

Dated:

The Principal
pragya's गुरुकुल
293/C, Road No: 1
Ashok Nagar
Ranchi – 834 002

SUBJECT: REQUEST FOR ADMISSION OF WARD IN SCHOOL

Dear Madam

We have visited your school and found the facilities to be fit for the care & education of my ward. I also agree to assist the school administration in implementing the following decorum:

1. The school shall have Working Hours between 9:30 am – 12:30 pm on all weekdays. The school shall remain closed on Saturdays & Sundays and other scheduled holidays, unless otherwise specified.
2. The number of Guardians allowed to deliver & receive the children shall be limited, and *the Principal* must be intimated in case of any variation from the routine takeover of the children.
3. Guardians shall be encouraged to authenticate the Transportation Register while sending-off & receiving the wards from the School Vans.
4. Guardians shall be required to inform *the Principal* in case the ward is absent /shall be absent for a period of more than 4 working days.
5. Guardians shall be welcome to occupy the Waiting Hall, but the Children shall not be disturbed during working hours, unless expressly permitted by *the Principal*.
6. Guardians shall be welcome to occupy the Waiting Hall, but allowed to enter the Classrooms only after working hours, and after due permission from *the Principal*.
7. Guardians shall be welcome to occupy the Waiting Hall, but allowed to meet *the Class Teachers* only after working hours, and after due permission from the Principal.
8. The Association Charges paid at the time of Admission shall not be refundable.
9. Guardians shall be required to store all payment / Advance Receipts for future presentation.
10. A Late Fine of ₹100.00 shall be levied, if the Advance Monthly Fees is not deposited by the 8th of every month.
11. Guardians are encouraged to purchase the School Uniform, Books & Stationeries from any Vendor of their choice, and these shall be made available by the school on special request only.

It will be very kind of you, if the Prospectus & Admission Form is made available to me.

Warm regards

Signature of Guardian

Full Name of Guardian: _____

UID Number of Guardian: _____