



ENROLMENT PROCEDURES FOR STUDENTS ENTERING KINDERGARTEN

Kindergarten is one of two main entry points into the Melbourne Rudolf Steiner School and we have an open entry policy for Kindergarten. Places are offered to siblings of currently enrolled students and are then offered in order of application date. All applications are placed on a waiting list and positions are offered for Kindergarten approximately 18 months in advance of commencement. Parents/guardians whose children are offered a place for Kindergarten may either choose to enter their child in our optional Ring-a-Rosie Kindergarten (3 turning 4 year olds) for the year prior to Kindergarten or else commence with Kindergarten (4 turning 5 year olds).

ENROLMENT PROCEDURES FOR PARENTS/GUARDIANS

1. Review School website, review Kindergarten information booklets and schedule of fees to confirm your interest in the School.

2. Complete and submit the Application for Enrolment form for each child.

- Pay the \$150 non-refundable administration fee – this will be processed once the form is submitted.
- Communication will usually be via email, please make sure that you have saved the enrolments email enrolments@mrss.vic.edu.au as safe so that any emails we may send do not go to your spam/junk mail.
- Ensure that we are kept updated with your correct contact details while you are on our waiting list. If we cannot reach you we will place the application on hold until we hear from you and we will move on to the next person on the waiting list.

3. Receive acknowledgement of Application for Enrolment form and Application Fee.

The Enrolments Registrar will acknowledge receipt of the Application for Enrolment form and the Application Fee by email.

NOTE: THE FOLLOWING ENROLMENT PROCESS BEGINS APPROXIMATELY 18 MONTHS BEFORE THE CHILD IS DUE TO START

4. Receive email from enrolments@mrss.vic.edu.au asking you to confirm your interest in placement for the child for the nominated year.

- Ensure the enrolment email address is saved as safe so this email does not go to your spam/junk mail.
- **Respond addressing our questions before the due date to be included in the Kindergarten selection process.** If you do not respond prior to the due date your child will not be considered for Kindergarten and your application will be placed on hold until you contact us to reinstate your application to the waiting list for Classes 1–12.

5. Complete and submit the following by the due date.

- A copy of your child's birth certificate (if not already provided).
- Copies of educational and/or medical assessment reports where relevant.
- Copies of Family Court Orders or Parenting Plans if applicable.

6. Receive notification of outcome.

- The Enrolments Registrar will notify applicants of the outcome (via email).
- If a place is offered, parents and guardians will receive a *Letter of Offer* and an *Acceptance of Enrolment* form.
- If a place is not offered parents/guardians notify the Enrolments Registrar whether they wish for the child to remain on the waiting list and the process ends for now.



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7. Complete *Acceptance of Enrolment* form and pay *Acceptance Fee* and *Security Bond* to secure enrolment.

- The *Acceptance of Enrolment* form must be received by the Enrolments Registrar within the designated time frame to secure the enrolment.
- Payment of the \$500 non-refundable *Acceptance Fee* and the \$1,500 *Security Bond* will be processed upon receipt of the *Acceptance of Enrolment* form.
- In the event that any or all of these have not been received the offer will lapse and the place offered to the next eligible child on the waiting list.

PLEASE NOTE: The *Acceptance Fee* and *Security Bond* are in addition to the Tuition Fees and Charges.

8. Attend Kindergarten parent/guardian information evening.

- The Early Childhood Faculty will contact you with an invitation to our parent/guardian information evening in Term 4 of the year prior to your child commencing.
- All parents/guardians who have accepted a place are encouraged to attend.

9. Pay Tuition Fees and Consolidated Charges.

- An invoice for School Fees, Fixed Charges and Other Charges for the newly enrolled child will be sent to you in January of the year they commence. Payment is to be made as per the Fee payment plan agreed to by the Bursar to ensure the ongoing enrolment of the student.