

# MOTHER AND CHILD WELFARE AND RESEARCH FOUNDATION INDIA



## RULES AND REGULATIONS

- ❑ The school reserves the right to refuse admission without assigning any reason to do so.
- ❑ The amount deposited towards registration and admission for a particular year will neither be refundable nor transferable to any other year. Fresh registration will be required if a child is to be given admission for a subsequent year.
- ❑ During the first year a child needs time to settle down to the new environment of hostel life, hence parents should make up their minds firmly before accepting the offer of admission. The registration charges, admission fees and annual charges are all non-refundable.
- ❑ In case while withdrawing a ward from the school, a parent has not been able to collect the student's belongings, this must be done within a month, failing which the same shall be distributed to the children of poor people. Likewise the security money not claimed up to two months after withdrawal, will lapse to the School.
- ❑ Children who rejoin the School late after the vacations, by more than a week without prior intimation by the parents/guardian, will be struck off the School Rolls. Fresh admission has to be sought in such cases. However, on medical grounds, once the School has been informed by the parents/guardian and a medical certificate produced at the time of rejoining, the above rule will not apply.
- ❑ Parents/Guardians of new students will not be permitted to speak/meet the child for a minimum of three months or above following admission. This allows the child to settle down and get adjusted to the new environment.
- ❑ A continuous effort is made to instill high moral qualities in a child but should any student persist with anti-social activities he will be liable for strict disciplinary action including suspension or expulsion from the School.
- ❑ A child involved in any immoral act is liable to be expelled from the School without any warning and there will be no reconsideration whatsoever.
- ❑ The School reserves the right to ask a student to leave on disciplinary grounds. The Principal's decision in this regard, will be final. In the event of the above, the parents/guardian will have to collect the ward immediately or otherwise the student will be escorted to parent/guardian's residence by a member of the school staff, in which case the travel expenses of the student and escort will be borne by the parents. There will be no refund of fees in cases where the child has been expelled or his withdrawal has been requested for, on disciplinary grounds.
- ❑ The School/Institute reserves the right to use force/medication in emergency circumstances to bring the child's condition/situation to normal.
- ❑ The Parent/Guardian will hold the Institute/Staff and Board Members indemnified against all claims arising through illness or accident, resulting in any sort of injury, disability or death during the stay of the child in the School, Hostel or on a Tour, Camp or Trek.



- ❑ The Parent/Guardian hereby agrees to indemnify the School/Institute from all risks of any nature whatsoever arising without limitations any duty of care owned under this agreement for any loss, damage, accident, injury or death incur by my ward. I further affirm that if any injury, damage, accident including death by any reason caused to my ward during his stay inside the hostel of the said institution or outside or any of the staff, I hold the said Institution/Hostel not liable and indemnity and hold harmless the said Institution its Agents, Advisors, Volunteers, Board of Governors, Associates, Directors and Employees from and against any and all liabilities claims, suits or actions, court damages and expenses which may be brought or made against the said Institution/Hostel/School on account of any injury, damage, accident and/or death caused to any said ward.
- ❑ The Principal or any other staff member, officiating as the principal, is authorized to take necessary action on behalf of Parent/Guardian, in case a student has to be operated upon in an emergency, or for any other emergent condition, when their consent cannot be obtained in time.
- ❑ The Residential Child's Essentials are to be brought by the parents/guardians at the time of Admission, however you could also purchase the items locally.
- ❑ Children will not be allowed to use the School telephone until and unless there is an emergency.
- ❑ Students are not allowed to keep any cash and articles like video games, ornaments, cameras, electronic items, mobile phones and other valuables. The School will not be held responsible for any loss of the above, if kept by a student in violation of this rule. In case any such item is found with the student without our knowledge, it shall be confiscated and will, in no case, be returned.
- ❑ The School will not be held responsible for the loss of any clothing due to a student's negligence.
- ❑ The School reserves the right to increase the Fees including the Registration fee, Security deposit, Admission fee and the Annual charges at its discretion, as and when the need arises.
- ❑ Parent/Guardian are advised not to meet teachers during their teaching periods.
- ❑ To ensure uniformity of shade, quality of cloth as well as tailoring, parents will be required to order items of School uniform from the School Store. Readymade clothing is kept at market price.
- ❑ Parent/Guardian are advised to please inform the School immediately of any change in address or telephone numbers and Email Ids as this becomes crucial in emergencies.
- ❑ Persons authorized by parents (in writing) only will be allowed to meet or take the students during holidays. Students are not allowed to go home alone without the parent's written permission. No phone message will be accepted in this regard. **ONLY LIMITED VISITORS ARE ALLOWED.**
- ❑ Parent/Guardian can meet the Principal on Wednesday's & Friday's between 09 a.m. to 11 a.m. or by prior appointment.
- ❑ Parent/Guardian are required to maintain decorum with all persons/staff members while visiting the school premises. **TIPPING IS STRICTLY PROHIBITED.**



- The School/Institute reserves the right to take legal measures/action against Parent/Guardian, if found not co-operating with the school authorities at any given point of time.
- It is mandatory for the Parent/Guardian to have a Medical Insurance /Mediclaime policy for the ward and submit the documents to the school authority at the time of admission.
- The School management reserves the rights to change, amend, add or delete any or all of the above rules and regulations, at any time without giving any notice whatsoever.

**DOCUMENTS TO BE ATTACHED & ORIGINALS TO BE PRODUCED AT TIME OF ADMISSION.**

- Original Transfer Certificate & Marks Card from Last School Attended with a Photocopy of each (If any).
- One Photocopy of Birth Certificate
- Four copies of Photograph (3.5mm X 3.5mm)
- One photocopy of Passport with Original if Foreign National / NRI Living Abroad.
- One Family Photograph.
- Medical History & Doctors Certificate
- Photo Identity and Address Proof of Parents – To be certified by any Gazetted Officer of your area.

I, \_\_\_\_\_ S/O, W/O, D/O \_\_\_\_\_, Resident  
of \_\_\_\_\_

\_\_\_\_\_ Father/Mother/Guardian/Custodian \_\_\_\_\_ of  
\_\_\_\_\_ do hereby solemnly declare that I have read and understood the

above given rules and regulations and agree to abide by the same.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature Of Parent/Parents.

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School & Boarding : "Mother & Child House"  
564, J.R. Ghosh Garden, P.O. Laskarpur,  
Mahamayatala, Garia, 24 Pgs (S), Kolkata - 153  
24hr Helpline : 9830888888, 9831028888, 9830028888  
Email : vp@motherandchildngo.org, sec@motherandchildngo.org  
Website : www.motherandchildngo.org, www.mindsandsouls.org

