<u>**ADMISSION SCHEDULE FOR WAITLIST APPLICANTS (UNDER OPEN SEATS)**</u>
<u>**FOR PRE SCHOOL FOR THE ACADEMIC SESSION 2024-2025**</u>

WAITLISTED CANDIDATES CAN COMPLETE THE ADMISSION FORMALITIES ON FRIDAY JAN 19, 2024 & SATURDAY JAN 20, 2024 BETWEEN 10 AM AND 1 PM.

1. Presence of both parents is compulsory to complete the admission formalities.

2. Admission process will not be taken up in case of incomplete papers.

3. Both original & self-attested photocopies of the documents listed below will be required.

4. Kindly ensure to carry all the listed documents arranged in the sequence as mentioned in the list & photographs to avoid any inconvenience.

5. Spelling of child's name, father's name & mother's name, child's date of birth and residential address must match with the registration form and all the documents for submission.

6. Admission shall be considered within the time frame as per the schedule given below:

"Admission of the Waitlisted candidates would be considered only till Jan 20, 2024, 1 pm. Non-reporting by Waiting List Candidates within stipulated time frame shall be presumed as NOT INTERESTED and the said seat would be passed over to the next eligible candidate as per admission policy & schedule. No claim shall be entertained for Non-reporting candidate after the above mentioned time frame".

PS- Children are not allowed to accompany the parents for any reason.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

Originals required for verification and a set of the following documents are required for submission. Photocopies of all documents should be self attested by both the parents and arranged in the given order.

1. **Birth Certificate of the child**: Date of birth, Gender, Spelling of child's name, father's name & mother's name.

2. **Aadhar Card of the child**: Date of birth, Gender, Spelling of child's name & father's name, address.

3. **Medical Fitness Certificate of the child, issued by the Medical Practitioner/Doctor**

4. **Sibling's fee receipt for the quarter Jan-Mar 2024** (in case of siblings)

5. **First born child affidavit** (ONLY IN CASE OF FIRST BORN MALE CHILD)

6. **ID/Address proof (any two) of both parents** from the listed documents: Spelling of father's name, mother's name & address

   i. Ration card issued in the name of parents (Mother/Father) with the name of the child

   ii. Domicile certificate of the child or of his/her parents

   iii. Voter I-Card (EPIC)

   iv. Electricity bill/MTNL telephone bill/Water bill/Passport/ Pan card

   v. Aadhaar card/UID card

7. Recent colour photographs of the child (3) & parents (1)

8. Copy of Online Form (applicable only for those who applied online)

9. Cheque for the fee payment