



TREETOPS MONTESSORI SCHOOL

ABN 83 617 052 625

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Information about the Enrolment Procedure

1. On request, you are given an Information Package.
2. After reading the Information Package we ask that you take a tour of the school.
3. After you have taken a tour we will offer you an Application for Enrolment.
4. If you choose to proceed, please submit the Application for Enrolment to the office along with the Application Fee and a letter of introduction about your child and family.
5. You will then be sent a receipt and a letter of confirmation that your child's name has been placed on our waiting list.
6. When a place becomes available, you will be asked to attend a family interview with the Principal to ensure that the aspirations that you have for your child's education and our philosophy are aligned.
7. If the interview is successful, we will arrange a time for your child to attend an orientation session. In the Children's House this will be one morning, in the Primary this will be three full days and in the Middle School and Upper Secondary this will be one full week.
8. Upon completion of a successful orientation and interview we will allocate places, according to the enrolment priorities.
9. Should your child be offered a place, we will send you a letter stating the starting date, who your child's teacher will be and details about the required Enrolment Deposit and Fee. Included with the letter will be an "Acceptance of the Conditions of Enrolment" form and other relevant information.
10. To accept a place for your child, please return the "Acceptance of the Conditions of Enrolment" form, along with payment of the Enrolment Fee and Deposit, within seven days of place notification.
11. Once your child has commenced at Treetops we ask that you attend Busy Bees and arrange to participate in at least one observation session in your child's classroom.
12. We request that you pay all fees in a timely manner.