

# ***Rules for Registration to Lower Kindergarten***

## ***Session 2020-2021***

1. Registration for lower kindergarten will be **only through online system**.
2. Online Registration will start from 06.01.2020 08:00 am to 07.01.2020 08:00 pm.
3. Age Criteria - Child should be born between 01-10-2015 to 01-10-2016.
4. Parents are required to login to **www.sophiacampuscare.in** for registering their ward.
5. **STEPS TO FILL THE FORM**
  - **STEP1** => Read the instructions carefully and click on the **I AGREE** button then click on **PROCEED**.
  - **STEP2** => Fill in the form carefully and then click on **SUBMIT**, an Acknowledgement slip will be generated for your record, with your **USER ID & PASSWORD**. Please ensure you allow the pop up blocker **and also note that form once filled cannot be edited**.
  - **STEP3** => **You will also receive the USER ID & PASSWORD through an SMS on your registered mobile no.**
  - **STEP4** => **Log into received USER ID & PASSWORD in your mobile and take a print of the form.**
6. You have to fill up the online registration form completely and upload the recent passport size photograph of the child and both the parents. Also, the Birth Certificate of the child needs to be scanned and uploaded compulsorily. Please NOTE that if the date of birth of the child doesn't fall under the criteria for that specific class, the FORM cannot be submitted. Also please provide a mobile number which is currently in use, as further communications will be directed through SMS on the registered number.  
**Compulsory Uploads: *Without uploading the photograph of the child, father and mother and the Birth Certificate Scanned copy, the REGISTRATION FORM cannot be submitted.***  
**NOTE:- File size should not be more than 20KB**
7. Registration Fee (Rs. 500/- + Service charges of Bank/Payment Gateway) will be required to be paid for the Student's Registration. It is to be paid Online via Credit /Debit Card / Net-banking/UPI.
8. Parents must print Registration Form & Acknowledgment slip after registration.  
**Documents Required:**  
**Compulsory Documents: (To be attached compulsorily with all applications)**
  - a. **Birth Certificate** (Photocopy) issued by the Municipal Corporation**Optional Documents: (attach as applicable)**
  - b. **Proof of sibling**(report card )

- c. Proof of Alumni (School leaving certificate)
- d. Pass certificate of father and mother(School, graduation, post-graduation or professional qualification etc. Last education qualification)
- e. Proof of Residence(Any one)- Ration Card/ Driver's License/ Electricity bill/ Water Bill/ Aadhaar Card

*Please note that if the proper documents are not submitted with the hard copy, the form will be summarily rejected, for which the entire responsibility lies with the parents/guardians. Form can also be rejected if any information provided by them is found incorrect and not in accordance with the documentary evidence.*

- 9. The selected candidates will be notified through SMS .
- 10. Recommendation or approach through any source will not be entertained.
- 11. There are NO DONATIONS – LINKED ADMISSIONS. Beware of unscrupulous intermediaries who, for their personal gain, offer to interview on your behalf. You could be deprived of admission of your child as well as your hard earned money.

**Note:-**

- **Only Registering Online for LKG DOES NOT GUARANTEE ADMISSION.** Parents are requested to go through the Registration Rules well before registering their ward and fill it only if they are fully satisfied with the rules.
- **In Case of any queries related to online registration we advise you to mail/call our Parent help desk on [Parentdesk@entab.in](mailto:Parentdesk@entab.in) or 011-43193335.**

Manager,  
Sophia School Kindergarten