



Rockingham Montessori School Incorporated  
ABN: 68 115 270 695

**POLICY TITLE:** Enrolment Policy and Procedure

**BOARD APPROVAL DATE:** February 2020

**SIGNED BY CHAIR:**

**BOARD REVIEW DATE:** February 2023

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**OVERVIEW:**

Rockingham Montessori School, offers places, where vacancies occur to support mixed aged groupings and the developmental periods of the child. Rockingham Montessori School has a responsibility to Staff and the community to fill any vacancies with suitable new students. This Policy has been formulated to clearly define the process to be taken by both the prospective family and the School staff.

**PRINCIPLES: GUIDELINES:**

1. During each term the Principal will review the movement between classes to determine how many enrolments are needed to cover any students who may transition to the next level or who may be leaving. The Principal will determine the number of places available.
2. Children are eligible for admission following their third birthday, subject to staff assessment of their readiness and the availability of places. The School practices staggered entry for the benefit of the children. The actual time of entry is at the discretion of the Principal and the Classroom Teacher.
3. Selection Criteria:

**Children's House Children:**

The Principal will decide to whom places will be offered based on the following selection criteria:

- Age balance within the classroom
- Position on the waiting list. Preference given according to the following factors, in order:
  - o Sibling status
  - o Whether the child attended the Rockingham Montessori Infant Toddler Program or another Montessori Playgroup
  - o Whether the child is transferring from another Montessori School
- Children who are not siblings, Infant Toddler participants or Montessori transfers will be considered in respect of length of time on the waiting list

- Commitment of the family to the Montessori Philosophy and the School's mission statement
- Children returning to RMS will be reviewed with the above criteria in mind

#### **Lower Primary Children:**

The Principal will determine, in consultation with the Class Teacher/s, whether it is appropriate to offer places for children at this level.

Places will be offered based on the following selection criteria:

- Sibling status
- Transferring from another Montessori School
- Commitment/involvement of parents
- Children returning to RMS

#### **Upper Primary Children:**

The Principal will determine, in consultation with the Class Teacher, whether it is appropriate to offer places for children at this level.

Places will be offered as per the selection criteria for Lower Primary children.

Children who have not been enrolled in a Montessori school previously, and who are nine years old or over, will be offered a place at the Principal's discretion and will be given an extended trial period.

#### **4. Conditions of Acceptance of Place:**

Offers of placement must be accepted within 14 days by returning the Enrolment Agreement and Admission Fees (Enrolment Fee and Enrolment Deposit Bond).

The School strongly encourages each child to complete the (3 year) cycle at which he/she enters. Withdrawing a child before the completion of the program may upset the child's educational development and disturb the age balance in the class, creating a gap which is difficult to fill. This position is supported by the Bond Deposit policy, which states that families will not be refunded the Bond Deposit should the child be withdrawn from the School prior to the completion of six full terms at the school.

The School expects that parents demonstrate a commitment to the Montessori philosophy and operation of the School. Parents are expected to attend Parent Education Evenings organised by the teaching staff.

Parents are encouraged to participate in fundraising activities and Busy Bees.

Returning families will be considered as new families with regard to bonds, fees, etc.

## **5. Timing of Entry**

The School adheres to the Montessori principle of staggered entry to enable maximum attention to be given to each new child in the class and to assist the children to adjust to their new environment. Commencement dates are determined and notified by the Class Teachers.

## **6. Transfers**

Once children have commenced in a class at the School, they will not be transferred to another class. (Exceptional circumstances may be considered at the discretion of the Principal).

## **7. Deferrals**

Requests by parents for deferred entry are generally not granted, but each case will be considered on its merits. Requests for deferred entry must be made in writing to the Principal.

The School may, however, advise a deferred start. In this case a place will be held without the imposition of fees until the entry date given by the Principal.

### **PROCEDURES:**

1. A family makes an enquiry and is issued with an Information and Application Pack by the Administration Officer. This pack will contain:
  - o Application for Admission Form
  - o Fee Schedule
  - o Playgroup Flyer and/or Adolescent Program Prospectus,
  - o Rockingham Montessori Information Pack
2. The Application for Admission Form and Application Fee is returned and received by the Administration Officer.
  - The Administration Officer records the child's details in MAZE (The schools computer package). Their status being defined as "Future Student" and their name added to the Waiting List.
  - The Administration Officer will receipt the Application Fee.
3. An acknowledgement email and receipt is forwarded to the family by the Administration Officer, notifying them that their application was received and their child is now on the Waiting List (Appendix 3).
4. The Waiting List, through MAZE, will be updated as each new application is received.
5. When a place becomes available an interview with the Principal will occur and the completion of the enrolment interview form will be completed. Parents will be advised at this interview that an observation in the child's future classroom is favorable. This observation helps to enhance an awareness of Montessori methods of teaching, and enhance the family's understanding of the School. Appointments to attend an observation are available via the school administration. A letter will then be sent to the prospective family by the Principal, inviting them to attend an

orientation interview with the Class Teacher (Appendix 4). Following the interview and the successful completion of at least two classroom visits by the child, the Class Teacher will advise the Principal by completion of a Notice of Placement Form (Appendix 5).

6. The Principal may then send an Offer of Placement (Appendix 6) and Enrolment Agreement (Appendix 7) to the family detailing an anticipated start date and other relevant details. A School Handbook will be forwarded with the Offer of Placement letter.

A copy of this letter will be forwarded to:

- The Class Teacher
- Kept in the Childs record file

This process will be recorded by the Administration Officer on MAZE.

7. The Offer of Placement is confirmed upon receipt of all paperwork and the payment of the Admission Fees. The Administration Officer will update MAZE accordingly and advise the classroom teacher via completion of a Notice of Placement Form (Appendix 5) when this has occurred.
8. Once a child has been accepted into the School, the Administration Officer will compile a file for the child. This file will contain the following:
  - Application Form
  - The Original Health Form
  - Enrolment Agreement
  - Copy of Birth Certificate
  - Copy of Immunisation Record
  - Any past school reports, if applicable
  - Withdrawal Declaration
9. Before the commencement of Lower and Upper Primary children, several visits by the student to their newly enrolled class are required. The duration of these visits will be determined by the Class Teacher and Principal.
10. Monthly reports of the Waiting List and existing class sizes (age specific) will be generated through MAZE by the Administration Officer and will be provided to the Principal. The Principal will forward this information to the School Board.
11. The Enrolment Procedure Checklist (Appendix 9) will be utilised at all stages of the enrolment procedure to track a child's application status by recording the following:
  - Enrolment Information Pack sent
  - Enrolment Application Form received
  - Acknowledgement letter and receipt sent
  - Child on waiting list
  - Invitation to attend interview
  - Interview completed
  - Visits to classroom completed

- Offer of Placement sent
- Enrolment Agreement and Admission Fees received
- Withdrawal Declaration received

## RESPONSIBILITIES

### 1. The Principal is responsible for:

- Reviewing class movements to determine number of places available each term
- Determining which children will be offered places in line with the policy selection criteria
- Maintaining the Waiting List
- Inviting a prospective family to attend an enrolment interview and liaising with class teacher re: same
- Arranging orientation and trial visiting dates for newly enrolled children

### 2. The Class Teacher is responsible for:

- Conducting Orientation interviews
- Notifying the Principal once enrolment interviews and classroom visits have been successfully completed (using the Notice of Placement Form)
- Accepting the child to the classroom only on receipt of an Authority to Accept a Child Form

### 3. The Administration Officer is responsible for:

- Compiling Enrolment Information Packs
- Sending Offer of Placement letters and School Handbooks to successful children, and forward copies of these letters to the class teacher
- Sending Enrolment Information Packs to prospective families
- Receiving the Enrolment Admission Forms
- Entering child's admission information into MAZE and recording the child on the Waiting List
- Generate monthly reports of the waiting list and existing class sizes and distribute to Principal.
- Forwarding the Enrolment Application Fee to the Finance Officer
- Receipting the Enrolment Application Fee
- Invoicing Admission fees
- Welcoming 'drop by' enquiries to the School
- Compiling Handbooks
- Compile child's file on acceptance to the School
- Receipting the Admission fees and recording receipt of these fees on MAZE
- Notifying class teachers when a child's enrolment documentation and fees are paid via a Notice of Placement Form

## **APPENDICES**

1. Application for Admission Form Primary School
2. Application for Admission Form Adolescent Program
3. Fee Schedule for current year
4. Acknowledgement Letter
5. Orientation and Visit Date Letter
6. Notice of Placement Form
7. Offer of Placement
8. Enrolment Agreement
9. Withdrawal Declaration
10. Fee Agreement for current year
11. Enrolment Procedure checklist

## **RELATED AND SOURCE DOCUMENTS:**

1. Fee Policy and Schedule
2. Bond Deposit Policy
3. Transition Policy

## APPLICATION FOR ADMISSION

Student Surname: \_\_\_\_\_

Given Name's: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: ☐ Male ☐ Female

Country of Birth: \_\_\_\_\_

☐ Australian Citizen

☐ Australian Resident

☐ Other

Has your child previously attended a Montessori School or Playgroup? ☐ Yes ☐ No

If Yes, which Playgroup? \_\_\_\_\_

Current Home Address: \_\_\_\_\_

Current School: \_\_\_\_\_

Siblings:

Name

Age

Name

Age

### Parent/Guardian Details

*Parent Guardian One*

*Parent Guardian Two*

Name & Surname: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

***I declare that this information is true and agree with the conditions of the application procedure (see back page)***

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**In order for this application to be processed a copy of the child's Birth Certificate, Immunisation form and Visa (if applicable) needs to be attached, along with the \$110.00**

SCHOOL BANK DETAILS  
BSB: 036 074 Acct: 673288

Rockingham Montessori School Inc. • ABN 68 115 270 695  
7 Attwood Way, Rockingham WA 6168 • P 9528 2118 •  
reception@rms.wa.edu.au • www.rms.wa.edu.au

OFFICE USE ONLY:

Date the following received: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ \$110.00 Paid

☐ Copy of Birth Certificate

☐ Copy of Immunisation form

☐ Copy of Visa

☐ Entered

### **Interpretation:**

*In these Conditions except where the context indicates to the contrary: (a) the word 'parent' includes 'legal guardian', (b) the singular includes the plural and vice versa, (c) the word 'school' means "The Rockingham Montessori School", (d) 'The School Board' means the governing body of the school at that time.*

### **Agreement by Parents or Legal Guardians:**

1. I/we the parent(s)/legal guardian(s) of the student named above acknowledge having read the conditions on this page and on the reverse side of this form and agree to be bound by them as well as any other conditions which may be in force at the school, together with the Constitution and Rules of the school, whether or not I/we have received written notice thereof. Where there is more than one parent set out above we also acknowledge that we are jointly liable to pay all fees which become due and payable to the school in respect of the student named above in this enrolment.
2. I/we agree that my/our child or ward may participate in organised activities, excursions, sports and games organised by the school and I/we further agree that neither the school, its officers, servants nor volunteer helpers shall be liable in any way for any injury or damage sustained by my/our child or ward in the course of, or arising out of, any such activities, excursions, sports or games, howsoever caused or incurred or sustained. I/we acknowledge that my/our child will, at all times, be in the care of teaching staff.
3. I/we further agree that where my/our child or ward requires medical attention, or by reason of any emergency concerning my/our child or ward the school may, by its officers, servants, or agents obtain medical assistance from a duly qualified medical practitioner or health professional for my/our child and I/we duly authorise the school, any teacher employed by the school or, in the absence of either, any parent volunteer on duty at the school to take such steps and do all such things as are in her/his opinion necessary and reasonable in respect of my/our child and we further agree that any costs incurred by the school in respect thereof shall be charged to me/us and will be paid to the school by me/us.

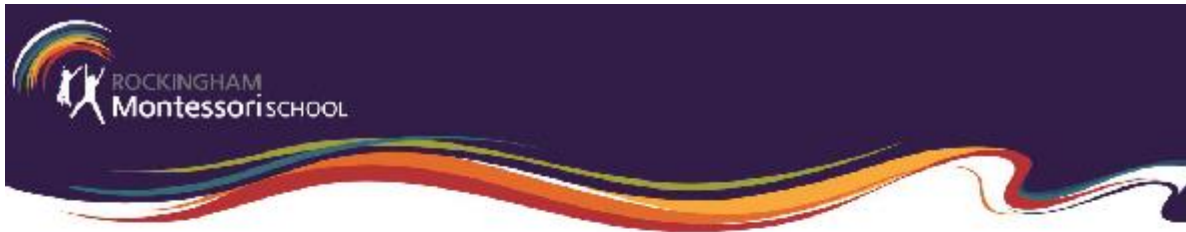
#### **Fee Structure:**

1. The fees payable to the school for each student in respect of each term are payable prior to the commencement of each term, unless other arrangements are made with the School.
2. No remission or refund of fees shall be made should a student be absent from, or not able to attend, School for any reason.
3. Should a parent default in the payment of monies due to the School when such monies are or become due for payment, then all monies payable to the School shall immediately thereupon become due and payable to the School without the requirement for demand thereof. If any such monies are not paid by the parent responsible for payment thereof within seven days of the date upon which they become payable as aforesaid, the School Board may, at its discretion, terminate the enrolment of the student without prejudice to any of its other rights or remedies. Furthermore, the School shall be entitled to charge interest on any such monies at a rate of 15% per annum from the date upon which the said monies become payable until the date of actual payment.
4. A parent whose child is enrolled at the School shall pay such an amount by way of school fees, tuition fee and other fees or levies as determined by the School Board.
5. Notwithstanding as set out in these Conditions the School Board may terminate the enrolment of any student where the fees or levies payable in respect of that student remain outstanding for a period in excess of one full school term. Furthermore, the School Board in its discretion may impose up to one term's fees additional penalty in lieu of notice by the parent (see Condition 6).
6. A parent may terminate the enrolment of a student at the School providing that parent gives the School no less than one full term's notice, in writing, of intention to terminate that enrolment. This will be dated from the receipt date of the written notice by either a member of the School Board or the Principal. Where the proper notice to terminate a student's enrolment is not given as aforesaid, the School Board, in its discretion, may charge or require the parent to pay to the School an amount not to exceed one full term's fees in respect of the student, in lieu of such notice. No remission or refund of fees shall be made or given by the School should a student's enrolment be terminated before the end of a school term.
7. Any expenses, costs and disbursements incurred by the School, or which the School otherwise becomes liable to pay, in recovering or seeking to recover any monies outstanding and owed to the School by any parent whether in respect of the enrolment of a student at the School or otherwise, including postage charges, debt collection agency fees, solicitor's costs and court fees and charges, shall be payable by the parent in respect of whom such expenses, costs and disbursements are incurred and shall form part of the monies payable by such parent.

#### **I/we agree as follows**

- a) I/we shall give written notice to the School of any change in my/our residential address or contract address as notified to the school and the contact address of the student whose details appear in the Agreement within seven days of moving to that new address.
- b) I/we shall ensure that my/our-enrolled child understands and complies with the Rules of Behavior of the School.
- c) I/we shall report to the Principal or School Board any damage done or loss occasioned by my/our child to any property of the School, and I/we shall pay to the School the cost of repairing any such damage.
- d) That this Agreement shall be of full force and effect and operate from the date upon which it is accepted by and on behalf of the School. Unless otherwise negotiated between the School and the parents, enrolment of the child commences upon the date of acceptance of this application by the School Board.





**Adolescent Program**  
**Application for Enrolment**

Name \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

The Adolescent Community of Rockingham Montessori School accepts students from 12 years through 15 years throughout the calendar year and students 16 to 17 years commencing in January. Upon receipt of a complete application, we will schedule a visit and interview. Following this a trial period may be arranged for the child to enter the program, this is based on availability of placements. Acceptance into the program will be finalised upon completion of an Enrolment Form and payment of the Enrolment Fee and Bond.

We encourage you to complete the process as early as possible as placements are taken from our wait list on a first come first served basis.

Rockingham Montessori School Offers a comprehensive educational program for children aged 1 year – 18 years of age. Students aged 12 years and above are accepted into the Adolescent Program based on the student and family having a solid understanding and commitment to the Montessori Philosophy.

To be placed on the Adolescent Program waitlist it is a requirement that all forms and relevant documents are included in the Application for Enrolment.

**All forms, from all parties, should be mailed or emailed directly to:**

**Admissions**

Rockingham Montessori School

7 Attwood Way

Rockingham WA 6168

or

[reception@rms.wa.edu.au](mailto:reception@rms.wa.edu.au)

Provide your name on the Transcript Request and School Principal/Director Teacher Recommendation forms (print two copies; one for the Principal/Director and the second for a Math, Science, English or primary school teacher) and submit them to the appropriate person. Please supply these persons with a stamped envelope addressed to Admissions.

**# PLEASE INCLUDE THIS CHECKLIST WHEN SUBMITTING FORMS**

### Checklist

		Page
<input type="checkbox"/>	Application Forms	1-5
<input type="checkbox"/>	Parent Recommendations (one for each parent/guardian to complete)	7-10
<input type="checkbox"/>	Student Questions and Essays	11-12
<input type="checkbox"/>	Application Fee of \$110 AUD (non-refundable)	5
<input type="checkbox"/>	Copy of Birth Certificate	5
<input type="checkbox"/>	Copy of up to date Immunisations	5
<input type="checkbox"/>	Past school Reports	5
<input type="checkbox"/>	Transcript Request, School Teacher/Principal recommendation	13-15

## General Information

Application for enrolment in School Year \_\_\_\_\_

### Student Information

Student Surname: \_\_\_\_\_

Given Name's: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: ☐ Male ☐ Female

Country of Birth: \_\_\_\_\_

Town: \_\_\_\_\_

☐ Australian Citizen

☐ Australian Resident

☐ Other

Current Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Siblings: \_\_\_\_\_

Name

Age

Name

Age

Current School: \_\_\_\_\_

Current Year Level: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Post Code: \_\_\_\_\_

Name of Principal or Director: \_\_\_\_\_

### Montessori Experience

School Name: \_\_\_\_\_

Year Level/Cycle: \_\_\_\_\_

### Other Schools Attended in the Past Three Years

School Name: \_\_\_\_\_

Year Level/Cycle: \_\_\_\_\_

### General Information (Continued)

#### Parent/Guardian Details

	Mother Parent/ Guardian One	Father Parent/ Guardian Two
Name & Surname:		
Business Phone:		
Home Phone:		
Mobile Phone:		
Email Address:		
Occupation:		
Workplace:		

#### Check if Appropriate:

#### Student lives with:

<input type="checkbox"/> Mother Deceased	<input type="checkbox"/> Mother
<input type="checkbox"/> Father Deceased	<input type="checkbox"/> Father
<input type="checkbox"/> Parents Divorced	<input type="checkbox"/> Both
<input type="checkbox"/> Parents Separated	<input type="checkbox"/> Other please specify:

Name(s) of Step parents if applicable:

Rockingham Montessori does not discriminate on the basis of gender, race, creed, ethnic or national origin, religion, disability, age or sexual orientation in its admissions or any other education policies.

## Parent/Guardian Consent

I/We do hereby attest that the information contained in this application is true and accurate to the best of my/our knowledge. I/We further acknowledge that the submission of this application permits Rockingham Montessori School to review transcripts, test score, evaluations, and recommendations about the applicant in the determination of admission. I/We hereby certify that I/we will notify Rockingham Montessori School if I/we wish to withdraw this application and halt the review process.

Childs Name: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(If the child is in the custody of only one parent, only that parent's signature is required on this form and on all forms throughout the application.)

**In order for this application to be processed a copy of the child's Previous School Report, Birth Certificate, Immunisation form and Visa (if applicable) needs to be attached, along with the \$110.00 Application Fee**

**SCHOOL BANK DETAILS**  
BSB: 036074 Acc: 673288

Rockingham Montessori School Inc. • ABN 68 115 270 695  
7 Attwood Way, Rockingham WA 6168 • Ph 9528 2118 •  
reception@rms.wa.edu.au • www.rms.wa.edu.au

OFFICE USE ONLY:		Date the following received: ____/____/____	
<input type="checkbox"/> \$110.00 Paid	<input type="checkbox"/> Copy of Birth Certificate	<input type="checkbox"/> Copy of Immunisation form	<input type="checkbox"/> Copy of Visa <input type="checkbox"/> Entered

### PARENT GUARDIAN RECOMMENDATION

The Adolescent Program of Rockingham Montessori School provides a unique opportunity for study and work. Though guided by professional and trained adults, students will be responsible for managing the prepared environment, cultivating the land, operating small business, and caring for plants and animals. These activities, integrated with academic studies, make for an intensive community.

Your child has indicated she/he is interested in the adolescent community and is up to the challenging and encompassing nature of the community. Your answers to the following questions will help us evaluate the likelihood that your child's experience will be positive. Please be honest and complete in your answers, and feel free to add additional comments.

We ask that both parents, if possible, complete independent recommendations.

### Parent/Guardian Recommendation

Completed by: ☐ Parent/Guardian One ☐ Parent/Guardian Two

Applicants Name: \_\_\_\_\_

Please comment on your child's following attributes:

	Outstanding	Excellent	Good	Average	Fair	Poor	N/A
Trustworthiness							
Cooperation							
Consideration of others							
Independence							
Self-Direction							
Teamwork							
Creativity							
Intellectual Interests							

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Please respond to the following questions over the page. (Should you need more room please respond on a separate piece of paper.)



1. How would you characterise your child's personality, interests and talents?
  
  
  
  
  
  
  
  
  
  
2. In what areas would you like to see your child develop?
  
  
  
  
  
  
  
  
  
  
3. What is your child's interest and level of comfort in the natural environment?
  
  
  
  
  
  
  
  
  
  
4. How does your child behave under limited adult supervision? (Without direct adult supervision)
  
  
  
  
  
  
  
  
  
  
5. What significant issues has your child faced in his/her life?
  
  
  
  
  
  
  
  
  
  
6. Are there any special needs for which we need to be prepared?
  
  
  
  
  
  
  
  
  
  
7. Has your child ever been away from home? Describe the duration and adjustment in detail?

Signature:

Date:



### Parent/Guardian Recommendation

Completed by: ☐ Parent/Guardian One ☐ Parent/Guardian Two

Applicants Name: \_\_\_\_\_

Please comment on your child's following attributes:

	Outstanding	Excellent	Good	Average	Fair	Poor	N/A
Trustworthiness							
Cooperation							
Consideration of others							
Independence							
Self-Direction							
Teamwork							
Creativity							
Intellectual Interests							

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Please respond to the following questions over the page. (Should you need more room please respond on a separate piece of paper.)

1. How would you characterise your child's personality, interests and talents?
  
  
  
  
  
  
  
  
  
  
2. In what areas would you like to see your child develop?
  
  
  
  
  
  
  
  
  
  
3. What is your child's interest and level of comfort in the natural environment?
  
  
  
  
  
  
  
  
  
  
4. How does your child behave under limited adult supervision? (Without direct adult supervision)
  
  
  
  
  
  
  
  
  
  
5. What significant issues has your child faced in his/her life?
  
  
  
  
  
  
  
  
  
  
6. Are there any special needs for which we need to be prepared?
  
  
  
  
  
  
  
  
  
  
7. Has your child ever been away from home? Describe the duration and adjustment in detail?

Signature:

Date:



### STUDENT Essays

Please answer the following essay questions on a separate piece of paper. There is no length requirement, but please answer both questions fully. Please do not seek assistance from anyone in writing these essays, as we are interested in your perspective.

1. Rockingham Montessori School is a unique opportunity for study and work. Why would you like to join our community?
2. Adolescence is a time for envisioning the future. Share a description of your future for us.

NOTES:

### TRANSCRIPT Request

Application Enrolment for (Name): \_\_\_\_\_ School Year \_\_\_\_\_

I/We authorise the release of transcripts of my/our child's academic record, including grades, progress reports, credits earned, standardised test scores, attendance and disciplinary records, health forms, current Individual Education Plans, psychological reports, and guidance evaluations to Rockingham Montessori School.

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

### INSTRUCTIONS FOR THE PRINCIPAL/DIRECTOR

Please complete this recommendation form and attach an official school transcript including:

Explanation of the grading system, progress reports, standardised test scores, health forms, current Individual Education Plans, psychological reports, school profile (where applicable)

Return the form and attached items in the addressed envelope provided by the applicant to Admissions at Rockingham Montessori School, 7 Attwood Way, Rockingham WA 6168 or email to [reception@rms.wa.edu.au](mailto:reception@rms.wa.edu.au)

Your prompt attention is very much appreciated. Thank you for your assistance.

### PRINCIPAL/DIRECTOR TEACHER RECOMMENDATION

The applicant named below is applying for admission to the Adolescent Program of Rockingham Montessori School. This community is a unique opportunity for study and work. Though guided by professional and trained adults, students will be responsible for managing the prepared environment, cultivating the land, operating small businesses, and caring for plants and animals. These activities, integrated with academic studies, make for an intensive community. The candidate has indicated he/she is interested in the Adolescent Program and is up to the challenging and encompassing nature of the community. Your answers to the following questions will help us evaluate the likelihood that the applicant's experience will be positive. Please be frank in your answers.

Applicants Name: \_\_\_\_\_

Please comment on the applicant's following attributes:

	Outstanding	Excellent	Good	Average	Fair	Poor	N/A
Trustworthiness							
Cooperation							
Consideration of others							
Independence							
Self-Direction							
Teamwork							
Creativity							

1. How do you assess the applicant's academic achievement in relation to ability?

2. Describe the applicant's emotional maturity in relation to his/her peers.
  
  
  
  
  
  
  
  
  
3. Describe the applicant's character and sense of responsibility.
  
  
  
  
  
  
  
  
  
4. Describe any notable disciplinary issues you have encountered with the applicant in the past two years.

I recommend this applicant for admission:

☐ Enthusiastically ☐ Strongly ☐ Mildly ☐ Reluctantly ☐ Do not recommend

Completed by: ☐ Principal/Director ☐ Teacher

Evaluator's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for completing this evaluation. Your comments are important in helping us gain a better understanding of the candidate. If you have any questions about this form, or about the Adolescent Program of Rockingham Montessori School, please feel free to contact us.

# Rockingham Montessori School Inc

## 2020 FEES AND CHARGES INFORMATION



### Registration

In order to register a student to be considered for enrolment, an **Application** form must be completed and lodged at the School, along with a non-refundable payment of \$110 to contribute to administration costs associated with the application process. Please note that the acceptance of an Application form by the School does not guarantee an offer of enrolment.

### Enrolment & Bond

Following a successful interview and visit dates, a place may be offered.

- 1 Acceptance of an offer of a place will be confirmed upon payment of a \$420 one off **Enrolment Fee** and a **Bond Deposit** (which is equivalent to a full term's fee). The bond is only refundable to students who withdraw from the School following completion of six full terms in the school, on the condition that the School is given **one full Term's notice in writing**. Please note: Sibling Bond Deposits do not attract sibling discount.
- 2 The enrolment fee confirms your commitment to Rockingham Montessori School and confirms the student will take the position offered in the formal **Letter of Offer**.

### Notice of withdrawal

The school requires **one full term's notice in writing** of a family's intention to withdraw their child from the school. Failure to provide the term's notice will incur one term's fees from the date of written notification.

### School building fund

The School has a Building Fund to which parents are encouraged to donate. The Fund is a Deductible Gift Recipient approved by the Australian Taxation Office, and therefore all donations over \$2.00 are eligible for income tax deductions.

### Child care cash rebate

Parents of Kindergarten and Pre Primary students may be eligible for a **Centrelink Rebate**. At the end of term, and after payment of the term fees, please request a special purpose Centrelink Statement from Administration.

### 2020 Secondary Assistance Scheme

Parents/Guardians with eligible concession cards can apply for the Secondary Assistance Scheme (SAS). For Application forms contact the Adolescent Program office (9500 7660)

### 2020 Termly & Annual tuition fees (Invoiced annually)

Per	Infant Toddler Program	Children's House	Lower Primary	Upper Primary	Adolescent Program
TERM	*	\$1,607.50	\$1,607.50	\$1,607.50	\$1,800.00
YEAR	*	\$6,430.00	\$6,430.00	\$6,430.00	\$7,200.00

**\*NOTE: Infant Toddler Program cost is \$20 per session.**

Families are required to pay fees upfront within four weeks of commencement. Payments (school fees only) made in full are entitled to a 2% discount. Please refer to 'Fee Payment Agreement 2020' for terms and conditions.



## Sibling discount

A reduction as set out below is made for each sibling concurrently enrolled at the School, other than the eldest.

Each child	Primary School			Adolescent Program		
	Annual Fee	Term Fee	Total discount	Annual Fee	Term Fee	Total discount
First Child	\$6,430.00	\$1,607.50	-	\$7,200.00	\$1,800.00	-
Second Child 10%	\$5,787.00	\$1,446.75	\$643.00	\$6,480.00	\$1,620.00	\$720.00
Third Child 45%	\$3,536.50	\$884.15	\$2,893.50	\$3,960.00	\$990.00	\$3,240.00
Fourth Child 45%	\$3,536.50	\$884.15	\$2,893.50	\$3,960.00	\$990.00	\$3,240.00

## Overdue accounts

If a **payment plan** has not been put in place by 28 February or within four weeks of commencement, a late fee of **\$35.00 will apply**. If fees remain unpaid, the School reserves the right to terminate the enrolment of a student and payment of the debt will be pursued through the school's debt collectors.

## Camp/Expedition/Odyssey

Camp/Expeditions/Odyssey fees are as outlined below and will be placed on the annual invoice to help families pay in instalments along with their fees.

Camps			
Lower Primary Camp	Upper Primary Camp	Middle School Expedition	Senior School Odyssey
\$200	\$250	\$300	\$500

## Excursions/incursions

The following estimates have been made of the possible additional costs for excursions or incursions in 2020. This information is provided to assist families in their budgeting; however, it is indicative only and may vary.

Excursion/Incursion			
Children's House	Lower Primary	Upper Primary	Adolescent Program
\$50	\$50	\$50	\$100

## Payment of accounts

RMS has the facility to direct debit your bank account. Please refer to 'Fee Agreement Form'. Lump sum Tuition Fees and charges may be paid by Cash, Cheque, MasterCard, Visa or internet transfer. Cheques should be made payable to **Rockingham Montessori School**. EFTPOS facilities are available at the School Office. Please note a 1.62% surcharge applies to all credit card transactions.

## Appendix 4



Date

Mr & Mrs XXXXXX  
Address XXXXXX  
XXXXXXXXXXXX

Dear XXXXXXXXXXX

Thank you for your child's application to attend Rockingham Montessori School. Your child has now been placed on our wait list. You will be contacted should a potential place becomes available.

Please ensure we are kept up to date with your contact details including address, phone number and emails.

If you have any questions regarding your child's place on our wait list, or the enrolment procedure, please do not hesitate to contact us at the school.

Yours sincerely,

**Administration Officer**



Date

Mr & Mrs XXXX  
Address  
XXXXXXX

Dear XXXXXXXX

We would like to offer your child, XXXXXX the following visiting dates at Rockingham Montessori School:

#### VISIT DATES

**Class:** XXXXXX

**Orientation date:** XXXXXXXX  
**Time:** 3.00pm-3.15pm

This orientation meeting with your child and the classroom teacher is an opportunity for your child to familiarise themselves with their classroom for the following visit days.

**1<sup>st</sup> Visit date:** XXXXXXXX  
**Time:** 9.00am-10.30am

**2<sup>nd</sup> Visit date:** XXXXXXXXXX  
**Time:** 9.00am-10.30am

#### PLEASE BRING:

A healthy morning snack and a change of clothes.

***Please confirm these visits with the school (by letter, email or phone call) ASAP.***

On completion of successful visits your child may be offered a place, in accordance with our enrolment policy.

If you have any further questions, please don't hesitate to call me.

Yours sincerely,



**Vanessa Aikins**  
**Principal**

## Appendix 6

### Notice Of Placement Form

Congratulations, your child \_\_\_\_\_ has been accepted into the \_\_\_\_\_ Class.

Please take this slip to the office where you will receive an Enrolment Pack including enrolment forms and information for your child.

Upon receipt of the Bond & Enrolment Fee your child is invited to commence in the class on \_\_\_\_\_.



Rockingham Montessori School Incorporated • ABN: 68 115 270 695 • 7 Attwood Way, Rockingham WA 6168  
P: 9528 2118 • F: 9528 7107 • [reception@rms.wa.edu.au](mailto:reception@rms.wa.edu.au) • [www.rms.wa.edu.au](http://www.rms.wa.edu.au)

## Appendix 7



Date

Mr & Mrs XXXXXX  
Address XXXXXX  
XXXXXXXXXXXX

Dear XXXXXXX,

### **RE: Your child's enrolment at Rockingham Montessori School**

It is with pleasure that I offer your child, **XXXXX** a place at Rockingham Montessori School in the **XXXXX** class. Your child's start date will be discussed with you by the class teacher. A piece of fruit for morning snack and a hat is required each day.

Please find enclosed with this letter the following:

- 1. An Enrolment Agreement and Handbook**
- 2. An invoice for Admission Fees comprising the Enrolment Fee and Enrolment Deposit Bond.**

We regret your child will be unable to commence attending the School until the **Enrolment Agreement** and **Admission Fees** have been received by the School.

School Fees are paid annually, termly, monthly or fortnightly however a School Fee Agreement can be arranged with our Finance Manager in a method best suited to you.

Please do not hesitate to contact the School if you require further information.

We look forward to welcoming your child and your family into the School.

Yours sincerely,

**Vanessa Aikins**  
**Principal**





## ENROLMENT AGREEMENT

DATED \_\_\_\_/\_\_\_\_/20\_\_\_\_

BETWEEN

&

\_\_\_\_\_  
*Parents/Guardians*

AND

**ROCKINGHAM MONTESSORI SCHOOL INCORPORATED**

7 Attwood Way, Rockingham 6168

ABN: 68 115 270 695

CHILD'S FULL NAME: \_\_\_\_\_

CHILD'S DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_



## OPERATIVE PARTS

BY THIS AGREEMENT the Parents and the School agree that:

### 1. INTERPRETATION

Wherever appearing in this Agreement the following words will have the following meanings, namely:

- A) "Parents" – the persons signing this Agreement as Parents.
- B) "Principal" – the person from time to time designated as the Principal of the School.
- C) "Place" – a position as a Student at the School.
- D) "Tuition fee" – the School term fee relating to the general teaching of the Student, set by the School (excluding Ancillary fees).
- E) "Ancillary fees" – such fees as the School will from time to time set, to cover (without limiting the generality of the expression) activities and materials, such as sport, music, stationery, art and excursions.
- F) "Re-invoicing fee" – the fee the School may charge to the Parents as a result of the issue to the Parents of a notice relating to the non-payment of fees and charges.
- G) "Outstanding fees and charges" – all monies due and owing by the Parents to the School at the time of removal of the Student from the School or at the termination of the enrolment at the School, which will include (without limiting the generality of the expression) the following: Tuition fee; Ancillary fees; uniform charges; text materials and any other monies which are due and payable by the Parents to the School.
- H) "School" – Rockingham Montessori School Incorporated.
- I) "Student" – A child aged 3 years or above to be enrolled at the School.
- J) "Information" – includes all academic, educational, health, guardianship and other personal information including photographs, videos and other materials produced as part of the School's educational programs.
- K) "Relevant person" – members of the School staff, consultants and advisors engaged by the School, employees of government authorities and any other person with responsibilities at the School, with meeting its legal obligations under the law or with nurturing the development of the Student.
- L) "Commencement of the School Term" – 8.30am on the first day of a School term, notified by the Principal from time to time.
- M) Interpretation – words importing the singular or plural number will include the plural or singular number respectively; a gender will include any other gender.
- N) In this Agreement, headings paraphrase or indicate the topic of ensuing clauses and do not form a part of this Agreement.

### 2. OFFER AND DURATION OF ENROLMENT

- 2.1 The School hereby offers to the Parents a Place at the School for the Student and the Parents accept the said offer upon the terms and conditions set out in this Agreement.
- 2.2 Upon receipt of this Agreement duly signed by the Parents and the School, together with the Enrolment Fee and Bond Deposit referred to in Clause 8 of this Agreement, the Student will be enrolled at the School.
- 2.3 The Student's enrolment at the School will continue until:
  - i) The Student is withdrawn from the School by the Parents;
  - ii) The enrolment of the Student at the School is terminated in accordance with this Agreement; or
  - iii) The Student graduates from the School ~~ex~~ at the end of years 12 or 13 as appropriate.

### 3. PARENTS JOINTLY AND SEVERALLY LIABLE FOR FEES, AND FAILURE TO ADHERE TO PAYMENT PLANS

- 3.1 The Parents will be jointly and severally liable to pay to the School the Tuition and Ancillary fees for the Student by 3pm on Friday of the first full week of the School Term for which the Tuition fee is raised, unless the Parents and the School have agreed a firm payment plan in writing.
- 3.2 The School reserves the right to raise additional fees or charges.
- 3.3 If the Parents and the School have agreed a firm payment plan in writing and the Parents do not adhere to that payment plan, then the Parents will be liable to pay the School such balances of Tuition and Ancillary fees as remain, and the School may exercise its rights as though the payment plan had not been agreed to.

### 4. CONSEQUENCES OF DEFAULT IN PAYMENT OF FEES

- 4.1 If the Parents fail to pay the School the fees within the time required by Clause 3 of this Agreement and such failure continues after the expiration of the second week of the applicable School Term, the School will invoke the following procedure:
  - i) If the debt is still outstanding at the expiration of the third week of the applicable School Term a final notice, which may incorporate Re-invoicing fees, will be forwarded to the Parents.

- ii) If the debt is still outstanding at the expiration of the fifth week of the applicable School Term, the matter of the outstanding debt may be placed in the hands of the School's debt collectors. Any debt collection costs are to be paid by the Parents.
- 4.2 If all or any of the fees and charges levied by the School are outstanding at the expiration of the applicable School Term, then the School may refuse to admit the Student for the succeeding School Term, unless and until payment of all the outstanding fees and charges has been received by the School.

## 5. ONE TERM'S NOTICE REQUIRED IF REMOVING A STUDENT

- 5.1 At least one School Term's notice must be given by the Parents to the School, in writing, on or before the Friday of the first week or part of a week of the School Term, of their intention to remove the Student from the School at the end of that School Term.

## 6. ONE TERM'S FEES CHARGED IF REQUIRED NOTICE IS NOT GIVEN

- 6.1 Except where the Student will have attained graduation on completing the Adolescent Program (eg after years 12 or 13), Parents removing a Student from the School must give the School the notice referred to in Clause 5 of this Agreement. If such notice is not given, then the Parents will be liable to pay the School, in addition to any fees and charges otherwise owing by the Parents to the School, a sum equal to the Tuition fee for the Student for one School Term (together with any re-invoicing fees). This sum is acknowledged by the School to be a genuine pre-estimate of the School's loss suffered as a result of the Parents' failure to provide the required notice of intention to remove the Student from the School.

## 7. THE SCHOOL MAY SUSPEND OR TERMINATE ENROLMENT FOR MISCONDUCT OR PREJUDICIAL CONDUCT

- 7.1 The Principal may suspend or terminate the enrolment of the Student at the School for all or any of the following reasons:
  - i) The conduct of the Student, which in the absolute discretion of the Principal, is deemed to be serious misconduct.
  - ii) The Student or the Student's family behaves or displays a condition which, in the absolute discretion of the Principal, is prejudicial to the maintenance of the objects of the School and/or welfare of other Students, the School community, or staff of the School.

## 8. PAYMENT OF ENROLMENT FEE (NON-REFUNDABLE) AND BOND DEPOSIT (REFUNDABLE IF LEAVING THE SCHOOL AFTER COMPLETING SIX FULL TERMS IN THE SCHOOL)

- 8.1 Upon acceptance of the offer referred to in Clause 2.1 of this Agreement, the Parents will, prior to the Student's commencement date, pay the School an enrolment fee (which is not refundable) and a Bond Deposit. The quantum of the enrolment fee and Bond Deposit will be as set by the School, and applicable at the time of enrolment.
- 8.2 The Bond Deposit will become refundable (for treatment of refundable deposits see 8.3 below) only:
  - i) On the attainment by the Student of secondary graduation (eg after years 12 or 13), or
  - ii) If the Student is withdrawn from the School unless the withdrawal is covered by iii) below.
  - iii) The Bond Deposit is not refundable where a Student has commenced but has not completed six full terms in the school.
- 8.3 Where the Bond Deposit becomes refundable, the Bond Deposit is to be first applied by the School against any balance of fees owed by the Parents to the School including any fees charged in 6. above. Any consequent balance owed by the School to the Parents will be paid by the School to the Parents, and any consequent balance owed by the Parents to the School will be paid by the Parents to the School.
- 8.4 Notwithstanding the previous subclauses, if during the initial six weeks following enrolment, it is agreed between the Parents and the Principal that the Student is not suited to the education provided by the School, no charge will be made under 6. above as a result of failure to provide the required notice of intention to remove the Student from the School and the Bond Deposit will become refundable by being first applied by the School against any balance of fees and charges owed by the Parents to the School including any pro rata tuition fees and charges applying to the Student's time at the School. Any consequent balance owed by the School to the Parents will be refunded.
- 8.5 No matter what notification has been provided to the School, the Parents agree that any payment by the School to one Parent or to another person who has paid fees relating to the Student, is deemed to be paid by the School to the correct person, and the Parents will indemnify the School for any costs incurred by the School in this matter.

## 9. CONSEQUENCES OF ABSENCE AND NO REBATE FOR ABSENCE

- 9.1 If the Student is absent from School on a school day, the Parents are required to telephone the School by 10.00am on that day and to provide a written note to the School advising of the Student's absence.
- 9.2 If the Student is absent from the School for an aggregate period exceeding two weeks in any School Term without the prior written permission of the Principal, the School may contact the Parent requesting reasons for the absence of the Student ("the Request").



- 9.3 If within 14 days of the Request, the Parents do not give the School reasons which the School, in its absolute discretion, deems adequate and compliant with the law, then the enrolment of the Student may be terminated and the School may take actions as required of it by law, and any other actions the School considers in the best interest of the Student or the School community.
- 9.4 If the enrolment of the Student is terminated under 9.3 above, the School will be entitled to exercise its rights and remedies under this Agreement as if the Student had been withdrawn from the School by the Parents at the time the enrolment of the Student was terminated without notice.
- 9.5 The Parents will not be entitled to any rebate of fees due to a Student's absence from the School.

## **10. ACKNOWLEDGEMENT OF THIS AGREEMENT AND PRIOR AGREEMENT TO ANY EMERGENCY TREATMENT**

- 10.1 The Parents acknowledge having read this Agreement and agree to be bound by it as well as any other conditions which may be in force at the School, together with the Constitution, Rules and Policies for the time-being of the School, whether or not the Parents have received written notice thereof.
- 10.2 Where there is more than one parent the Parents acknowledge that they are jointly and severally liable to pay all fees and charges which become due and payable to the School.
- 10.3 The Parents agree that the Student may participate in activities, events, excursions, sports and games organised by the School and further agree that neither the School, its officers, servants, agents nor volunteer helpers will be liable in any way for any injury or damage sustained by the Student in the course of, or arising out of, any such activities, events, excursions, sports or games, howsoever caused or incurred or sustained.
- 10.4 The Parents agree that where in the School's reasonable opinion the Student requires medical or other emergency attention, the School may, by its officers, servants, agents, or volunteers (together "the School's Servants") obtain medical or other assistance from a qualified medical practitioner or health or other professional for the Student, and the Parents duly authorise the School and the School's Servants to take such actions as are in that person's opinion necessary or reasonable in respect of the Student and further agree that any costs incurred by the School or the School's Servants in respect thereof will be paid by the Parents.
- 10.5 The Parents agree as follows:
  - i) The Parents will give written notice to the School of relevant changes to the Student's health, changes in special needs, or any change in their residential address or contact details within seven days of such change.
  - ii) The Parents will ensure that the Student understands and complies with the Appropriate Behaviour Policy of the School.
  - iii) The Parents will report to the School any damage done or loss occasioned by the Student to any property of the School, and the Parents will pay to the School the costs of repairing any such damage.
  - v) Any obligations existing at cessation of this Agreement will continue until settled.

## **11. PHOTOGRAPHS FOR SCHOOL PROMOTION**

- 11.1 The School periodically uses photographs of students in their learning environment inside or outside the School. Appropriate photographs are used for promoting and advertising the School in newspapers, flyers, brochures, education magazines and School or Montessori websites and web pages, or elsewhere.

## **12. AGREEMENT TO SCHOOL'S INFORMATION COLLECTION**

- 12.1 The Parents hereby acknowledge and agree that the School will collect personal information, including health information about Students, Parents and Students' family prior to and during the course of the Student's enrolment at the School. Such information may be used generally and specifically to assist the School in funding submissions and in meeting its educational obligations to the Student, its funding and data obligations and other obligations under the law, and its duty of care for the Student.
- 12.2 The Parents agree to such information being disclosed to relevant persons or agencies for administrative, legal, educational and financial purposes, and where the information relates to the Student's achievements authorises the School to publish the information in any promotion of School activities.
- 12.3 The Parents may seek access to personal information held about them and the Student by contacting the Principal.
- 12.4 Where the information sought is not current, or has been archived, the School may require to be paid for the time expended in searching for and producing copies of the information.
- 12.5 Where the Principal refuses to provide information requested in writing, that refusal will be supported by written reasons.
- 12.6 The Parents may refer such refusal for review by the School Board and subject to the law, the School Board's decision will be final.

### 13. IF ANY PART OF THIS AGREEMENT BECOMES INVALID THE BALANCE OF THE AGREEMENT REMAINS IN FORCE

- 13.1 If any part of this Agreement is, or becomes, void or unenforceable, or any party to this Agreement waives any of that party's rights, then that part will be severed from this Agreement, and all other parts will remain enforceable.
- 13.2 The School may amend this agreement subject to giving the Parents more than one School term's notice in writing of the proposed changes.

### 14. LAW OF WESTERN AUSTRALIA APPLIES

- 14.1 This Agreement will be governed by the law of Western Australia.

### 15. DELIVERY OF NOTICES TO ADDRESSES FROM THIS AGREEMENT OR LAST KNOWN ADDRESS

- 15.1 Any notice required by this Agreement will be:
- In writing and sent by pre-paid post to the addressee's address appearing in this Agreement or that party's last known address;
  - Deemed to have been received by the addressee at the expiration of three (3) working days after the date upon which it was sent to the addressee.

### 16. CONSENT CONFIRMATION

- 16.1 Do you give permission for the School to use photographs of the Student in the Student's learning environment inside or outside the School (see 11. above).

Yes ☐ No ☐

- 16.2 Each class uses an electronic media platform to support parent/teacher communication, and a parent liaison person to co-ordinate social and other events and support new parents who have joined the class. Contact information is only made available by the School to other parents in the Student's class. Do you give consent for your email addresses and phone numbers to be used for these purposes?

Yes ☐ No ☐

### 17. SIGNING

SIGNED by Parent/Guardian 1: \_\_\_\_\_ Date of Signature \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNED by Parent/Guardian 2: \_\_\_\_\_ Date of Signature \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNED by The Principal for and on behalf of Rockingham Montessori School Incorporated:

\_\_\_\_\_

Date of Signature \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: This is a legal document. Please keep a copy for your records**

## INFORMATION REQUIRED FOR ASSESSMENT AND REPORTING PURPOSES

1 Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐

2 In which country was the student born? If born outside Australia please supply a copy of Visa or Australian Citizenship

Australia ☐ Philippines ☐

New Zealand ☐ Hong Kong ☐

England ☐ India ☐

China ☐ United States of America ☐

South Korea ☐ Other – please specify ☐ \_\_\_\_\_

3 In which state & town was the student born? \_\_\_\_\_

4 Resident status: Citizen ☐ Permanent Resident ☐

Other – please specify ☐ \_\_\_\_\_ Visa Type and Number if applicable \_\_\_\_\_

5 Does the student or either parent/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

	Student	Parent/Guardian 1	Parent/Guardian 2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (Incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog - (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Macedonian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other - please specify _____			

5 (a) What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below.') Mark one box only in each column

	Parent/Guardian 1	Parent/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

5(b) What is the level of the highest qualification the parents/guardians have completed? Mark one box only in each column

	Parent/Guardian 1	Parent/Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

6(a) What is the occupation group number of the Parent/Guardian 1? Group Number: \_\_\_\_\_

6(b) What is the occupation group number of the Parent/Guardian 2? Group Number: \_\_\_\_\_

Please select the appropriate parental occupation group number from the attached list.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter Group Number 8.

7. Are there any access restrictions or court orders in place which relate to the child? If so please explain/ attach papers.

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## List of Parental Occupation Groups (for question 6)

### Group 1: Senior management in large business ~~occupation~~, government administration and ~~defence~~, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, ~~valuer~~]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### Group 2: Other business managers, arts/media/sports persons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail ~~buyer~~, office/project manager]

Defence Forces ~~senior~~ Non-Commissioned Officer

### Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a ~~4 year~~ Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### Group 4: Machine operators, hospitality staff, assistants, ~~labourers~~ and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

~~Labourers~~ and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car part attendant collector, car park attendant, crossing supervisor]

## MEDICAL INFORMATION

Doctor's Name \_\_\_\_\_

Doctor's Address \_\_\_\_\_

Doctor's Phone Number \_\_\_\_\_

## EMERGENCY CONTACT NUMBERS

An Emergency Contact should be a friend or family member, such as a grandparent or next door neighbour, whom we can contact if we are unable to contact you.

**Emergency Contact 1:** Name \_\_\_\_\_

Relationship to student (eg "Grandma") \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Address \_\_\_\_\_

**Emergency Contact 2:** Name \_\_\_\_\_

Relationship to student (eg "Grandma") \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Address \_\_\_\_\_

Does your child have a disability? Yes ☐ No ☐

If yes, please specify and attach relevant documents \_\_\_\_\_ Relevant documents attached ☐

Has your child accessed clinical/specialist support? Yes ☐ No ☐

If yes, please specify and attach relevant documents \_\_\_\_\_ Relevant documents attached ☐

Does your child have a medical condition or an allergy? Yes ☐ No ☐

If yes, please specify and attach relevant documents \_\_\_\_\_ Relevant documents attached ☐

It is a requisite of enrolment to provide a copy of:

Birth certificate ☐ Copy of previous school reports ☐

Current immunisation history statement, the date must be no earlier than two months prior to your child's start date ☐

If you have not yet provided these documents, please submit them with this agreement

Medicare number \_\_\_\_\_ Ambulance Cover # \_\_\_\_\_

## CONSENT TO MEDICAL ATTENTION:

In the event of illness or injury to my child whilst at school, on excursion, or travelling to or from school; I authorise the Principal, where the Principal is unable to contact me, or it is otherwise impractical to contact me to:

Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.

Administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of parent/guardian \_\_\_\_\_

## FAMILY INFORMATION

PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Title:	Title:
First Name:	First Name:
Surname:	Surname:
Occupation:	Occupation:
Nationality:	Nationality:
Country of Birth:	Country of Birth:
Language:	Language:
Employer:	Employer:
Religion:	Religion:
Home phone:	Home phone:
Business phone:	Business phone:
Mobile phone:	Mobile phone:
Email:	Email:

## BILLING AND MAILING INFORMATION

Please write the main mailing address below.

Name \_\_\_\_\_

House No \_\_\_\_\_ Street Name \_\_\_\_\_

Town \_\_\_\_\_ Post Code \_\_\_\_\_

Is this person the same person to whom the invoice is to be mailed? Yes ☐ No ☐

If no, please write the name and address of this person below

Name \_\_\_\_\_

House No \_\_\_\_\_ Street Name \_\_\_\_\_

Town \_\_\_\_\_ Post Code \_\_\_\_\_

*Thank you for taking the time to complete this form.*

ROCKINGHAM MONTESSORI SCHOOL

DECLARATION

I/ We ..... &.....

of (address).....

.....

do hereby sign this declaration stating that we accept the terms of Rockingham Montessori School’s Enrolment Agreement that requires us to give one term’s notice of intent to withdraw our child/ren.

Written notice must be given no later than the first day of the Term immediately preceding the Term during, or at the end of, which the student is to be withdrawn.

I/we understand that if we fail to provide this written notice then I/we will be liable to pay one term’s fee in lieu of sufficient notice.

I/we understand that if my/our child leaves the school and has been at the school for less than 6 terms, the Finance committee has the right to withhold the bond.

Declared by .....  
(please print parents/guardians names)

On this ..... day of.....20.....

At ...RMS.....before..... Principal

Signed: (Parent 1) .....

(Parent 2) .....





## FEE PAYMENT AGREEMENT 2020

Family Name: \_\_\_\_\_

Families are required to pay fees upfront by Friday 28 February 2020, and yearly upfront payments of School Fees attract a 2% discount. Payments of camp fees do not attract the 2% discount.

RMS helps families deal with the costs of a great RMS education from Children's House through to graduation from the Adolescent Program, by offering an instalment payment facility, on condition that all fees due for each term are paid prior to the end of that term, and total fees for the year are paid by 30 November 2020.

A Direct Debit system is established for families who firmly agree to pay by instalments, in which case RMS will withdraw instalments of fees from your bank account, at the frequency chosen by you (ie fortnightly, monthly, or termly). If you agree to pay by instalments, please provide your bank details on the attached form. Please note it is your responsibility to ensure sufficient funds are available in your account to meet a drawing on each due date.

### Payment Arrangements

RMS will debit your bank account or credit card as per this signed fee payment agreement.

1. Where the payment date is a non business day we will draw on the next business day.
2. This payment arrangement is for the year 2020 and will extend whilst fees are owing to RMS. This agreement will not change without your prior approval.
3. RMS reserves the right to cancel this payment agreement if two or more drawings return unpaid by your nominated financial institution, with any balance on the account becoming immediately due by you. Any fees incurred by RMS due to insufficient funds in your account or debt collection will be on-charged to you.
4. All information pertaining to your nominated account will be kept private and confidential.

### Your Rights

1. You may request an alteration of payments by contacting the School Business Manager and advising us of your wishes at least 14 days before the due date.
2. Where you consider a drawing has been initiated incorrectly (not in accordance with this payment agreement) you may take the matter up directly with us or lodge a claim through your nominated financial institution.

### Your Responsibilities are

3. To ensure that sufficient funds are available in the nominated account to meet a drawing on the due dates as listed in this agreement.
4. To ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the financial institution where the account is based.
5. To advise us if the account nominated by you on this agreement is transferred or closed.
6. To arrange with us a suitable alternate payment method if you wish to cancel the payment plan.
7. That both parents/guardians must sign this Agreement and are jointly and severally liable for the payment of all fees payable under this agreement.
8. To return this signed "Fee Payment Agreement 2020" to RMS.

### Please choose your preferred method of payment:

Given below are the various methods of paying. Only full year's fee payments can be made by Cash / Cheque / Credit Card / Internet Transfer or EFTPOS. All other fee payments are to be made via direct debit from your account transacted by RMS.

- ☐ If you wish to continue with the same payment method and bank details as per your 2019 fee agreement, please tick here and continue to the signature section on page 3.
- ☐ Cash or Cheque, EFTPOS or Internet transfer (if paying fees in FULL)
- ☐ Direct Debit by school from your elected Bank Account or Credit Card (*Please fill in account details*) Please note a 1.62% surcharge applies to all credit card transactions

### Please choose your frequency of payment: (Refer to "Fees and Charges Information" sheet)

RMS will calculate the figure such that all fees are paid by November 30, 2020.

- ☐ **Annually** Lump sum paid by 28 February 2020 or within 4 weeks of commencement will attract a 2% discount (School fees only, excludes camp fee)
- ☐ **Termly** First Friday of each Term: 7 February, 1 May, 24 July, 16 October
- ☐ **Monthly** 28<sup>th</sup> day of each month - for 10 months (28 February to 28 November)
- ☐ **Fortnightly** Every second Friday - total of 22 payments (7 February to 27 November)

### Credit Card/Debit Card Amount Authorisation

#### Credit card/debit card authorisation: (1.62% surcharge applies)

☐ VISA

☐ Mastercard

Card Number:

Expiry Date:

Card holders name: \_\_\_\_\_

OR

#### Bank account details:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ A/c No: \_\_\_\_\_

I/ we \_\_\_\_\_ hereby authorise **Rockingham Montessori School Incorporated** to debit from our nominated card/bank account the amount and frequency chosen by us, effective from (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_ whilst fees remain owing to RMS.

~

### Dishonour Fees

- Direct Debit deductions that get dishonoured may attract a \$35 penalty fee per dishonour. This penalty may be charged to your fee account each time a payment is dishonoured.

### Overdue Accounts

If full fees are not paid by 1 February 2020, and a payment plan is not put in place, a late fee of **\$35.00 per month will be applied by RMS**. If fees remain unpaid, RMS reserves the right to terminate the enrolment of a student and payment of the debt will be pursued through the school's debt collectors. Any debt collection costs are to be paid by you.

RMS can only send billing information to one contact, please tick which parent/guardian should receive billing information.

**BOTH parents/guardians' signatures are required as acceptance of this Fee Payment Agreement 2020:**

<input type="checkbox"/>	Red pient of billing information	<input type="checkbox"/>	Red pient of billing information
Name:	_____	Name:	_____
Signature:	_____	Signature:	_____
Date:	____/____/____	Date:	____/____/____

### Name (s) of children attending

	Surname:	Given Name:	Class/Advisory:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

#### OUR BANK DETAILS:

Westpac BSB: 036074 Acc No: 673288

Please include your account code from the bottom of your invoice eg SmithMD as your description/reference.





## Enrolment Procedure Checklist

**STUDENT NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

STEP	DATE & INITIAL
<b>1 APPLICATION</b>	
<input type="checkbox"/> Application Form Received <input type="checkbox"/> \$110 paid & receipted <input type="checkbox"/> Birth certificate received <input type="checkbox"/> Immunisation form received	
<b>2 WAITLIST</b>	
<input type="checkbox"/> Add to MAZE with status of "WAITLIST" <input type="checkbox"/> Add to Waitlist DOCUMENT <input type="checkbox"/> Add to Waitlist FILE <input type="checkbox"/> Acknowledgment & Waitlist letter sent	
<b>3 INTERVIEW</b>	
<input type="checkbox"/> Interview date organised <input type="checkbox"/> Interview notes in student's file	
<b>4 ORIENTATION &amp; VISIT DAYS</b>	
<input type="checkbox"/> Orientation & Visit day letter to be sent once days are set <input type="checkbox"/> Copy of O&V letter given to teacher along with <u>interview notes AND application</u> form. Copy placed in student's file <input type="checkbox"/> Inform teacher of RSVP <input type="checkbox"/> Letter of Offer sent with Handbook pack via teacher	
<b>5 BEFORE START DATE</b>	
<input type="checkbox"/> Bond payment received <input type="checkbox"/> Enrolment payment received <input type="checkbox"/> Child's status changed to 'Current' on MAZE <input type="checkbox"/> Invoice family for Bond, Enrolment and rest of year Fees <input type="checkbox"/> 'Authority to Accept Child' sent to teacher <input type="checkbox"/> Student file made <input type="checkbox"/> Forward Transfer note to previous school	N/A <input type="checkbox"/>