



Rules & Regulation

**ADMISSION FEE
IS NOT REFUNDABLE**

1. ADMISSION

CLASS	AGE
LKG	3 Years 3 Months – 4 Years 3 Months

2. SCHOOL TIMING

	Mondays — Fridays	Saturdays
SUMMER:	07:30 am to 01:30 pm (Reporting time 07:20 am)	07:30 am to 12:30 pm
WINTER:	08:30 am to 02:30 pm (Reporting time 08:20 am)	08:30 am to 01:30 pm

No Transfer Policy: No transfer requests (within the Silver Oaks Group) will be entertained from the parents once the admission is done.

3. SCHOOL TRANSPORT

- In the absence of Public Transport and on request from the Parents, the school makes contractual transport available for the convenience of school children. The school does the necessary co-ordination whereas the actual operation of the transport rests with the transporters, who in most of the cases are the owners. It is essential that a Transport Form duly completed in all respects is deposited in the school office before a child is permitted to use the transport.
- In view of the safety of students the school requests Parents to avail School Transport.
- The students will be picked from the assigned stoppages. Door to Door facility will not be provided.
- All concerns / disputes / feedback / suggestions must be brought to the notice of the Principal / Transport In-charge in writing.
- Parents must avoid taking action themselves with regard to any problem due to the conduct of Driver / Conductor / Children and must report the same to the school immediately over the telephone or email or through personal interaction with Principal / Transport In-Charge.
- Transport fee is revised annually and is charged on monthly basis.

4. PRE-REGISTRATION INFORMATION

- Applications for admissions to Class LKG are accepted from all. Admissions to other classes will be taken against chance vacancies at the beginning of the school year. No new admissions are normally taken in classes IX and X. Exception may be made in Class IX.
- Parents / Guardians are asked to fill in the admission forms with the utmost accuracy. No subsequent changes will be permitted.
- A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he/she has last attended.
- New Candidates must be introduced personally to the Principal by the one who will be responsible for his conduct and fee. They will be examined on the syllabus of the class immediately below that to which they seek admission or the same class in case of mid-session admission.
- The Silver Oaks School follows the CBSE pattern and guidelines.
- Prior Registration is an essential condition for the admission.
- Registration is valid only for the year and the class for which it is made.
- The list of the students selected for admission is put up on the school notice board at the stipulated time.
- The Director / Principal is the final authority in granting admissions and their decision is final and binding on all.

5. REQUIREMENTS FOR ONLINE REGISTRATION

- Parents need to start the admission process by filling the form online available on School Website.
- Registration will be completed only after payment of Registration Fee.
- A copy of the child's birth certificate issued by the Registrar, Birth & Death.
- 01 Family passport size photograph (Only Applicant, Father and Mother)
- Original Transfer Certificate & copy of marksheet of the previous school. (If applicable)
- Aadhar (UID) Card is compulsory.
- Any other relevant document if required by school.

6. PRE—ADMISSION INFORMATION

If admission is offered, you will be required:

- To pay fee for the first quarter plus fee under the heading One Time Payment and Annual Charges.
- Photocopy of Mark Sheet/ Report Card of the class passed by the applicant, (if applicable)
- Medical History Certificate duly signed and stamped by a qualified Medical practitioner. (At Least MBBS Qualified)
- Transfer Certificate from the school last attended.
- Draft agreement to be executed by the parents / guardian of the child (as per sample given)
- Caste Certificate incase of SC, ST or OBC.

Note: School reserves the sole right to admission.

7. FEE RULES

- The School fee covers twelve calendar months to be paid in Quarterly installments or full in advance. No reduction is made for holidays or broken periods. Students are liable to be charged full fee as long as their names are officially on the rolls. Fee once paid will not be refunded.
- The fee must be paid on or before the due date, failing which a late fee will be levied. **Due dates are from 1st to 15th of the month of April, July, October and January.** Fee defaulters may not be allowed to attend class if fee is not cleared during the same month.
- Sibling concession of 50% on the Admission Fee is given to 2nd child. No discount will be given on any other heads afterwards.
- No Transfer Certificate or School Leaving Certificate will be issued until all dues to the school have been paid in full, with a written application from parent or guardian.
- All fee and other charges are subject to revision by the management from time to time.
(Please refer to the slip attached for heads of fee)
- Admission fee is non-refundable.**

8. WITHDRAWALS / TRANSFERS

- a. Notice for withdrawal must be given one month in advance and only under the signature of parents / guardians.
- b. Transfer certificate will be issued at the written request of the parents after clearing all dues. The transfer certificate issue fee is Rs. 50.
- c. Caution money will be refunded within a month after the receipt of withdrawal notice. However, it will lapse if the Cheque is not claimed within three months.
- d. In matter of admission, report card, promotions, detentions, fines and penalties, etc. the decision of the Director / Principal will be final and binding on all.
- e. If withdrawal notice is given after 31st March; Annual charges of the next session will become payable.
- f. If any child is withdrawn in the mid-session, then fee will be charged up to the month the child attends the school.
- g. All fee and other charges are subject to revision by the management from time to time.

9. GENERAL RULES AND REGULATIONS

- a. All communication with the school should be addressed to the Principal.
- b. Information from the office (Verbal/Written) should be treated authentic. Any information / instructions received from sources other than the school should be cross checked and verified from the school (Personally or telephonically). The school will not be held responsible for any act of omission if a parent/guardian suffers on this account. Any rumours floated by unwanted elements should be verified from the school office.
- c. All documents should be submitted at the time of admission and they should be complete in all respects.
- d. Parents / Guardians must check the student's bag and the student's diaries daily as most important information, instructions and invitations etc. from the school are sent through Circulars or Diary Notes.
- e. Regularity and Punctuality are very important traits and are important objectives of any educational programme. Parents are expected to cooperate to instill such virtues in the child.
- f. The Students / Parents / Guardians are bound by the rules and regulations which may be modified from time to time and all matters of concern are subject to the final decision of the Director / Principal.
- g. Students must be courteous, polite, disciplined at all times both in the class and in the school premises.
- h. Students / Parents / Guardians must respect the beauty and cleanliness of the school and take utmost care to promote the same.
- j. Care of school property is the joint responsibility of students / parents / guardians along with the school. Anyone damaging the school property / infrastructure will be fined. Disobedience and misbehaviour will deserve reprimands, dismissal or expulsion from school.
- j. No child is allowed to move out of the school without the written permission from the Principal.
- k. Early Departure: It is availed when there is an emergency at home or when a student falls ill in the school. Parents / Guardians must produce Authority Card when they come to collect their child from school.
- l. In case a child falls ill / meets with an accident in the school premises, he can be helped with immediate first aid only. The parents will be informed and are expected to come and attend immediately. It is important to give the correct contact number in the diary and update it whenever there is a change.
- m. Private tuition is not permitted and never provided by our teachers for our school students.
- n. Since parents and teacher have a common goal of bringing up of children with all round development of personality, we appeal to the parents for their full co-operation in all matters concerning the education of their children.
- o. Please see your child's diary everyday and help follow the Principal's / Teacher's remarks and messages, and sign it daily as a proof of acknowledgement.
- p. Please send your child to school only if he/she is physically fit and is in a position to continue till the classes are over.
- q. Please co-operate with the school authorities and staff in enforcing school rules and discipline, observing that your child studies regularly at home, comes to school regularly and timely, maintains a continuity in his / her school work and effectively takes helpful interest in the school activity.
- r. Parents are advised to see that good habits pertaining to studies, morality, food and health which are taught in the school are continued when children are at home.
- s. Student's regularity and punctuality are to be maintained. No leave is accepted without leave application. It is mandatory for the parents to inform about leave / absence of their ward well in advance to the school.
- t. See that your ward has all text books, items of stationery, craft materials, etc. right in the beginning of the session.
- u. Ensure that your ward comes to the school in the proper uniform with polished shoes, trimmed hair and clean nails.
- v. Intimate the school in case of change in address or telephone number in writing.
- w. Do not walk into the classroom or meet the teacher in the classroom. Meet the teacher only with a prior appointment through the co-ordinators at the prescribed time.
- x. Do not send valuable articles with the students. The school owes no responsibility, if they are lost.
- y. Students must be directed by their parents to maintain cordial relations with their classmates and pay respect to teachers, non-teaching staff and senior students.
- z. In case the parents have any 'grievance / suggestions to offer, they are welcome to write it to the Principal or to meet in person from 11am— 12 noon on all working days.

Note: Legal Disputes will be settled only in the courts of Bathinda.