

INSTRUCTIONS TO FILL THE PLAYSCHOOL APPLICATION FORM

1. Under Basic Details, the **name of the Pupil** and under Parent Details, the **name of the Father** and **name of Mother** should be filled as per the Birth certificate.
2. Children whose **date of birth** falls between 1st June 2022 to 31st May 2023 are eligible for Playschool admission for the academic year 2026-27.
3. Parents of children whose date of birth falls **between 1st June 2023 till 31st December 2023** may submit the online application.
4. All the mandatory fields marked with **asterisk *** are to be duly filled at the end of which please click on **Save and Next** to proceed to the next screen.
5. Only after filling **Basic Details** on the first screen, will you be able to proceed to filling **Parent Details** on the second screen. Subsequently after submission of Parents Details please proceed to **Other Details** on the third screen.
6. Please copy and save the application form number which is in the top right side, which is the reference for future processes.
7. One may edit the application before selecting the option given below:
 “I agree to Proceed” and then click on **“Save and Confirm”**
8. If required, for editing the application, Select the **“Back”** option available at the bottom of the screen, to go back and edit the details you have entered.
9. Once you are sure of all data entered, please select **“I agree to Proceed”** and then **“Save and Confirm”**
10. This completes the submission of the application form. Once you have successfully submitted the application, only then **“Download Application”** Option will appear at the bottom of the screen.
11. For any assistance in filling the application form, please contact **0471 2511203** between 9:30am to 4:30pm on weekdays.
12. For specific IT related queries, please call 9567299650/ 8129205025 between 9:30am to 4:30pm on weekdays.