



## ENROLLMENT POLICY

Choosing the right preschool is an important decision for every family. This policy outlines the enrollment process and requirements at Bloom Learning Centre, helping make your child's transition into our care as smooth and straightforward as possible.

### ELIGIBILITY

Bloom Learning Centre provides care and education for children from 6 weeks to under 5 years of age. Children must be under 5 years of age at the time of enrolment. Children who turn 5 while enrolled may remain at Bloom Learning Centre until the end of the academic year before transitioning to primary school.

### ENROLLMENT PROCESS

While enrolment is generally offered on a first come, first served basis, Bloom Learning Centre reserves the right to prioritise admissions based on operational requirements, including maintaining appropriate classroom ratios, age group balance, continuity of care, and the needs of currently enrolled families. When no immediate space is available, families may request to be placed on Bloom Learning Centre's waitlist in accordance with the Waitlist Policy outlined in the Parent Handbook.

A child's place is confirmed only once:

- Confirmation of an available space
- Submission of all required enrolment forms and documentation, including basic enrolment and health information
- Payment of the registration fee and tuition deposit

Bloom Learning Centre reserved the right to defer a child's start date until all enrolment requirements have been met.

Families who choose not to proceed with enrolment after a place has been confirmed must notify Bloom Learning Centre in writing. All registration fees and deposits are non-refundable.

### REGISTRATION FEES

The following non-refundable fees are payable upon enrolment:

- Registration Fee: \$200
- Tuition Deposit: \$500 (deducted from first month's tuition)

These fees secure your child's place once enrolment has been confirmed.



## REQUIRED DOCUMENTATION

All enrolment forms and supporting documentation must be submitted at least seven (7) days prior to the child's intended start date.

Required documentation includes, but is not limited to:

- Registration Form
- Parent Handbook
- Hazard Management Plan
- Accident, Injury & Medical Emergency Policy
- Child Transportation Policy
- Infant Feeding (if applicable)
- Sleep Position Waiver (if applicable)
- Copy of Immunization Record
- Copy of Birth Certificate
- Copy of Health Insurance
- Photo of Child

Failure to provide the required documentation within the required timeframe may result in the postponement of the child's start date.

## RE-ENROLMENT & RETURNING FAMILIES

Families wishing to continue their child's enrolment for the following academic year must complete the annual re-enrolment process by the published deadline. Administrators will provide information for the following academic year each May.

Families whose child has previously withdrawn from Bloom Learning Centre are welcome to apply for re-admission, subject to space availability.

Returning families are required to complete any enrolment documentation requested by the Centre and pay a non-refundable \$150 registration fee to secure their child's place. All required documentation must be current and approved prior to the child's return.

## IMMUNIZATION REQUIREMENTS

Parents or guardians must provide an up-to-date immunization record before their child commences care. Updated immunization records must also be provided at the beginning of each academic year during re-enrolment and whenever additional immunizations are administered.

Where a child is not immunized, parents must provide a letter from a licensed medical professional confirming this. During an outbreak of a vaccine-preventable illness, Bloom Learning Centre may require children who are not immunized to remain at home until public health authorities advise it is safe for them to return.

Further information can be found in Immunization Policy outlined in the Parent Handbook.



## MEETING CHILDREN'S NEEDS

Bloom Learning Centre is committed to providing an inclusive environment where children can learn and develop. Prior to enrolment, families are encouraged to share relevant information regarding their child's development, medical needs, communication, behaviour, and any additional support requirements to allow the Centre to determine how best to support the child.

Where a child's needs require additional consideration, Bloom Learning Centre may request further information or consultation with parents and relevant professionals before confirming enrolment.

## PARENT ACCEPTANCE

I, \_\_\_\_\_, parent/guardian of,  
\_\_\_\_\_, have read and agree to comply with Bloom Learning Centre's Parent Handbook and policies and procedures.

Parent/Guardian Signature: \_\_\_\_\_

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