



NAVKIS EDUCATIONAL CENTRE (Affiliated to CBSE, New Delhi:830365)

Ext Cir.No: 03/2024-25

Grade: Nursery to LKG

Date: 29/03/2024

JOINING INSTRUCTIONS FOR THE NEW ACADEMIC YEAR 2024-2025

(NURSERY TO LKG)

Dear Parents,

Warm Greetings to you and your ward!

It gives us a sense of gratification & fulfilment to complete yet another academic year on a successful note.

As we move to the new academic session 2024-25, we look forward to welcoming your ward/s to another eventful year at Navkis.

Please find below important information regarding the culmination of the current session and activities for the upcoming academic session prior to the start of classes.

Results for the AY 23-24

The results for the current session will be announced as per the schedule below. Parents are required to come in person along with their ward/s and meet the respective class teachers on the designated date and time mentioned in the table hereunder.

Date and Day	9 am-12 pm
April 5, 2024 (Friday)	Pre-KG, LKG

School Fee:

Parents are requested to note that the first instalment of the school fee for the academic year 2024-25 should be paid on or before the 15th of April 2024 and the second instalment should be remitted on or before the 31st August 2024.

Please refer to Annexure 1 for the grade-wise fee details and instructions.

ANNEXURE-1

NAVKIS EDUCATIONAL CENTRE - MYSORE			Instalments
Grades	Fee 24-25	I	II
Nursery	34,500	17,250	17,250
LKG	52,000	26,000	26,000
UKG	52,000	26,000	26,000

School Essentials (Text Books, Note Books, etc.):

Parents are requested to note that the vendor will distribute the school essentials at the school campus. Please refer to Annexure 2 for the amount to be paid towards the School Essentials for your ward/s. The annexure also carries information relating to payment mode and distribution date. The grade-wise booklist will be displayed on the school noticeboard for your perusal. The payment for the school essentials can be made either through the School ERP or at the school fee counter on or before 15th April, 2024

ANNEXURE - 2

NEC MYSORE NURSERY TO UKG

SCHOOL ESSENTIALS FEE AY 2024-2025

GRADE	AMOUNT (Rs)
NURSERY	4450
LKG	5470
UKG	5530

NOTE:

1. Payment for School Essentials should be done on or before 15th April 2024
2. Parents can remit the payment through anyone of the following modes:
 - a. Using the student credentials, login to the ERP. Select School Essentials option and remit the payment using any of the available modes in the Payment Gateway such as UPID, Debit / Credit Card or Bank Transfer
 - b. Pay cash or transfer through UPI at the school fee counter
3. The school essentials will be distributed from 15th May to 31st May between 9am and 3pm. Formal confirmation of the distribution date along with time slots for respective grades will be rolled out in due course.
4. The vendor has informed us that payment on or before the due date is necessary for timely distribution of the materials.

Uniform and Shoes:

Uniform and Shoes are applicable only for students of LKG and UKG.

The sizing trials have been conducted in the school by the vendor/tailor for all the students. Order forms are being sent out to the parents to book their requirement with quantity. Please refer to Annexure 3 for various grade-wise components of the school uniform and shoes. The annexure also includes the price for each uniform component, mode of payment and dates for collection from the school campus. The order along with the payment for uniforms should be placed on or before 31st March 2024

ANNEXURE -3

KKA PRE PRIMARY UNIFORM AND SHOES PRICE LIST AY 2024-25

Sl.No.	(LKG) Boys & Girls	Amount
1	Boys Shirt & Shorts	670
2	Girl Frock	670
3	Pullover	770
4	Socks	110
5	Belt	90
6	Cycling Shorts	190

Sl.No.	(UKG) Boys & Girls	Amount
1	Boys Shirt & Shorts	690
2	Girl Frock	690
3	Pullover	780
4	Socks	120
5	Belt	90
6	Cycling Shorts	190

RATES FOR SHOES AY 2024-25

SHOES (PLAETO ASPIRE)		BOYS & GIRLS
Sl.No	Type	LKG & UKG
1	7c-13c UK VELCRO (BOYS & GIRLS)	1170

NOTE:

1. Parents are requested to place their orders for the uniforms and remit the payment on or before 31st March 2024
2. The vendor will be able to process and deliver all orders received on or before 31st March 2024 as per the schedule planned between 15th May to 31st May 2024
3. The order can be placed through the Cool Guru (School ERP). Please remit the payment as per the order through any of the modes available on the Payment gateway such as UPID / Debit & Credit Card / Bank Transfer.
4. For your convenience and understanding, the User Manual for order booking through Cool Guru is also appended herewith.
5. Delivery of the uniforms will be done at the school campus from 15th May onwards. The grade-wise delivery schedule will be shared with you in due course.
6. Parents are informed that students of Nursery do not wear formal school uniforms.

School transport Facility:

Existing students who wish to avail the Transport Facility are required to register with the outsourced Transport Service Provider. The Transport Kiosk will be functional, on Campus from April 5th to 20th April 2024, on all working days between 9 am to 3 pm. Representatives of the Transport Service Provider will be available to attend to your needs. Transport facility is not available for students of Play Group. For the Nursery Grade students, only one-way drop facility is available.

Transfer Certificates:

Parents who have applied for Transfer Certificates for their ward/s, can collect the same from the school office between 15th April 2024 and 22nd April 2024, during the school hours. Please be informed that the student must submit a copy of the letter from the new institution confirming the grant of Admission.

Re-opening of School:

The commencement date for the Academic Year 2024-25 is mentioned in the table below. Please note that attendance on the day of reopening is mandatory. We look forward to welcome your ward to the school on the first day of the new academic year.

GRADE	DATE OF REOPENING
LKG to Grade X	03-06-2024
Pre-KG	06-06-2024

We appreciate your continued trust and cooperation as we strive to provide the best educational experience for your child. If you have any queries or require further clarification, please feel free to contact the school administration.

Thank you for your understanding and support.

Best regards,

PRINCIPAL

NECM