

## IMPORTANT INFORMATION AND GUIDELINES REGARDING PRE-KG (NURSERY) ADMISSION SESSION 2022-2023

Online Registration Dates	11th October, 2021 (9:00 am) to 15th October, 2021 (9:00 pm)
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### ➤ Documents required for filling Online Admission form for Pre-KG

- ◆ 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, max. size 20 Kb)
- ◆ Photograph of the applicant child with both the parents (In JPEG/JPG format, max. size 20 Kb)
- ◆ Highest educational qualification of both the parents. (Uploading of documents of either of the two parents is mandatory.
- ◆ Proof of belonging to EWS (Economically Weaker Section)/ SC/ ST/ OBC category, if applicable.
- ◆ Scanned Signature of Mother, Father and/or Guardian.

### ➤ Steps to be followed for successful submission of admission form:

- ◆ Open school website ([www.davbrsnagar.org](http://www.davbrsnagar.org)) through a browser on your computer. Avoid using a smartphone/ tablet/ iPad etc. For online registration for admission.
- ◆ Link to the admission form will be available on the school website in the Notice Board on the homepage on 11th October from 9:00 am onwards.
- ◆ Select class 'Pre-KG (Nursery)' and fill your valid email id and the 'date of birth' of the applicant child to open the form.
- ◆ Fill the form correctly and upload all requisite documents.
- ◆ 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 parent/s. This information will be saved as such in the school record and same will be carried forward for E-Punjab Schools Portal and CBSE record.
- ◆ 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/ UPI.

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

- ◆ Once the payment is successful, click on 'Submit' to submit the application form.

**Save the Registration Acknowledgement Receipt and report in the school for verification of the documents** as per the date and time slot allotted. It is mandatory for both the parents to come for the same.

### Age

The age of the child seeking admission to Pre-KG (Nursery) in the year 2022 should be between 2 years 6 months and 3 years 6 months as on st April 2022 (i.e. born between 1/10/2018 to 30/09/2019). If the child is NOT within the specified age limit, she/he will NOT be eligible for admission to Pre-KG (Nursery) in the session 2022-2023. 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.

**Relevant Legal Document** in case of single parent is to be submitted.

(Divorce Decree/Legal Separation Document (Duly attested by lawyer)/(Death Certificate of spouse, 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 mistake in email id, parents will not receive any information from 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 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 for one child. Duplicate and incomplete Forms shall be summarily rejected.**

**School Website:** [www.davbrsnagar.org](http://www.davbrsnagar.org)

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