ENROLMENT PROCEDURES FOR STUDENTS ENTERING KINDERGARTEN.

Cape Byron Rudolf Steiner School seeks to enrol students who are able to make a positive contribution to the life of the School and who will benefit from our holistic educational program. Families should be supportive of the School’s Steiner ethos. There are many aspects taken into consideration when offering a place at the School. Date of application is one of these.

INFORMATION

The following information can be downloaded from our website, emailed, faxed or mailed:

- Enrolment documentation and procedures
- Current News Bulletin
- Relevant Handbooks
- Fee Schedule
- Invitation to attend the next school tour. Tours occur through the year and can be booked through the Office.

ENROLMENT PROCEDURES

1. Attend a school tour, review Kindergarten handbook and schedule of fees to confirm your interest in The School.

2. Complete and submit the Intent to Enrol Application Form for each child:
   - Pay the non-refundable Registration Fee ($65 for the first child and $20 for each subsequent child)
   - Ensure that we are kept updated with your correct contact details

3. Receive acknowledgement of Intent to Enrol Application and Registration Fee

4. Receive Shortlist Questions from Enrolments Officer (via email)
   - Term 2 of the year before seeking enrolment.

5. Complete and return Shortlist Questions by due date.
   - If Shortlist Questions are not received by the due date you will no longer be included in the selection process for interview and your application will be placed on hold until such time as you contact us to re-activate your application.

6. Receive notification of whether you have been selected for interview (via email)
   - PLEASE NOTE: an interview does not guarantee a place.
   - Receive Kindergarten Interview Questionnaire from Enrolments Officer, if interview is offered.
   - If interview not offered then parents/guardians notify Enrolments Officer whether they wish for the child to remain on the waiting list and the process ends for now.

7. Complete and submit the following, 1 week prior to the interview
   - The CBRSS Kindergarten Statement of Agreement
   - A copy of your child’s Birth Certificate and a current photograph
   - Copies of educational and/or medical assessment reports where relevant including Immunisation History Statement
   - Copies of Family Court Orders or Parenting Plans if applicable
   - Kindergarten Interview Questionnaire

8. Attend interview
   - Both the parents/guardians, and the child, are required to attend the interview. The completed Interview Questionnaire will inform the discussion between the teachers and the parents. The education and the ethos of The School will also be discussed.
   - The Interview is our opportunity to get to know the parents/guardians and the child.
   - In some cases, where a child’s particular needs or special circumstances need to be discussed without the child present, a second interview may be required.
   - Where children have been previously enrolled at preschool or another school, additional information may be sought to complement information obtained in the interview.
   - The Principal makes the final determination regarding enrolments.
9. Receive notification of Outcome
   • The Enrolment Officer will notify applicants of the outcome (via email)
   • If a place is offered parents/guardians will receive a Letter of Offer, Enrolment Contract and Fee Agreement.
   • If a place is not offered parent/guardians notify the Enrolments Officer whether they wish for the child to remain on the waiting list and the process ends for now.

10. Pay Enrolment Acceptance Fee and complete Enrolment Contract to secure enrolment.
   • Written acceptance of a place must be received by the Enrolments Officer within 5 business days of an offer being made.
   • The Enrolment Contract, Fee Agreement and the non-refundable Enrolment Acceptance Fee of $530 for the first child and $70 for each subsequent child enrolled must be received by The School within 14 days of receipt of the offer.
   • Written notification, the completed Enrolment Contract, Fee Agreement & payment of the Enrolment Acceptance Fee must be received within the nominated time frame, in the event that any or all of these have not been received the offer will lapse and the place offered to another child on the waiting list. **PLEASE NOTE:** The Enrolment Acceptance Fee is in addition to the Tuition Fees and Charges.

11. Attend Kindergarten parent/guardian information evening.
   • Enrolments Officer will contact you (via email) with an invitation to our parent/guardian information evening in Term 4.
   • All parents/guardians who have accepted a place must attend.

12. Pay Tuition Fees and Consolidated Charges.
   • For new families to The School, the first term’s Fees, Consolidated Charges and Other Charges are to be paid prior to the student’s first day at school. For families with children already enrolled in the school, the required Fees, Consolidated Charges and Other Charges for the newly enrolled child will be added to your existing account and invoiced accordingly.
   • **PLEASE NOTE:** Students of new families will not be permitted to commence school until we have the first terms fees, Consolidated Charges and Other Charges paid in full.