

DAV PUBLIC SCHOOL, BRS NAGAR, LUDHIANA

Important information regarding PreKG (Nursery) Admission(Session 2019-2020)

1. Admission forms for PreKG (Nursery) admission will be available **ONLINE** at school website (www.davbrsnagar.org) from **22nd October, 2018 (9:00 am)** to **28th October, 2018 (8:00 pm)**.
2. Parents will require **Scanned Copies** of the following documents before filling the online admission form:
 - **Date of Birth Certificate** of the applicant child.
 - **Photograph of the applicant child** (In Jpeg, Jpg format, max upto 20 Kb)
 - **Photograph of the applicant child with both the parents** (In Jpeg, Jpg format, max upto 20 Kb)
(In case of single parent, photograph of the applicant child with the parent who has the custody of the child can be uploaded)
 - **Vaccination Record and Blood Group Certificate of the applicant child**
 - **Proof of residence of the parents**-Aadhar card/Passport/Voter ID card/ Electricity bill/Rent deed (if staying in a rented accommodation).
 - **Highest Educational Qualification document of Father**
 - **Highest Educational Qualification document of Mother**
(If educational qualification documents of parents are lost, then upload an application in this regard)
 - **Proof of belonging to Economically Weaker Section (EWS)**, if applicable
 - **Proof of belonging to SC/ST/OBC category**, if applicable
3. **Steps to be followed for online application of admission form**
 1. Go to the school website (www.davbrsnagar.org). Link to the admission form will be available in the Notice Board on the homepage. Use computer setup for registration. Avoid using smart phone, iPad etc.
 2. Select class “PreKG (Nursery)” and fill the date of birth of the applicant child to open the form.
 3. Fill in the details on the form and upload all requisite documents as mentioned above.
 4. Click “Next” to go the payment page. Make payment of Rs.1000 (registration fee, non-refundable) + payment gateway charges.
Note: Payment is only possible if the form is duly filled and all necessary documents have been uploaded. Payment can be made through Debit Card/Credit Card/Net Banking.
 5. Once the payment is successful, click on Submit to submit the form.

4. **Age:** The age of the child seeking admission to PreKG (Nursery) in the session 2019-2020 should be between 2 years 6 months and 3 years 6 months as on 31st March, 2019 (born between 1/10/2015 and 30/09/2016) If the child is NOT within the specified age limit, she/he will NOT be eligible for admission to PreKG (Nursery) in the session 2019-2020. Age criteria will not be relaxed even for a single day. **No request for exemption in age limit will be entertained.**
5. **Date of Birth Certificate:** The date of birth filled in the form must tally with the one written in the D.O.B Certificate. **No change whatsoever will be made after the admission to PreKG (Nursery) regarding Date of Birth.**
6. **A date for Interaction with the child seeking admission along with both the parents and verification of original documents will be communicated to you via email/Text message.** The original date of birth certificate of the applicant child issued by the Municipal Corporation/Gram Panchayat) along with a photocopy verified and attested by the Parent, original proof of residence, and original testimonials of the parents' highest educational qualification must be presented at the time of verification of forms. The original documents will be returned to the parents immediately after verification while the attested photocopy of the birth certificate will be retained for school records.
7. **Note:** A printed copy of the admission form is **NOT** required during verification. However, you will have the option to save a copy of the filled admission form for your personal reference.
8. **Name and other particulars:** Fill in the particulars of the child (i.e. name, parents' names, date of birth) correctly. All names should be spelt correctly in BLOCK letters as the particulars will be saved in the school record and the same will be required for CBSE record at a later stage. **No request for change in name of the child, parents' names, surname and DOB will be entertained by the school at a later stage. Please fill the particulars very carefully.**
9. **Photographs:** The latest photograph (taken not more than a month before the date of application) of the applicant child is to be uploaded. A family photograph (showing the applicant child with both/single parents/parent, as per the case) must also be uploaded.
10. **Please fill your correct email id in the admission form as all correspondence from the school will be done at that mail id only. In case of any mistake in email id, parents will not receive any information from school, for which school cannot be held responsible.**

11. Acknowledgement Receipt: Once the admission form is submitted online, you will get an Acknowledgement Receipt for the same. It will show the registration number of the child. **Kindly print the Acknowledgement Receipt and retain it with you for future communication, mentioning the registration number of the child.**

12. Selection: This year school will be following **Interactive Session Method** for finalizing the admission to PreKG (Nursery). The date for the same will be communicated via email/text message.

13. Rejection of Forms: Incomplete forms and forms providing incorrect information will summarily stand rejected at the time of verification of documents.

14. Regarding Enquiry: Any query regarding admission will be entertained at +91-9872510444 during office hours i.e. 9am to 3pm or at the school email id davbrs.admission@gmail.com

15. Caution: **The school does not accept any donation for admission in any class.** Parents should be aware of third parties 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. Duplicate Forms shall be summarily rejected.