

ADMISSION SCHEDULE FOR WAITLIST APPLICANTS (UNDER OPEN SEATS)
FOR PRE SCHOOL FOR THE ACADEMIC SESSION 2026-2027

WAITLISTED CANDIDATES CAN COMPLETE THE ADMISSION FORMALITIES ON MONDAY FEB 02, 2026 & TUESDAY FEB 03, 2026 BETWEEN 9.00 AM AND 2.00 PM.

1. Presence of both parents is mandatory to complete the admission formalities.
2. **Admission shall not be processed** in cases where the required documents are incomplete.
3. **Original documents and self-attested photocopies** of all documents listed below are required to be produced at the time of admission. i.e. Parents are requested to **carry all the listed documents duly arranged in the prescribed sequence**, along with the required photographs, to avoid any inconvenience or delay.
4. The **spelling of the child's name, father's name, mother's name, child's date of birth, and residential address** must strictly match across the registration form and all submitted documents. Any discrepancy may result in rejection or delay of admission.
5. **Admission shall be considered strictly within the time frame** as per the schedule given below:

“Admission of wait-listed candidates shall be considered only up to **February 03, 2026, till 2:00 PM**. Non-reporting by a wait-listed candidate within the stipulated time frame shall be presumed as **NOT INTERESTED**, and the seat shall be offered to the next eligible candidate in accordance with the admission policy and schedule. **No claim whatsoever shall be entertained** from non-reporting candidates 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

Original documents are required for verification, along with one complete set of the following documents for submission. Photocopies of all documents must be self-attested by both parents and arranged in the manner prescribed below.

- 1. Copy of Online Form (applicable only for those who applied online)**
- 2. Medical Fitness Certificate of the child, issued by the Medical Practitioner/Doctor (on his/her letterhead)**
- 3. Copy of Immunization card**
- 4. Birth Certificate of the child:** Date of birth, Gender, Spelling of child's name, father's name & mother's name.
- 5. Aadhaar Card of the child:** Date of birth, Gender, Spelling of child's name & father's/mother's name, address.
- 6. First born child affidavit (ONLY IN CASE OF FIRST BORN MALE CHILD)**
- 7. ID/Address proof (any two) of both parents** from the listed documents (Spelling of father's name, mother's name & address should match):
 - 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). (Not applicable for Child)
 - iv. Electricity bill/MTNL telephone bill/Water bill/Passport/ Pan card
 - v. Aadhaar card/UID card
- 8. Recent colour photographs of the child (3) & parents (1)**
- 9. Cheque for the fee payment**