



## ADMISSION PROCEDURES

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Dear Parents,

Welcome to the White Lodge Family! We look forward to working in partnership with you in providing the best possible care and education for your children. We have listed some simple guidelines to help you with the admission process.

### Admission Procedures

1. Visit White Lodge Kindergarten and collect an information pack.
2. Book a trial date and do a free one (1) hour trial session.
3. Where applicable, a \$150.00 non-refundable fee will be collected to enter your child into our wait list.
4. If you are interested, book the school days for your child and send an email/fax to confirm.
5. Each child will have to do two (2) free one-hour orientation sessions accompanied by a parent before starting school.
6. The first school day will be an hour from 9.30 am to 10.30 am. We recommend that you check with the Principal on how your child is coping after the second school day. Thereafter, parents and teachers can deliberate on the school hours, and eventually you can decide on whether you wish to enrol your child in the full three (3) hour or five (5) hour programmes.

Once the placement is confirmed, please submit the following necessary paperwork to the Principal's Office:

- Enrolment Form
- Bus Form (where applicable)
- Payment of programme, registration, administration & insurance fees
- Letters of recommendation is required from speech therapists, psychologists, or other therapists your child is consulting with for a placement in our integration programme.

All children will need to have an extra change of clothes, diapers, wet wipes and a sun hat packed into their bags daily. Parents are encouraged to bring snacks for their children. A packed lunch is to be brought if your child attends the full-day programme.

Each child will be given a School Diary for communication between parents and teachers. A weekly scope will be sent via email updating parents on the school activities every Friday. At the end of terms two and four in June and December respectively, there will be a Parent-Teacher Meeting, where each child's portfolio will be shared with the parents. Parents are encouraged to participate in all school events and celebrations.

Yours sincerely,  
Jayne Nadarajoo & Ganesh Kanapathy  
Directors