

GUIDELINES FOR CLASS PRE-SCHOOL ADMISSION 2024-25

Admission to Pre-School for the Academic Session 2024-2025

Please read the following instructions carefully before filling out the form to avoid rejection:

- After completing the form, press the "Submit" button at the bottom of the page.
- Make a payment of Rs. 25 online, which is necessary for the completion of the process.
- Take a printout of the entire application form, duly filled out by you.
- Sign the form and attach or upload a recent photo of your child and the parent or guardian.
- Upload all supporting documents as mentioned in the form (without these documents, your form will be liable to be rejected).
- Submit the entire set of documents (the application form and supporting documents) in person to the school on or before December 15, 2023. (Forms sent by post or proxy will not be entertained.)
- After submitting the registration fee, obtain an acknowledgement slip from the school as proof that your application has been received by the school office.
- After uploading the registration form successfully, you will receive an auto-generated Application Acknowledgement Receipt for your record.

(Please make sure that your pop-up blocker is turned off to get the acknowledgement receipt.)

Only children aged 3 and up as of March 31, 2024 are eligible for registration.

Pre-School Selection Criteria:

| S.No. | Criteria | | Points |
|-------|-----------------------------------|------------------|--------|
| 1 | Distance from school to residence | 00 - 05 Kms | 60 |
| | | 05 Kms and above | 50 |
| 2 | Sibling | | 10 |
| 3 | First Born | | 10 |
| 4 | Using School Transport | | 20 |

Submit the self-attested photocopies of the following documents along with the printout of the registration form between 8:30 a.m. to 3:30 p.m. at the school premises. (Original documents will be verified if shortlisted for admission)

1. A recent passport size photograph of the parent(s)/guardian and child, respectively.
2. Photocopy of the birth certificate from the municipal corporation or concerned civic authority.
3. Affidavit of the firstborn child by the parents
4. Photocopy of Proof of Residence (Most recent Electricity Bill/ Water Bill/Telephone Bill/ Aadhar Card/ Passport/ Ration Card/ Voter ID card).
5. Aadhar Card of the student.

FEE STRUCTURE* 2024-2025

| Fee Heads | Amount |
|----------------------------|--------------|
| Admission Fee | 200 |
| Caution Fee | 500 |
| Annual Fee | 20800 |
| Development Fee (annually) | 15700 |
| Tuition Fee (Quarterly) | 26220 |
| Total | 63420 |

Applicable for all classes from Pre-School (nurse) to Grade XII.

***Subject to approval by the Directorate of Education.**

If you have any technical questions, please call us at 011-431-93333; Ext. 5

Parent Help Desk Department between 9:00 a.m. to 6:00 p.m.