

## Attendance Process

Regular attendance is important for students to be successful learners. When a student is absent, he/she misses out on the sequence of instruction and must spend extra time catching up with their classmates upon returning to school. It is mandatory for the children to have a **minimum of 75% of attendance** to qualify for Annual Assessment and promotion.

**Punctuality:** Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility and DCS deems it important that all students learn the value of being punctual.

**Late Arrival/Early Exit:** If a student **arrives late to school or takes early exit the record for the same must be filled on page 35 and 36, duly signed by the parents.**

**Entry into school premises will not be permitted 30 minutes after the school commences.**

**Excused Absences:** Absence will be excused only on grounds of health, family emergencies and justifiable personal reasons.

**Students reporting late to school must obtain permission from school office before going to their class.**

✍ Students will be sent home in an emergency with a written request from the Parent/Guardian responsible, whose name has been noted in this Almanac.

✍ A doctor's certificate permitting him/her to attend school, must be submitted to the Class Teacher when the student joins after recuperating from illness.

✍ Students should take rest in case of illness during the tests. **Re-examination will be allowed strictly on the basis of submitting medical certificate and relevant pathology reports.**

✍ It is mandatory for a student to **take prior sanction of leave in case of emergency, where he/she may be absent for a period of 15 days or more.**

## Examination Policies

Student assessment is a vital part of the educational process. Teachers and specialists use a variety of methods to regularly assess student progress on a regular basis. In addition, the following Assessment procedures are used for checking the Academic Progress of the Students.

✍ Quarterly Assessment 1	-	June/July
✍ Internal Assessment PT 1	-	April - July
✍ Term 1 / Half Yearly Assessment	-	August/September
✍ Quarterly Assessment 2	-	January
✍ Internal Assessment PT 2	-	October - January
✍ Term 2 / Annual Assessment	-	February/March

**No Re-Exams will be allowed on any social or religious functions.**

**For medical reasons, re-examination will be allowed strictly on the basis of submitting medical certificate and relevant pathology reports and discharge certificate.**

**Divine Olympiad :** Along with intelligence and achievement tests that measure student mastery of academic content, Divine Olympiads are conducted to measure a student's potential for successfully mastering Maths, Science and languages. Divine Olympiad will be conducted as per the school planner.

## Library Rules

1. The library is a "Silence Zone". Students have to strictly maintain silence in the library.
2. 'The more you read, the more words you are exposed to. The words that you expose yourself to, gradually and inevitably make their way into your vocabulary and you will notice that you use your new words daily' to encourage reading among students DCS has introduced **Reading Challenge** across all Grades. For more details visit the library.
3. Each student is responsible for the books taken by her / him.
4. Only ONE book is allowed for a week. You can re-issue the same book for another week if no one has made a request for the same book for another week.
5. Books that are misused, wrongly handled or lost, the person concerned will have to replace the book or pay the current market price of the book.
6. Books must be returned within the specified time. It will be viewed seriously and fine will be charged as per rules.
7. Reference books and current periodicals will not be issued to any member. These can be consulted only in the library.
8. Keep your bags and water bottles outside the library. After reading, make sure that the books, periodicals and newspapers are kept back at their respective places.
9. The students should take good care of library furnishings and equipment. Make sure the library looks as good when you leave as it did when you came in.
10. Check the book before issuing and ensure that it is in GOOD CONDITION.
11. Books must be returned on time or a fine of Rs. 10 will be incurred per week.

## House System

In an endeavor towards grooming of students to inculcate qualities of confidence, team spirit and healthy competitiveness, the entire school community is divided into four Houses. It begins from Grade 1 and is carefully monitored at every stage. The four houses are:



Aster House



Lotus House



Rose House



Sunflower House

Each House has House In charges to guide the students and foster a spirit of leadership, co-operation, mutual understanding, tolerance and self-reliance. Various Inter House activities are conducted throughout the session. The Co-Scholastic activities are carefully planned and executed by the CCA In Charges.

The Inter House Rolling Trophy is awarded to the Winner House at the end of the academic session, based on the cumulative score of Assembly points, inter-house activities and display board decoration done throughout the academic year.

## Rules of Discipline

1. The school reserves the right to suspend students whose punctuality, diligence or progress in study and conduct (in and outside school) is consistently unsatisfactory.
2. A Medical Certificate must be submitted if a child needs to be excused from games activities.
3. During school hours, a student must take the permission of the Teacher before leaving the class. Written permission of the Principal is required for a student to leave the premises of the school, during school hours. Breach of these rules will be viewed seriously.
4. Prior permission of the Principal must be taken for collection of any kind.
5. The students must bring only their books and library books to school as per the timetable.
6. Any kind of damage done in the school premises must be compensated by those who are responsible.
7. The students must **refrain from bringing valuable articles** such as expensive water bottles, fountain pens, gold ornaments, mobiles, i-pads, cameras, laptops, watch, spectacles or items etc. to the school. Books and other belongings should be marked with the name and class. Students will not be permitted to make phone calls for forgetting things at home only in case of medical issues calls will be made from school.
8. In case mobiles or other devices are brought to the school by mistake or with a valid reason, the same should be handed over to the Office / Coordinator before the school commences and should be retrieved after school. No excuses like the gadget belongs to parents or other family members or friends and was brought deliberately or non-deliberately will be accepted.  
**If students are caught carrying communication / storage / electronic devices they will be confiscated by the School Authorities and no request for returning the same will be entertained.**
9. All applications for Leaving Certificate / Bonafide Certificate must be made in writing. The format of the form is also available on the school website or school office. These will only be issued 48 hours after receipt of the application. Photographs to be attested must be in school uniform.
10. In classroom, students should create and maintain an atmosphere conducive to productive study.
11. Classroom should be kept tidy and attractive. Scribbling on furniture or on walls is strictly forbidden.
12. Each student should ensure that lights and fans are switched off when leaving the classroom.
13. There is Redressal Cell operational in the school for the benefit of all parents and students. Any issue pertaining to school function, activity or discipline should be brought up for discussion here. Parents and students are advised to take recourse to this cell for any problems or issues that may need discussion or solution. They may also mail it to the school email id : [contact@dcs.edu.in](mailto:contact@dcs.edu.in)

## Grounds of Suspension

**DCS has Zero tolerance towards physical assault. Violence in schools is something so morally wrong that it will not be tolerated. If a student is found involved in any activity involving physical assault, he/she will be suspended for 7 days with immediate effect.**

**Disciplinary action will be taken against students found involved in acts mentioned below:**

- Possessed, sold or furnished firearm, knife, explosive, or other dangerous object.
- Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol, or intoxicants.
- Caused or attempted to cause damage to school or private property.
- Possessed or used tobacco or product containing tobacco or nicotine.
- Committed obscene act or engaged in habitual profanity or vulgarity, committed sexual harassment.
- Disrupted school activities.
- Violating bus rules.
- Any type of bullying as mentioned in the Anti-Bullying Policy of the school (Refer to E-Almanac).

## ANTI-BULLYING POLICY

Divine Child School is committed to working with students and parents to provide a learning environment that is secure and supportive so that all individuals can develop academically and socially free from fear of ridicule, harassment or physical threat. We aim to create an environment where all members of the school community feel safe, respected and valued. All children have an absolute right to be protected from others who may wish to harm, degrade or abuse them. Bullying of any kind is unacceptable at our school.

### What is Bullying?

- Bullying is the deliberate intention to harm someone who does not have the power to stop it. Bullying, harassment or any form of discrimination, is immoral and can be unlawful because it interferes with the right of a person to feel safe and valued as a member of a community.

### Bullying takes many forms. It can be:

- ✍ Face-to-face such as **fighting, pushing, taunting, insulting, embarrassing, intimidating and invading personal space**, and behind-the-back such as **writing threatening or offensive messages, sending distressing emails and writing anonymous notes** that are hurtful.
- ✍ Done individually, such as a person mocking or teasing someone, AND It can be done as a group by such means as social exclusion
- ✍ Behaviour such as teasing, taunting and threats based on another person's race.
- ✍ The causing of hurt by traditional methods such as punching, kicking and spreading hurtful rumours, AND The causing of hurt by contemporary means such as cyber bullying, sexting, engaging in identity theft or by trashing someone on social networking sites.

### Cyber Bullying

Cyber bullying is causing hurt via modern technologies such as the Internet and other forms of social media, and through the use of smart phones and other mobile devices. It can, under certain conditions, be carried out with relative anonymity. Cyber bullying can be particularly damaging because of the capacity it has to humiliate, hurt and harm a person in front of a huge 'audience'.

### Examples of Cyber bullying:

- ✍ Sending hateful or threatening comments or pictures via MSN, mobile phone or the Internet and by social networking sites such as Facebook.
- ✍ Posting rude, explicit or embarrassing messages or pictures about someone on the Net.
- ✍ Stealing someone's identity in order to harm them in some way.
- ✍ Outing' and disseminating confidential information about someone.
- ✍ Using aliases and pseudonyms in chat rooms and on social networking sites in order to harass and upset.
- ✍ Engaging in cyber-stalking and the invading of privacy.

### Cyber anonymity

Students need to remember that something sent electronically can never be entirely removed even with a press of the 'delete' button. The image may emerge at any stage in their future life and lead to serious consequences.

Using pseudonyms, passwords and avatars does not protect the identity of a cyber-bully. Technologies exist to identify those who misuse modern technologies to harm others.

### How does DCS discourage bullying?

Bullying is totally against the mission and purpose of DCS. The School is committed to providing an educational environment in which students feel valued and secure. To achieve this end, the school seeks to create a school-wide culture that:

- ✍ Allows students to flourish free from discrimination, harassment or any form of bullying.
- ✍ Does not tolerate, condone or trivialise bullying behaviour.

- ✍ Is aware of what constitutes bullying behaviour.
- ✍ Provides support to the victims of bullying.
- ✍ Deals firmly with bullies so that they either stop their bullying or leave the School.

The methods used by the School to discourage bullying will vary from time-to-time, with new initiatives being introduced when thought appropriate. The measures that have been used to discourage bullying at DCS include, but are not limited to:

- ✍ Employing a suitable range of sanctions to deal with and discourage bullies. These sanctions include suspension and expulsion.
- ✍ Putting up signage about the School to promote a bully-free environment.
- ✍ Printing anti-bullying policies in student diaries and on the School's website.
- ✍ Training staff to detect bullying behaviour.
- ✍ Encouraging staff to adopt classroom management techniques that discourage opportunities for bullying behaviour.
- ✍ Employing staff who model tolerance, empathy and acceptance of individual differences

### What should you do if you are being bullied?

If you are being bullied, it is important that you talk to an adult who is in a position to help you. Some students may not want to report bullying because they feel it might only make matters worse. Again, this fear is understandable, but most teachers are trained in ways to help victims of bullying in a manner that protects the victim.

It can take courage to challenge the bully, to expose them for who they are and to play a part in improving our community by ridding it of bullying behaviour. DCS expects its students to show this courage and not tolerate bullying as a bystander or as a victim. If you are being bullied, you must tell a responsible adult who has the capacity to help.

Options include:

- ✍ Monitors, Prefects, House or School Captain
- ✍ Parents, guardian or adult relatives.
- ✍ Teacher, Coach, Housemaster, Coordinator
- ✍ Principal, Vice principal

### If you are being bullied, you are encouraged to do the RITE thing:

#### R = RECOGNISE

you have the right to feel safe and to operate in an environment free of bullying.

#### I = INFORM

the bullies that you want them to stop. Do this in a polite but firm way.

#### T = TELL

a responsible adult about the bullying.

#### E = EVALUATE

the situation. If it does not improve, seek further help.

### Violation of Anti-bullying policy

Reports of bullying will be investigated and acted upon. Responses to bullying might include support for targets of bullying and perpetrators and/or disciplinary measures. The teacher will intervene to stop the bullying. The teacher may conduct and complete a mediation contract or refer the situation to a Coordinator, HOD or Vice principal, Principal if serious.

### Intervention strategies include:

- ✍ Counselling for those bullied and bullying
- ✍ Contacting parents to discuss strategies
- ✍ Consequences for bullies (including suspension for cyber bullying that occurs outside the school)

### Post-intervention strategies include:

- ✍ Monitoring those bullied to ensure their continued safety and wellbeing
- ✍ Checking that the bullying has stopped



## Child Care

### Link to Core Values and Aims

At DCS we aim to keep all children safe and healthy. This is ensured through a secure and caring environment where we foster a sense of physical, mental and emotional wellbeing.

We would like to make you aware of the following guidelines and regulations so that you understand how the medical services operate at DCS.

### Facilities and Personnel

There is a well-equipped clinic in the school with one full-time registered nurse and its own supply of medications.

The school clinic is designed to provide the comfort and quiet that is needed during an illness.

Prior to administering medication to a primary school child, parents will be notified and verbal consent will be obtained. However, in case of emergency, and if parents are inaccessible, it will be at the discretion of the school doctor to administer medicine to the child (in such cases as high fever, allergic reactions, injuries, etc.)

**Students are not allowed to carry their medications around the school, except inhalers for asthmatic students.**

If a child needs to be administered medication during school hours, a doctor's prescription needs to be obtained. Medicines should be delivered by the parent/guardian at the clinic and can be collected at the end of the school day or at the end of the prescribed course.

For those students who need to receive regular doses of a prescribed medication (i.e. Insulin, Asthma inhalers, Nebulizers, Eye drops), a consent form needs to be filled which specifies name of the prescribed medication, required doses and timings. The consent form must be updated accordingly in case of any changes.

For children with illnesses such as anaphylaxis, asthma, epilepsy or Type 1 diabetes, the emergency medications (such as Epi-pen, Glucagon, Nebulizer solutions, Asthma Inhalers, Diazepam) must be stored in the school clinic. The medicine should be carefully labeled with the student's name, and in the required dose via the required route.

### Fever

Children with a temperature above 99.8° F should be made to rest at home. If a child develops fever during the school day, parents will be notified to collect their child as soon as possible. The child with the raised temperature will not be sent home by school bus. Children may return to school if they are afebrile for 24 hours without using fever-reducing medicines such as Calpol, Adol, Advil, Ibuprofen, etc.

In case of extremely elevated temperature or if the child has a history of febrile convulsions, the clinic staff will immediately administer medication to the child and begin sponging him/her to reduce the intensity of the fever. Parents will be required to come to school immediately.

### Communication with parents

Parents will be notified by telephone and/or email. Clinic staff may contact parents if they need to obtain some information about the child or inform child's parents about administering medication. Parents will be informed immediately if their child is unwell so that he/she can be collected from the school at the earliest. The parents must personally collect their child as a matter of priority, since he/she will not be sent by school bus.

## Closed Campus

Bhanuvijayji Universal Foundation has established a “closed campus” at DCS in the interest of student safety and supervision.

Once students arrive on the premises of the school, they must remain on campus until the end of the school day. Students who need to leave school before the end of the day will be required to complete the formalities in the school office. Parents have to inform by email about the person collecting the student from the school and gate pass will be requested through SchoolApp only, failing which the student will not be handed over to their parents (or whoever is authorised by the parents).

For the safety of the students at DCS, we request all the **parents to sign in the register kept** with the security personnel when visiting the campus for any purposes.

## School Uniform

1. The Students must come to school in complete prescribed uniform.
2. Hair-style must be suited to school girls/boys. Hair must not be coloured or tinted.
3. In case of Students developing a beard, they are required to come clean shaven or get zero trim.
4. Tattooing is strictly prohibited.
5. School shoes on regular days would be black (except on Saturday - as House uniform is applicable with White Shoes). Only totally black shoe is acceptable and no shoes with any other colour marking or stripes will be permitted.
6. All students are expected to uphold the dignity of the School Uniform at all times.
7. All students should be habitually clean and always neatly dressed.
8. Refinement of manners, habits of obedience, order, punctuality and neatness in person and dress are expected at all times.
9. Coloured eye lenses, spectacles, long nails with nail polish, fancy hair bands, religious rings, other socks will not be permitted.
10. Wearing of Bangles, Kadha, Rings, Bracelets, Chains, Watches etc. are prohibited under all circumstances.

## Communication with Parents

### School Website

The school website ([www.dcs.edu.in](http://www.dcs.edu.in)) is an important and an effective medium to get the latest update about the school activities with photographs. Parents are requested to browse the site regularly to know about all the happenings of the school.

### School Almanac

Almanac has been introduced as a means for the parent to communicate effectively with the school. Please write in the ruled pages whenever you wish to communicate with the teacher. It is essential that you check your child's almanac everyday. You must countersign and acknowledge all the communication sent by the school. Communication with the class teacher or subject teachers can be through the students' Almanac.

**School Portal kindly download**  **DCS Mehsana App**  

Kindly check the DCS App for updates of Home Work, Attendance, Notice, Schedule & Syllabus for examinations etc.

**Student Messages:** Parents are requested to contact the students only in emergencies. All formal communication should be addressed to The Principal, DCS either by mail or by app. Communication with the class teacher or subject teachers can be through the students' Almanac.

## Cafeteria Rules

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. Listed below are some rules and the cafeteria procedure which will help ensure appropriate conduct and an orderly lunch period.

1. Students should enter the cafeteria in a proper queue.
2. Students are expected to pray before the food is served.
3. Students must be patient while waiting to be served.
4. Care has to be taken not to waste food. .
5. Students must be seated at allotted tables only when having lunch.
6. Students must put the used plates/bowls/spoons in the bins provided .
7. Throwing food or other objects is not allowed. Running, excessive noise or other disruptive behavior.
8. Outside lunch/snack packets is not to be brought into the cafeteria without prior permission from the Principal.
9. Respect and politeness must be shown to all, including the cafeteria staff and parent volunteers.

## Homework Policy

**Purpose:** The purpose of assigning homework at DCS is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

**Definition:** Homework may be an independent activity, or may require parental help, to be accomplished outside of the school and without benefit of teacher assistance, to reinforce previously learned ideas.

Unfinished class work or work missed due to absence, although accomplished outside of the school day, is not included in the school's definition of homework.

Homework (approx. 30-60 min) will generally fall into one or more of these different categories and may include, but is not limited to, the following examples:

- Practice -** This includes activities to reinforce skills such as studying spelling words and practicing Math facts.
- Preparation -** These are assignments designed to provide background information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
- Extension/Creative -** Activities such as book reports, Science projects, and Research for Social Studies reports are examples of such homework.
- Amount of Homework -** The amount of homework assigned shall be related to the maturity and ability level of the students in a given class.
- Student's Responsibility -** It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day. Teachers may use homework assignments to help determine the student's grade.
- Parent's Responsibility -** It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. If at any time a parent has a concern about the school's homework policy, they are to contact their child's teacher.

## Bus/Transport Policies

- All the students are expected to be at the bus-stop at least five minutes before the arrival time of the bus. No bus will wait for students who do not reach the stop on time.
- **No request for temporary change of bus/bus routes will be entertained.**
- The routes of the school buses are pre-planned and parents should consult the Transport In-charge for necessary details.
- Refrain from standing or moving in the running bus. Eating and throwing wrappers outside the window, disturbing fellow students by throwing water or fighting will lead to disciplinary action.
- Be courteous at all times. Yelling or shouting distracts the driver, so noise level should be kept low.
- **For the safety and security of the children parents are requested not to board the bus in any case.**
- Avoid making calls to the driver while he is driving.
- If the child fails to board the bus, kindly track using bus tracking facility in DCS Mehsana App.



### *Pick Up & Drop*

For the safety of our students, we encourage them to commute only by school buses. Students may board and disembark the school bus only at their designated stop. The driver is authorized to stop buses at the designated and pre-decided bus-stops only.

### *Class Placement*

When we assign sections/divisions to students for the next school year, we endeavor to meet the needs of the individual child and create class setup whose balance and dynamics contribute to a positive learning environment. To achieve well-balanced classes, we consider a balance of girls and boys, health concerns, behavior concerns, ethnicity, academic strengths and weaknesses, familiar faces (e.g. students who have been placed in his or her class previously) etc. It is a lengthy, complicated and painstaking process, but we believe that is essential to create classes that are well balanced, manageable for teachers, and acceptable to the majority of our families. Because of the many variables that go into the careful consideration of the makeup of each class, we cannot accommodate parent requests for a particular placement for a child. Please be assured that we care about your child and will provide a successful school year filled with learning, friendships and excitement. The placement of students in the classes is done by the teachers with utmost care taking various parameters into consideration. Our goal is to create a positive, productive learning environment for each and every student at DCS.

### *Reports & Parental Co-operation*

1. The Parent or Guardian will kindly read the rules of the school and sign them. Their attention is specially drawn to the Rules regarding Discipline, Attendance, Reports, Parental Co-operation, Examinations and Payment of Fees during class hours.
2. With the permission of the Principal, Parents/ Guardians are allowed to speak to the Students or their Teachers at the end of the class in the Visitor's room. Prior Appointment may be taken for an interview with the Teacher as per the school visiting hours.
3. **Private tuitions are strongly discouraged. Parents are requested not to approach the teachers for private tuition for their wards.**
4. Students must travel by the school bus on the fixed route designated to them.
5. No party or demonstrations in honor of a teacher or presentation of gifts is permitted without the Principal's prior permission.
6. Parents are expected to co-operate in the work of the school by enforcing regularity and discipline and by taking general interest in their children's progress.
7. The school insists on strict punctuality, regular school attendance, regulations regarding uniform, cleanliness in dress, good grooming and fidelity to study and work assignments. Absence from school for merely social functions is strongly discouraged.
8. Parents will be called at regular intervals to meet the teachers. Please make yourself available whenever called.
9. All correspondence should be addressed to the Principal. While writing, quote the student's full name, class, section and roll number, or else these letters will not be entertained.
10. Do not visit teachers' residence.
11. In case of parents leaving town for a week or more they must authorize a guardian with an authority letter.
12. Parents have to report to the school office if the address or contact details are changed.
13. Report cards will also be uploaded on the School App / Portal at the end of each Term / Semester.

## Emergency Procedures

Emergency procedures are in place to ensure the safety of the students during various emergency situations: natural calamities, riots, heavy rainfall etc.

During an emergency, children will be sent home only if there is time to return students safely to their homes, after notifying the parents. If a student's parent cannot be contacted and/or the parent is unable to pick up their child, the school will take responsibility for the student until the parent or authorized individual can pick up the student. At no time will a student be excused except to the care of a parent or other adult designated on the emergency card.

In the event of an emergency, school personnel will be involved in caring for the students, and telephone lines need to be kept open for communications with proper authorities.

## PTM/Parents Workshops/Orientation

- ✍ No education can be complete unless parents are made equal partners in it. Parent Teacher Meet is regularly arranged to update the parent about the child's performance in scholastic and co-scholastic areas. Parents are expected to **attend the PTM / Parents Work shop / Orientation regularly.**
- ✍ Parents are encouraged to attend special events like workshops and orientation programs specially designed for them. The purpose of the workshops is to give a platform to the teachers to have interactive sessions with the parents and also to brief them about the curriculum, class expectancies and learning opportunities being made available for each child.
- ✍ This is for parent/teacher communication, so parents will need to make child care arrangements. Discussion is intended to be general. Workshops for individual concerns are scheduled for a later time. **Please check the website or DCS Mehsana App for updates.**

## Wellness Policy

DCS loves to celebrate the birth day of each child and we have special time to celebrate it during the Morning Assembly. Parents are requested not to send sweets or gifts. If you're planning to spend on your ward's birthday, you may drop the amount in the charity box which will be send to the needy children.

## Withdrawal Policies

1. One calendar months' notice is to be given by the parents/guardian in writing before withdrawal of a student.
2. If a parent of newly admitted student/s intends to withdraw his/her ward before the completion of his/her first academic year, he/she is liable to pay the complete fee prescribed for the whole academic year.
3. If a parent wants to withdraw his/her child from the school after the completion of one complete academic year, he/she has to submit an application for the same in the prescribed format **latest by 01<sup>st</sup> March**, failing which, the 1<sup>st</sup> half yearly fee for the next academic session will be charged. If such withdrawal falls on or before 30<sup>th</sup> September, he/she is liable to pay the first half yearly fees in full and after 30<sup>th</sup> September, the fee for the whole academic year is to be paid in full.
4. School Leaving Certificate will be issued only after the clearance of all dues (Account, Transport, Library, Labs and School store etc.)

## School Fee Policies

The Tuition and Holistic Development fee covers all aspects of your child's education, except school Transport and Meals, which have to be paid separately at the beginning of the year.

Tuition fees will be collected in **FOUR** Installments:

- **First Installment** - **At the time of Admission for New students**  
**At the time of Annual Result for Existing students**
- **Second Installment** - **By 15th June**
- **Third Installment** - **By 15th September**
- **Fourth Installment** - **By 15th December**

Transportation, Holistic Development fees and Meals will be charged for 12 months, ie full academic session in a single installment.

All dues must be paid digitally through the **School Mobile App ONLY**. Cash / Cheque / DD is not accepted.

**The School does not arrange for Meals and Transportation on a short term basis. Kindly note that the services are annual. All charges are to be paid full in advance to avail the above said services.**

In case of discontinuing of Meal or transportation service the same should be intimated by email to [contact@dcs.edu.in](mailto:contact@dcs.edu.in) a minimum of 30 days before the end of the quarter. The charges for the current quarter will be deducted and discontinuation will be applicable only from the next quarter. Discontinuing of service is only allowed in case of medical issues.

If fee is not paid by the "Last Date of Payment" or if the cheque gets bounced, for any reason, a fine of Rs. 250/- per 20 days including all holidays, will be levied.

If the school fee and penalty due are not submitted within 15 days, the name of the student will be struck off. The student will be allowed the continuity only after the payment of school fees along with the admission fee and other dues prevailing at that time.

**Fee once paid will not be refunded under any circumstances.**

## Settlement of Disputes/Claims:

Mehsana will be the jurisdiction for any dispute or claims in the dealing with the school.