

## Enrolments

- During Term 2 each year teachers discuss with the director / admin about children who may stay for a **second kindy year**. These places are reserved for these children prior to the first round of enrolment offers being made. These families are given until the end of Term 3 to confirm or decline.
- After the annual Open Day **enrolment offers are sent via email to families in order placed on the waiting list**. Please check with us if you believe your email address may have changed since putting your child on the waiting list.
- Families are given a **strict deadline to respond to the email enrolment offer**. This **online form MUST be completed together with the payment of the non-refundable \$220 enrolment fee** within the specified deadline.
- The \$220 non-refundable enrolment fee consists of \$200 administrative enrolment fee and \$20 family membership of the Mt Gravatt Community Kindergarten Inc Association.
- If there is **no response and/or no payment** by specified deadline, we assume you are **declining** and will move on to the next family on the waiting list. The **waiting list is heavily oversubscribed**, so there will be no extension to deadlines in the interests of fairness to all families seeking enrolment opportunities.
- **Preference of group** will be **given as per order of the waiting list** and as per availability at time of enrolment offer.
- If your preferred option is not available you may accept enrolment by paying the non-refundable enrolment fee and be placed on an **internal waiting list** to swap groups. We cannot guarantee this will occur however.
- After completion of the acceptance form and payment is made, kindy will email you final confirmation with a request for further information and another online '**enrolment confirmation**' form.
- There will be **additional online paperwork requirements towards the end of the year** as part of the enrolment and orientation process. While these may seem onerous, they are mandatory requirements for families as part of the Queensland Kindergarten Funding.