



NAGALAND UNIVERSITY
(A Central University Estd. By the Act of Parliament No.35 of 1989)
Headquarters : Lumami - 798627

NO.NU/ADM/GEN-45(B)/17-806

Dated, 10th April'17.

NOTIFICATION

This is for information of all concerned that the Brochure and Guidelines for Pre-School, Nagaland University, Lumami to be followed henceforth. All concerned are therefore requested to take note of this Notification for matters relating to the Pre-School.

Sd/-
(T.LANUSOSANG)
Registrar.

Copy to:

1. The Secy. to the Vice-Chancellor, NU, Lumami for kind information of the VC.
2. The Sr. PS to the Registrar, NU, Lumami for kind information of the registrar.
3. The Finance Officer, NU, Lumami for information.
4. The System Administrator, NU, Lumami with a request to upload in the University website.
5. The Convenor, Pre-School Management Committee for information.
6. The Committee Members, Pre-School Management Committee.
7. The Teachers, Pre-School, NU, Lumami for information.
8. All the Parents of the Students, Pre-School, NU, Lumami.
9. Notice Board.
10. Office Copy.

(OTOVA SWU)
Deputy Registrar (Admn.).

NAGALAND UNIVERSITY PRE-SCHOOL, LUMAMI CAMPUS

BROCHURE

The Nagaland University Pre-School (NUPS) is unlicensed pre-school run by Nagaland University at headquarter Lumami. The school is located at south of the residential building adjacent to the Day Care Centre of the University main campus, headquarter Lumami. The Pre-School is open for the set of hours on daily basis and provide a regulated system of care, education for the children of the teachers, officers, non-teaching staffs, research scholars and regular full time students of Nagaland University. The Pre-school started functioning with effect from 17th March, 2017.

The Nagaland University Pre-School is purely a centre based school. The parents/ guardian are free to choose the Pre-School for admission/registration of their child as an alternative convenience arrangement during the official duty hours as well as for their child education and skill development.

The admission rules in regard to the school will stand as per the guidelines.

GUIDELINES FOR PRE-SCHOOL, LUMAMI CAMPUS

TEACHERS:

1. The teachers while maintaining discipline in the classroom are not allowed to yell at, hit or spank child nor use corporal punishment. A child should not be subjected to cruel or severe punishment, humiliation, or verbal abuse.
2. If the child needs correction, they teachers should use appropriate means to redirect the child to proper behavior. If needed be, the teacher can consult and involve the parents for correcting the child's behavior.
3. The foremost role of the teacher is to help in developing aptitude of the child by focusing on each and every child individually.
4. Teachers should not limit himself/herself to finishing the syllabus but provide meaningful classroom activities that will challenge the children to move forward and help them in gaining self-confidence and make them love learning.
5. Teachers have to ensure that the classrooms are arranged in such a manner where the children should have easy access to toys and other materials.
6. The teachers should also make an effort to organize creative indoor and outdoor activities to help in the overall development of the child
7. The teachers are to maintain a safe, healthy environment and carefully supervise the children
8. The teachers should plan a balanced schedule so that the children do not feel rushed/ fatigued or over-burdened
9. The teachers are to ensure an age-appropriate and play-based curriculum. The activities are to be child-centered and should aim to provide positive social interactions.

10. The teachers should make the parents feel a part of the school. In order to ensure that, the teachers should prepare careful evaluation of the child for the purpose of sharing observation and documentation of the child's development to the parents during parent- teacher meetings.
11. The teachers are expected not to attend to phone calls or attend to other personal work during the school hours
12. The teachers are expected to be role model for the children in being kind, patient, and gentle in their actions, words and behavior
13. Teachers should encourage and tell the children what they can do, rather than what they can't do.
14. The teachers are expected to be regular in their duties towards the school and the children.
15. The teachers are expected to help the children with their meals during lunch break, help in their bathroom needs and also assist in teaching personal hygiene.
16. The teachers are requested not to use the student's photos outside the classroom/ university or in the social media.
17. The teachers are to maintain proper files/ registers for different administrative works in regard to the school. They are to check the requirements of the school on regular basis and report to the Convener or any member of the Pre-School Management Committee incase there is a need for any new purchase.
18. It will be the duty of the teachers to report about the child medical care / health risk to the University Health Centre
19. All kinds of leave application concerning the teachers are to be routed to the authority through the Convener of the Pre-School Management Committee.

PARENTS

1. The parents are not to call the teachers during school hours. If there are any concerns, they are requested to send a note, leave a message or meet the teachers after the class hours.
2. The parents are requested to communicate to the teacher regarding any changes at home or within the family (eg. Family members in hospital, death in the family etc.). This information can help the teacher to deal with the child's behavior in the case of such events.
3. In case the child has to withdraw his/ her admission from the school, the parents are to give a written notice to the teacher in-charge at least 30 days prior withdrawal.
4. The parents are requested to list the name and contact details of persons who are to be contacted in case of emergencies. It would be advisable to list the persons who live within reasonable distance of the school, who are known to your child and who would be willing to pick up the child in any emergency. The parents are also requested to please contact the teachers in case of change in address or phone number. If the school do not have the current phone number, it will be difficult to notify you should an emergency occur. Emergencies can happen and if the school cannot reach you we will try to contact the person in the list of names in times of emergency provided by you.

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5. It will be the responsibility of the parents to keep the emergency information up-to-date.
 6. If a parent has a problem or complaint, they are to approach the teachers in the preschool. If the response is unsatisfactory, parents may speak to the Convener or any member of the Pre- School Management Committee.
 7. Parents are encouraged to make suggestions about preschool policies and program
 8. The parents are requested to make sure that their children come to school in clean uniforms and proper school bag labeled with both first and last name.
 9. It will be the responsibility of the parents to notify the school about any kind of food allergy/ diet regarding their child. It is advisable to send your child with properly labeled lunch boxes with both first name and last name.
 10. The parents are not to send their child with any kind of accessories like wrist watch or other items like instrument boxes which contain dangerous items except when asked by the teacher.
 11. The parents are to send one photocopy of the fee voucher to the teacher in-charge after depositing the monthly fee.
 12. It will be the duty of the parents to ensure the regularity of their children and also to check the diary of the child regularly for any kind of information from the school. Incase of any absenteeism or any complain the parents are to inform or report in the child's diary.
 13. The parents are advised not to encourage their children to celebrate birthdays in the school. Birthday celebrations are to be celebrated only with greetings from their fellow classmates and teachers. The students are not allowed to bring any kind of gifts for their classmates / teachers and other staffs at any time.
 14. All adults in the preschool, including parents, are expected to behave in a pleasant, friendly and respectful manner towards children, teaching and administrative staff, parents of other children and visitors.

HEALTH

1. The parents are advised not to send their child to school if they are sick or if the child is suffering from any contagious disease.
2. The parents are requested to inform the school about any health risk about their child and also regularly update on the medical status of their child
3. The school will organize yearly health check-up of the children on World Health Day every year and it will be the duty of the parents to ensure the attendance of their child on that day.

PARENT/STAFF ORIENTATION MEETING

A special meeting will be held twice in a year for all parents and staff. The purpose of the meeting will be to discuss preschool policies and curriculum, meet the staff, discuss parent responsibilities, and opportunities for participation, as well as discuss campus involvement and organization structures. The parents will be expected to attend all such special meeting in order to help the school to establish a trusting relationship with parents and staff.

ADMISSION RULES

The intake capacity of the pre-school will be as follows:

Sl.NO	CLASS	INTAKE	RATIO
1	LKG	10	1:10
2	UKG	15	1:15

- The intake capacity has been fixed keeping in mind the *student: teacher ratio*. The seats for both the classes has been kept at that ratio because of the following reasons
 1. Lack of caregiver/ helper in the school
 2. Lack of space and proper infrastructure
 3. Lack of supporting staff
- For admission, the school will give first preference to the children of the Regular employees of the University. In case seats are vacant then second preference will be given to the children of the contract/ daily wage employees of the university.

HOURS AND SCHEDULING

The preschool is open from 9:30AM – 12:30 PM, Monday through Friday excluding semester closings and holidays. The Preschool will follow the academic year and calendar of the university.

TUITION AND FEES

Tuition is on a pre-pay basis. All fees are due regardless of attendance. There will be no reimbursement for unused childcare due to illness, vacation or other absenteeism. Monthly payments are due by the 10th of every month. If there continues to be an outstanding balance at the end of the year, balances will be turned over to University Finance and will result in a hold being placed on student registration and records and/or balances withheld from University employees' wages. It may also be noted that the school fees once paid are non-refundable.

The Fee structure is given as follows:

1	Admission fee	Rs 1000
2	Monthly fee	Rs. 500

SESSION/CALENDAR FOR PRE-SCHOOL

The pre-school session will be divided into two sessions: *Monsoon Session* and *Winter Session*

1. Monsoon session will commence from the first week of February till the Second week of June
2. Winter session will commence from first week of August till November end.
3. Summer Break will commence from the third week of June till end of July.
4. Winter Break will commence first week December till end of January.