

UMABEL EDUCATIONAL FOUNDATION (UEF)

Registration No. **E-0004587(PUN)** Dated: 06/06/2006 Cert. No: 080
Address: A-6, Sharmila Apartments, Nr. Jagdishnagar Hsg. Soc, Ganeshkhind Road, Aundh, Pune -411007

BoB-Primaan International School (BPIS)

Morning Star Nursery (MSN)

Recognition & Approval: DISE Code: 27250918122 SSC Index No. S 1109073

Address: Gat No. 97, House No: 765/1, Vill. & Post: **CHANDKHED** Tal: Maval Dist: PUNE- 410506. Phone: (+91)-9766789998 / 8605004063
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Policy of the School:

- Curriculum & Teaching Techniques:** School follows CBES from Std. I to VIII. Std. IX & Xth Maharashtra State Board.
- Donation:** No donation or any kind of deposit to get admission. Pay just the "Day Scholar Boarding School fees".
- School Bus Service Fees:**
- School Bus is a THIRD Party Service. School Bus Conveyance fees are extra and for 11Month only: Bus fares are fixed by location wise in consultation with PTA committee and Bus Service Providers. Fees fixed during Annual General Body Meeting. Services are fixed location pick up and Drop. School management acts as coordinator and arbitrator. All complaints related to Bus services to be address to PTA and Bus Safety Committee.
- Terms of School Fees Payments:**
- Parent /Guardian have the choice to select mode of Payment either in One Go or Five installments. Date of fees to be paid at office as under:
*1st Installment *Primaanian students & New @ Admission: 30 % on or before 20th April'19, * 2nd Installment: 20% On or before 20th June'19, 3rd Installment: 20% On or before 20th Aug'19, * 4th Installment: 20% On or before 20th Oct'19 & * 5th Installment: 10% On or before 20th Dec'19. Bus Fees will be for 11 Months i.e 3, 2, 2, 2 & 2 @ rate basis. All Fees to be paid by Bank cheque/s. Dishonored cheque/s will be charged extra as per bank service charge deduction. Fees paid after due date will be charged Rs. 10 / Day as late payment fees.
- NB: Fees Once Paid will not be refunded: MSN & BPIS are Day Scholar Boarding Schools. Once the admission is confirmed and fees are paid, Children's fees are spent on school accessories and others to purchase at the beginning of the session, hence no way any fees will be returned.**
- Parents / Guardians responsibility: to buy water Bottle, Maintenance and up keeps of School Uniforms of the child.**
- School Uniform:**
Uniform (Dress Two Pairs), Shoe (One Pair), Socks (Two pair), ID (One) as per school regulations, at the time of the admission for the full year. Where in certain cases if the child has over grown the initial measurement or damaged any one of it (Dress/Shoe/Socks) of the school uniform and needs a new one to be substituted in mid- session, in that case parent/guardians can have the option to purchase the new items from the school office on actual payment of the items (actual cost will be available in the school office) or have a choice to get the right type as per school specification and get it from common market. Identity Card: school will provide standard ID card once in an academic year. Damaged ID card could be replaced on payment of Rs.150/- . School will issue One Sweater (Winter Clothing) once in 2 (two) years for each child. Damaged / lost sweater will be replaced by the school actual costing from the suppliers shop. Maintenance and the cleanliness of the school uniforms is the sole responsibility of the parents/guardians. Std. VI to Std. X Sports Uniforms is mandatory. Every week Thursday is sports day in the school campus. Please note Sports uniforms are of specified design and colour and to be bought by parents/guardians. School will call suppliers in campus for negotiation with PTA committee.
- School Boarding:**
School catering is from Monday to Fridays on all school working days. School Catering starts only at 09:30 Hrs. On a full day operations, School serves Morning Breakfast, mid-day Lunch and afternoon biscuits to each child. On half working days, children served only the breakfast. Dining Hall and the Kitchen are restricted area and out of bounds for all personnel except the staff related to the specific operations.
- Medical facilities:**
It is the policy of the school management to have a safe and secure environment for the children in the campus but Unfortunate eventualities happen due to over confidence of the children in the young age. God forbid, it can happen while at home too. Each Child is medically insured for a specified amount of sum by the General Insurance Company for full academic year. School has medic for in house emergency / check up / advice / First aid and hygiene. School stocks medicines for "Emergency requirement. It is a stop gap arrangement. Parents/ guardians advised to buy medicine as prescribed by the campus doctor or otherwise. Campus doctor is available on phone for advice or guidance.
- Defaulters:**
It is the prime condition that Installment payments of school fees are a privilege not a right. The defaulters in any dues will automatically debar a child to attend any schooling from the institutions. Under no circumstances child will be allowed to sit in the class until that time dues are paid by the parents/guardians. A cognizance note will be made against the defaulting parents/ guardians and will be held against the child's continuation in the school.
- Leave:**
Every year management circulates a **Gift Annual Calendar** to all the parents/Guardians. Calendar has Holiday schedule. Any changes in holiday or school activities schedule is promulgated separately. No leave in addition to holidays will be allowed by the management. Parents/guardians are to adjust their activities as per the child's academic plan.
- School attendance:**
It is mandatory for all children to attend the **FIRST Day** of the school after any closed holiday/vacation. It is a serious observation for any child missing the day of opening of the school. Due consideration will be given to any emergency / unforeseen circumstances. Planned absent by a child of the First day will be approved by the authority well in advance. Children missing First day of the school without valid reason / approval will be suspended successive classroom teaching as considered appropriate by Authority.
- Leaving Certificate (LC):**
LC to a child will be issued on following terms and conditions. (a) No certificate would be issued without a written application from the parent or bona fide guardian. (b) All dues have to be paid before that application. (c) LC will be issued as per date mentioned in the Annual Gift calendar. (d) Applicant should mention reasons for the request of LC. (e) **Application will be accepted from the First Day of the Annual final Exam till last exam day. (f) LC I will be issued on Final Result out date.** (g) Parents/Guardians requested to collect LC on date. (h) Application submitted by set period of date will be charged Rs. 200/= (Rupees Two Hundred). (i) Any request for LC after that date will be charged Rs. 1, 000 (Rupees ONE Thousand). (j) Parents/ guardians requesting for a mid session leaving certificate have to pay the full term (Academic session all the four installment fees). (k) Bus fare up to the effective full month will be collected. (l) Medical insurance coverage benefit will be seized on the LC issue date. (m) Under circumstances, where the child seeks readmission, the child would be considered as fresh student and relevant rules will be applied to consider his/her re-entry.(n) Re-Issue of LC, will need a notarised affidavit on a non-judicial stamp paper from the parents/ guardians of the Ex-student stating the reason for reissue of LC. (o) Issue of duplicate LC will be levied Rs. 200 (RupeesTwo Hundred).
- Communications:**
Parents/Guardians are to give one normal and one for emergency contact numbers to the school office. In the event of any change in contact same to be immediately updated. School is not responsible for any technical glitch in non-delivery of any message of communication.
- In campus Behavior of Parents/Guardian:**
Please note children are in an impressionable ages. It is requested and expected a gentlemen presentation of personal behaviors and conduct from any parent / guardian visiting the school. Children whose parents/ Guardians found unruly in the campus will be asked to leave the school. Management is not responsible for such situation.
- Timing to Meet the Principal:**
For Parents/Guardians: Between 10:40 AM -11.00 AM (school days). For Official Visitors: Between 3:15 PM - 4:00 PM (with prior appointment).
- Entry to the Campus:**
Entry to the school campus will be through the main gate. Parents/Guardians to register his/her name on the gate declare their purpose of visit and obtain his/her gate pass. Parent /Guardian are to deposit the pass on return to the gate duly signed by the office of the visit. Parent/Guardian requested to bear in mind that the school is a private property and entry/exit is under the sole discretion of the management.