



The Orchid School

Baner, Pune

Date: 19.11. 2024

Circular No. TOS/FRO/CIR/FS/24-25/49

Opening of Pre-Primary School (Balvatika) for the Academic Year 2025-26

Information about Admission Process

Dear Parents,

Greetings of the day!

We are pleased to announce that The Orchid School is starting with Pre-Primary School from the Academic Year 2025-26.

The Pre-Primary domain will have-

- Nursery (Balvatika 1),
- Jr.KG (Balvatika 2) and
- Sr. KG (Balvatika 3)

The online Admission Registration process for all three classes will begin on Wednesday, 20th November'24.

Details for Classes and Admission Process

1. Class Structure

- Each class will have one section with a maximum capacity of 30 students.

2. Admission Criteria

- Admissions will be granted on a first-come, first-served basis, according to the submission sequence of online registration forms.
- Priority will be given to siblings of current students and children of staff members.

3. Separate Registration Links

- There will be distinct registration links for the Sibling category and the General category.
- **Online registration is mandatory** for all categories of admission.

Steps for Online Registration

1. On **Wednesday, 20th November 2024**, the admission link will be available on the school website under the "Admissions" tab.
 - **Sibling Category:** 10:30 AM to 11:30 AM
 - **General Category:** 12:00 noon
2. **Important Notes:**
 - Registration will close once the cut-off limit for forms is reached.
 - Incomplete or delayed registrations will not be accepted. No requests for extension will be entertained.

Please ensure timely submission to secure your child's admission. Parents must fill up the following details in the online form:

- **Details of Child:**
 - Name as per Aadhar Card
 - Date of Birth
 - Gender
 - Previous School Name (if applicable)
- Parents' Names and contact numbers.
- Details of Sibling (if Sibling category has been opted)

(*Please keep all details handy so that the online form is submitted quickly.)

- The online form link address is also mentioned below:

Eligibility Criteria for Admission:

- The child needs to fulfill age criteria as per mentioned below-
- Nursery - 3 years on 31st December'25
- Jr. KG - 4 years on 31st December'25
- Sr. KG – 5 years on 31st December'25
- (Age criteria to strictly be adhered as per following GR - https://student.maharashtra.gov.in/adm_portal/app/webroot/uploads/age_rule_2023.pdf)
- The child must have completed formal preparatory education of previous class to get admitted to Jr. KG or Sr. KG.

Fee Structure for AY 2025-26:

STD	Instalment I 40%	Instalment II 20%	Instalment III 20%	Instalment IV 10%	Total Fee
Nursery	48000	24000	24000	24000	120000
JR KG	52000	26000	26000	26000	130000
SR KG	56000	28000	28000	28000	140000

- **One Time Admission Fee (non-refundable) – ₹ 75000/-**
- At the time of admission, the following amount must be paid to confirm enrollment: -

Classes	One time Admission Fee	1 st Instalment	Brochure Cost	Total
Nursery	75000	48000	1000	124000
Jr. KG	75000	52000	1000	128000
Sr. KG	75000	56000	1000	132000

The fee includes-

- Food – 2 meals- snacks for short break and lunch for long break.
- Teaching Learning Materials- Textbook, Notebook, other material to be used in the class, field visit, concerts, etc.

Click on below link for AY 2025-26 fee structure for all grades for indicative purpose only: -

<https://theorchidschool.org/admissions/#fee>

Admission Process:

Date: Sunday, 1st December'24

Time: 9:00 AM onwards

The process for admission is mentioned in detail below. Each step of the process is mandatory.

Please note that only parents of students who receive an official invitation for admission will be permitted on campus for the designated process.

Admission Process	
1.	Token Collection (9:00 AM onwards) <ul style="list-style-type: none"> • All parents who have registered for the admission process and have received an invitation via email from the admission department should come to school at 9:00 AM and collect tokens at the token counter. (Please note that the admission

	process will be based on token number.)
2.	<p>Parent Orientation (9:30 AM – 10:30 AM)</p> <ul style="list-style-type: none"> • This orientation is organized for you to understand the philosophy of the school and the program details. • Both parents should attend. The child may avoid this process as this is done to apprise parents about the school and the child may find it difficult to sit through the entire session. • After the Orientation, parents must complete document verification, purchase of brochure and admission registration form filling.
3.	<p>Document Verification (10:30 AM onwards)</p> <ul style="list-style-type: none"> • Please carry along the documents mentioned below: <ol style="list-style-type: none"> 1) Original Birth Certificate with one photocopy 2) Aadhar Card photocopy (Mandatory) 3) Caste certificate (If other than general category) 4) Medical report (If child has special need, diagnosed report) 5) 1 Passport size photograph 6) Previous class academic report (if applicable) 7) Both parents Aadhar card photocopy
4.	<p>Purchase of School Brochure (10:30 AM onwards)</p> <ul style="list-style-type: none"> • This includes the school brochure and all the necessary forms. • This can be purchased from Accounts Desk after payment of ₹ 1000.
5.	<p>Filling of Admission Registration Form (11:00 AM onwards)</p> <ul style="list-style-type: none"> • All personal details need to be accurate. • Carry Aadhar card of your ward to fill the correct Aadhar name and number.
6.	<p>Family Meet – Optional</p> <ul style="list-style-type: none"> • Though all the information will be shared during the Parent Orientation, still if you feel the need to interact with Director or Principal, then you can inform the office staff about the same. • It is advisable both parents should be present for this meeting.
7.	<p>Fee Payment</p> <ul style="list-style-type: none"> • Once the admission process is complete and you have decided to take the

	admission, the school fee should be paid on the same day.
8.	<p>Admission Confirmation</p> <ul style="list-style-type: none"> • Post fee clearance, the admission confirmation will be sent via mail in three working days after the amount clearance in the Bank.

Admission Withdrawal Policy:

- Parents to read and clarify all policies related to refund and admission process.

<https://theorchidschool.org/admissions/#withdrawal>

Some Important Points to Note:

- The admission process will not be continued if any of the above-mentioned criteria for each step is not fulfilled.
- The admission will be confirmed only once the fee (One time admission fee + 1st fee instalment) has been paid. In case the fee is not paid the seat will not be reserved. We have very limited seats, and it is only fair that we do the process in time.
- **School Management reserves the Final Decision to grant admission.**

Roshni Hiwale

Atreyi Saha

Sangeeta Kapoor

Namrata Majhail

Office Administrator

Vice Principal

Principal

Director