



Initial and Ongoing Support

Start-Up Guidance-

From site selection, development and all the way through to your grand opening celebration, our Managing Director, Mr. Pradeep 'Baba' Madhok, will personally be there to support you. Our guidance will include advice on recommended school layouts, equipment requirements, décor specifications, and much more.

Training-

Complete pre-opening training by director, Maahir Madhok; including hands-on training for your Principal or Vice-Principal at our main branch | Dalimss Sunbeam Schools, which are managed by veteran Educationists, will train your coordinators and staff on our unique teaching and administration techniques.

Operations-

A comprehensive, confidential Dalimss Sunbeam School Manual that provides you with details on our specialized teaching methods plus parent service policies, operational standards, and more.

Enterprise Support-

Ongoing support, including periodic visits to your school, staff training, and access to Dalimss Sunbeam Educomp Ltd. Managing Director, Mr. Pradeep 'Baba' Madhok. Our educationists will also visit your school.

Approved Vendors-

Alliances and relationships with approved vendors and suppliers will help make your build out and pre-opening experience smooth and headache-free.

Marketing-

Local marketing, branding and advertising assistance, including presence on our own website; plus guidance attracting and retaining students through quality education, co curricular activities, parent support, and more.

For more in depth details of our support please go through the following-

Phase-I : The Inception Stage-

Establishment of a City Office /Front office by October – November, if the Franchisee is to start functioning from the next session (April).

Selection of an Administrative In-Charge

Decoration of the Front office with the

- Display of the photographs containing new school's model, class rooms, furniture, playground etc.
- Display of one set each of the student's uniform / house uniforms.
- Display of the photographs containing various academic and extracurricular activities of the main school.
- Creating a good ambiance at the front office suiting to the reputation of a good English medium school. It can be done with the continuous background music from the school's music C.D. or School's anthem etc. There may also be regular playing of audio-visual C.D. on extra curricular activities of Annual Functions etc.

Job profile of the Administrative In-Charge.

Press conference by the franchisee-owner elaborating on all the important points like Vision, Mission, Objectives and other crucial details on opening a new school with the help of the parent-school (Franchiser). The First phase Advertising focusing on the themes like "New in your city...", "Opening soon", "The Best Quality Education", "Don't Miss....." etc.

Phase II: Development Stage-

To provide 'starter kit' to the Franchisee. The kit must contain a copy each of-

- School Prospectus.
- School's diary
- Syllabi of all the proposed classes.

"Staff Attendance register

- Class attendance register
- Fee-Receipt
- Book list with estimated cost
- Price list of Uniforms.

Job profiles of – Academic in-charge, teacher, counselors etc.

A set of about 50 Frequently Asked Questions (FAQs) by visitors, prospective parents, interest groups etc.

Selection of an Academic-in-charge / Counselor.

Preparation of the following records (formats):

- Walk-in-register or Visitor's register
- Strength Register (No of Children present, absent class & sec-wise)
- Class In-pass (counter foil of Admission from)
- Class Out pass
- Assembly Register
- House Registers (4 houses)
- Fee chart
- Copy of Academic calendar

Order to get House boards. Class room soft boards, Compendium board, Colour-Combination for class rooms. Flexes. Etc

Rigorous Advertising through

- Dispatch of pamphlets
- 'Admission open' notices on walls, streets, public places
- Flexes on poles, across the road
- Direction maps for school building and city office
- Advertising / approaching the various interest groups like book sellers, garment sellers, clubs etc.

Phase-III : The Growth Stage-

Providing a copy each of the following documents

- Model Time Table
- Guidelines for students
- Guidelines for Teaching, Non-teaching & support staff.
- A copy of Ready Recknor
- A copy of worksheets
- Question banks
- Model question papers.

Providing CBSE parameters for Junior classes.

Providing know-hows on various labs (Science Club, Literacy Club, Dramatics Club, Art & Craft Club etc)

Providing Technical know-hows on conduction of Unit tests and other exams, house-wise competitions.

Briefing up or setting the norms for

- School canteen
- School library
- Duties at the Main Gates
- Teachers duties for maintaining decorum in the campus

Conduction of workshops, Seminars, lectures for the teachers * other staff time to time.

Helping the Franchisee to set up a beautiful children-friendly gymnasium (in case if the heavy sporting items like sea-saw, slides, swings etc. are not easily available)

- Small tunnels (with the help of scraps)
- Rope climbing on small poles
- Tiger jump (with the help of two ropes and two poles)

Providing one copy each of

- Student identity card.
- Staff Identity card.
- Leave Performa for students and staff.
- Library card
- Science lab card
- Fee card
- Computer lab card
- Students handing over card (to be signed by the parent / guardian who picks up the child)
- School Transportation card (to be signed by parents, conductors or Rickshaw pullers)