



# 2021 Enrolment Procedure

## IMPORTANT:

- Families **MUST** make an application within one of the rounds to ensure you receive a position in 2021. Any 2020 positions with no re-enrolment will be made available to other families.
- All rounds are 1 week (5 days) long
- The dates listed for each round are strict. Any enrolments submitted after the required date will not be placed and will be considered after the entire enrolment period is over.
- All BUR fee's should be paid alongside your enrolment submission
- All other information can be found in the Parent Handbook and on [www.southcoogeeoosh.com](http://www.southcoogeeoosh.com)
- Round 1 and 2 Families, please join us on [Storypark](#) for any important updates. Round 3 families will be added once the enrolment is accepted.
- All bookings must begin within the first 2 weeks of Term 1 2021

### **Beginning on Monday 19<sup>th</sup> October 2020 until Friday 23<sup>rd</sup> October 2020 (5 days)**

#### **Round 1** is for:

- Existing families who wish to **continue the same days** as their 2020 permanent bookings
- Existing families who wish to keep their 2020 bookings and **drop some days**. If you wish to add days on top of your existing booking, please submit the existing days in Round 1 and request the additional days in Round 2

Form to complete: “Continuation of Care” form. Immunisation record and birth cert/passport must be provided with this form as condition of enrolment. Please pay your BUR fee alongside your enrolment

### **Beginning on 26<sup>th</sup> October to 30<sup>th</sup> October 2020 (5 days)**

#### **Round 2** is for:

- Existing Families (including casual families) who wish to **ADD days** to their permanent booking, including existing families who wish to completely amend their child's booking
  - *Please note that these days are subject to availability. You may be offered other days if there are no availabilities*
- Existing families who wish to **add a child to the centre (sibling)**
  - *Enrolment form and Storypark invitation need to be accepted as terms of enrolment*

Form to complete: “Addition of days (and siblings)” and Enrolment Form for new child. Immunisation records and birth certificates / passports must be provided for all children. (Round 2 form)

Please pay your BUR fee alongside your enrolment

### **Beginning on 2<sup>nd</sup> of November 2020 to 6<sup>th</sup> November 2020 (5 days)**

#### **Round 3** will be for new families and families with no permanent bookings **ONLY**

- Families who have never attended South Coogee OOSH before

Form to complete: “Enrolment form” and “New Families Addition of Days” form (Round 3 form)

Please only pay your BUR fee AFTER you receive a confirmation letter from us.

#### **Building, Utilities and Resources (BUR) fee structure (non-refundable):**

First child: \$100

*If you are doing a bank transfer, please reference “BUR” alongside your child's name.*

Additional Children: \$50

*Account Name: South Coogee Children's Services*

Maximum payment per family: \$200

*BSB: 032 - 152*

Low - income families: 50% of all above prices

*Account Number: 118 - 741*

