



## **Madan's Public School**

### **Guidelines for Annual Function**

### **“CHEHAK” (2025-26)**

MPS/CIR-10/11.12.2025/2025-26

Dear Parent, Greeting!

We are delighted to share that the most awaited “**Annual Function-CHEHAK-2025-26**” themed **PANCHATANTRA** is to be held on **18.12.2025, Thursday**, from **4:40 PM to 7:55 PM** (Expected duration). Parents are to be seated by **4:45 PM**, The Guest Arrival by **4:50 PM**.

We feel proud and privileged to have Shri. Vivek Narayan Shejwalkar Ji (Ex-Member of Parliament) and Prof. Smita Sahasrabhudhe (Vice Chancellor Raja Mansingh Tomar Music University, Gwalior) as Chief Guests. Also, amongst us, as The Guests of Honor, we have Dr. Ashutosh Khare (Treasurer Jiwaji University, Gwalior and Raja Mansingh Tomar Music University, Gwalior), Mrs. Meera Bora (Retd. HOD Music Department at No.1 Air Force School, Gwalior), Mrs. and Mr. Maharaj Kumar Hojai Gambha Singh (Renowned Director, Choreographer at Kala Samooh, Gwalior), Mr. Gurdayal Singh Ji (Social Worker).

We have selected the theme “**PANCHATANTRA**” as these timeless tales beautifully instill in children the values of wisdom, responsibility and empathy—qualities that help shape them into good human beings and responsible citizens.

#### **Schedule for 17<sup>th</sup> Dec, 2025 WEDNESDAY): DRY REHEARSAL at the Venue**

**1. Students Arrival - 9:00 AM (at GALAV SABHAGAR, Jiwaji University, Gwalior)**

**\*(Kindly handover children to class teacher only)**

**2. Students Departure - 2:00 PM (from GALAV SABHAGAR, Jiwaji University, Gwalior)**

**3. Dress Code-School Uniform and Student ID Card around the neck. Children must come wearing black thermal(UPPER AND BOTTOM)under the dress/uniform.**

**(\*Note: All students from Grade Play Group - Grade 5 Black thermal set).**

**4. Food - Bring only Snacks. (two meals)**

**5. Water - ONLY BRING ON 17.12.25, DON'T BRING ON 18.12.25**

**6. Belongings - “Label” all the belongings with proper Name and Class – Bag , Tiffin**

**(\*Note: The School Bus will NOT run for Students on 17.12.25, Wednesday ).**

#### **Schedule for 18<sup>th</sup> Dec, 2025 (THURSDAY): CHEHAK**

**1. Students Arrival - 3:30PM (at GALAV SABHAGAR, Jiwaji University, Gwalior) (Kindly handover children to class teacher only)**

**2. Students Departure - Departure with Parents after the completion of the show/programme .**

**Dress Code-Come tidily dressed in full Costume with Make-Up from home. Children must come wearing black thermal set under the dress/costume. MUST BRING SCHOOL SPORTS UNIFORM & School**

**Sweatshirt in the bag, DULY LABELED for wearing after the performance (The costume will be taken out by Teachers and children will be made to wear school sports uniform.)**

**1. Food- Bring only snacks (No water bottles) packed bottles will be provided at the venue.**

**KEEP YOUR MOBILE ON SILENT MODE**

**2. Belongings - “Label”** all the belongings with proper Name and Class – Bag , Tiffin.

(\*Note: The School Bus will NOT run for Students on 18.12.25, Thursday)

**Do's and Don'ts:**

1. Invitation card is compulsory at the entrance gate for parents, per card only 2 MEMBERS are allowed.
2. Soft copy of invitation card is already shared in classgroup on WhatsApp and on School website.
3. Please strictly adhere to the arrival and dispersal timings.
4. **Each child must come tidily dressed.**
5. **Diapers are compulsory for Play Group and Nursery Children. (Those who wear)**
6. **All students are required to report to their respective class teachers at the entrance of GALAV SABHAGAR, Jiwaji University, Gwalior) (Inside the Campus).**

Please do not leave your place for taking photos & videos. There will be a designated Photographer

**GUIDELINES FOR EXIT /PICK UP for 17<sup>th</sup>Dec. and 18<sup>th</sup>Dec. 2025**

- ❖ Students will be handed over to parents only after the **entire show** is over as per the dispersal instructions.  
**Kindly do not come to receive the student during the program as it disturbs the performances.**
- ❖ Each Parent must carry the (soft copy or hard copy) of ID Card to be shown at the Venue gate to the guard and Teacher Incharge.
- ❖ Photo of ID Card to be used as Passcard for picking/receiving children.
- ❖ Children will be assembled on the **Stage** for dispersal. You are requested to maintain discipline and have patience. Dispersal will be classwise (Play Group to Grade-5)
- ❖ Parents need to stand little away from the stage and need to come closer only at the time of receiving children as per the announcement.

For everyone's convenience, 2 Teachers will be on duty in the audience namely:

Mr. Ratandeep Singh : 9981446014

Mr. Kunal : 8827411454

(\*Incase of any emergency or doubt, Please call these teachers on duty on the specific day).

Kindly adhere to the above-mentioned instructions for the smooth functioning of the event. Looking forward to your support and cooperation!

Regards,  
Dr. Gursharan Kaur  
Principal  
Madan's Public School

**KEEP YOUR MOBILE ON SILENT MODE**