

# UMABEL EDUCATIONAL FOUNDATION (UEF)

## BoB-PRIMAAN International School (BPIS)

### Morning Star Nursery (MSN)

#### Policy of the School:

- 1. Donation:** No donation or any kind of deposit to get admission. Pay just the "day scholar school fees".
- 2. School Bus Service Fees:**
- 3. School Bus** is a THIRD Party Service. School Bus Conveyance fees are extra and for 11Month only: Amount to be calculated at the School office for respective child. All services are fixed location pick up and Drop. Bus fares are fixed by location wise in consultation with PTA committee and Bus Service Providers. Fees fixed during Annual GB Meeting of Parents/Guardians. School management acts as coordinator and arbitrator. All complaints related to Bus services to be address to PTA and Bus Safety Committee.
- 4. Terms of School Fees Payments:**
- 5. Parent /Guardian** have the choice to select the mode of Payment either in One Go or Four installments. Date & Percentage of fees to be paid at office as under:  
\*1<sup>st</sup> Installment New @ Admission: 50 % \*Old Primaanian students: 2<sup>nd</sup> May – 4<sup>th</sup> June - 50 % \* 2<sup>nd</sup> Installment: On or before 15<sup>th</sup> Aug -20 %  
\* 3<sup>rd</sup> Installment: On or before 15<sup>th</sup> Nov -20 % \* 4<sup>th</sup> Installment: On or before 15<sup>th</sup> Feb - 10 %
- 6. All Fees** to be paid by Bank cheque/s. Dishonoured cheque/s will be charged extra as per bank service charge deduction.
- 7. NB: Fees Once Paid will not be refunded. MSN & BPIS are Day Scholar Boarding Schools. Children's fees are spent on school accessories and others to purchase at the very beginning of the session, hence no way any fees will be returned once the admission is confirmed and fees is paid either part or full.**
- 8. Parents / Guardians** required buying only a water Bottle for their child. Parents/ Guardians responsible for proper. Maintenance and up keeps of School Uniforms.
- 9. School Uniform:**  
Uniform (Dress Two Pairs), Shoe (One Pair), Socks (Two pair), ID (One) as per the 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 of 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 purchased from the 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.25/- for the First time, Rs. 50/- for the Second issue and Rs. 75/- for the Third issuance of an ID Card. School will issue One Sweater (Winter Clothing): once in 2 (two) years for each child for the winter wear. Damaged / lost sweater will be replaced by the school on payment of Rs. 250 (PG to Std. I), Rs. 300 (Std. II to Std. V) and Rs. 400 for (Std. VI to Std. X). Maintenance and the cleanliness of the school uniforms is the sole responsibility of the parents/guardians.
- 10. 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 Milk to each child. On all Exam /Test /function day, School works half working days and serves only the morning breakfast and Assorted Biscuits on Exam days. Dining Hall and the Kitchen are restricted area and out of bounds for all personnel except the staff related to the specific operations.
- 11. 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 by the school for an amount of Rs. 50, 000/= (Rupees Fifty Thousand) for full academic year. School has medical doctor for in house emergency / medical check up / advice / First aid and hygiene. School has basic medicine stock for "Emergency requirement. It is a stop gap arrangement. Parents/ guardians are themselves to buy the medicine as advised / prescribed by the campus doctor or otherwise. Campus doctor is always available on phone for any advice or guidance.
- 12. Defaulters:**  
It is the prime condition that the installment payments of the 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 the 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.
- 13. Leave:**  
Each Academic year school management circulates a **Gift Annual Calendar** to all the parents/Guardians. School holiday schedule mentioned in the Calendar. Any changes in the holiday schedule promulgated separately. No leave in addition to the scheduled holidays will be allowed by the management. Parents/guardians are to adjust their activities as per the child's holiday.
- 14. School attendance:**  
It is mandatory for all the children of the school to attend the **FIRST Day** of the school after any closed holiday or in that matter any 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. Any planned absent by a child of the First day school should be approved by the school authority well in advance. Children missing First day of the school without valid reason or approval will be suspended from attending successive classroom teaching for a period which may extend up to 7 days.
- 15. In campus Behavior of Parents/Guardian:**  
Please bear in mind 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.
- 16. Leaving Certificate:**  
Leaving Certificate to a child will be issued on the following terms and conditions. On production of the satisfactory receipt, (All dues cleared) LC will be issued. No certificate would be issued with out a written application to the school from the parent or bonafide guardian as per records of the school. LC will be issued after 5 working days from the date of receipt of the application. LC fees will be charged at Rs. 200/= (Two Hundred). Applicant should clearly mention the reasons for the request for a LC. Any request for LC other than notified by the school will be charged Rs. 1, 000 (Rupees ONE Thousand). Parents/ guardians requesting for a mid session leaving certificate have to pay the full term (Academic session) fees for the school (all the four installment). Bus fare for the period up to that particular month full will be collected and would stop thereafter. Medical insurance coverage benefit will seize to cover the child from the date LC is issued. Under circumstances where the child seeks readmission, the child would be considered as fresh student and relevant rules will be applied to consider his or her re-entry. Re-Issue of LC, would need a notarised affidavit on a non-judicial stamp paper from the parents/ guardians of the Ex-student, whose record school office holds to state the reason for the reissue of LC. The "Re-Issue" of the duplicate LC will be levied all the charges applicable for the "Original" application.
- 17. Communications:**  
Parents/Guardians are to give one active and correct contact cell phone number and one emergency contact number and name of person to the school office. In the event of any change in contact Number, the same should be immediately updated in the school office. School is not responsible for any technical hitch in non-delivery of any message of communication.
- 18. Timing to Meet the Principal:**  
For Parents/Guardians: Between 9:15 AM -10.00 AM (school days). For Official Visitors: Between 3:15 PM - 4:00 PM (with prior appointment).
- 19. Entry to the Campus:**  
Entry to the school campus will be through the main gate. Parents/Guardians are to register their names on the gate, declare their purpose of visit and obtain his/her gate pass. Parents /Guardians are to deposit the pass on return to the gate duly signed by the office of the visit. Parents/Guardians requested to bear in mind that the school is a private property and entry/exit is under the sole discretion of the management.