



Policy of Enrolment into Frieda Corpe Kindergarten

- Parents must first fill in an expression of interest form so that we have all of their information.
- The Director follows the Priority of Access to Frieda Corpe Kindergarten when offering placements.
- The parent letter and Enrolment information will be emailed to families as given on their expression of interest form. It is the parents responsibility to keep the kindy notified of any change of email.
- Parents must return the child's completed enrolment form and Kindy fees along with the child's birth certificate or passport as proof of age and a current utilities bill as proof of address by the date specified on their parent letter. * An enrolment may not be accepted based on residential address and or birth certificate details or late enrolment details.
- If a parent does not make contact with the Kindergarten or does not return the relevant paper work by the due date then a position is no longer available.
- If a child has special needs the child will not begin Kindergarten until appropriate support is allocated and in place via a NEP for the wellbeing of the child, educators and other children.
As our building size restricts our ability to offer wheelchair access (i.e. toilet facilities) a child requiring these facilities will be supported to access a local Kindergarten with these facilities.
- If a child has a medical condition the child may not attend Kindergarten until relevant medical forms and medication is provided and signed by the parents and the child's doctor.

10/08/2014