



## Waiting List, Enrolment and Interview Information

### Waiting List

1. Being included on our waiting list does NOT guarantee a position.
2. All waiting list placements must be completed on the correct form. These will not be taken over the phone.
3. Upon completion of the application form, a non-refundable deposit of \$30 is to be paid via bank transfer to the following details:

Buderim Community Kindergarten and Preschool Assoc INC

National Australia Bank

BSB – 084 567

Account - 430 743 330

Reference: Surname & Item Description eg. Stephen's Waitlist Fee

4. No unborn child will be placed on the waiting list.
5. A newborn child cannot be placed on the waiting list until the 1<sup>st</sup> of July after their birth.
6. It is your responsibility to advise the Kindergarten of a new or changed contact number for example, home, work or a relative. If you fail to do so and you are not contactable by phone, you will lose your place and we will continue down the waiting list.
7. Names will be taken from the waiting list in strict accordance with the child's date of placement on the waiting list.
8. If, for any reason, your child may need special assistance, for example, special facilities, special equipment or additional support staff, notify the Centre as soon as possible so that the Centre can plan for facilities and/or apply for funding to best meet the needs of your child.

PLEASE NOTE; This information is required to assist the Centre in long term planning for the successful inclusion of the child with additional needs. The information obtained WILL NOT be used to deny or delay enrolment of the child involved. At the same time, there is no guarantee of enrolment.

### Enrolment and Interview Process:

1. Individual families will be contacted by phone for an offer of a placement.
2. Families who are accepted will be sent an email confirming the offer as well as an invoice requesting payment of our Enrolment Fee and Bond to secure your child's enrolment.
3. If admin, are unable to make contact with your family; 2 attempts will be made by phone, then an email will be sent. Families will be given 5 business days to respond from the first phone call, after this no further attempts will be made.
4. Later, staff will contact each family to arrange an interview date, prior to which families will be given an enrolment pack to read and have completed for the interview.

**Please email completed waitlist applications to [admin@buderimkindy.com.au](mailto:admin@buderimkindy.com.au)**