

GUIDELINES FOR ADMISSION

ADMISSION IN NURSERY FOR THE ACADEMIC SESSION 2025 - 2026

Guidelines and procedure to fill the Online Application Form

General Instructions: -

1. Kindly read all instructions carefully before you click on PROCEED button at the bottom of this page.
2. A valid personal e-mail id and mobile number of the parents are required for communication.
3. Only ONE form per candidate is to be submitted online.
4. It is mandatory to fill all the fields marked (*) in red. In case a field is not applicable to you please mention NA (Not Applicable).
5. Fill in the particulars of the child (i.e. name, parents' names and date of birth) correctly. The date of birth filled in the form must tally with the one recorded in the Date of Birth certificate. No kind of rectifications will be made after the application form is submitted.
6. Complete information of both parents is to be provided.
7. Incomplete application forms or those with incorrect information will automatically be rejected.

Requirements: -

- You must have the following documents with you at the time of applying for online admission, as these need to be uploaded with the application form:
 - i. Soft copy of color photographs in jpeg, jpg format(not more than 3 months old) - Size: not more than 20KB, of
 - * Candidate
 - * Candidate's mother
 - * Candidate's father
 - ii. Scanned copy of Municipal Corporation Birth Certificate of the candidate(size: not more than 200KB)

Important Information: -

1. After completing the form, click on '**Submit**' button. If your application form is successfully uploaded the system will generate an Acknowledgement Receipt with an Application Form No. Which you must use in all further correspondence.
2. The Acknowledgement Receipt will also generate an USER-ID and a PASSWORD. (Please make sure Pop - up Blocker is turned off, to get the Acknowledgement Receipt).