

Melbourne Montessori School Junior School offers a wide variety of programs catering for children from 1-12 years.

**STUDENT ENROLMENT APPLICATION FORM.**

**Programs: Parent Toddler, Early Learners, and Cycles 1-3.**

Please note this is not an enrolment application for our Senior School.

**Parent Toddler and Early Learners Program**

**Cycles One, Two and Three.**

The Parent Toddler Group, Early Learners Program and Cycle 1 classes are conducted at the Brighton East campus.

The Cycles 2 and 3 classes take place at the Caulfield campus.

Please complete all sections of the Student Enrolment Application Form and return to School along with:

1. **A copy of your child’s Birth Certificate,**
2. **Latest school report for children applying for Cycle Two or Three.**
3. **Current Immunisation Certificate (mandatory requirement as of 1 January 2016)**
4. **Payment of the non-refundable Application Fee of $200.**

Applications will not be accepted without all the above. **Please do not submit photographed copies of application forms.**

While this enrolment application is a requirement of entry into the School, it is not a guarantee of admission.

Your child will be entered in our Enrolment Register and at the appropriate time, prior to the indicated time of entry, parents will be contacted. Students entering Cycles 1-3 will be required to attend a pre-enrolment interview with the Principal. Following the interview, a formal offer of a place will be made and must be accepted within 14 days, along with payment of the Acceptance fee of $2000

Enrolment into the Parent Toddler Group or Early Learners Program will only be confirmed prior to the commencement of each School term, as enrolment in these programs is on a termly basis.

When there are no longer any places available, applicants will be placed on a Waiting List and contacted when a vacancy occurs, this may be at any time in the course of a school year.

Please indicate your preferred program and year of entry, more than one program may be selected.

Parent Toddler 🞎 2020 🞎 2021

Early Learners 🞎 2020 🞎 2021 🞎 2022

Cycle 1 🞎 2020 🞎 2021 🞎 2022 🞎 2023

Cycle 2 🞎 2020 🞎 2021 🞎 2022 🞎 2023

Cycle 3 🞎 2020 🞎 2021 🞎 2022 🞎 2023

|  |  |
| --- | --- |
| Child’s First Name: | Child’s Last Name: |
| Date of Birth: | Gender: Male / Female  |

|  |  |
| --- | --- |
| **Parent/Guardian 1** | **Parent/Guardian 2** |
| Name | Name |
| Address | Address |
| Mobile Phone: | Mobile Phone: |
| E-mail | E-mail |
| Occupation: | Occupation: |
| Gender M / F | Gender M / F |
| Relationship to child: | Relationship to child: |
| Primary Fee Payer: Yes / No \_\_\_\_\_% of fees. | Primary Fee Payer: Yes / No \_\_\_\_\_% of fees. |

**What previous school/pre-school/childcare has your child had**?

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**Current school:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VSN number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Language(s) spoken at home**

**Does your child have any family association with Melbourne Montessori School? Please circle yes / no.**

**If yes, please provide details**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What prompted you to enrol your child at our school? (Please tick appropriate boxes)**

1. **🞎** excellent reputation of the school 4. **🞎** entry to all, regardless of ability or background

1. **🞎** continuing the family tradition 5. **🞎** Montessori
2. **🞎** academic excellence 6. **🞎** proximity to home

 7. **🞎** other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARATION

My signature below indicates that I have read and understand the Terms of Business and Tuition Fee Schedule and agree to abide by these and any regulations in force at the School. I agree to pay promptly all fees and other money due to the School in respect of the child enrolled. I certify that the information given herein by me is true and correct.

**I enclose $200, the non-refundable Application Fee and attach a copy of my child’s birth certificate, immunization certificate and current school report.**

This Application requires the signature of both parents. If both signatures are not appended, the circumstances should be indicated. If parents are divorced or separated only one signature is required with proof of sole custodianship or residency order.

Cheques/Money Orders should be made payable to “Melbourne Montessori School” and forwarded to the Accounts Department of the School.

**Electronic Bank Transfer** – Melbourne Montessori School - Commonwealth bank account.

 **BSB Number** 063-145 / **Account Number** 10380746

**Please: (a) identify your payment by using your child’s full name as a reference, and**

**(b) write the electronic receipt number provided by your bank in the space below**

**Your bank’s receipt number is: …………………………………………………………………………**

|  |  |
| --- | --- |
| Parent 1/Guardian signature: | Date |
| Parent 2 /Guardian signature: | Date |

**PLEASE RETURN to Melbourne Montessori School by either Post or Email:**

1. Completed Application Form
2. School report.
3. Photocopy of Birth Certificate, Extract of Entry or Passport
4. Immunization Certificate
5. Non-refundable Application Fee of $200.00

**To:** Post: Melbourne Montessori School, 741 Hawthorn Road, Brighton East, Vic 3187

 Email: enrolments@mms.vic.edu.au

### Office Use Only:

Enrolment Application Form Payment Method:

* Amount Received $200.00: Date Received:
* Date of birth certificate received
* Immunisation certificate received