

INFORMATION CORNER

GENERAL INSTRUCTIONS FOR ADMISSION TO PRE SCHOOL (2019-2020)

1. New session for **Pre-School** will commence on **1 April 2019 (Monday)** and school timings are **7.40 a.m. – 12.00 noon.**
2. Children using own conveyance (self children) in **Pre School** must be picked up at 11.50 a.m. & route children will leave at 12.10 p.m.
3. Fee is to be paid by Cheque/DD after verification of original documents on the following days:

5 February, 2019 (Tuesday)	8:00 a.m. – 11: 00 a.m.
6 February, 2019 (Wednesday)	8:00 a.m. – 11: 00 a.m.
7 February, 2019 (Thursday)	8:00 a.m. – 11: 00 a.m.
8 February, 2019 (Friday)	8:00 a.m. – 11: 00 a.m.
11 February, 2019 (Monday)	8:00 a.m. – 11: 00 a.m.
12 February, 2019 (Tuesday)	8:00 a.m. – 11: 00 a.m.
4. The photocopied documents submitted should be self attested. It is compulsory for both the parents of the selected child to be present along with the child at the time of verification of documents and payment of fees. Fees will be accepted on the same day after verification.
5. If any document is found incorrect/ false, admission will be cancelled.
6. Books & Uniform will be available on **16 March 2019 (Saturday), 18 March 2019 (Monday) and 19 March 2019 (Tuesday)** between 8.30 a.m. and 12.30 p.m.
7. An Orientation Programme will be held during the last week of March for the parents of **Pre-School** children. Day, date & time will be intimated later.
8. Confirmation of route, pick up points, timings and section will be displayed at the school reception on the Day of Orientation.
9. Parents must submit books and notebooks for **Pre School** class duly covered and labelled to the Class Teacher on the Day of Orientation Programme.
10. If any parent wishes to withdraw the name of the child:
 - a) **Before 30 March 2019 (Saturday)**, complete amount paid will be refunded after deducting Rs. 200/- (Admission Fee).
 - b) **1 April 2019 (Monday) to 30 April 2019 (Tuesday)**, Rs. 200/- (Admission Fee) and one month tuition fee will be deducted.
 - c) **1 May 2019 (Wednesday) to 31 May 2019 (Friday)**, Rs. 200/- (Admission Fee) and quarterly tuition fee will be deducted.