

# Bulimba Community Kindergarten

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## Enrolment Procedure

- Towards the conclusion of term one each year the class teachers meet with the Kindergarten Service Manager to discuss children who may possibly need a second Kindy year. These spots are then reserved for these children prior to the first round of offers being made.
- During the first half of term two each year the Kindergarten Service Manager initiates the bulk offer process to children on the Wait List for the following year.
- The Kindergarten Service Manager will work systematically down the Wait List offering the spot to the next child on the list and asking the parents to give a first preference for class placement.
- The Kindergarten Service Manager will take into consideration the parent's class preference but final decision on the placement of each child is based on the Kindergarten Service Manager's discretion. Issues like keeping the classes balanced with a spread of ages, gender balance and placement of children with additional needs all factor into the final make up of a class.
- Once the offer process commences, we remove payment of the \$30 Wait List fee from the Online Registration Portal.
- Once all the classes have been filled parents will then be notified via email to confirm what group their child has been placed in.
- If a parent would prefer a different group for their child, then the one they have been placed in, they have the option of going on an internal waiting list. If a spot opens up in that group, the child on the wait list may be moved, at the Kindergarten Service Manager's discretion (keeping in mind the abovementioned reasons).

*Greer Casey*

Greer Casey  
Kindergarten Service Manager

**Celebrating 80 years in the Bulimba Community!**