

Procedure Manual

Registration & Admission

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Procedure for Registration

RAH Preschool:

At 'RAH Preschool' children are grouped by age and level of development. The age group of a child is based on the age at the beginning of a quarter. The grouping is as under:

Class	Age Group
Play Group	2.5 – 3.0
Reception	3.0 – 3.5
Montessori I	3.5 – 4.0
Montessori II	4.0 - 4.5
Preparatory	4.5 – 5.5

Procedure for Admission

Registration Form

Registration forms are available on the school website and are also available from the school's admissions office. Completed forms with a charge of Rs1,000/- are to be submitted to the admissions office along with the following documents:

- a. Copy of child's birth certificate issued by the hospital.
- b. Copy of child's B-form.
- c. Copy of previous school leaving certificate (if applicable)
- d. 2 recent passport size photographs of the child and both parents.
- e. Copy of CNIC of both parents.

Conditions of Registration

- i. A non-refundable registration fee applies at the time of registration.
- ii. Registration does not guarantee admission.
- iii. Incomplete application for registration will not be accepted.
- iv. Any false information provided will render the registration / admission to be cancelled.

Admission Procedure and Policy

RAH Preschool

The child and the parents are called in for an assessment. The parents are also interviewed by a member of the Board. It is preferable that both parents accompany the child. However if that is not possible, the child needs to be accompanied by at least one parent on the date of the assessment / interview. If that is also not possible, then a new date for the interview needs to be obtained from the admissions office.

Application Status

On review of the assessment and the interview, applicants will receive a reply within two weeks.

Admission

The admissions office shall inform the parent(s) if the applicant has been granted admission. Parent(s) are then required to collect the fee bill from the Accounts Office and deposit the amount in the school's designated bank. Once the fee is paid, the admissions office will send a letter of 'Confirmed Admission'.

Withdrawal and Refund of Security

In case of withdrawal, a withdrawal form must be submitted to the Admissions Office. The security amount shall be refunded within three months of the receipt of the application for withdrawal. Any wilful damage to school property / equipment shall be deducted.

Fee Bills

Fee for the full term is charged at the time of admission, irrespective of the month of admission. Fee must be deposited at the school's designated bank by the due date mentioned on the fee bill.

Fee Bill Schedule for one academic year:

Bill No.	Billing Term	Billing Date	Due date
Ist Bill	August, September	15 th June	31 st July
2 nd Bill	October, November, December	15 th September	30 th September
3 rd Bill	January, February, March	15 th December	31 st December
4 th Bill	April, May, June, July.	15 th March	31 st March

Sibling Discount for 'RAH

Rah Preschool has a discount policy for siblings which is given in the section titled 'Fee Structure'.