**New Highlights of  Kids Gallery for Session 19-20**

Please find the links for gallery.

For MP uploading - motherspridekids.com/admin

Report- motherspridekids.com/admin

For view- [motherspridekids.com](http://motherspridekids.com/)

**Highlights of Kids Gallery:-**

1)   Monthly Reports:-

a) **2nd and 4th Wednesday of every month** – Total joinees till date v/s complete contact information card filled till date.

b) Class teacher certification ( If any teacher is shifted to other class or left )

c) Student interchange certification ( If any student transfer to another branch )

2) **22nd of every month** – Crosschecking of new joinees gallery.

 Crosschecking of number of pictures per gallery.

 Uploading of appreciation cards.

 Updation of comments by teachers.

 3) **25th****of every month** – Send hard copy of contact information card to Rohini after updation in software.**(10 phone numbers or email ID is compulsory). Online contact information card has been removed.**

**4) Compulsory Gallery- From this session gallery is payable and compulsory for all. Gallery of Play Group classes will be working with Pre- nursery classes.**

**5) 15th of every month- Required shoot base checklist with complete details of shoots done in previous month.**

**2) Weekly Reports:-**

1. **We have added one page (Hocus Pocus shoot schedule) in school diary, so update date of shoot for each child on weekly basis.**
2. **Uploading of birthday wish card.**

**Most Imp- From this session album orders will be placed through gallery, so keep checking of each shoot in child’s Gallery.**

**Following are the attachments.**

**New gallery username and password (Don’t change passwords)**

**Soft copy of contact information cards**