



# Totara Hill Montessori Matakana

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Kia ora,

Welcome to our pre enrolment form.

When you complete this form and return it, we will put your child's name on our waiting list from the date we receive the form. This does not guarantee a place.

We strongly encourage you to complete this when your child is under one, we have a long waiting list and children over 2.5 years at enrolment might not get a place, as others have been waiting longer.

Before full enrolment one parent and preferably both, need to have attended an introductory evening, these are held in the first and last term, and you will be emailed an invite each time.

We choose to communicate via email, if we do not get a reply and you haven't let us know any new contacts, we will assume you don't want a place, and remove your child from the waiting list, this saves us a lot of time chasing families up. Even if you cannot attend an evening, please let us know if you are still interested in coming another time!

We do not invite younger children to visit the class in action, instead they come into the classroom for their first time, just before they start, while a parent fills in the full enrolment form the staff show the child around. Any parent who would like to come on their own for an observation are very welcome, please email us to book this in.

Child's Information:	
Child's Full Name:	
Preferred Name:	
Date of birth:	Male / Female

Parents/Guardian:			
(1) Full Name:		(2) Full Name:	
Postal Address:		Postal Address: <i>(if different)</i>	
Post Code:		Post Code:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Mobile:		Mobile:	
Email:		Email:	

Signed:	Relationship to Child:	Date:
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For office use only						
Date recvd:	W/Lst entered:	Let/E sent:	FB W/L	Date Intro Even. Letter sent	Sibling Y/N	Comments: