

INSTRUCTIONS FOR ADMISSION TO PRE SCHOOL
FOR THE ACADEMIC YEAR 2018-2019

Both the parents of the selected candidates through draw of lots are required to come to the school with their ward for verification of documents as per the details given below:

DATE	SL. NO.	TIME
27.02.2018 (Tuesday)	01 to 34	12:00 p.m. to 03:00 p.m.
28.02.2018 (Wednesday)	35 to 68	12:00 p.m. to 03:00 p.m.
01.03.2018 (Thursday)	69 to 101	12:00 p.m. to 03:00 p.m.

You are required to bring the following at the time of verification:

1. Recent Passport sized photograph of the child (taken within the last 3 months) – 04 nos.
2. Individual Passport sized photographs (recent) of the Mother and Father – 03 each.
3. Originals and one self attested photocopy of the following documents:
 - i) Birth Certificate issued by Municipal Corporation or other civic authority

- Name of the child must be printed on the Birth Certificate
- Names of parents in Pre-school Registration Form must be the same as that on the Birth Certificate
- ii) Aadhar Card of the child
- iii) Aadhar Card of Father
- iv) Aadhar Card of Mother
- v) Address Proof - (any one of the following): Aadhar Card/Ration Card/Voter I Card/Electricity Bill/MTNL Telephone Bill/Water Bill/Passport/Rent Agreement
- vi) PAN card of Father
- vii) PAN card of Mother
- 4. Medical Fitness Certificate (**Original**) from a Registered Medical Practitioner
- 5. Medical Certificate in case of Child with Special Needs

If documents are successfully verified, the schedule for payment of fees is as follows:

DATE	TIME
28.02.2018	10:00 a.m. to 01:00 p.m.
01.03.2018	
03.03.2018	

BOTH THE PARENTS MUST BE PRESENT AT THE TIME OF ADMISSION.

Principal