

**GENERAL INSTRUCTIONS FOR ADMISSION TO PRE SCHOOL,
PRIMARY AND CLASS – I (2018-19)**

1. New session for **Pre-School** and **Pre-Primary** will commence on **4 April 2018 (Wednesday)** and school timings are **7.40 a.m. – 12.00 noon**
2. Children using own conveyance (self children) in **Pre School and Pre Primary** must be picked up at 11.50 a.m. & route children will leave at 12.10 p.m.
3. New Session for **Class – I** will commence on **3 April 2018 (Tuesday)** and timings are **7.40 a.m. – 2.00 p.m.**
4. Children using own conveyance (self children) in **Class - I** must be picked up at 01.45 p.m. & route children will leave at 02.10 p.m.
5. School fees for Pre School Waiting List General Category will be accepted (only by **cheque /DD**) after verification of original documents on the following days: 22 February 2018 (Thursday), 23 February 2018 (Friday) and 24 February 2018 (Saturday) between 8:00 a.m. & 11:00 a.m.
6. Original documents for Pre School Waiting List General Category will be verified on the following days: 22 February 2018 (Thursday), 23 February 2018 (Friday) and 24 February 2018 (Saturday) between 8:00 a.m. and 11:00 a.m. 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 paying fees. Fees will be accepted on the same day after verification.
7. Books & Uniform will be available on **17 March 2018 (Saturday), 18 March 2018, (Sunday) and 19 March 2018 (Monday)** between 8.00 a.m. and 1.00 p.m.
8. An Orientation Programme will be held during the last week of March for the parents of **Pre-School & Pre Primary** children. Day, date & time will be intimated later.
9. Confirmation of route, pick up points, timings and section will be displayed at the school reception on the Day of Orientation.
10. Parents must submit books and notebooks for **Pre School and Pre Primary** classes duly covered and labelled to the Class Teacher on the Day of Orientation Programme.
11. If any parent wishes to withdraw the name of the child before 31 March 2018 (Saturday), complete amount paid will be refunded after deducting Rs. 200/- as admission fees. If any parent wishes to withdraw the child's name from **2 April 2018 (Monday) to 30 April 2018 (Monday)**, Rs. 200/- (Admission fees) and one month tuition fees will be deducted.