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ENROLMENT PROCEDURE INFORMATION FOR PARENTS

1. An initial enquiry will provide parents with:
 - a) Enrolment Enquiry and Waiting list Form
 - b) Enrolment procedure information
 - c) Fee sheet
 - d) Primary School Parent Handbook and/or Kindy Parent Handbook
2. Optional visit to the School or Kindy Orientation morning
3. Interview arranged with the family (parent and child/ren) and Class Teacher(s) with the purpose to:
 - a) enable the family to meet with the teacher
 - b) ensure parents are fully aware of the characteristics of Steiner Education in general and Rainbow Ridge School in particular
 - c) enable parents to gauge whether the school is appropriate for their child/ren
 - d) determine if Rainbow Ridge School can meet the needs of the child/ren
 - e) inform parents of the administrative requirements in the enrolment process
 - f) discuss the Parent Information Handbook(s) and provide opportunities for the parent to ask questions for clarifications
 - g) Inform parents of the enrolment trial period
4. The interviewing teacher takes recommendation for the enrolment to the College of Teachers for consideration.
5. Contact might be established with the previous school(s) and/or teacher(s) to follow up/clarify information provided by the parents. Should new issues arise, a follow up interview may be requested. In the case of any outstanding fees to other schools the school may not accept an application until previous debts are cleared.
6. The teacher or office staff will contact applicants about the College of Teachers decision regarding the enrolment within two weeks of the interview.
7. Return the signed and completed Enrolment Information and Payment Contract and the Enrolment Form (Child).
8. Teacher will arrange child's first day at school and the first term (3 months) trial will commence.
9. In the case of enrolments from class 4 and onwards the trial period will be 6 months.