



17 Fred Verseput Ave, Halfway Gardens, Midrand

Tel: (011) 805-4744 CC 2005/001392/23

APPLICATION POLICY

General Information

Please ensure that you have read through the school Prospectus and that you've familiarised yourself with the Montessori philosophy, principles and methodologies. Before submitting the attached Application Form and required documents, we strongly recommend that you make an appointment to attend a tour of the school as well. This should be arranged by e-mailing the principal at bbpreschool@gmail.com.

Requirements

Once you are certain that this is your preschool of choice, please complete the attached documents and return these along with the following documents:

- A completed and signed Application Form
- An ID size photograph of the child, attached to the Application Form
- A completed and signed Application Agreement Form
- A copy of both parents ID books
- A copy of the child's vaccination card
- A copy of the child's birth certificate
- A copy of the child's previous school report, where applicable
- Application fee of R700 in cash

We cannot proceed with an Application until all of the above have been received. Please note that the Application fee is non-refundable, except when the Enrolment Committee rejects an applicant.

* Parents are strongly advised to submit the Application Form as early as possible as the application date is a factor in establishing priority in the event of a shortage of places.

* It is important that younger siblings are also enrolled as soon as possible.

Assessment and Interview

If there is a position available, the family will be invited for an assessment and interview. The interview is held with both parents/caregivers and the Brighter Beginnings Preschool (BBPS) Enrolment Committee. This is a chance for both the parents/caregivers and the school to explore expectations and suitability. The Enrolment Committee considers a number of factors but the key considerations are the suitability of the child to the Montessori environment, level of family commitment to the Montessori Philosophy, and welfare of the school.

The school reserves the Right of Admission.

Parents will be notified of the results of their application in the week following the assessment. If the application has been successful, parents must notify the school in writing of their intention to accept the place within 7 days. Upon acceptance of a place, a deposit (as per the fee structure) will be payable within 14 days.

Allocation of Places

The Enrolment Committee reserves the right to make enquiries necessary to obtain information which may assist it to reach a decision in any particular case. All information will remain confidential. Acceptance into the school remains at the discretion of the Enrolment Committee.

Preference is given to siblings of a pupil already at BBPS, or a sibling of a past pupil of BBPS.

Waiting list

A child's name may be placed on the waiting list at any time. From time to time we will contact families to request confirmation of their intention to remain on the waiting list. Please inform the school in writing if you should decide to remove your child's name from the waiting list.

False Statements

If the Enrolment Committee discovers that an application contains false information, the Enrolment Committee may reverse the enrolment decision to accept a child. In this circumstance, the application fee and deposit, if already paid, will be forfeited.

Examples of false information are:

- Failure to disclose all information regarding a child's behaviour and special needs (educational/behavioural) at the time of application and interview, or failure to disclose a change in circumstances following application and assessment.
(this is not intended to be a complete list)

The onus is on the applicant to notify the school of any changes to any information supplied to the Enrolment Committee during the application, assessment or enrolment process.

Selection Criteria and Process

Only children aged 20 months to 32 months will be considered for the Toddler class and may still be in nappies.

Preschool children must be aged 33 months to six years and be fully toilet trained. Preference is given to younger children as it is important that they complete the three year work cycle to adequately prepare them for Primary school.

When selecting children for places at BBPS, we intend to enrol those children whose families we consider will be most suited to the Montessori environment.