normally begin in the fourth week of Mar each year. Firm dates for registration and admissions will be promulgated by schools.

(h) Child seeking admission will be interviewed by the Headmistress and parents shall accompany.

(j) Admission may be granted to wards of below mentioned personnel with the given order of priority in admission: -

Order of priority	Category
I	Children of Coast Guard Personnel (serving or retired)
II	Children of Service personnel on deputation to Coast Guard from Army, Navy and Air force
III	Children of other deputationists in Coast Guard
IV	Children of Army, Navy, Air Force and Para Military personnel (serving or retired)
V	Children of serving Central/ State Government employees
VI	Others

(k) All cases involving deviation from the aforesaid admission rules are to be referred by the Headmistress to the Management Committee through Oi/C CGKG, who is empowered to take a decision and give the appropriate directive.

(l) **Inclusive policy.** All CGKGs shall provide equal opportunities to children including children with special needs. It realizes the benefits of providing learning opportunities with mainstream children, however, it is the responsibility of the

parents to provide necessary professional help (depending upon the degree of special needs) in form of *Ayas(Sahayika)* and special educators to deal with child on daily basis.

(m) **Withdrawal.** Parents desirous of withdrawing their wards from the school are to apply on the prescribed form for issue of Transfer Certificate. Parents should clear all dues up to the date of withdrawal before the issue of Transfer Certificate. The fees are payable for the month in which the student's name is struck off from rolls. The student's transfer certificate would be withheld, if any due is outstanding against his/her name.

0207. Working Hours, Vacation and Holidays.

(a) The school will function from Monday to Friday as per timings promulgated by Management Committee at respective station from time to time. There will be no classes on Saturdays, Sundays, Gazetted and declared holidays.

(b) The Headmistress and the teachers will utilize the additional one hour per day to workout day's plan, setting paper, corrections and allied class/ group activities strictly.

(c) The second and last Saturday of every month shall be observed as working day for the teaching and non-teaching staff.

(d) The vacation and holidays of the school shall conform to the schedule of the Central Schools/KV/APS/NCS in respective stations.

(e) The teachers are to join at least three days prior and will also be available for working hours up to three days of closure of the school during the vacations.

(f) The working hours for CGKG and school staff are to be promulgated by respective Management Committee.

0208. School Uniforms.

(a) The school children should wear uniform as prescribed below:-

Sl	Class	Boys	Girls	Remarks
Summer Uniform				
(i)	Nursery/ LKG/UKG	Half sleeve check shirt with embroidered Logo on front pocket at left side and bluish grey colour Half pant.	Single piece pleated Check frock with Peter Pan collar & puffed sleeves.	Detailed specification placed at Appendix 'F'

Winter Uniform			
(ii)	Nursery	Grey Half zip Hood jacket (with two Pink stripes on shoulder and sleeves) and Grey sports track pant (with two Pink stripes)	Winter uniform may or may not be made applicable by the Governing body of school depending upon the geographical location and climatic condition
(iii)	LKG	Grey Half zip Hood jacket (with two yellow stripes on shoulder and sleeves) and Grey sports track pant (with two yellow stripes)	
(iv)	UKG	Grey Half zip Hood jacket (with two Blue stripes on shoulder and sleeves) and Grey sports track pant (with two Blue stripes)	
Sports Uniform			
(v)	Nursery	Pink T-shirt with Grey collar (with two Grey stripes on shoulder and sleeves) and Grey sports track pant (with two Pink stripes)	To be worn on every Wednesday and Friday
(vi)	LKG	Yellow T-shirt with Grey collar (with two Grey stripes on shoulder and sleeves) and Grey sports track pant (with two Yellow stripes)	
(vii)	UKG	Blue T-shirt with Grey collar (with two Grey stripes on shoulder and sleeves) and Grey sports track pant (with two Blue stripes)	
Shoes/Socks (Summer/Sports/Winter)			
(viii)	Nursery/ LKG/UKG	Black Gola Shoes/Dark grey cotton lycra socks	—

(b) All children shall wear correct and complete school uniform.

(c) During monsoon season/rainy day, black rubber shoes/sandals can be worn. Additional socks are to be available in bag for changing wet sock, whenever required.

(d) Children are not permitted to wear any jewelry in the school. The school cannot be held responsible for any loss and no complaint etc in this regard shall be entertained.

0209. Attendance. A minimum of 75 percent attendance is expected for promotion of a child to the higher class.

0210. Absence from School. Leave applications are to be sent in advance to the Headmistress when child is to proceed on planned leave. In case of absence without leave, the children returning to the school must produce a letter from the parent/ guardian stating the reason for absence and for non-submission of the application earlier.

0211. Escorting Children to School. Parents are to send their children to the school and take them back under their personal care through proper escort. No child will be allowed to leave the school mid-way under any circumstances, without prior intimation or permission of the Head mistress. Escorting child up to school premises and collection of child post completion of school rests with the parent.

0212. Snacks and Drinking Water. To inculcate healthy eating habits, parents are to send snacks/Lunch in a clean and hygienic tiffin box. Packaged food is to be avoided; instead, homemade food is to be provided to children by parents. A filled water bottle must be carried by all children. A RO Plant is to be provided in school premises for potable drinking water. The school shall believe in inculcating healthy eating habits amongst its learners. Parents shall be advised against distribution of sweets/chocolates/packed food items on birthdays of children instead, stationery items such as pencils, crayons etc may be considered.

0213. Residential Address. Any change in the residential address or telephone number of the parent/ guardian from that given in the admission form is to be intimated to the school immediately. This will enable the school authorities to contact parents in case of any emergency.

0214. Safe Custody of the Student.The school shall close only after the last child has left the school premises. In case, a child has not been picked up by the parent, the respective class teacher shall remain present and ensure safe custody of the child till the child has been safely handed over to the parent/ guardian.

CHAPTER – III
ADMINISTRATION

0301. The functioning and administration of the Coast Guard Kindergartens will be governed by a three-tier committee system as follows: -

(a) **Governing Body.** The Governing Body shall be the apex body for controlling the school. It shall deal with all matters concerning appointment of staff, pay scales, fee structure, major financial matters, disciplinary matter of staff and other matters concerned with the good and efficient governance of school. The Governing Body shall comprise of following:-

- | | | | |
|-------|---------------------------------|---|---|
| (i) | Patron | - | Appointed by the respective Regional Headquarters |
| (ii) | Chairman | - | CO of CG station where school is located |
| (iii) | Officer-in-Charge/
Secretary | - | Appointed by the Local Administrative Authority |
| (iv) | CGWWA Education
Coordinator | - | Nominated by Regional/ District/Station President Tatrakshika |

(b) **School Management Committee.** The day-to-day administration of the school will be controlled by the School Management Committee. The committee is also required to forward recommendations to governing body pertaining to general administration e.g., performance of teachers etc. and any other matter concerned with the good and efficient management of the school. The school management committee shall meet at least once a quarter. The following will constitute the School Management Committee: -

- | | | | |
|-------|------------------|---|--|
| (i) | Chairman | - | CO of CG station where school is located |
| (ii) | Member | - | Officer-in-Charge, CGKG |
| (iii) | Member | - | CGWWA Education Coordinator |
| (iv) | Member Secretary | - | Headmistress |

(c) **Advisory Board.** An advisory board consisting of following members will assemble on monthly basis to advise the School Management Committee for improving facilities available at the school: -

- | | | | |
|-------|------------------------------------|---|----------|
| (i) | CGWWA Education Coordinator | - | Convener |
| (ii) | Officer-in-Charge, CGKG | - | Member |
| (iii) | Parents (Officer representatives) | - | Member |
| (iv) | Parents (EP representatives) | - | Member |
| (v) | Parents (Civilian representatives) | - | Member |

0302. Recruitment Committee. A three-member committee comprising of the following will form a Recruitment Committee and will recommend the Governing Body for final recruitment of the Headmistress, teachers and non-teaching staff: -

- | | | | |
|-----|----------|---|--|
| (a) | Chairman | - | CO of CG station where school is located |
| (b) | Member | - | Officer-in-Charge, CGKG |
| (c) | Member | - | CGWWA Education coordinator |

0303. Functions and Conduct of Governing Body.

- (a) The Governing Body will be the Apex-body for the control of the functions of the Coast Guard Kindergartens.
- (b) To accord approval for major financial matters such as School fee enhancement/revision and Salaries, Purchases, repairs and construction beyond the financial powers of Chairman concerning the school as recommended by the Management Committee.
- (c) Constitute boards, committees and other bodies as deemed fit and prescribe their powers, functions, tenure etc.
- (d) There shall be at least one meeting of the Governing body in a year.
- (e) The Member Secretary of the Committee shall, with the approval of the President, convene meetings of the Governing Body.
- (f) Decisions taken by the Governing Body at the meetings shall be in the form of minutes which shall be approved by the President, Governing body and such minutes shall be sufficient authority for the Secretary and the Committee to act upon the decisions taken by the Committee.

(g) Secretary of the Committee shall also forward to the Governing Body, points requiring decision / approval by the Governing Body, as and when the latter meets.

(h) It shall be the responsibility of the Secretary to the Committee to ensure implementation of the decisions taken by the Committee.

0304. Functions and Conduct of Management Committee.

(a) The Managing committee shall meet as often as deemed necessary, but not less than four times a year.

(b) The quorum for the meeting of the Managing Committee shall be 1/3rd of the total membership of the Managing Committee but for an adjourned meeting no quorum shall be required.

(c) Every notice of the meeting of the Managing Committee shall specify the date, time and venue of the meeting and shall enclose the agenda of business to be transacted at the venue of the meeting.

(d) The Chairman may, if the exigencies of the situation so demands convene a meeting of the Managing Committee at a short notice of not less than 24 hours.

(e) All decisions of the Managing Committee shall be taken by a majority vote. In case of tie, the Chairman or the person presiding over the meeting shall have a casting vote.

(f) Records of the proceedings of the Managing Committee shall be kept in a book or a register where the pages shall be numbered consecutively with the signature and stamp of the Chairman or the Manager on each page.

(g) The Managing Committee shall ensure that the pay, allowances and other prescribed benefits, as admissible to the employees of the corresponding status of the appropriate authority, are given to the employees of the school on time and the facilities for provident fund, leave and terminal benefits.

(h) The Managing Committee shall approve the annual budget of the school.

(j) Decisions taken by the Committee at the meetings shall be in the form of minutes which shall be approved by the Chairman, Management Committee and such minutes shall be sufficient authority for the Officer in-charge to the

Committee to act upon the decisions taken by the Committee. A copy of the minutes is to be forwarded to the Governing Body for information.

(k) It shall be the responsibility of the Officer in-charge to ensure the implementation of the decisions taken by the Committee.

0305. Safety & Security against Physical, Emotional & Sexual Abuse. It is the moral obligation of Management Committee to ensure safety and security of the children against physical, mental, emotional and sexual abuse during school working hours and/or within school premises. A check off list on the safety and security of children against physical, mental, emotional and sexual abuse etc. is to be prepared by Management committee at respective unit with the approval of Governing Body.

0306. The management committee shall arrange for annual medical examination of all children admitted in school at nearest MI Room in vicinity. Physical measurements of children shall be carried out on Annual basis and record is to be maintained.

CHAPTER – IV
TERMS AND CONDITIONS OF SERVICE OF THE STAFF

0401. Assignment

(a) All volunteers for school staff teaching/ non-teaching, of Coast Guard KG School will be required to appear before Recruitment Committee. Recommendations of Recruitment Committee need to be forwarded to the Patron through Governing Body for approval. On receipt of approved proceeding, the Chairman, Management Committee shall issue a letter of assignment to the short-listed volunteers.

(b) Decision of the Patron will be final.

(c) Short-listed volunteers for school staff will be supplied with a Memorandum regarding condition of his/her assignment and he/she is to sign stating the condition therein has been accepted.

(d) All appointment to the school shall ordinarily be made on 'Probation Basis' initially for a period of six months extendable by six months at the recommendation of the Management Committee. Appointment letters incorporating detailed agreement and code of conduct are to be formulated by Recruitment committee and approved by Governing Body at respective stations.

(e) All posts shall be filled by direct recruitment of applicant after interview and scrutiny of applications.

(f) All non-Montessori trained teachers are liable to be discharged on availability of Montessori trained teachers.

0402. Termination of Service and Resignation.

(a) The Management Committee may terminate the services of any member of the staff by giving him/her one month notice in writing or pay in lieu thereof, if further retention of an employee is considered undesirable.

(b) Management Committee may terminate the services of any permanent member of the staff on grounds of retrenchment or continued unsatisfactory

performance of duty by giving him/ her one month's notice in writing or pay in lieu thereof.

(c) A member of the staff may at any time resign his/ her post after giving one month's notice in writing to the Officer-in-Charge.

(d) The services of any member of the staff during the period of probation may be terminated by the Management Committee after giving one month's written notice or pay in lieu thereof, without assigning any reasons.

(e) The member of the staff during the period of probation/ contract may resign by giving one month's notice in writing or pay in lieu thereof.

(f) The service of any member of the staff may be terminated by the Governing Body without notice or compensation on grounds of misconduct, which is considered so grave as to render his/ her continuance detrimental to the interest of the school.

(g) All appointments upto one year will be considered as under probation. Appointments beyond one year will be on contract basis of one year extendable upto 5 years only. All appointments are to be reviewed on yearly basis by the Governing Body.

CHAPTER – V
APPOINTMENT OF STAFF

0501. Proposal for Assignment. Coast Guard Kindergarten is a preparatory school for the young children. The school staff will comprise of the volunteers from various walks of the society. While selecting these volunteers, Recruitment Committee would be guided by the qualifications laid down in the subsequent paragraphs. Assignment of teaching staff will be of minimum six months. Age for such assignment will be restricted from 20 year to 40 years.

0502. Appointment of Headmistress/Headmaster. The post of Headmistress will be filled by local advertisement and the decision of the Patron will be final. The selection will be through interview after scrutiny of applications on merit basis. Suitable candidates from Coast Guard families are to be encouraged to apply.

0503. Qualification. The minimum qualifications required for appointment to the various posts are given below:

(a) **Headmistress.**

- (i) Post Graduate or equivalent diploma in Montessori teaching/ Nursery Education.
- (ii) Must possess good administrative abilities and should be capable of taking effective charge of the school.
- (iii) Must be proficient in English and must have good working knowledge of Hindi.
- (iv) Financial and account keeping experience is desirable.
- (v) Should have at least 05 years previous experience in teaching and handling KG school children.
- (vi) Computer working knowledge is mandatory.
- (vii) The upper age limit for the Headmistress will be 40 years. It may be relaxed in the case of those otherwise found to be eminently suitable and to be appropriately approved by Governing Body.

(b) **Trained Teacher.**

- (i) Graduate or equivalent diploma in Montessori or Nursery Education or early childhood Education.

- (ii) Knowledge of English and ability to converse fluently and teach in English/Hindi.
- (iii) Computer working knowledge is mandatory.
- (iv) Age below 40 years, relaxable in the case of those otherwise found to be eminently suitable.

(c) **Untrained Teacher.**

- (i) Graduate or equivalent.
- (ii) Knowledge of English and ability to converse fluently with working knowledge of Hindi.
- (iii) Computer working knowledge is mandatory.
- (iv) Age below 40 years, relaxable in the case of those otherwise found to be eminently suitable.

(d) **Office Assistant/ Clerk.** Service of Office Assistant/ Clerk and Peon-cum-Watchman shall be provided by Local Administrative Authority.

(e) **Sahayikas.** 01 Sayahikas/Ayahs for every 25 students may be employed having following eligibility: -

- (i) No formal qualification is required. Suitability is essential.
- (ii) Age between 18 to 40 years.

0504. Seniority of Staff. Date of appointment in the regular cadre as a probationary will determine the inter-seniority of members of the teaching staff and the inter-se-seniority of the non-teaching staff in their respective cadres. In case of tie or ties, the employee, senior in age will be replaced by deserving eligible candidate.

CHAPTER – VI
HONORARIUM & ALLOWANCES

0601. Scale of Honorarium.

(a) The school is a non-aided institution run by the Indian Coast Guard from self generated resources and the staff is paid honorarium for the services rendered on voluntary basis.

(b) The honorarium for staff (including Headmistress) of Coast Guard Kindergarten will be decided by the governing body at respective station and will be reviewed periodically.

(c) Honorarium for the staff is to be paid from fee collection and increase in the same shall be both periodic as well as performance linked. Performance review shall be undertaken in the month of April every year and the Governing Body based on performance review may approve a raise upto 3% of the last honorarium drawn. The periodic enhancement in the range of 5% -10% (to be approved by Governing Body at respective station) per year, subject to school strength and fee collection, will be made effecting on 01 July every year.

(d) No other remuneration to the teaching staff will be applicable. However, Sahayikas will be paid a festive bonus, once a year, upto a maximum of 25% of the monthly honorarium being drawn.

0602. Assumption/ Relinquishment of Office and its Effect.

(a) A volunteer shall continue to draw the honorarium of his post with effect from the date of her/ his reporting to duty and shall cease to draw the same from the date of relinquishment of the appointment.

(b) An employee who remains absent without any information/ valid reason from duty shall lose his/ her pay and allowance during the period of absence.

(c) Absence beyond 03 working days without reasons and approval of the officer-in-charge may result in dismissal from the service with forfeitures of a month's balance payment.

0603. Re-assignment. On completion of 12 months probation a volunteer may be considered for next assignment as per performance.

0604. Vacation Honorarium. The staff will be entitled for honorarium for vacation period if they are in continuous assignment of one year prior to the commencement of vacation and are in employment of the school on the day preceding and succeeding to the vacation.

CHAPTER – VII
COURSE CURRICULUM

0701. Course Curriculum. It would be endeavored by the Governing Body to enforce the course curriculum as promulgated by Coast Guard Headquarters. Approved course curriculum of the various classes is to be strictly followed in the school. Headmistress shall ensure that all teachers make lesson plans for the year in accordance with course curriculum. Weekly lesson plans are to be prepared and the Headmistress should produce the same as and when required by the Officer-in-Charge, CGKG or Management Committee. Headmistress has to ensure course curriculum prescribed by the Governing Body is followed in totality. Deviations from the above should have prior approval of the Governing Body.

CHAPTER – VIII
LEAVE

0801. Leave Sanctioning Authority. The following are empowered to sanction paid leave for the staff of the school.

- (a) Headmistress - Casual leave upto a maximum of one day at a time each month
- (b) Officer-in-Charge - Casual leave for more than one day & Leave of Headmistress
- (c) Management Committee - All other leave

0802. Except in cases of extreme emergency, casual leave for more than three days at a time will not be sanctioned.

0803. During the period of absence of Headmistress/teaching staff, other teachers are to take the classes by reorganizing the class. Where the circumstances require for adhoc appointment from stand by selected teachers, the same will be resorted to.

0804. The staff under probation will be considered for grant of above leave, as unpaid leave only.

0805. Leave Rules. Leave cannot be claimed as a matter of right. The discretion to grant leaves entirely rest with the Management Committee. The grant of leave shall, however be governed by the rules enumerated below.

(a) **Earned Leave.**

(i) Teaching or non-teaching staff shall not be entitled for earned leave but will be eligible for the school vacation.

(ii) In exceptional circumstances at the discretion of Management Committee, a teacher may be granted leave upto a maximum of one month without pay subject to availability of standby selected adhoc teacher.

(b) **Casual Leave.**

(i) 07 days casual leave in a year may be granted to the employee staff. However, in exceptional cases Officer-in-Charge, may grant 3 days leave at a time, Casual leave will be granted only in un-foreseen contingencies. The grant of this leave will be restricted to 01 day at a time per month. Employees who have not completed one year of service would be eligible for one day casual leave per completed month of service subject to maximum of 07 days.

0806. Absence without Leave.

(a) If an employee is absent from duty in an unauthorized manner, no pay and allowances will be admissible for the period of absence unless the same is regularized by the grant of authorized leave.

(b) Unauthorized absence and overstayed leave will be treated as leave without pay and they would be liable for disciplinary action.

0807. Maternity Leave for Female Employees. The extant State/UT Govt rules shall be followed.

0808. Encashment of Leave. Encashment and accumulation of any type of leave is not permitted.

CHAPTER – IX
DISCIPLINE

0901. Penalties and Appeals.

(a) The following penalties may, for good and sufficient reason, be imposed by the Management Committee, on the member of the staff of the school:

- (i) Letter of warning.
- (ii) Removal from service.
- (iii) Recovery from pay of whole or part due to negligence or breach of orders.

(b) The Management Committee shall before issuing an order of penalty, call the person concerned to explain his/ her conduct and read out clauses of Coast Guard KG By-Laws. If required, enquiry by the Oi/C or by a Committee constituted for the purpose may be prepared and kept for record.

(c) An employee on whom any penalty is imposed by the Management Committee shall have the right of appeal only to the Patron, who may at his discretion, allow a personal hearing. The decision of the Patron shall be final in all cases.

(d) All appeals must be submitted through the Headmistress, who shall append his/ her remarks/recommendation and forward the appeal expeditiously to the Management Committee within 24 hours.

0902. Redressal of Grievances.

(a) A member of the school staff may represent any grievance/ complaint through the Headmistress to the Management Committee.

(b) The Headmistress of the school is to forward the grievance/ complaint of an employee with his/ her detailed comments to the O i/C CGKG, for onward transmission/perusal of the Management Committee.

0903. Application for Another Post/Course. A member of the staff who wants to apply for a post outside may do so only after notifying the same in writing to the Headmistress. He /She will however be relieved of his /her duties for new post only after the due notice or pay in lieu of notice.

0904. Security Deposit. The amount of Security deposit to be made by teachers can be administered by Governing body at respective station.

CHAPTER – X **REVIEW MEETINGS**

1001. Staff Meetings. The Headmistress shall hold meetings with the other member of the staff on monthly basis. During such meetings, points for improvement of facilities for children, employment of new methods of teaching etc. will be discussed. Records of meetings are to be maintained in a register, which is to be put up for perusal of the Chairman Management Committee.

1002. Parent-Teacher Meetings. The Headmistress shall convene parent teacher meeting as convenient once in a term. The aim of such meetings is to exchange views between parents and teachers so that the difficulties of the children can be understood clearly. The Headmistress is to give the progress report and proposals of the next term to all, prior disbursing parents for class wise interaction of the respective teachers. The parents desirous of seeing work of their children may be allowed after the meetings, to go to the respective classes of their children.

1003. Monthly Progress Report. Children progress report of all round development including, oral, written, drawing, sports, extracurricular activity, manners and confidence are to be assessed and maintained for parents perusal during Parents Teachers Meeting.

CHAPTER – XI
DUTIES OF PERSONNEL

1101. Member Secretary, Governing Body.

(a) The Officer-in Charge, school shall be the ex-officio member Secretary, Governing Body. He/she will be responsible to arrange meetings of the Governing Body/ Management Committee at least once in every quarter.

(b) He/she is to study the proposals and minutes of Management Committee Meeting and analyse the matter in conjunction with By-Laws and other orders in force for Governing Body analysis for action/ order.

1102. Oi/C Coast Guard KG School. The Officer nominated by respective Local Administrative Authority will be the ex-officio, Officer-in-Charge Coast Guard Kindergarten and will be responsible for the following:

(a) Efficient functioning of the school and implementation of the rules and regulation existing from time to time.

(b) Procurement of training aids.

(c) Repair/ maintenance of the school building, fitting and furniture and liaison with the Station Works Officer/ Garrison Engineer for this purpose.

(d) Arranging Management Committee meetings and submitting the minutes of the meetings to the Chairman, management Committee, for perusal and Governing Body for approval.

(e) Ensuring that the school has adequate staff and convening meetings of the Recruitment Committee, as required.

(f) Processing applications for leave of Headmistress and the staff.

(g) Promulgation of school holidays/vacations.

- (h) Proper maintenance of accounts and property of the school in accordance with the current rules in force for maintenance of non-public funds in the Indian Coast Guard Service.
- (j) Preparation and submission of the school account and balance sheet for quarterly audit in March, June, Sep and Dec.

1103. Headmistress, Coast Guard KG School. The Headmistress shall be responsible to the Chairman Management Committee for the following:-

- (a) Monitoring day-to-day administration, supervision, and efficient running of the school.
- (b) Monitoring general discipline, punctuality of the staff and students.
- (c) Coordinating and planning academic syllabus, extra-curricular activities of the Coast Guard KG School. The teaching staff and contemporaries in other Indian Coast Guard Kindergarten/ Schools may be consulted in these matters.
- (d) Monitoring admission of children to the school as per current rules.
- (e) Monitoring proper conduct of tests, finalization of results and issue of monthly progress cards and transfer certificate.
- (f) Monitoring Parents teachers meeting and overall supervision, care and safety of the school children during working hours.
- (g) Monitoring and planning holidays and vacations, establishing cordial relations between the school staff and conducting parents' teachers meeting.
- (h) Proper accounting of all permanent and consumable property of the school and ensuring safety and security of all school property. Investigation and reporting of damages/ loss to any school property promptly to the Management Committee.
- (j) Proper maintenance of school records, registers and circulars.
- (k) Observing the school holidays and vacations notified by the Management Committee.

- (l) Planning the requirements of school staff and intimating the same to the school staff.
- (m) Monitoring and promulgating the routine and place of duties of the school staff.

1104. Subordinate Officer-In-Charge, CGKG. The SO in-charge nominated by local administrative authority shall be responsible for following:-

- (a) He shall assist the Officer-In-Charge in efficient functioning of school, day to day administration and implementation of promulgated guidelines in management of school.
- (b) Assist the Officer-In-Charge in proper maintenance of accounts and property ledgers of school in accordance with various policies in vogue for maintenance of Non Public Fund in Coast Guard.
- (c) Assist in preparation and submission of school account and balance sheets for quarterly audit in Mar, Jun, Sep and Oct.
- (d) Repair/maintenance of the school building, fittings, furnitures etc. and in liaison with local MES authorities
- (e) Supervise and ensure that school premises are properly locked and secured at the end of the day and all electrical/power is switched off.
- (f) Supervise and ensure daily cleanliness in and around school premises including washrooms, balconies, corridors etc. before commencement of school hours.
- (g) Report any incident of loss of item/school property and any accident concerning the safety of students immediately to Officer-In-charge.

1105. Teachers. They are responsible to the Headmistress for the following: -

- (a) Efficient execution of curricular and extra-curricular activities of the school.
- (b) Class control and class cleanliness.

- (c) Preparation of teaching aids and charts and their proper utilisation.
- (d) Care and custody of the items in their respective classes and those issued to them.
- (e) Proper care and security of equipment under their control during working hours.
- (f) Conduct of tests, compilation of results and preparation of progress reports as directed by the Headmistress.
- (g) Maintaining the attendance register.
- (h) Maintaining class discipline.
- (j) Carrying out extra-curricular activities, playground supervision games, ceremonial functions etc. as assigned by the Headmistress.

1106. Office-Assistant /Clerk. He/ She will be responsible to the Headmistress for the following on working days and whenever staff assembles: -

- (a) Maintaining record of fees collection, issue of admission forms and paying-in-slips.
- (b) Typing and dispatch of letters and circulars as directed by the Headmistress.
- (c) Circulation of memos, circulars etc. to the staff.
- (d) Maintaining general notice board.

1107. Sahayika. The routine and place of duties of Sahayika will be promulgated by the Headmistress in the Coast Guard KG School administration circulars. Their duties will be as follows: -

- (a) Cleaning and dusting of assigned classrooms, corridors, balconies and the furniture/fittings before class hours and on secure.
- (b) Escort the children to the toilet and help them in using them.

- (c) Assist the children in dispersal during recesses.
- (d) Assist the teacher with minor jobs whenever required.
- (e) Account for children item and baggage.

1108. Peon-cum-Watchman. He will be responsible for: -

- (a) Collection and delivery of mail from local CG station/DHQ/RHQ.
- (b) Ensuring that the premises are locked and secured properly at the end of school hours and that all the electric and power switches have been switched off.
- (c) Maintenance of the fire-fighting equipment, fire buckets etc.
- (d) Liaison with MES for minor repairs/ maintenance of the school buildings, furniture etc.
- (e) Any other duty as may be assigned from time to time.

CHAPTER – XII
ACCOUNTS AND STORES

1201. Source of Income. The Coast Guard KG account will be a non-public fund of the Indian Coast Guard Station where the school is situated, with the following source of income: -

- (a) Fees collected from students.
- (b) Interest from fixed deposits in savings Bank A/C of CGKG.

1202. Maintenance of Account. The account will be maintained by the Oi/C in accordance as per standard orders on non-public funds and assisted by nominated subordinate Officer-in-Charge.

1203. Operating of Bank Account & Operation.

- (a) The bank account is to be jointly operated by the Chairman and the Officer-in-Charge, CGKG. Cash in excess of normal requirement is to be deposited in fixed deposit with a scheduled bank to get a profitable return.
- (b) All transactions i.e. receipt of school fees from parents and other collections, as well as payments to staff and vendors etc., are to be carried out by either cheques, online by credit/debit cards or net banking, or directly credited into respective bank accounts. No cash transaction except to meet petty receipts/payments up to maximum Rs 1000/- per transaction is permitted.

1204. Audit. The CGKG Fund shall be audited every quarter by a Board appointed by the Chairman, Managing Committee. The audited Balance Sheets and statement of accounts should be placed periodically before the Chairman, Managing Committee by the O I/C for quarter ending Mar, Jun, Sep & Dec.

1205. Expenditure.

- (a) Honorarium to the members of the staff will be paid as per the scales of pay and eligibility laid down.

(b) Incurring of expenditure by Officer-in-Charge, Coast Guard KG School is permitted as per promulgated NPF powers by CGHQ, subject to availability of funds and within monthly budget expenditure of the academic year.

1206. Cash in Hand. The officer-in-charge, Coast Guard KG School is authorized to keep a maximum of Rs. 5000.00 cash in hand in the school account.

1207. Budget. Annual budget for recurring and capital account is to be prepared by HM and should be presented to Chairman by 28 Feb, i.e. one month prior to commencement of new Financial Year. The budget is to be put up to Management Committee by early March for its approval so that it comes into force with effect from 01 April every year.

1208. Financial Powers. Financial power of various authorities for expenditure from CGKG Fund is to be based on orders promulgated by Coast Guard Headquarters for Non-Public Funds from time to time.

1209. Ledgers. The ledger/ records of the items belonging to the Coast Guard KG School are to be maintained as given below. All items will be issued to the Headmistress on PLL. All items mentioned in these ledgers are to be mustered by audit board at the time of audit and discrepancy, if any, is to be notified in the audit observation reports.

<u>Sl</u>	<u>Nature of Items</u>	<u>Ledger to be maintained</u>
(a)	Permanent stores bought out of the CG KG School Fund	Coast Guard KG School Property Ledger
(b)	Consumable stores bought of the CG KG School Fund	Consumable stores Register/ Ledger
(c)	Items donated	Coast Guard KG School gift PLL

1210. Care and Custody. Items from the Coast Guard KG School fund are to be bought on requirement basis only. Utmost care is to be taken in using/ handling them to avoid any damage or loss. Toys/ training aids held in the school must be put to maximum use. They are to be well maintained by the teaching and non-teaching staff of the school.

1211. Accounting of Assets. The maintenance and accounting of school assets shall be the responsibility of the Chairman, Managing Committee who will account for the school property and maintain the Maintenance Register for the purpose, through the Officer-in-Charge.

CHAPTER – XIII
SCHOOL FEES

1301. Fee Structure and Rates.

- (a) The Fee structure under various categories(separate for Officers, SO/EP, Defence Civilians and Civilians) is to be designed as per guidelines given in this chapter and fee rates are to fixed by respective Management Committee with the approval of Governing body so as to run the schools on a self-sustainable basis.
- (b) In exceptional cases, Fee may be reduced below the prescribed amount with the approval of Governing Body at respective station. Wards of casual labours (Contractual) employed at CG premises may be given concession upto 50% of Tution Fees on case to case basis with the approval of Governing Body.
- (c) The fee structure is required to be revised by Management Committee on yearly basis and submitted to Governing Body for approval. Fee is required to be increased by minimum 5% every year to cater for changing educational needs of school.

1302. Fee Components. Various fee components to be included in the fee structure are as follows:-

- (a) **Tuition Fee.** It should be determined so as to cover salary including provision of increments and allowances etc. It should be charged from all the students enrolled in the school, according to their categories mentioned ibid.
- (i) Tuition fee is payable for 12 months in a year.
- (ii) Three months tuition fee will be charged at the time of admission for a new academic year (i.e. for April, May & June).
- (iii) In case of transfer, fee upto the month of child attending school is to be paid. On payment of fees, transfer certificate would be issued.
- (iv) In mid session transfers, fee would be charged from the date up to which it had been paid in the previous CGKG attended and coming with TC.

(b) **Admission Fee.** Admission fee per child admitted to the school is payable at the time of admission only. It should be same for all categories of students.

(c) **Registration Fee.**

(i) It should be collected at the beginning of academic year, or at the time of admissions of new students.

(ii) It should be charged at the same rate from all the children irrespective of their categories.

(d) **School Maintenance Fee.** It should be charged at the same rate from all the children irrespective of their categories for maintenance of school property, fittings, fixtures, payment of electricity fee etc. It shall be collected at the beginning of academic year.

(e) **Caution Deposit (Refundable).** Refundable caution deposit is to be charged from all students as per their categories. The amount is to be refunded on transfer of student.

(f) **Pupil Fee.** Fee for expenditure on Student/Parent ID card, school diary, activities etc is to be charged as per actual. It shall be same for all students.

(g) **Any other Fees.** Any other fee as decided by Management Committee at respective unit may be implemented.

1303. No fresh admission will be undertaken after 31 July. However, Chairman, Management Committee is authorized to allow admissions in exceptional cases even after 31 July depending on the merit of the case. On permanent transfer the children of CGKG shall be given a transfer certificate, mentioning details of fee payment. Similarly, the children of other CGKG (outstation) shall be exempted from payment of admission fee and monthly fee for the period for which the fee has already been collected by the previous school.

1304. Payment of Fees. Periodicity of collection of Fee is to be decided by Management Committee at respective location. Schools should collect fees by cheques/NEFT/Debit/Credit card by due dates promulgated. No fee to be collected in cash.

COAST GUARD KINDERGARTEN LOGO



FLAG DESIGN OF COAST GUARD KINDERGARTEN



CGKG Flag Dimension

Length – 55 cm


Breadth – 42 cm

Emblem Dimension

Length – 35 cm


Breadth – 28 cm

REPORT CARD FORMAT: NURSERY



COAST GUARD KINDERGARTEN


NURSERY PROGRESS REPORT



Name.....

Class & Section.....

School.....



LANGUAGE DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
1) Follows / Comprehends instructions								
2) Is attentive in Class								
3) Retells Story								
4) Recalls poems / Songs								
5) Responds to questions								
6) Shows interest in absorbing & sharing information								
GENERAL AWARENESS	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
1) Familiarization with basic concepts (Body parts, my family, seasons)								
2) Awareness of surrounding								
PHYSICAL DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Fine Motor Skills								
1) Turn pages in a book								
2) Tearing & Pasting								
3) Creativity with play dough								
Gross Motor Skills								
1) Participates in groups/organised games								
2) Coordinates body movement appropriately								



FORMAL WORK

	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Literacy								
1) Associates with phonics sound								
2) Identification & naming of letters								
3) Pencil Grasp								
Numeracy								
1) Recognizes numbers								
2) Associates numbers with their values								
3) Recognizes shapes								
4) Familiarization with pre-math concept (More-Less, Big-Small etc.)								
5) Associates numbers with quantity								



COGNITIVE DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
1) Identifies objects according to attributes (Size, colour & shape)								
2) Completes 2/4 piece puzzles								
3) Identifies colours								
SOCIAL / EMOTIONAL & PERSONAL DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
1) Shares materials with other children								
2) Plays cooperatively in small groups								
3) Adaptability to class room environment								
4) Comprehends verbal instruction								
5) Concentrates on task at hand								



FIRST TERM

TOTAL WORKING DAYS

DAYS PRESENT

TEACHER'S SIGNATURE

AUTHORISED SIGNATORY

SECOND TERM

TOTAL WORKING DAYS

DAYS PRESENT

TEACHER'S SIGNATURE

AUTHORISED SIGNATORY

PROMOTED TO _____

Assessment Criteria and Description

Criteria	Description
Emerging	The child is making progress towards meeting few of the learning outcomes addressed during the current reporting period. He/she demonstrated limited achievement in few of the expected areas of knowledge, concepts, skills or attitude. The child makes errors while performing tasks and requires more time, practice and support of the teacher.
Standard	The child is meeting some of the learning outcomes addressed during the current reporting period. He/she demonstrates satisfactory achievement in some of the expected areas of knowledge, concepts, skills or attitudes. The child makes some errors while performing tasks and requires more time and practice.
Proficient	The child is meeting most of the learning outcomes addressed during the current reporting period. He/she demonstrates good achievement and limited mastery in most of the expected areas of knowledge, concepts, skills or attitudes. The child makes very few errors while performing tasks and could improve with practice.
Advanced	The child is meeting all the learning outcomes addressed during the current reporting period. He/she demonstrates exceptional achievement and mastery in all the expected areas of knowledge, concepts, skills or attitudes. The child makes no errors and regularly produces high quality work.

Class Photograph



Children Learn What They Live

If Children live with criticism,
they learn to condemn.

If children live with hostility,
they learn to fight.

If children live with ridicule,
they learn to be shy.

If children live with shame,
they learn to feel guilty.

If children live with encouragement,
they learn confidence.

If children live with tolerance,
they learn patience.

If children live with praise,
they learn to appreciate

If children live with acceptance,
they learn to love.

If children live with approval,
they learn to like themselves.

If children live with honesty,
they learn truthfulness.

If children live with security,
they learn to have faith.

If children live with friendliness,
they learn the world is a nice place to live.

REPORT CARD FORMAT: LKG



COAST GUARD KINDERGARTEN



LKG PROGRESS REPORT



Name.....

Class & Section.....

School.....



LANGUAGE DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Talking / Articulation								
1) Contributes to group discussions								
2) Retells stories								
3) Recalls poems / songs								
4) Relates ideas in a logical order								
Listening								
1) Follows multi-step directions								
2) Listens attentively to stories and group conversations								
3) Understands and shows an interest in absorbing concepts taught								
Questioning								
1) Asks questions to obtain information								
2) Asks questions appropriate to a situation								
COGNITIVE DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Observing / Visual Discrimination / Logical Reasoning								
1) Groups objects according to two or more attributes (e.g. size and colour, size and shape etc.)								
2) Completes puzzle / arrange pictures to tell a story								
3) Classifies objects into simple categories (e.g. fruits, vegetables, animals etc.)								
4) Identifies similarities and differences								

Understanding Concepts									
1) Names primary and secondary colours									
2) Names days of the week									
3) Names months of the year									
FORMAL WORK	FIRST TERM				SECOND TERM				
	Em	Std	Pro	Adv	Em	Std	Pro	Adv	
Development of Reading Skills									
1) Names the alphabet correctly									
2) Associates letters with phonic sounds									
3) Reads three-letter words									
4) Exhibits interest in reading									
Development of Mathematical Skills									
1) Names numerals									
2) Associates numerals with their value									
3) Has a basic understanding of mathematical processes									
4) Arranges objects serially									



Development of Writing Skills								
1) Has established left or right handedness								
2) Has efficient grasp of the pencil								
3) Writes upper case alphabets								
4) Writes numerals								
Hindi Development								
1) Identifies & relates letters to phonic sound								
2) Recites poems / story								
3) Able to write								
SOCIAL / EMOTIONAL DEVELOPMENT					FIRST TERM		SECOND TERM	
					Em	Std	Pro	Adv
Negotiating								
1) Acts within established rules								
2) Shares material with other children								
3) Plays co-operatively in small groups								
4) Resolves conflicts verbally								
5) Makes decisions / choices								
Flexibility								
1) Accepts changes in schedules								
2) Participates in small and large group activities								



PERSONAL DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Development of Self-Reliance & Organizational Skills								
1) Displays a sense of responsibility towards possessions								
2) Completes assigned tasks								
3) Works independently								
4) Concentrates on the task at hand								
5) Comprehends verbal instructions								
6) Displays self-confidence								
7) Manages routine tasks independently								
a) Dresses self								
b) Uses the washroom								
PHYSICAL DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Fine Motor Skills								
1) Turns pages in a book								
2) Draws / traces shapes								
3) Uses safety scissors with increasing skill								
4) Draws a recognizable figure								
5) Models play dough to create recognizable objects								
Gross Motor Skills								
1) Participates in groups/organised game								
2) Coordinates body movement appropriately								



FIRST TERM

SECOND TERM

TOTAL WORKING DAYS

DAYS PRESENT

TEACHER'S SIGNATURE

AUTHORISED SIGNATORY

TOTAL WORKING DAYS

DAYS PRESENT

TEACHER'S SIGNATURE

AUTHORISED SIGNATORY

PROMOTED TO _____

Assessment Criteria and Description

Criteria	Description
Emerging	The child is making progress towards meeting few of the learning outcomes addressed during the current reporting period. He/she demonstrated limited achievement in few of the expected areas of knowledge, concepts, skills or attitude. The child makes errors while performing tasks and requires more time, practice and support of the teacher.
Standard	The child is meeting some of the learning outcomes addressed during the current reporting period. He/she demonstrates satisfactory achievement in some of the expected areas of knowledge, concepts, skills or attitudes. The child makes some errors while performing tasks and requires more time and practice.
Proficient	The child is meeting most of the learning outcomes addressed during the current reporting period. He/she demonstrates good achievement and limited mastery in most of the expected areas of knowledge, concepts, skills or attitudes. The child makes very few errors while performing tasks and could improve with practice.
Advanced	The child is meeting all the learning outcomes addressed during the current reporting period. He/she demonstrates exceptional achievement and mastery in all the expected areas of knowledge, concepts, skills or attitudes. The child makes no errors and regularly produces high quality work.

Class Photograph



Children Learn What They Live

If Children live with criticism,
they learn to condemn.

If children live with hostility,
they learn to fight.

If children live with ridicule,
they learn to be shy.

If children live with shame,
they learn to feel guilty.

If children live with encouragement,
they learn confidence.

If children live with tolerance,
they learn patience.

If children live with praise,
they learn to appreciate

If children live with acceptance,
they learn to love.

If children live with approval,
they learn to like themselves.

If children live with honesty,
they learn truthfulness.

If children live with security,
they learn to have faith.

If children live with friendliness,
they learn the world is a nice place to live.

REPORT CARD FORMAT: UKG



COAST GUARD KINDERGARTEN



UKG PROGRESS REPORT



Name.....

Class & Section.....

School.....



LANGUAGE DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Talking / Articulation								
1) Contributes to group discussions								
2) Remembers stories & ideas in a logical order								
3) Recalls poems / songs								
Listening								
1) Follows multi-step directions								
2) Listens attentively to stories and group conversations								
3) Understands and shows an interest in absorbing concepts taught								
Questioning								
1) Asks questions to obtain information								
2) Explores to find answers to questions								
3) Asks questions appropriate to a situation								
COGNITIVE DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Observing / Visual Discrimination / Logical Reasoning								
1) Classifies objects according to various attributes (e.g. size-colour, size-shape etc.)								
2) Completes puzzle								
3) Identifies similarities and differences								
4) Identifies logical order of events occurring in time								

SOCIAL / EMOTIONAL DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Negotiating								
1) Acts within established rules								
2) Shares material with other children								
3) Waits for turn to use a desired toy								
4) Shows awareness and respect for the needs of others								
5) Plays co-operatively in small groups								
6) Resolves conflicts verbally								
7) Makes decisions / choices								
Flexibility								
1) Accepts changes in schedules								
2) Participates in small and large group activities								



PERSONAL DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Development of Self-Reliance & Organizational skills								
1) Displays a sense of responsibility towards possessions								
2) Completes assigned tasks								
3) Works independently								
4) Concentrates on the task at hand								
5) Comprehends verbal instructions								
6) Displays self-confidence								
7) Manages routine tasks independently								
a) Dresses self								
b) Uses the washroom								
PHYSICAL DEVELOPMENT	FIRST TERM				SECOND TERM			
	Em	Std	Pro	Adv	Em	Std	Pro	Adv
Fine Motor Skills								
1) Uses safety scissors with increasing skills								
2) Draws neat geometric shapes								
3) Uses classroom tools purposefully								
Gross Motor Skills								
1) Participates in group / organized games								
2) Co-ordinates body movement appropriately								



FIRST TERM

SECOND TERM

TOTAL WORKING DAYS

DAYS PRESENT

TEACHER'S SIGNATURE

AUTHORISED SIGNATORY

TOTAL WORKING DAYS

DAYS PRESENT

TEACHER'S SIGNATURE

AUTHORISED SIGNATORY

PROMOTED TO _____

Assessment Criteria and Description

Criteria	Description
Emerging	The child is making progress towards meeting few of the learning outcomes addressed during the current reporting period. He/she demonstrated limited achievement in few of the expected areas of knowledge, concepts, skills or attitude. The child makes errors while performing tasks and requires more time, practice and support of the teacher.
Standard	The child is meeting some of the learning outcomes addressed during the current reporting period. He/she demonstrates satisfactory achievement in some of the expected areas of knowledge, concepts, skills or attitudes. The child makes some errors while performing tasks and requires more time and practice.
Proficient	The child is meeting most of the learning outcomes addressed during the current reporting period. He/she demonstrates good achievement and limited mastery in most of the expected areas of knowledge, concepts, skills or attitudes. The child makes very few errors while performing tasks and could improve with practice.
Advanced	The child is meeting all the learning outcomes addressed during the current reporting period. He/she demonstrates exceptional achievement and mastery in all the expected areas of knowledge, concepts, skills or attitudes. The child makes no errors and regularly produces high quality work.

Class Photograph



Children Learn What They Live

If Children live with criticism,
they learn to condemn.

If children live with hostility,
they learn to fight.

If children live with ridicule,
they learn to be shy.

If children live with shame,
they learn to feel guilty.

If children live with encouragement,
they learn confidence.

If children live with tolerance,
they learn patience.

If children live with praise,
they learn to appreciate

If children live with acceptance,
they learn to love.

If children live with approval,
they learn to like themselves.

If children live with honesty,
they learn truthfulness.

If children live with security,
they learn to have faith.

If children live with friendliness,
they learn the world is a nice place to live.

Appendix 'D'
Refer to Article 0204

STUDENT AND BEARER IDENTITY CARD DESIGN



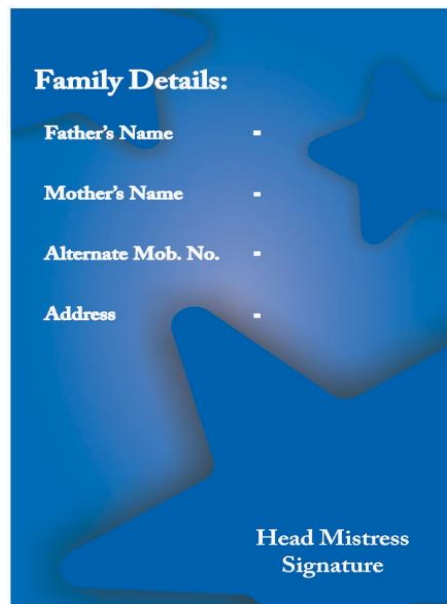
COAST GUARD
KINDERGARTEN



Student's Name

CLASS -
BLOOD GROUP -
EMERG. MOB. NO. -

Tatrakshak Vihar, Sector-23, Noida



Family Details:

Father's Name -
Mother's Name -
Alternate Mob. No. -
Address -

Head Mistress
Signature



COAST GUARD
KINDERGARTEN

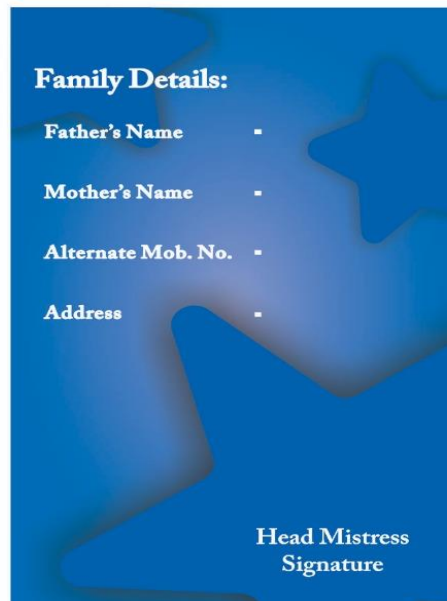


Student's Name

Parents Identity Card

Father	Mother	Guardian

Tatrakshak Vihar, Sector-23, Noida



Family Details:

Father's Name -
Mother's Name -
Alternate Mob. No. -
Address -

Head Mistress
Signature

DESIGN FOR CERTIFICATE OF APPRECIATION



Appendix 'F'
Refer to Article 0208

UNIFORM SPECIFICATION AND DETAILS



Boys(Regular) - NUR/LKG/UKG

Fabric - PC Check Fabric With Green,Blue,White,Red Color
Valji Company Shade No.(Orion D.No. 115520) Polyester 65% Cotton 35%
Description – H/S Check Shirt With Embroidered Logo on Front Pocket At Left Side. Blueish Grey Stripe On Front And Pipping Work On Sleeves



Boys(Regular) - NUR/LKG/UKG

Fabric – PV Plain Fibre Dyed Blueish Grey Color Valji Company Shade No.(Paradise D.N. 1263) Polyester 70% Viscose 30%
Description – H.Pant With Half Back Elastic, Front Zipper And Side Pocket.



Girls(Regular) - NUR/LKG/UKG

Fabric - PC Check Fabric With Green,Blue,White,Red Color
Valji Company Shade No.(Orion D.No. 115520) Polyester 65% Cotton 35%
Description – Single Piece Pleated Frock With Peter Pan Collar , Puffed Sleeves And Embroidered Logo on Left (1" Below Collar). Blueish Grey Color Belt With Bow At Back, Edging On Sleeves and side pocket.



Boys/Girls(Sports) - NURSERY

Fabric – Self Design Pink Color Cotton T-Shirt 240 GSM
Description – Pink T-Shirt With Embroidered Logo On Left, Grey Collar,Two Stripes On Shoulder & Sleeves And Edging On Sleeves.



Boys/Girls(Sports & Winter) - NURSERY

Fabric – Self Design Grey Color Cotton Lower 240 GSM
Description – Grey Lower With Two Pink Stripes.



Boys/Girls(Winter) - NURSERY

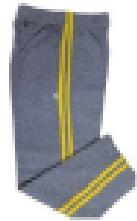
Fabric – Grey Color PC Fleece 350 GSM
Description – Grey Half Zip Hood Jacket With Embroidered Logo On Left With 2 Pink Stripes On Shoulder And Sleeves .



Boys/Girls(Sports) - LKG

Fabric – Self Design Yellow Color Cotton T-Shirt 240 GSM

Description – Yellow T-Shirt With Embroidered Logo On Left, Grey Collar,Two Stripes On Shoulder & Sleeves And Edging On Sleeves.



Boys/Girls(Sports & Winter) - LKG

Fabric – Self Design Grey Color Cotton Lower 240 GSM

Description – Grey Lower With Two Yellow Stripes.



Boys/Girls(Winter) - LKG

Fabric – Grey Color PC Fleece 350 GSM

Description – Grey Half Zip Hood Jacket With Embroidered Logo On Left With 2 Yellow Stripes On Shoulder And Sleeves .



Boys/Girls(Sports) - UKG

Fabric – Self Design Pink Color Cotton T-Shirt 240 GSM

Description – Blue T-Shirt With Embroidered Logo On Left, Grey Collar,Two Stripes On Shoulder & Sleeves And Edging On Sleeves.



Boys/Girls(Sports & Winter) - UKG

Fabric – Self Design Grey Color Cotton Lower 240 GSM

Description – Grey Lower With Two Blue Stripes.



Boys/Girls(Winter) - UKG

Fabric – Grey Color PC Fleece 350 GSM

Description – Grey Half Zip Hood Jacket With Embroidered Logo On Left With 2 Blue Stripes On Shoulder And Sleeves .



Boys/Girls(Regular & Sports) - NUR/LKG/UKG

Fabric – Dark Grey Cotton Lycra

Description – Dark Grey Cotton Lycra With Maroon ,Light Grey ,Green Stripes Socks.



Boys/Girls (Regular & Sports) - NUR/LKG/UKG

Fabric – PVC & Mesh As Upper Material

Description – Gola Shoes With PVC & Mesh As Upper Material And PVC Injection As Sole material.

