

**Enrolment Information Sheet**

**Our Philosophy**

We are here to nurture your children’s desire to learn and to help with the important work of guiding your child’s intellectual, emotional and physical development.

The children at The Chinchilla Community Kindergarten are encouraged to explore, investigate and fulfil their natural curiosity about the world around them.

 At the Chinchilla Community Kindergarten, children develop at their own pace and learn that school can be an adventure – one that inspires a lifetime of discovery.

**Our Staff**

Our staff at the Chinchilla Community Kindergarten are chosen for their commitment to their profession and our philosophy. Our teaching staff plans developmentally appropriate programs using the Queensland kindergarten learning guideline (QKLG).

Educational Leader/Director: Mrs Sarah Waters (Director)

Mrs Kate Offner (Educational Leader)

Teachers: Mrs Kate Offner (M,T,alt.W)

Mrs Sarah Waters (M,T,alt.W)

Mrs Lisa Carlin (alt. W, Th, Fri)

Teacher Assistants: Mrs Melissa Brown

Miss Georgia Walsh

Trainee Assistant: Miss Sophie McNally

Administration Officer: Mrs Nicole Walsh

**Enrolling Your Child**

Initial enrolment forms must be filled out and an enrolment fee of $50 paid before your child will be considered for the position. The Chinchilla Community Kindergarten works on the theory of ‘first in best dressed,’ therefore each enrolment is entered in one after another according to the time of enrolment. This fee is an **ENROLMENT fee only** and is not considered a reduction off fees.

**PLEASE NOTE:** We need a **COPY of BIRTH CERTIFICATE**, **IMMUNISATION STATUS** (from your My Gov account or from Medicare), this form **PLUS THE $50 ENROLMENT FEE BEFORE** the enrolment is processed.

Pre-admission interviews and an orientation day will then be conducted by the Director. This will allow you and your child the opportunity to be shown around the Kindergarten and meet staff.

The Kindergarten is open from Monday to Friday for school terms only. Staff are generally at the Kindergarten between the hours of 8.00am and 3.30pm. It is asked that if you need to speak to the staff, please be considerate of class times.

If you need to cancel your child’s enrolment, please let the Director know as soon as possible.

**Classes**

The Kindergarten offers two groups of 22 children all of whom will turn four years of age by June 30th in the year they attend.

Group One attends a five day fortnight including Monday, Tuesday and alternate Wednesdays. Sessions commence at 8:50am and end at 2.50pm daily.

Group Two also attends a five day fortnight including alternate Wednesday, Thursday and Friday each week. Sessions commence at 8:50am and ends at 2.50pm daily.

Please also note the Kindergarten operates only during QLD Government *school terms*.

**Fees**

Fees are calculated for all sessions to be attended in the term (taking into consideration public holidays etc.) Fees will be charged at $31.00 in 2020. No further amount will be added.

 There is a concession available for pension and healthcare cardholders. Each term fees must be paid in full, two weeks before the end of term. Any ongoing, outstanding fees will be directed to the Crèche and Kindergarten Associations Debt Collecting Service.

The Kindergarten’s Administration Officer, Nicole Walsh will be in the office Monday, Tuesday, Wednesday and Friday, 9.00am-3pm for parents to pay fees and ask questions.

Direct Deposit Details for Enrolment of $50.00 are:

**Account Information**

**Chinchilla Community Kindergarten Association Inc**

**BSB: 084602**

**Account Number: 508672975**

**Please remember to put your child’s name as a reference on the transaction.**