

Household Document Pack

School circular · Health insurance summary · Medical notes · Warranty and service details

SAMPLE DOCUMENTS — made up for the AI For Business workshop, JCI Amravati. This is not a real family. Every name, date and number here is invented. Use it only to practise. Replace it with your own papers as soon as you can.

1. School circular — Vidya Niketan School, Amravati

Circular No. 24 · Issued 1 August 2026 · For parents of Classes 5 to 8

Term 2 fee. Term 2 fee is due on or before **20 August 2026**. Fee may be paid by cash at the school office between 9:00 am and 12:00 noon on working days, or by online transfer using the school portal. A late fee of Rs 200 applies after the due date. Parents needing more time must apply in writing to the Principal before the due date; requests after the due date are not considered.

Fee structure, Classes 5 to 8, Term 2

Item	Class 5-6 (Rs)	Class 7-8 (Rs)
Tuition fee	8,400	9,600
Computer lab	1,200	1,500
Library	600	600
Sports and activity	900	900
Examination fee	750	900
Total per term	11,850	13,500

Half-yearly examinations. Written examinations run from **14 September to 24 September 2026**. The detailed timetable is issued two weeks before. School closes at 11:30 am on all examination days. The school bus runs at the earlier time on those days only.

Leave of absence. A written application from a parent is required for any absence. For absence longer than three days, a doctor's certificate must be attached. Attendance below 75 percent may prevent a student from sitting the annual examination.

Parent-teacher meeting. Saturday **12 September 2026**, 9:00 am to 12:30 pm. One parent must attend. Report cards are handed over in person and are not sent home with students.

Annual day. 19 December 2026. Students taking part must submit the consent form by 30 November. Costume charges, if any, are informed separately.

School office hours. Monday to Saturday, 8:30 am to 3:30 pm. Closed on the second Saturday of each month. Office telephone is answered between 9:00 am and 1:00 pm only.

2. Health insurance — family floater policy summary

Policy number SAMPLE/HF/2026/44821 · Family floater · 4 members covered

Item	Detail
Sum insured	Rs 5,00,000 for the family together, per policy year
Members covered	Self, spouse, two children
Policy period	1 April 2026 to 31 March 2027
Premium	Rs 21,400 per year, payable in one instalment
Renewal date	31 March 2027. Grace period 30 days after expiry.

Item	Detail
Room rent limit	Up to Rs 5,000 per day for a single private room
ICU limit	Up to Rs 10,000 per day
Pre-hospitalisation	Covered 30 days before admission
Post-hospitalisation	Covered 60 days after discharge
Day care procedures	Covered as listed in the policy document
Waiting period, general	30 days from start of first policy
Waiting period, named illnesses	24 months
Pre-existing conditions	36 months from start of first policy
Maternity	Not covered under this plan
Cashless hospitals	Only at hospitals in the insurer network
Claim intimation	Within 24 hours of emergency admission, or 48 hours before a planned admission

Documents needed for a claim. Completed claim form, original hospital bill and payment receipt, discharge summary, all diagnostic reports, doctor's prescriptions, pharmacy bills, and a copy of the policy. Claims must be submitted within 30 days of discharge.

3. Medical notes — elderly parent

Patient: Kulkarni, age 74 • **Reviewed by** Dr S. Joshi, Amravati • **Last visit** 22 July 2026

Medicine	Dose	When	Notes
Blood pressure tablet	1 tablet	Morning, after food	Do not stop suddenly
Blood thinner	1 tablet	Night, after food	Tell any dentist or surgeon before a procedure
Diabetes tablet	1 tablet	Morning and night, before food	Skip if a meal is skipped
Calcium and vitamin D	1 tablet	Afternoon, after food	Long term
Acidity tablet	1 tablet	Only if needed	Not more than one a day

Review schedule. Blood pressure checked every month at home and recorded. Blood sugar test every three months. Full review with the doctor every six months. Next review due **22 January 2027**.

Warning signs needing immediate attention. Chest pain, sudden weakness on one side, confusion, a fall, breathlessness at rest, or any bleeding that does not stop. Go to hospital, do not wait for the next appointment.

Clinic timings. Monday to Saturday, 10:00 am to 1:00 pm and 5:00 pm to 8:00 pm. Closed Sunday. Appointments by phone between 9:00 am and 8:00 pm.

4. Warranty and service details

Item	Purchased	Warranty	Service contact	Notes
Refrigerator	12 Mar 2025	1 year full, 10 years on compressor	Dealer, Rajkamal Chowk	Keep the original bill, warranty is void without it
Washing machine	4 Nov 2024	2 years	Company service centre	Free service visits twice in the first year
Water purifier	20 Jun 2026	1 year	Company service centre	Filter change due every 6 months, charges extra
Mixer grinder	9 Feb 2026	2 years on motor	Dealer, Rajkamal Chowk	Jar and blade damage not covered
Inverter and battery	15 Aug 2025	2 years on inverter, 3 years on battery	Local dealer	Battery water to be checked every 3 months

General note. Warranty on all items is void if the item is repaired by anyone other than an authorised service centre. Keep the original bill with the warranty card. Warranty covers manufacturing defects only, not damage from misuse, water or voltage problems.