



# Enrolment Form Requirements

Here is a guideline of the minimal requirements to enrol your child at Indigo Montessori. To secure your child's place at the centre please complete all sections and return all documents listed.

A Booking cannot be confirmed without all documents and sections being completed and returned with your child's enrolment form to the Centre Manager.

<b>Parents Name</b>		
<b>Child/children's names</b>		

## Receiving an Enrolment

- Enrolment Form (including)
  - At least two authorised contacts (other than guardians) – page 2
  - Mandatory signatures signed (where required) – page 3
  - Terms and conditions (read & understood), signed by parent/guardian – page 4
  - Copy of Immunisation
  - Birth Certificate number recorded (copy attached)
  - Childs Health Record, has been sighted by a staff member      YES / NO
- Direct Debit Form (including)
  - Signature on bottom of page
  - Confirmation of Weekly/Fortnight payments
  - Confirmation of first date fees being deducted

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**Office Use Only**

Enrolment received by Educator: \_\_\_\_\_ Date: \_\_\_\_\_

- Families have been informed of following procedures:
  - Trial days      Date Confirmed \_\_\_\_\_
  - Official start date      Date Confirmed \_\_\_\_\_
  - Manual Payment on first day of care      Date Confirmed \_\_\_\_\_
  - Quote on approximate cost of fees      Date Confirmed \_\_\_\_\_
  - CCS how to link to Centrelink      Date Confirmed \_\_\_\_\_
  - CCS how to approve booking through myGov account      Date Confirmed \_\_\_\_\_
  - Payment for public holidays and absent days      Date Confirmed \_\_\_\_\_