

## MOTHER MARY'S SCHOOL

Site No. 1, Sahkarita Marg, Mayur Vihar Phase-1, Delhi – 110 091

### GENERAL INSTRUCTIONS

#### ONLINE REGISTRATION FOR CLASS PRE-SCHOOL - SESSION 2018-19

#### GENERAL CATEGORY

AVAILABILITY OF REGISTRATION FORM (GENERAL CATEGORY)	: 27 <sup>TH</sup> DECEMBER, 2017 TO 17 <sup>TH</sup> JANUARY, 2018
SUBMISSION OF DULY FILLED ONLINE REGISTRATION FORM(GENERAL CATEGORY)	: 03 <sup>RD</sup> TO 17 <sup>TH</sup> JANUARY, 2018
SCHOOL WEBSITE	<a href="http://www.mothermarysschoolmayurvihar.com">www.mothermarysschoolmayurvihar.com</a>
AGE	: 3+ as on 31 <sup>ST</sup> MARCH 2018
DISPLAY OF FIRST LIST OF SELECTED CANDIDATES	: 15 <sup>TH</sup> FEBRUARY, 2018

1. Parents to visit the school's website [www.mothermarysschoolmayurvihar.com](http://www.mothermarysschoolmayurvihar.com) to fill the Registration Form under General Category. The form shall be available online from 27<sup>th</sup> December, 2017 to 17<sup>th</sup> January, 2018.
2. A print out of the duly filled online Registration Form (General Category) to be submitted at Mother Mary's School, Site No. 1, Sahkarita Marg, Mayur Vihar Phase-1, Delhi-110091 along with all supporting documents and Registration charges of Rs. 25/- from 3<sup>rd</sup> January, 2018 to 17<sup>th</sup> January, 2018 on all working days from 09:00 a.m. to 12:00 noon.

#### **PLEASE NOTE :**

**The Registration Form will be considered only on submission of the duly filled online Registration Form in the school office along with the Registration Charges of Rs. 25/- only.**

**Any alteration on printed Registration Form will not be accepted and will be treated as cancelled.**

**For registration of children with special needs, parents may contact the School office on all working days from 3<sup>rd</sup> January, 2018 to 17<sup>th</sup> January, 2018 between 09:00 a.m. to 12:00 noon.**

**The photocopy of following documents are to be attached along with copy of duly filled online Registration Form**

- A. Date of Birth certificate of the child.**
- B. Recent proof of residence**
  - i) Ration card/ smart card issued in the name of Parent (Mother/ Father having name of the child.)**
  - ii) Domicile certificate of child or of her parent.**
  - iii) Voter I Card (EPIC) of any of the parents.**
  - iv) Electricity bill/ MTNL telephone bill/ Water bill/ Passport in the name of any of the parents or child.**
  - v) Aadhar Card/ UID card issued in the name of any of the parent.**
- C. Proof of sibling (if applicable) Attach fee receipt of real sibling sister**
- D. Affidavit in case of Single girl child signed by a 1<sup>st</sup> class Magistrate.**

**Terms & Conditions :**

- 1. This school is exclusively for GIRLS.**
- 2. The age for admission to class Pre-School shall be 3+ years as on 31.03.2018.**
- 3. The relaxation in age for registration to Class Pre-School for differently abled children shall be as per rules.**
- 4. Incomplete forms will not be considered for Admission.**

5. The duly filled online Registration Form along with the copies of required documents and Registration charges of Rs. 25/- to be submitted by 17.01.2018 positively.
6. The Registration is valid only for the year for which the child is registered, it is neither refundable nor transferable to another year.
7. Registration does not reserve the right of admission.
8. Parents should ensure that the date of birth and the spellings of the name of the child/ward written in registration form are correct and subsequent changes will not be done.
9. In considering a candidate for admission, the Registration Form duly signed by one of the parents, must be submitted to the school. If neither of the parents are alive or available, the lawful guardian of the candidate shall sign it.
10. Passport-size photograph of the applicant child (in Jpeg, Jpg format) to be uploaded.
11. Passport-size family photograph (applicant child along with parents in Jpeg, Jpg format) to be uploaded.
12. Valid E-mail ID of the parents to be filled.
13. The printout of the duly filled Registration Form should be taken on A4 size sheet in portrait orientation only for submission.

**PRINCIPAL**