



Handbook for parents







Dear Parents,

Welcome to the Pathways family.

We are delighted to have you on board the Pathways journey!

We thank you for your trust and faith in us and assure you that this will be a happy, friendly and fulfilling association and 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 creating Pathwasians with a high sense of self-worth and well-being.

Please read through the Handbook carefully and assist us in implementing uniform policies across the board.

REGISTRATIONS AND ADMISSION

Checklist for submission of Admission Forms

- Registration cum Admission Form duly filled
- Birth certificate of the child or an age proof
- Immunization record
- Address proof
- 6 photographs of the child with the name written behind each
- 2 photographs of each parent with name & relationship written behind each
- Copy of Passport/ VISA, in case of NRIs or Expatriates

All the formalities regarding admission must be completed before an 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:

- Infants & Toddlers : 3 hrs
- Pre-nursery : 4 hrs
- Nursery & Kindergarten : 5 hrs
- Holding Hands : Flexible days & timings

Day Care Timings:

- Extended Day Care : 8.30 am to 7 pm
- After School Day Care (up to 12 years) : 1 pm to 7 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.

If you do not avail School Transport, please ensure your child is dropped and fetched on time to avoid a late pick up penalty as laid down from time to 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 and this could result in crying and throwing up. This will pass and the child will settle down.

We encourage one of the parents to be present in the School 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 bye can develop mistrust in the child. Hence, please don't forget to say a cheerful bye at the time of drop off.

Please feel free to give us a call 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 will 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 trying experience. Your child may seem more tired than usual in the first few days or weeks, which should not worry you. Initially, some children may need a morning nap in school but after a few days, they adjust to the three hour schedule.

Children quickly get involved in play or activities almost immediately parents leave.

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 home in the evening. Over an extended period without a break for rest in the day, the health of young children may suffer.

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, playing with puzzles and manipulatives 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 outdoors every day. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include walks, playground equipment, 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. So please make sure that your child is dressed appropriately. Aprons are provided in the School to keep food/paint stains to a minimum. Please avoid dressing your child in expensive clothes as they might get soiled while doing some activities. Clothing should be comfortable and seasonally appropriate for outdoor play and indoor activities. For special occasion dressing, a request note shall be sent to you in advance.

Children from pre-nursery upwards shall wear the school uniform.



CHILD'S PERSONAL TOYS AND OTHER ARTICLES

After the initial settlement period, we prefer that children 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. In such cases the School will confiscate toys and other articles that the School considers inappropriate and dispose of them as the School considers appropriate.

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 A DAY COMFORTABLE

Please supply the following items to be kept in your child's cubby:

- 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

All personal belongings should be properly labeled with the child's name.

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 allergies and requires a modified diet, please let us know this in writing. We will need written instructions describing any food the child is not permitted to eat. An appropriate substitution will be made, if 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.



THE IMPORTANCE OF HYGIENE

We maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after use of toilet. We use tissue papers for drying hands, so that children do not have to share the same towel. All employees are required to wash their hands frequently. Children are encouraged to brush their teeth after all meals.

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 twice in a week for washing (or earlier, if it is soiled earlier than that). Mats, carpets, furniture, toys and all the study materials (other than books) are cleaned weekly with disinfectant. Toilet seats are disinfected four times a day.

TOILET TRAINING

When we feel that your child is ready for toilet training, we suggest to 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.



MEDICATIONS

Parents are required to provide any medication that the child may need, including over-the-counter and prescription medicine. Written authorization from your child's pediatrician is needed for us to administer any medication. Please note that all medicines must be in their original container with the child's name, dosage instructions, expiry date, name of medication and any other special instructions clearly written. Our nurse is not authorized to administer any medicine to be ingested without a doctor's prescription and parent's authorization.

MEDICAL EMERGENCIES

We make every effort to keep your child safe through supervision. Our building and classrooms are safe and child-friendly, despite all care, minor scratches and bumps are inevitable as little ones are full of energy and not yet in full control of their bodies.

We have a professionally qualified & trained nurse at the Health Centre, at each branch. Appropriate first aid is given at School only in case of minor injuries. If any injury or illness occurs that requires professional medical help, you will be contacted immediately. It is very important that you attend to all phone calls from School.

We have a tie-up with Max Hospitals for emergencies. If required, your child will be taken to the nearest branch of Max Hospital where you will be asked to meet us. Parents shall bear all costs involved in emergency medical treatment, including emergency transportation, if required.

EXEAT & ID CARDS

All students will be issued an Identity Card which displays his /her name, School ID Number, Blood Group and Emergency home contact number. This must be worn by the student on his person at all times within School and on School transport.

An Exeat Card will be issued to each parent for each child. You are required to show this at the gate and school Transport when asked to. Lost cards will be replaced at an additional cost. Please remember that it is your child's Security Card and must never be given to the child or left lying around.

BIRTHDAY CELEBRATIONS

We request all parents to celebrate Birthday parties with restraint in School. One eggless cake may be brought/ sent between 10am and 11am (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. One savory may also be served. 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.

FEE PAYMENT PROCEDURES

The fee structure of the school is available with 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.

Once your child receives an Acceptance Letter in writing, 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 different Fee slabs under the Pathways Fee Policy:

- Indian Citizens (including NRI's and OCI's)/ SAARC Nationals/ ASEAN Nationals
- Expats

However, if an Expat attains Indian citizenship and is settled in India, he/she shall be eligible to pay the Indian Citizens' fee.

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

1. Advance Yearly
2. Advance in Four Instalments

Instalments	Instalments
First	15th February
Second	15th May
Third	15th August
Fourth	15th November

Guidelines for payment of fees:

- All fee payments should be made by the due dates as indicated in the Fee Schedule.
- Fee Payments by NRI's and Expats should be made in equivalent US\$.
- 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 instalment. 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 same or different branches of Schools or Pathways Early Years are eligible for the following:

- 50% rebate on the one-time Admission Fee.
- 10% 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 same or different branches of Pathways Schools or Pathways Early Years 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 enrolment 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 1000/- for 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, 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 that 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.



CANCELLATION OF ADMISSION

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

- Non-payment of fee
- Failure to complete the required formalities
- Physical or verbal abuse of any school staff or property
- 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.

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 our 3 IB Schools have been recognized and awarded as the best International Schools in the Region, by several prestigious Forums.

We follow the same pattern of International and Inclusive Education that your child has imbibed in his Pre School. The transitions are seamless and we will be happy to facilitate the admissions process within our schools. We will be happy to connect you to the Admissions Team of our IB Schools or you may reach them directly. Details follow:

◆ PATHWAYS ARAVALI
Day/Week/Term Boarding
Off Gurgaon Sohna Road
+91 98186 66677/88/44/22

◆ PATHWAYS NOIDA
Day Boarding
Sector 100
+91 95601 30099/29222/66200/78222

◆ PATHWAYS GURGAON
Day Boarding
Off Gurgaon Faridabad Road
+91 95601 21222/18222/45666/95602 18222

Please Note: If a student applies for and secures admission in one of the other Pathways K - 12 schools, the one time registration fee, admission fee and security deposit paid earlier shall be adjusted and only the differential amount shall be payable.







PATHWAYS



Greater Kailash

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Golf Course Road

Sector 55, Gurugram | Tel: +91 124 4266662, +91 97177 55998 /55844