

Our Lady of the Rosary Kindergarten
1 Kenmore Rd/PO Box 704, Kenmore 4069
Ph/Fax: 37201777

WAITING LIST APPLICATION

DATE OF APPLICATION _____

YEAR OF ATTENDANCE _____

(Children must be 3 by 30th June of year before they attend)

CHILD'S NAME _____

CHILD'S DATE OF BIRTH _____

1ST PARENT/CAREGIVER NAME _____

RESIDENTIAL ADDRESS _____

PHONE NUMBER HOME _____

WORK/MOBILE _____

2ND PARENT/CAREGIVER NAME _____

RESIDENTIAL ADDRESS _____

PHONE NUMBER HOME _____

WORK/MOBILE _____

HOW DID YOU LEARN OF OLR KINDERGARTEN? _____

ATTENDANCE PREFERENCE (please tick 1 box only)

3 DAY 2 DAY

(Mon, Tues, Wed) (Thur, Fri)

(please note: indicating preference is not a guarantee of days offered - offers are made according to date of application)

Enclose: Birth Certificate (photocopy or Extract of Entry accepted)
\$15 Waiting List Fee (non-refundable) Cheque/Money Order/Online Deposit
OLR Kindy Bank Acc. Details: BSB 064152 Acc. 10111002
Receipt will be posted to you. Please contact the Kindergarten if you do not receive a receipt. Receipt must be retained to verify that your child's name has been entered onto the Waiting List.
NB. Payment of the Waiting List fee does NOT guarantee a placement

Post to: Enrolments Officer, OLR Kindergarten, PO Box 704, KENMORE QLD 4069

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|-------------|---------------------|-------------------|-------------------|
| Office Use: | Date Received _____ | Receipt No. _____ | Registered. _____ |
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OLR Kindergarten is a C&K Queensland affiliated kindergarten "Where children come first"

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

Our Lady of the Rosary Kindergarten: Enrolment Procedures & Policies

The OLR Kindergarten is affiliated with the Creche & Kindergarten Association of Queensland, and thus is required to implement waiting list policies as set by the Association.

- Priority is given to children who are 3 by the 30th June of the year prior to attendance, according to date of waiting list application.
- The Kindergarten offers 22 places in a three day group (Mon, Tues, Wed) and 22 places in a 2 day group (Thur, Fri)
- Kindergarten hours of operation are 9.00-2.30
- A receipt for your Waiting List Fee will be forwarded to you. Please retain this as proof of your child's name being entered onto the Waiting List.
- Placement of your child's name on the Waiting List and payment of the non-refundable \$15 Waiting List Fee does NOT guarantee a placement for your child.
- Parents are welcome to make an appointment to tour the Kindergarten facilities and meet with the Director to discuss the Kindergarten program.
- Please indicate if your child has special needs, this enables staff to plan appropriately for your child
- Offers of placements are made in August of the year prior to your child's attendance. Please contact the Kindergarten if you are going to be away during this time as you may miss out on a place if we are unable to contact you.
- It is the responsibility of the parents to notify the Kindergarten of any changes in contact details while their child's name is on the Waiting List. Please notify the Kindergarten if you wish to withdraw your child from the Waiting List.
- Parents will be contacted by phone if a position is available. This will be followed by a 'letter of offer'. To secure your child's position, an enrolment deposit must be received by the nominated date.
- When filling positions, children's names are taken strictly in the order they appear on the waiting list. Families will be offered their preference of days if available.
- Families who are unsuccessful in the first round of offers will be notified in due course if a position becomes available.
- Fees will vary slightly from year to year, however as a guide, OLR Kindergarten fees for 2010 are:
 - 3 Day group \$640.00 per term
 - 2 Day group \$445.00 per termNB. A fundraising levy also applies
- Once you have accepted a position at Our Lady of the Rosary Kindergarten, you will receive a detailed 'Parent Handbook' outlining all policies and procedures.
- As a community Kindergarten, parents are expected to participate by becoming a Management Committee Member/being involved in working bees/fundraising etc.

If you have any further queries, please contact the Kindergarten Ph. 37201777

Email address: director@olrkindergarten.org.au

Website: www.olrkindergarten.org.au

