



Clarence Kindergarten Trust

GUIDELINES FOR ADMISSION TO MONTESSORI/LKG/UKG 2023-2024

1. Application forms for **Montessori/LKG/UKG Class 2023-2024** may be accessed, filled up and submitted on the school website, www.clarencekindergarten.org from **January 1, 2023**
2. The online submission of the form includes uploading passport size photographs of the parents and child (***taken in a studio***) and the online payments of a registration fee of Rs. 500/- per applicant.
3. A copy of the filled-in application form, which will reach your email address (please check your junk/spam mailbox/folders as well), along with the documents mentioned in the form, should be put in the drop box provided at the main gate of the school **within 3 days** of online submission.
 - a) Affixed passport size photos of candidate and parents (taken in a studio)
 - b) Self-attested copy of Birth Certificate
 - c) Self-attested copy of ID proof of both parents
 - d) Self-attested copy of Address proof of parents
 - e) Self-attested salary slip/IT returns of both parents
 - f) Original membership letter from Church (Catholic/Protestant/Orthodox), if applicable
 - g) Original membership letter from Anglo Indian Guild, if applicable
 - h) Self-attested copy of Class 10/12 marks card of parent (if you are an alumnus of Clarence High School)
 - i) Certificate of Divorce (if single parent)
 - j) Certificate of Adoption, if applicable
 - k) Self-attested copy of Caste Certificate, if applicable
 - l) Self-attested copy of Aadhar Card of the candidate and parents
4. **Clarence Kindergarten Trust follows a NO CAPITATION FEE POLICY for admissions.** The Board of Management & Principal of Clarence Kindergarten wish to inform the general public that no person in or outside Clarence High School is authorized to take donations on or behalf of the



Clarence Kindergarten Trust

school with regard to admissions. **We do not have or entertain any agent or middlemen. Unscrupulous people may try to hoodwink parents posing as influencers and cheat public. Please do not succumb to such tricks.** Any admissions obtained through such means will immediately be cancelled and legal action taken against such persons if found guilty. Any person wishing to lodge a formal complaint in this regard may kindly send an email to info@clarencekindergarten.org with evidence of the same.

5. Eligibility Criteria:

- MONTESSORI:** The child should complete 3 years by May 31, 2023
LKG: The child should complete 4 years by May 31, 2023
UKG: The child should complete 5 years by May 31, 2023

6. No relaxation in the eligibility criteria will be considered under any circumstance.
7. Applicants who do not fit the eligibility criteria will not be able to fill up the form online.
8. The school does not accept any donations either directly or indirectly.
9. Generally, only a small percent of the applicants secure admissions here, it would be helpful to apply to other schools as well.
10. Parents will have to make their own arrangement for transport.
11. Recommendation letters will NOT be entertained.
12. Kindly refrain from enquiring over the telephone as the school may not be available to answer all calls in this regard. Emails would be preferred. Please write to [**info@clarencekindergarten.org**](mailto:info@clarencekindergarten.org)
13. Meeting with applicants and their parents will be intimated through SMS and emails.
14. Filling up of wrong information online or failure to submit relevant documents to corroborate the information will result in the applicant not being considered for admission. Incomplete forms will be summarily rejected.