



## **ADMISSION PROCEDURES**

Parents, welcome to the **White Lodge family!** We look forward to working in partnership with you in providing the best possible care and education for your children. We have listed some simple guidelines to help you with the admission process.

1. Visit a White Lodge centre for a tour and collect an information pack.
2. If you are interested to know more, book a trial date and experience a free one-hour trial session.
3. If you wish to enrol your child into White Lodge, select the preferred programme and school days for your child, and contact the respective centre for a placement.
4. Where applicable, a \$150.00 non-refundable placement fee will be collected to enter your child into a wait list.
5. Each child will have to do two free 60 minute orientation sessions accompanied by a parent before starting school.
6. The first school day will be an hour from 9.30 am to 10.30 am. We recommend that you check with the Principal on how your child is coping after the second school day. Thereafter, parents and teachers can deliberate on the school hours, gradually increasing the hours to the full three-hour or five-hour programmes in order to allow your child to acclimatise to the school environment.

**Once the placement is confirmed, please submit the following necessary paperwork to the Principal's Office:**

- **Registration Form**
- **Bus Form** (*where applicable*)
- **Payment of programme, registration, administration & insurance fees**
- **Letters of recommendation is required from Speech Therapists, Psychologists, or other therapists your child is consulting with for a placement in our integration programme.**

All children will need to have an extra change of clothes, diapers, wet wipes and a sun hat packed into their bags daily. Parents are encouraged to bring snacks for their children. A packed lunch is to be brought if your child attends full-day programmes that extend to 2.15 pm.

Each child will be given a school diary for communication between parents and teachers. A weekly scope will be sent via email updating parents on the school activities every Friday. At the end of terms two and four in June and December respectively, there will be a Parent-Teacher Meeting, where each child's portfolio will be shared with the parents. Parents are encouraged to participate in all school events and celebrations.