

Chelsea International Academy

School from Grade Nursery to Eight
and

Cambridge GCE A-Levels College
Lakhechaur Marg, New Baneshwor

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School Registration Form

for

Elementary Level

Nursery

Form to be filled by the Parents



General Informations:

1. Name of the Student :
2. Date of birth : (BS) (AD) DD/MM/YY
3. Father's Name
4. Father's Occupation
5. Mother's Name
6. Mother's Occupation

7. Annual Income :

Father's :

Mother's :

Others :

Total :

8. Permanent Home Address (If outside Kathmandu)

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.....
.....
.....

9. Temporary Home Address (Within Kathmandu)

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.....
.....
.....

10. Contact Number:

Home

Office

Mobile

11. Email Address:

Father :

Mother :

1. Who cares for your child at home in your absence?

.....

2. Please mention your working hours, away from home

Father :

Mother :

3. What is the source of entertainment for your child at home?

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4. What are the food habits of your child?

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.....

.....

5. Is any of you child's friend or relative currently studying in the school? If yes mention the name and grade.

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6. Is your child allergic to any kind of food or medicine? (If yes please mention the name)

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7. Is your child fussy about food?

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8. Please mention the blood group of your child.

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9. Does your child have any kind of disease?

.....

10. How often can you visit the school to meet the school authority?

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11. Will you be able to avail your time if the school authority requests you?

.....

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12. What can be your best mode of communication with the school administration?
How often can you be contacted through email?

.....

13. Up to which grade do you want your child in this institution?

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14. Do you prefer Cambridge GCE/ A-Levels for your ward after Grade 10 ? If Yes, Why ?

.....

15. How did you come to know about Chelsea Int'l Academy?

.....

16. What are your expectations from Chelsea Int'l Academy?

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17. What do you want your child to be in future?

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Please read the code of conduct regarding admission, mode of payment, regularity of the child, facilities and charges. The code of conduct is prepared for the proper functioning of the school administration. It is prepared by the management committee and the board of directors of Chelsea International Academy: therefore there will be no changes by any means in the clauses mentioned. If you agree with the clauses please put in your signature below the code of conduct.

CODE OF CONDUCT

UNIFORM AND PERSONAL APPEARANCE :

It is mandatory for all students to be in proper school uniform during school hours.

Uniform for Pre-Primary Students:

- Pants/Shorts/Tunic :Grey
- Shirt : White
- Shoes : Black Leather
- Belt : As provided by the school
- Sweater : Red
- Blazer : Maroon
- Socks/ Stockings : White
(Play group students don't have to wear school uniform)

Uniform for Primary Students:

- Pants /Skirts : Grey
- Shirt : White
- Shoes : Black Leather
- Belt : As provided by the school
- Sweater : Blue
- Blazer : Maroon
- Students should be in sports uniform provided by the school while taking part in sports activities.
- Students should be neat and clean and should have desirable length of hair. Use of fancy items, jewelries, watch, cosmetics, expensive items and gaudy items is strictly prohibited.

PUNCTUALITY AND BUS FACILITY :

- Students should be punctual for the school.
- Students should enter the school campus by 8:55am.
- Students repeatedly coming late will be penalized.
- Students shall leave the school only after their last lesson is over.
- Students using the school transport should strictly follow the pick up and drop station and time given by the school administration. School will not be responsible for the delays from the side of the student.
- Any changes in transport system should be submitted in written to the administration.
- No abrupt changes will be entertained in the transport facility.
- Pick up and drop station will be determined by the school to the nearest possible point from the child's home.

EXAMINATION:

- It is mandatory for all the students to sit for all kinds of examinations and tests conducted by the school.
- Students missing examination for trifle reasons will be penalized.
- Performances of the student in all kind of examination and test will be recorded and will be taken into account while upgrading the student.
- Parents/Guardians of the student should compulsorily come to the school to collect the progress report of their wards on the date and time mentioned by the school. Reports will not be handed over to the students at any cost.
- Students should maintain minimum of 90% attendance to be upgraded.
- Name of the student absent for a long interval without any information to the school administration can be removed from the register.

MISCELLANEOUS

- Fighting, bullying and any kind of discrimination and harassment are strictly prohibited. Anyone caught doing so will be seriously dealt with.
- Breaking, vandalizing and misuse of school property will lead to severe action.
- Parents/Guardians should first take an appointment to meet the Principal, Coordinator and Teachers during the school hours.
- Parents/Guardians are requested to relay the information through their wards’ diary not through the telephone calls.
- No student will be handed over to any parents/guardians until and unless they produce the parent’s ID card at the school gate.

FEES:

- Admission fee or any other fee is not refundable
- Students should pay the fees on time. (as mentioned by the account office).
- If the account dues of a student are not cleared the student will be barred from sitting in the class.
- Security deposit can be refunded after the completion of Schooling
- Fees can be increased according to the increase in the market price.

All the parents/guardians are requested to give their valuable suggestions and ideas to make school better.

.....
Name of the student

.....
Name of the parents/guardian

.....
Date

.....
Signature

***Note :** Your child needs to undergo different processes in order to get admission.
(Please see the details in the evaluation sheet attached below.)

EVALUATION FORMAT

Name of the Student :

Grade applied for :

Age:

Exam Type	Mode of marking	Total Marks
A . Written Exam	Correct Answers	
		50
	Good Handwriting	
B . Activities	Behavior	
	Attitude	
	Cooperation	25
	Creativity	
C . Interview	Confidence	
	Answers	25
	Queries	
	Clarity	
Total		100

Approved By :

Selection Process :

For play group and Nursery : Activities and Interview

For Others : Written Exam, Activities and Interview

Activities for Pre - Primary

- Block Play
- Sand Play
- Group Activities
- Hand Free Drawing
- Singing Dancing
- Rhymes

Activities for 1 - 5

- Drawing
- Pleistocene Play
- Group Interaction
- Talent Show

Activities for 6 - 8

- Short Speech
- Art
- Self Introduction in group