

NAHAR INTERNATIONAL SCHOOL

Presents

**BEES & CUBS Pre
School and Day Care**

**Admission Guidance &
Counseling Policy**

2026-2027

Bees & Cubs Pre School and Day Care (BNC, We) is managed by Nahar International School (NIS, The School). NIS is a Private Unaided Minority and an inclusive co-educational School affiliated to the Cambridge Assessments International Examinations (CAIE), UK.

The school is committed to ensuring a transparent, effective admissions process that is supportive of the school's vision and mission, also the needs of its entire community, while remaining fully compliant with all applicable Government regulatory requirements.

Vision

The school is committed to developing socially responsible global citizens in a safe, creative and educationally challenging environment that encourages collaboration and the achievement of individual excellence through self-discovery.

Mission

- We will aim to raise a generation based on life values of Honesty, Respect, Responsibility and Citizenship.
- The students of our school will compete only with their own abilities, striving to improve their own record.
- We will strive to inculcate a passion for learning and a curiosity about the world, making our students learners for life.
- We will fortify our students with the ability to discipline their own study experience.
- For our students, the frontiers of learning will extend beyond books and into the enrichment provided by art, drama, music and sports.
- Every student of our school will be an asset to the community, applying his knowledge and thinking, to the betterment of it, through community service.
- Our ambition is to produce Global Citizens of the 21st Century by exposing them to world issues and perspectives.

Bees and Cubs - Learner Profile

The Learner Profile is aligned with Cambridge Early years Learner Profile. This helps children to lay the foundations for lifelong learning, including:

- curiosity about the world around them and enthusiasm for learning
- knowledge, understanding and skills that can be applied in and across curriculum areas
- effective and confident communication skills, including in English
- understanding of their personal and local context, as well as beginning to have global awareness.

Cambridge Early Years is designed with the Cambridge learner attributes in mind. The five attributes recognize the importance of developing attitudes and life skills, alongside academic skills, from the earliest stages of children's education.

The Cambridge Early Years Curriculum supports children to become:

Responsible – Children begin to take some responsibility for their own care (e.g. getting dressed, handwashing) and for controlling their own thinking, learning and emotions (self-regulation). They interact positively with others and have positive attitudes to people's similarities and differences.

Innovative – Children ask questions to find out more about the world around them. They try different strategies to overcome challenges and solve problems.

Confident – Children apply speaking and listening skills to express, clarify and develop their own ideas and to respond constructively to others' ideas. They identify when they need help in order to progress their learning.

Engaged – Children are curious about the world around them, and keen to observe and explore to find out more. They develop their own and others' knowledge, understanding and skills through social interaction and collaboration.

Reflective – Children reflect on their own and others' activities, saying - what they liked and did not like, and what went well and not so well. They begin to understand how reflection and feedback can help to develop new ideas.

At Bees & Cubs, students of all nationalities, cultures and faiths are welcome. The teacher/ student ratio in each Section is 2:24. Bees & Cubs do not take donations and recommendations for admission.

The admissions process is clearly guided by an Admissions Policy, which is reviewed at regular intervals to incorporate changing global requirements. Bees & Cubs offers admissions to Playgroup (PG), EYFS 1 (Nursery), EYFS 2 (Junior Kindergarten (Jr.KG), EYFS 3 (Senior Kindergarten (Sr.KG). Admissions are subject to availability of space, the completion of the required admissions procedures, and the school's ability to meet the individual needs of the child. This applies to siblings also.

Academic Calendar

Bees & Cubs follows an overall academic calendar from July to May. The School has a five day week, and the timings are

08:00 am to 01:00 pm

The School academic year begins

Pre - Primary – July 22, 2026

The School vacations

Fall Break September 15 to 20, 2026

Diwali Break November 06 to 15, 2026

Winter Break December 25, 2026 to January 04, 2027

Summer Break May 21, 2027

**The dates mentioned above are subject to change based on the holiday calendar issued by the Maharashtra Education Department.*

Grade Placement

Students are generally placed in the appropriate grade as per the requirements of Cambridge Curriculum.

Age Factor

At Bees & Cubs, students of all nationalities, cultures and faiths are welcome.

Students seeking admission to EYFS 1 should have completed 3 years at the commencement of the academic year in July, as per international standards. Similarly, the same protocol will be followed going forward across grades.

Admission Guidance and Counseling Procedure

Parents seeking admission to Bees & Cubs are advised to adhere to the following stages

1. **Enquiry Form:** To start the admissions procedure, the desirous parent/s must fill in the enquiry form by visiting the website- www.beesandcubs.ac.in and access the enquiry form on the Admissions tab.
2. **Orientation:** Parents are invited, based on the receipt of the enquiry form on a first cum first served basis, to attend the orientation with prior appointment. The orientation, around 2.5 hours, will give a clear insight about the school, the philosophy and curriculum. Attending the orientation is a mandatory requirement for admissions. Completing the enquiry form and attending the orientation does not guarantee admission.
3. **Admission Application Form:** Parents who have attended the orientation will receive the link to the admission application form. The link will be active only until a stipulated time, which will be informed to parents.
4. **Submission of Forms:** Parents need to fill in the admission application form and upload relevant documents by making a payment of Rupees Two Thousand Three Hundred Sixty Only (inclusive of 18% GST) within the said timeframe. *(Note: Our admission policy requires parents to declare if their child or children have any special learning needs. If this is the case, then apart from normal admission tests, the school also requires a standardized assessment (psycho-educational reports) which has been conducted within the last two years. These results will determine the appropriateness of the student's enrolment in the school. We require parents to inform the school of any previous testing. During the academic year, if the academic team identifies a need for an educational psychological evaluation or any other assessment, the school will require full parental cooperation in order to provide a programme which is in the best educational interest of the child.)*
5. **Interactions:** We strongly believe that every child is unique and possesses his or her own individuality. Therefore, our admission process places special emphasis on personal meetings with both the child and the parents, conducted individually and independently. Both parents are required to attend the Interaction along with their child/children, by prior appointment. This step is particularly important for Early Years admissions, where the child first meets with the Admissions Team.
6. **Meeting with the Head of the Department:** A brief meeting of both the parents is scheduled with the Head of the Department, once the meeting with the Child/ Children is completed, to offer admission and welcome the child and parents to the BNC family.
7. **Admission Offer:** The admission offer is made once the meeting is completed. The school makes every effort possible to make admission decisions available to parents within 1 month of application submission, if applicable. For students of determination, the admission process may take a little longer depending on the complexity of a particular student's needs and also based on the information shared at the time of application.

Bees & Cubs strives to meet the needs of all students. On occasion this may mean that the school cannot offer a place to a particular student where, in the opinion of the Academic Team, the student concerned will not be able to develop or thrive in the academic and social environment of the school or the school's structure does not meet his / her educational or socio - emotional needs.

8. **Verification of Documents:** Once the offer is made, all documents submitted will be re-verified. Any missing document has to be submitted within a weeks' time.
9. **Admission Confirmation:** Once an offer is made and documents verified, parents must take up the placement offer within 10 working days. The place must be secured by making the payment of the admission fee or else it may result in the place being offered to another candidate. On accepting the offer and completing the initial admission formalities, a formal intimation of admission confirmation is sent within a week of payment of fees. The admission fee is nonrefundable or transferable under any circumstances. If you are offered a placement part way through school year, the tuition fees will be prorated term-wise.
10. **School Tour:** We conduct school tours for our parents and students with prior appointments.

Admission Panel

The admission panel will constitute the following members.

The Pre - Primary Admission committee comprises of

- HOD -Cambridge EY
- Team of Teachers - Cambridge EY
- Student Psychologist

Criteria for Admission

The School Management will consider each individual application received. If the number of applications exceeds the number of places available, places will be allocated according to the oversubscription criteria below, listed in priority order.

- Availability of seats in appropriate classes and programs
- Meeting all admission procedures and qualifications
- Meeting all financial obligations

Allocation of Places

All places offered will be based on the recommendation of the Head of Department and approval by the Principal, until all vacant places are filled. Sections within each year level will be as balanced and diverse as possible, considering students characteristics such as English language fluency, educational needs, cultural background, and gender. When spaces are filled, applicants will be placed on a waiting list with a priority given to siblings of other

students.

The school reserves the right to cap the waiting list for each year group. If the year groups are full and a student is unable to secure a place for that academic year, their application may roll over for one more academic year. After that time, if the applicant is unable to secure a place, they will be asked to re-apply.

Neighborhood Policy

Preference will be given to the following

- A child who has a sibling/s studying in Nahar International School.
- Residents residing within 1km radius to 3km radius.

Others

- Child/Children of parents or guardians working in transferable jobs within India and Abroad.
- Child/Children of defense personnel.

Background of the Child - The school will not discriminate against children from any social, religious or economic background.

Admission Cancellation/ Denial

Once an admission offer has been made, the school will only withdraw from that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim.

Only applications received by the published closing date for receipt of application forms will be processed in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

Admission shall not be denied because of nationality, race or creed except as noted in the priority system above. The school wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment. All students enrolled at the end of the previous school year will automatically be enrolled for the following year. Whenever qualified applicants cannot be accommodated, new applicants shall be considered for admission based on the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on a "first come/first served" basis as space becomes available in accordance with the priority system.

Acceptance of Admission

Admission will be deemed confirmed on receipt of the following, within the specified deadline:

- Admission Fee
- Tuition Fees
- Admission Acceptance Form

The Admission Acceptance Form, to be signed by parents, confirms acceptance of their financial responsibilities to Bees and Cubs, an agreement that they and the child will conform to the Regulations / Policies of the School including the Fees Structure as stated in the Admission Policy, Student Handbook and notified on the Website from time to time. Confirmation of Admission is at the sole discretion of the School's Management.

Documents to be submitted with the admission form before the Admission Interaction

- Passport size photograph of Mother, Father and child (in white shirt)
- Proof of Age (Birth Certificate/ Passport Copy)
- Aadhaar Card (both parents and child - **Mandatory**) *
- **Reports of any tests or examinations or assessments conducted (e.g.: Speech Therapy, OT report, Psycho Educational Analysis, etc.) (if applicable)**
- **Copies of school reports for the last three years, written in English (if applicable)**

Documents to be submitted once the admission is confirmed (on / or before the first Day of School)

- Medical Examination Report (all immunizations must be current and certified by a Physician)
- Medical Fitness Certificate
- PAN Card (both parents)
- Residence Proof
- Transfer Certificate (from the last school I attended.)

* As per the directives of the Ministry of Education, submission of a copy of the Aadhaar card is mandatory for students to obtain their PEN Number and APAAR ID. Additionally, a consent form will be required for the issuance of the APAAR ID, which will be provided upon confirmation of admission.

For already issued forms: If admission fees is not submitted within the given deadline, the admission will stand cancelled. Parents are welcome to come back and fill up the new admission form and follow the same procedure as any other parent.

Admission Forms will be given subject to availability of seats and on the basis of waitlist criteria.

Re-enrollment/ Promotion

Students are tacitly re-enrolled each school year. However, a student is not automatically entitled to a place in the next grade. Re-enrollment is contingent upon successful school performance, as per the Bees & Cubs Academic Policy.

Admission Withdrawal

The parents who decide to withdraw their child/children at the end of the academic year must submit written application or email 2 months prior to the respective HOD. This will also enable the school to process the required documents relevant to withdrawal of the student. Otherwise, the first term fee will be charged and the school leaving certificate will be issued only after the school re-opens.

School leaving certificate will be issued, only if, a withdrawal form is prepared which checks on things as library books, outstanding fees, forwarding address and if there has been any damage to property, it should be replaced and so forth.

Fees once paid for the term will not be refunded. Fees paid in advance for the next term will be refunded provided relevant documents are attached.

Transfer Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Transfer certificate will be issued within fifteen working days of the request.

Admission Cancellation

In case parents wish to cancel their child's admission before scheduled last date of Admission for the academic year, a letter or email for cancellation must be sent. The Admission Fees paid is not refunded under any circumstances as the same is spent in the admission process.

If the Student withdraws from school prior to the start of the academic year, all tuition and term fees paid will be refunded only if and when all seats are occupied as per the forms submitted by the school. In case the seat vacated cannot be filled by the school at the start of the academic year, the fees paid shall be forfeited in entirety. Also, in case all vacated seats cannot be filled by the school i.e. the number of students withdrawing their admission exceeds the number of students replacing them, advance fees paid by the parents of the vacating students will be forfeited in entirety.

Re-admittance

Not currently enrolled students wishing to return to Bees & Cubs must re-apply and comply with the admission procedures, all over again. The admission fees paid earlier will not be considered for re-admittance of the student.

Review Process

This policy document will be reviewed as and when Admissions Office deems it to be necessary and in any case no later than 2/5 years from the date of publication.

The Advancement Officer will ensure its implementation through planning, meetings, and based on rules and regulations.

Admission Policy Committee

This policy was developed by the committee members listed below. All members of the school were invited to reflect on and give input regarding admissions at Nahar International School. A plan is in place to review the policy every three years.

Principal of NIS - Vandana Arora

HOD - Cambridge EY – Himagauri Asolkar

Student Well-being Head – Resham Puri

Head of Admissions – Theresa Joseph