



# ENROLMENT APPLICATION PROCEDURE

## 1. INITIAL ENQUIRY

A parent expresses interest in finding out further information about Lindfield Montessori through the website, a telephone call, social media platform or in person.

## 2. OBSERVATION

Interested parties are invited to book a 20-minute observation time through the Lindfield Montessori website to see the Montessori philosophy action and learn more about our Service.

## 3. ENROLMENT APPLICATION FORM & INFORMATION PACK

Parents/caregivers are provided with an Enrolment Application Pack which includes an Enrolment Application Form to complete and submit to the School, relevant fee information, information on the Start Strong Fee Relief program and a Montessori Schools and Centres Australia Parent Guide. 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 the family regarding their application, and if suitable, will arrange for them and their child to meet with the Principal/Directress. Lindfield Montessori will take this opportunity to understand the expectations of the family for the child's Montessori education and will discuss the Enrolment Application further with the parent/carer including the best ways the School can support the child.

## 5. DECISION

In this step, an enrolment may be offered or declined based on information gathered in step 4.

## 6. ENROLMENT

A placement fee, refundable on the child's term enrolment fees is payable on acceptance of a place. The parent/carer will also be required to complete a comprehensive Enrolment Form and sign the Enrolment Agreement. The child's birth certificate or valid passport and AIR Immunisation record must be provided at this point in the process for the enrolment to proceed. Copies of these documents will be stored in the child's file.

## 7. WELCOME LETTER & ORIENTATION

After receipt of the completed enrolment forms, enrolment agreement and relevant legal information as specified on the forms, families will receive a Welcome 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 for your child to enjoy some simple activities if they would like to, ready for their first day. On the first day of attendance, educators and staff will welcome the family and the child.