

Rules and Regulations for Aadharshila Preschool

1. Fee Structure and timing for the Preschool:

- Admission fee (one time): Rs. 1,000/-
- Annual charges (one time): Rs. 5,000/-

Preschool	Time	Age of child [#]	Fee/ month
Nursery	09:30 AM to 12:30 PM	2.5 to 3.5 years	Rs. 1,500/-
LKG	09:30 AM to 01:00 PM	3.5 to 4.5 years	Rs. 2250/-
UKG	09:30 AM to 01:30 PM	4.5 to 5.5 years	Rs. 2,750/-

[#] As on 1st of April

- Monthly Fees: Payable in January, April, July, and October on quarterly basis in advance.
- Full Day crèche charges will be applicable only for those children who are going to use both preschool and crèche facility.
- Any payment apart from the fees (late pick up, crèche facility during school holidays etc.) to be made in cheque at Aadharshila office.
- **Working Days:** Monday – Friday, 9:30a.m - 12:30p.m (For Nursery)
9:30a.m - 1:00p.m (For LKG)
9:30 a.m. – 1:30 pm (For UKG)
- **Holidays:** Crèche shall remain closed as per Institute holidays. The list of holiday for Preschool is marked in the yearly calendar

2. Drop and Pick-up Timing for Preschool:

- The entry for the preschool children is from the institute club side
- It is requested to drop the child not before 10 min of school opening and to be picked up within 10 min of the closing time
- If the child is to be picked up by any person other than the parents or the known babysitter, please inform the Aadharshila teacher in advance. We will not send the child with any unknown person

3. List of items to be sent with child:

- Water bottle
- Tiffin box
- Napkin
- Please put nametag on water bottle, juice bottle, tiffin box and bag etc.
- Change of clothes; if the child is in diapers, adequate diapers and a towel should also be sent with the child. If the child is not toilet-trained a pack of wet wipes will be required

4. List of items Not to be sent with child:

- Any chocolate, toffees, chewing gum, etc.
- Any valuable item; crèche/ preschool will not be responsible for the same
- Personal toys or books

5. Other rules and regulations:

- We prefer that children should eat independently under supervision. So please ensure that your child will be able to eat food sent by you by herself/ himself. No processing (cutting fruits, boiling, mixing etc.) of food will be done in Aadharshila
- Children should come in clothes and shoes appropriate for running and playing
- If your child's birthday falls on a school day and you would like to send a treat for her / his schoolmates, please discuss your plans with the teacher beforehand
- No food or drink will be provided by Aadharshila
- No cleaning of personal belongings will be done by caretakers; only milk bottle will be rinsed by water
- The child should not be sent while having fever, severe cold etc.
- In case of any contagious disease medical certificate from Institute Health Center is required to be produced before sending your child to Aadharshila
- If the child falls sick while at Aadharshila, parents will be informed and will be requested to pick the child immediately
- If you wish to enquire about your child, you may call only during lunch time at 1.00 – 2.00 PM or 2 – 3 PM (for school going children) at landline number of Aadharshila. Please do not use teacher's mobile number as the mode of communication
- For safety and security, two CCTV cameras are installed in Aadharshila premises, one in the open courtyard and another in the play room. CCTV footages are not available to parents/ teachers; it can only be viewed in case of any incidence/ emergency upon prior approval to convener
- Parents are requested to maintain calm and polite behavior with teachers and caretakers. Any objectionable behavior by teachers or caretakers should be reported to convener, Aadharshila
- No parent will be allowed to visit Aadharshila without prior approval from the convener
- All the correspondence/ suggestion/ complaint should be mailed at: suvankar@iiserb.ac.in
- The convener, Aadharshila in consultation with the Director is empowered to take any decision with respect to points not covered above

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- The academic session is from April- March.
- The process of admission starts from January of each calendar year for new session starting in April.
- Full session fee from April onwards will be charged in case of seeking admission in the middle of the session.
- In case of transfer, fee will be charged from the start of the month of admission, subject to production of proper fee receipt/TC from the previous school.