

## ENROLMENT APPLICATION & PROCEDURE

### 1. INITIAL ENQUIRY

Interest in finding out further information about Lindfield Montessori is made by a parent or carer. E.g. through our Lindfield Montessori website, telephone call, social media platform or in person.

### 2. OBSERVATION

Interested parties are welcome to book in a 20 minute observation booking through the Lindfield Montessori website to see the environment in action and learn more about our centre

### 3. ENROLMENT APPLICATION FORM

Parents/caregivers are provided with an enrolment application form to complete and submit to the School. Further information will also be provided about Lindfield Montessori and the Montessori philosophy and pedagogy. Submission of an application is an expression of interest in enrolling and does not guarantee a place at the school.

### 4. CONTACT /INTERVIEW & INFORMATION GATHERING

The School will contact you regarding your application and if suitable, will arrange for you and your child to meet with the Principal. The School will take this opportunity to understand your expectations for your child's Montessori education and discuss your enrolment application further with you, including the best ways we can support your child at Lindfield Montessori.

### 5. OFFER /ACCEPTANCE OF PLACE

Upon a successful interview, an enrolment offer will be made. A placement fee, refundable on your first Term's enrolment fees is payable on acceptance of a place. We will also require you to complete a comprehensive Enrolment Form and sign our Enrolment Agreement. You must supply your child's birth certificate or valid passport and AIR Immunisation record at this point in the process for the enrolment to proceed.

### WELCOME LETTER and ORIENTATION

After receipt of your completed Enrolment forms, Enrolment Agreement and relevant legal information as specified on the forms, Families will receive a Welcome letter and pack. This will contain a letter detailing your child's orientation date and time as well as their official school start date and time. The child's orientation is time for your child to meet the teaching staff, learn a little bit about the Montessori environment and enjoy some simple activities if they would like to, ready for their first day.