

Enrolment Information

Ficino School provides philosophically inspired education that promotes excellence and strength of character. The Preschool is the beginning of this vision from which children transition smoothly into Ficino School. The process for entry into Ficino Preschool is by application only. Siblings of families that attend Ficino School, along with families who enrol their children in the school, will have priority on the waiting list.

Application for Enrolment

Families wishing to enrol their children into Ficino Preschool will need to submit a completed **Application Form to the Ficino School Office**, along with payment of the non-refundable \$100.00 administration fee. **We encourage families to apply early to ensure a place for your child on our waiting list.**

Interview

Following receipt of the application, you and your child will be invited for an interview. Families of very young children will be given a future time frame of when they can anticipate being invited for an interview. The interview provides an opportunity for Preschool staff to learn more about each child in the informal and friendly setting of the Preschool. Also it is an opportunity for parents to find out more about the Preschool, so that there is a common understanding of and commitment to the unique educational philosophy. The interview will last about thirty minutes and will be with the Head Teacher or another senior staff member.

Acceptance Bond

Children are offered a place formally in writing. We advise parents at the earliest opportunity whether the application has been successful or not. To accept the offer, the \$500 acceptance bond must be paid, as detailed in the **Fees Schedule**. When your child leaves Ficino Preschool, the bond will either be transferred to Ficino School, or refunded in the month after your child finishes Ficino Preschool (less any payments owing).

Please note:

- Four weeks' notice is required for any change of booking or holiday.
- If you withdraw your child without giving the required three months' notice in writing to the Head Teacher, the bond will be forfeited.

Enrolment Agreement

Upon receiving a **Letter of Acceptance and payment of the Acceptance Bond**, families may then progress to the next stage of the enrolment process by completion of the **Enrolment Agreement Form**, the original copy of which should be returned to the Ficino School Office with the necessary documentation attached.

Please note that the Enrolment Agreement Form must be completed and the original copy returned prior to your child's first day of attendance.

Familiarisation visits

Closer to the child's actual start date, families will be contacted to arrange suitable days and times to accompany their children for familiarisation visits. These visits support a smooth transition/induction into Ficino Preschool for both children and their families. During these visits we encourage you to take some time to read a copy of our policies and procedures held in the Preschool. You will receive a parent information booklet and other relevant material in preparation for starting Preschool.

Philosophically inspired education for boys & girls aged 3-5 years