



MIIDU Preschool and Daycare

“Where roots of knowledge take hold.”

Admission and Enrolment Policy

Purpose

MIIDU Preschool and Daycare is dedicated to creating a safe, inclusive, and nurturing environment for young children. This policy outlines the procedures and requirements for admitting and enrolling children in our preschool and daycare programmes.

Admission Requirements

1. Age: Children must be between 2 and 5 years old to qualify for admission.
2. Health: Children must be in good health and provide proof of up-to-date vaccinations.
3. Registration: Parents or guardians must complete the registration form and submit the required documents, including a birth certificate and immunisation records.
4. Payment: A registration deposit is required to secure a spot for your child.

Enrolment Process

1. Initial Inquiry: Parents or guardians contact the school to inquire about admission.
2. School Tour: Families are invited to tour the facility and meet with the administration.
3. Registration: Parents or guardians fill out the registration form and provide all necessary documents.
4. Assessment: The school will assess the child's readiness for the programme.

5. Admission Decision: The school will inform parents or guardians of the admission decision.
6. Enrolment Completion: Parents or guardians finalise the enrolment process, which includes paying the tuition deposit.

Enrolment Policies

1. Priority Enrolment: Children who are siblings of currently enrolled students or whose parents are staff members may receive priority for enrolment.
2. Waiting List: Our facility can accommodate up to 36 learners. If we reach full capacity, children may be placed on a waiting list.
3. Withdrawal Notice: Parents or guardians must provide written notice at least 30 days before their child's last day of attendance.
4. Tuition Payment Policy: Tuition is due on the 1st of each month. A late payment fee will be applied starting on the 7th. If fees are not settled by the 20th, access to the premises will be restricted until payment is received.

Inclusion and Diversity

MIIDU Preschool and Daycare prides itself on supporting inclusivity and diversity. We welcome children from all backgrounds, cultures, and abilities.

Confidentiality

The school is committed to maintaining the confidentiality of all student records and personal information.

By enrolling their child at MIIDU Preschool and Daycare, parents and guardians acknowledge that they have read, understood, and agreed to comply with this policy.

Signature of Parent/Guardian: _____

Print Name: _____

Date: _____