

STUDENT APPLICATION FORM

Admission for :

☐ Pre - Nursery ☐ Nursery ☐ Pre - Kindergarten

Form No: _____

Location: _____

Date : __ / __ / __

To be completed by Parent / Gaurdian

Please use CAPITAL LETTERS to complete the form



Candidate's Personal Details

Student's Name: _____

Date of Birth: __ / __ / __ Gender : ☐ Male ☐ Female

Place of Birth: _____ Nationality: _____

First Language: _____ Other Languages Known: _____



Residential Address & Family Information

Address: _____

City: _____

State: _____

Country: _____

Pincode: _____



Father:

Full Name: _____

E-mail: _____ Educational Qualification: _____

Profession: _____ Designation: _____ Phone: _____



Mother

Full Name: _____

E-mail: _____ Educational Qualification: _____

Profession: _____ Designation: _____ Phone: _____



Gaurdian

Full Name: _____ E-mail: _____

Relation with student: _____ Phone: _____



In case of Emergency Call order of priority 1st 2nd and 3rd ?

1st Relation: _____ 2nd Relation: _____ 3rd Relation: _____

Phone: _____ Phone: _____ Phone: _____

Any allergies or health concerns: _____

What is the primary way your child will go home each day: _____

What would you like us to know about your child: _____



Sibling Information

Sibling 1

Full Name: _____

Date of Birth: __ __ / __ __ / __ __ __ __ Gender: ☐ Male ☐ Female

School Name: _____ Class: _____



Reference Details

Reference Through: _____

Address: _____ Phone: _____



Declaration

I/We confirm that all the information provided by me/us is correct. I / We further agree to inform the school promptly, in writing, of any subsequent changes. I / We agree to meet financial responsibilities promptly. I / We understand that any incorrect information given by me/us will render this application invalid and, consequently, the admission granted will be cancelled.

Date: __ __ / __ __ / __ __ __ __

Signature: _____

(Parent / Gaurdian)



For school office use only

Checklist: ☐ Birth Certificate ☐ Medical Form ☐ Residential Proof ☐ Aadhar

Student's Name: _____

Admission for : _____

Signature: _____

Date: __ __ / __ __ / __ __ __ __

(Admission Officer)

Admission Process

Steps to Apply for Preschool Admission:

1. **Research & Explore:** Visit the preschool to learn about the curriculum, values, and environment.
2. **Schedule a Tour:** Book a tour or meeting with the admissions team to get a feel for the space and ask any questions.
3. **Pay Application Fee:** Submit the non-refundable application fee, if applicable.
4. **Complete the Application Form:** Fill out the application form, providing necessary details about your child.
5. **Submit Required Documents:** Provide documents such as Birth certificate, Aadhar records, and any other requested forms.
6. **Attend an Interview/Observation:** child observation session or a parent interview to assess the fit is required.
7. **Confirm Enrollment:** Upon acceptance, secure your child's spot by paying the first term's tuition fee.
8. **Prepare for the First Day:** Attend orientation sessions, and get your child ready for an exciting preschool journey!

Admission Requirements (For New Admissions Only)

Parents/guardians are required to submit the following documents for admission:

- Certified photocopy of the child's Birth Certificate
- Five recent passport-size photographs
- Resident proof of parent/guardian
- Medical Fitness Form / Immunization record
- Photocopy of the child's Aadhar

Ensuring these documents are submitted on time will help facilitate a smooth admission process. Thank you for your cooperation! 😊

Fee Structure and Payment Schedule

Total Fees: INR _____

Installment Breakdown:

☒ June Installment: INR _____ ☒ September Installment: INR _____

Withdrawal Policy

- All fees paid, including registration and tuition, are non-refundable and non-transferable once the admission process is completed, regardless of whether the child has attended classes.
- In case of withdrawal, a 4-week written notice is required during the term.
- The Transfer Certificate (TC) will be issued only after all pending dues are cleared.

We appreciate your kind cooperation and support as parents/guardians in ensuring that these steps are followed effectively. Your assistance plays a vital role in creating a safe, structured, and enriching learning environment for our children. 🌟

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School Rules and Regulations

We appreciate your kind cooperation and support as parents/guardians in ensuring that these rules and regulations are followed. Your assistance plays a vital role in creating a safe, structured, and enriching learning environment for our children. 🌟

Age Criteria for Preschooler

- ✦ Toddler Transition: 1.5 to 2 years
- ✦ Playgroup: 2+ years (as of the first day of school)
- ✦ Nursery: 3+ years (as of the first day of school)

Our programs are designed to provide age-appropriate learning experiences, ensuring a strong foundation for every child's growth and development! 🌟

Preschool Timings & Attendance Guidelines

🕒 Timings:

- ✦ Toddler Transition, Play Group, Nursery: 8:30 AM – 12:30 PM
- ✦ Class Duration: 3 hours per day, 5 days a week
- ✓ Regular attendance and punctuality are essential. In case of an extended absence, a medical certificate must be provided.
- ✓ Supervision Notice: Children should not arrive before school hours as staff will not be available for supervision.
- ✓ Punctuality Matters: Please ensure on-time arrival and departure to maintain a smooth daily schedule.

Your cooperation helps create a structured and supportive learning environment for our little learners! 🌟

School Uniform & Essentials

- ✓ Neat & Tidy Uniform: Children must wear a clean and well-maintained school uniform, along with the prescribed school socks and shoes.
- ✓ Daily Essentials: Please pack a handkerchief/napkin and an extra pair of clothes in your child's school bag.
- ✓ Allowed Items: Students may bring only their school bag, snacks, and a small water bottle to school.

By following these guidelines, we ensure a comfortable and organized learning environment for all children! 🌟

General Guidelines for Parents

- ✓ Personal Hygiene: Both boys and girls must keep their hair neat and their fingernails short and clean.
- ✓ Pickup Policy: Children will only be handed over to parents or an authorized person carrying the parent's ID card.
- ✓ No Valuables: Please do not send valuables with your child. Jewelry should not be worn for safety reasons.
- ✓ Contact Updates: Any change in address or phone number must be reported to the school office immediately.
- ✓ Health & Illness: In case of illness or medical complications, inform the teacher or coordinator as soon as possible, especially for communicable diseases.

Your cooperation helps ensure a safe, structured, and nurturing environment for all children! 🌟

Introducing the EMITMINDS Student Kit – Elevating Early Education

At EMITMINDS, every child receives a Student Kit designed to enhance learning and engagement. Our preschool curriculum, crafted by experienced educators, introduces key skills and concepts in a fun, interactive way, ensuring children have the tools they need to thrive.

What's Inside the **EMITMINDS Student Kit**?

🎒 School Bag 👕 School Uniform 📖 Textbooks & Notebooks (as required)

ID Student ID Card 🖋️ Pencil Box, Eraser, Sharpener 🎨 Crayons & Other Essential Materials

By providing the right resources from the start, we empower young minds to explore, create, and grow with confidence! ☀️

Admission Requirements (For New Admissions Only)

Parents/guardians are required to submit the following documents for admission:

✂️ Certified photocopy of the child's Birth Certificate

✂️ Five recent passport-size photographs

✂️ Resident proof of parent/guardian

✂️ Medical Form (as per school format)

✂️ Aadhar card Photocopy

Ensuring these documents are submitted on time will help facilitate a smooth admission process.

Thank you for your cooperation! 😊

Fee Structure and Payment Schedule

Total Fees: INR _____

Installment Breakdown:

✓ At the Time of Admission: INR _____

✓ June Installment: INR _____

✓ September Installment: INR _____

Withdrawal Policy

Within One Month From the Date of Admission:

- If the registration and tuition fees have been paid and the child has attended school for one or more days, no refund shall be applicable.
- If the child has not attended school at all, 50% of the total paid amount, excluding admission form fees, shall be eligible for a refund.

After One Month From the Date of Admission:

All fees paid shall be non-refundable and non-transferable under any circumstances.

In case of withdrawal you need to give 4 weeks notice, during the term. TC will be issued only after clearing pending payments.

Declaration

I hereby declare that the information provided by me, including the Student's Name, Father's/Guardian's Name, Mother's Name, and Date of Birth, is correct to the best of my knowledge and belief.

I commit to promptly settle the fees through Demand Draft, Crossed Cheque, or Online Payment in favor of EMITMINDS LLP, adhering to the specified due dates as outlined in the fee statement. I agree to the fee structure and the terms mentioned above, and I shall abide by the rules of the school.

Date: __ __ / __ __ / __ __ __ __

Signature: _____

(Parent / Gaurdian)