



## **ONLINE ADMISSION FOR CLASS NURSERY** **FOR THE ACADEMIC YEAR 2024 – 2025**

Please take note of the following instructions for online application process mentioned below :-

1. For filling up the Registration form, go to the following link [hcb.campuscare.info](http://hcb.campuscare.info)
2. Please scan and upload separate photographs of the parents and the child who is seeking admission (size of photo should not be more than 20 kb).
3. Parents should mention own email – ids and correct mobile number for further interaction with the school.
4. Application to be submitted online to the link mentioned above. **Date for online submission of application is from 1<sup>st</sup> November 2023, 9.00 AM to 3<sup>rd</sup> November 2023, 4.00 PM.**
5. **A candidate should have his/her date of birth between (01/08/2020 – 01/10/2021) for the online submission and others will not be eligible to apply.**
6. **Application procedure will be completed only after the copy of the application form along with the required documents and application fee Rs. 200/- have been submitted in the school office.** Hard copy of the Application form send by post or courier will not be accepted.
7. **Dates for submission of hard copy of the application form in the school office is on 4<sup>th</sup> November 2023 and timings are from 9.00 AM to 12 Noon.**
8. Incomplete / Incorrect forms will be rejected without any reference to the Parent/Guardian.
9. The Interaction Date and Time will be sent by SMS to the registered mobile number of the parents.
10. Every child will be considered on his/her own merit for admission.
11. **Documents required :**
  - i) **Copy of the Birth Certificate, Attested by Gazetted officer. (Should be government registered)**
  - ii) **Copy of the Aadhaar Card, Attested by Gazetted officer. (If available)**
  - iii) **Copy of Baptism Certificate of Christian candidates.**
12. Recommendation by any Third Party will positively go against the admission of the candidate. Parents are cautioned against any so called agents claiming to act on behalf of the school administration. Donations for admission are NOT accepted either directly or through any Third Party. So applicants are advised not to indulge in any such activities.
13. Those shortlisted for Interaction need to bring a printed copy of the application form submitted online along with the original plus one Xerox copy of the Corporation Birth Certificate (Baptism Certificate for Christians and Verification Letter from the Parish Priest) and a medical certificate from a Registered Medical Practitioner stating that the child has been vaccinated/inoculated. Kindly note that the Corporation Birth Certificate should be registered with the Corporation within 1 year from the date of birth of the child.

**Date : 16<sup>th</sup> October 2023**

*Sr. Letha*  
(Sr. Letha Joseph)  
**Principal**