IMPORTANT INFORMATION AND GUIDELINES
REGARDING ADMISSION IN NURSERY/BALVATIKA-1
SESSION 2024-2025

Online Registration Dates	16th October, 2023 (9:00am) to 19thOctober, 2023 (9:00pm)

⮂ Steps to be followed for successful submission of admission form:

1. Visit school website (www.davbrsnagar.org) through a browser on your computer. Avoid using a smartphone/ tablet/ iPad etc. for online registration.

2. Go to Notice Board on the homepage for the link to Online Registration Form.

3. Select class 'Nursery/Balvatika-1' and fill valid email id of **either of the parents** and the 'date of birth' of the applicant child to open the form.

4. You will get an email regarding initiation of the form. Fill the form completely with correct information correctly and upload all requisite documents (List attached).

5. Click 'Next' to go the payment page. Make payment of ₹1000/-, Registration Fee (Non-Refundable)

   Payment can be made through Debit Card/Credit Card/Net Banking.

6. Once the payment is successful, click on 'Submit' to submit the Online Application form.

   ❖ Payment is possible only if the form is duly filled and all necessary documents have been uploaded.

   ❖ If the payment is unsuccessful then visit the Payment Link again to make the payment.

   Note : You do not need to fill the Admission Form again.

7. Save the **Registration Acknowledgement Receipt** after making the payment and report in the school for verification of the documents as per the date and time slot allotted. Both the parents must accompany the applicant child.

> **The names filled in the application form should match with the names on the D.O.B. of the child, as well as those in the Aadhaar Card of the parents. This information will be saved as such in the school record and will not be changed later.**

Age

The age of the child seeking admission to Nursery/Balvatika-1 in the year 2024 should be between 03 years and 04 years as on 1st April 2024 (i.e. born between 01/04/2020 to 31/03/2021) If the child is NOT with in the specified age limit, she/he will NOT be eligible for admission to Nursery/Balvatika-1 in the session 2024-2025. Parents of underage children can try next year.

Date of Birth Certificate

The date of birth filled in the form must tally with the one written in the D.O.B. Certificate issued by the Municipal Corporation/ Municipal Council/ Gram Panchayat etc. with complete and correct name of Child, Father and Mother.

No request for change of Date of Birth and Name of Child/ Father/ Mother will be considered once the admission is granted.

Latest Photographs
- ❖ The photograph of the child (alone)
- ❖ A photograph showing the applicant child with both/single parent(s), as per the case.

Email Id
- ❖ Fill your correct email id in the admission form as all correspondence from the school will be done at that email id only. In case of any discrepancy, parents will not receive further information from the school, for which school cannot be held responsible.

Selection
The selection is done as per the procedure decided by the Admission Committee of the school. The school management has the right to select the candidates as per the decided procedure and is not bound to give any reasons for the selection or rejection of some candidates. School Management's decision in this regard is final and binding.

Regarding Enquiry
Any query regarding admission should be forwarded at the school email id davbrs.admission@gmail.com. Valid queries will be answered within 24 hours.

Caution
The school does not accept any donation for admission in any class. Parents should be aware if any third party is collecting money on behalf of the school and making false claims of procuring admission. If the parents enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it.

Important : You are advised to fill only ONE online form for one child. Duplicate and incomplete Forms shall be summarily rejected.

Documents required for filling Online Admission form for Nursery/Balvatika-1:

- ❖ Date of Birth Certificate

- ❖ Proof of residence of the parents– (Aadhaar card/ Passport/ Voter ID card/ Electricity Bill/ Rent Deed (if staying in a rented accommodation).

- ❖ Printout of Google map reflecting distance of the residence from DAV Public School, BRS Nagar. (Name of our school and the area of your residence should be clearly visible in the image.)

- ❖ Photograph of the applicant child (In JPEG/JPG format)

- ❖ Photograph of the applicant child with both the parents (In JPEG/JPG format)

- ❖ Scanned Signature of Mother, Father and/or Guardian.

School Website : www.davbrsnagar.org

Contact No.:98725-10444
From 8 am to 3pm on all working days