



“where ideas begin”

ADMISSIONS POLICY

It is the policy of Mini Trinity Montessori preschool, afterschool and creche to offer equal access to all children from the community including children with a disability or special requirements, irrespective of their culture, religion, membership of ethnic group or minority or family background. Our childcare setting has an “open door” policy - parents/guardian are welcome at any time.

PROCEDURE

- 1.** Each child must be at least 2 years old when officially enrolling at the service.
 - 1.1.** Parents looking to enrol and secure a place for their child must complete a registration form with the manager prior to the child’s commencement.
 - 1.2.** On admission to Mini Trinity Montessori, parents/guardians will be asked to attend an initial meeting to fill in all the appropriate forms.
 - 1.3.** Children will be admitted on a “first come first served” basis, following submission of the registration form. Although priority is given to siblings of children already attending our pre-school, we cannot guarantee a space.
 - 1.4.** We will retain a waiting list when there are no places available, this will be on a first come basis.
 - 1.5.** Mini Trinity Montessori is for children aged 2 year to 12 years old. We have a morning ECCE session from 8.45 am to 11.45 am. There is also an after-school facility for older children from 1.10pm to 6pm.
 - 1.6.** The facility is wheelchair Accessible in all rooms and there is an outdoor play area.