

ENROLMENT AND MEMBERSHIP PROCEDURE

1. Membership and enrolment forms are available from the pre-school.
2. Family membership of the Sydney Montessori Society is a pre-requisite to a child's enrolment at the school
3. Upon receipt of membership and enrolment forms and the required payment, the child's name is entered on the appropriate year list
4. In the middle of the year preceding the child's starting year the offer of places commence
5. Priority of access will follow the Department of Education requirements firstly.

These specifications are :

- Give priority of access to children and families:
 - at risk of harm,
 - of Aboriginal or Torres Strait Islander descent,
 - from diverse cultural backgrounds,
 - with a disability,
 - on low incomes,
 - living in isolated circumstances
6. Secondly, siblings of existing and previous Sydney Montessori Society children, who have been correctly enrolled.
 7. Places are then offered in a chronological order based on receipt of membership and enrolment forms, and the required payment
 8. A verbal offer of a place is made to the child's parents or guardians
 9. The parents or guardians have 2 working days to verbally accept the place
 10. If the pre-school does not receive a verbal acceptance or refusal of the place, it is deemed refused and the next name on the list is offered the place
 11. Upon verbal acceptance the School-Parent Agreement and School Handbook are forwarded
 12. This School-Parent Agreement and security deposit are due back within 14 days or the place is deemed refused and the next name on the list is offered the place
 13. Once the signed School-Parent Agreement and security deposit are received, the child's place is confirmed in writing by the pre-school
 14. The Directress will notify parents, verbally and in writing, of their child's start date and end date.