**2016 PREP ENROLMENT PROCEDURE & ORIENTATION PROGRAM**

### TERM 1
**Week 5**
**Tuesday, February 24th**

**APPLICATIONS OPEN FOR PREP 2016**
- 2016 Enrolment Application Launch for **Parish of Laverton Preps.**
  7:00pm meeting at Queen of Peace, Church. Enrolment Application Forms available for families to register for application for enrolment in 2016. Can be left at school closest to home but will be forwarded to the Central Enrolment Group.

### TERM 1
**Week 8**
**Friday, March 20th**

**ENROLMENT APPLICATIONS CLOSE**
- Enrolments across the Parish officially close on Friday, March 20th
- Enrolment Application + non-refundable $50 Lodgement Fee & copies of Baptism, Birth, Immunisation Certificate & Proof of Residence

### TERM 1
**Week 9**
**Friday, March 27th**

**NOTIFICATION OF ALLOCATED SCHOOL BY POST**
- Families notified of their school allocation & PLAYDATE invitation
- Attachment: School Readiness Checklist

### TERM 2
**Week 1**
**Friday, April 17th**

**PLAYDATE FOR CHILD & PARENT**
- PLAY Session with Parents and Children
- Children stay with teachers for activity
- Parents – School Walk: Opportunity to observe Literacy Block in process & opportunity to view children at work/play

### TERM 2
**Week 3**
**Tuesday, April 27th**

**9:30 – 11:00am**

**INFORMATION GATHERING SESSION FOR PARENTS OF 2016 PREP CHILDREN**
- General Overview of Curriculum for children in their 1st year of schooling
- Curriculum Outline – Curriculum Leaders

### TERM 2
**Week 5**
**Monday, May 11th**

**INTERVIEW FOR APPLICATION FOR ENROLMENT AT THIS STAGE – BAPTISED CATHOLIC STUDENTS ONLY**
- Parents, child and principal meet and discuss the enrolment needs and aspirations of family
- Principal/Principal Delegate outlines the Vision and practices associated with Lumen Christi and Laverton Parish Catholic schools
- Principal outlines the next step in the Enrolment Procedure for the child/family

### TERM 3
**Week 6**
**Friday, August 21st**

**NOTIFICATION OF ACCEPTANCE OR NON-ACCEPTANCE TO LUMEN CHRISTI**
- Family will receive a letter either offering or explaining non-acceptance /deferment of an enrolment position for Prep 2016

### TERM 3
**Weeks 9-10**
**by Friday, September 18th**

**ENROLMENT OFFER & PAYMENT PROCESSED**
- If family is accepting the position, they complete the slip provided and return with a $100 non-refundable enrolment fee which secures the child’s position and is deducted from their first term in 2016
- Where vacancies exist, non-Catholic families will then be contacted for an Interview & possible enrolment

### TERM 4
**Day 1: Week 4**
**Tuesday, October 27th**

**Example of Orientation Program**
*Subject to Change – Dependent on Enrolment Numbers*

<table>
<thead>
<tr>
<th>Day 1</th>
<th>9:15-10:45am: 3 X Group 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30-1:00pm: 3 X Group 2</td>
<td></td>
</tr>
</tbody>
</table>

Children attend in ½ class session with familiarisation activities to get to know teachers & classroom setting

### TERM 4
**Day 2: Week 6**
**Wednesday, Nov 11th**

**Parent Information Session: School Carpark Policy & Procedures**
**Parent Information Session: Starting School; Staggered Start; First Day; Uniform; School Bag & Food etc.**

### TERM 4
**Day 3: Week 11**
**4:00pm Tuesday, Dec 15th**

to meet 2016 Prep Teacher

**Example of Orientation Program**
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<td>Times &amp; Structure as above</td>
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