



ST MICHAEL'S PRIMARY SCHOOL, BAULKHAM HILLS

KINDERGARTEN ENROLMENT PROCEDURES TIMELINE

- **Main enrolment period – 1 March – 31 May 2018**
 - Enrolment forms:
 - Collect enrolment package from the school office; or
 - Download Enrolment form from the school's website <http://www.stmichaelsbhills.catholic.edu.au/enrolment>
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- **Open Morning Wednesday 14 March from 9.30 am to 10.45 am**
 - **Open Morning Wednesday 6 June from 9.30 am to 10.30 am**
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- **Lodge completed Enrolment form and documents** as soon as possible.
 - Documents required are listed in the Enrolment form. Please provide **photocopies** of the documents requested when you lodge your enrolment form. Bring the **originals** to the interview or at the time you lodged your application.
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- Once you have submitted the **Enrolment form and documents**, an appointment time will be made for you and your child to attend for an interview. These appointments will commence in March.
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- Your **Interview** will be held with the Principal (new families) or Assistant Principal/Executive Member (current families).
 - This appointment provides the school with the opportunity to meet you and your child in an informal way and gives you the opportunity to talk about your child, their needs and development.
 - Please bring any pre-school or medical reports (if applicable) with you to the interview.
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- If the interview is successful, you will receive a **Letter of Offer**.
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- To accept your place, please return the **Enrolment Acceptance together with \$100** deposit as soon as possible to complete the Enrolment Agreement and to secure your child's place for 2019.
 - The \$100 deposit will be credited towards the 2019 yearly St Michael's school activity fee.
 - Once you have accepted your child's place at St Michael's, you will receive a Confirmation letter.
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- **Kindergarten Parent information evening Monday 5 November 2018 – 7.00 pm** in the school hall.
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- **Kindergarten Orientation days** for your child – **Tuesday 13 and Thursday 15 November 2018**.
 - There are two groups for orientation:
 - Group 1 – Tue 9.30 am – 11.30 am and Thu 12.30 – 2.30 pm
 - Group 2 – Tue 12.30 pm – 2.30 pm and Thu 9.30 – 11.30 am
 - The Confirmation letter will outline which group your child has been placed in on each of these days.
 - Unfortunately, we cannot change the group or times that your child has been allocated to for Orientation.
 - Orientation days are for kindergarten enrolments only.
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- All formal communication, such as Letter of Offer and Confirmation will be posted to your postal address.
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