



27th August 2020

Enrolment process for 2021

Dear Parents/Guardians,

This letter provides key 2021 enrolment information for you to review and action on.

Indooroopilly Outside School Hours Care is licensed for 285 children per day. In recent years, the service has been booked to capacity and had to facilitate a waiting list. We do expect high demand for Before and After School Care for 2021, which will result in some of our families being placed on a waiting list.

Our service is limited by the space available to us within the school and the number of approved places that we are licensed for. Currently we facilitate four rooms across the school, Preps – 30 spaces, Juniors (Grade 1-2) 110 spaces, Middles (Grade 3-4) 85 spaces and Seniors (Grade 5-6) 60 spaces.

IOSHC will facilitate the **Expression of Interest (EOI)** process again, meaning families do not have to provide the lengthy enrolment documents when initially requesting spaces. The EOI will be available on our website to prefill 3rd September. It is essential that this form is completed in full. **Incomplete forms cannot be accepted.**

Allocation of places is guided by **Managing of Enrolments criteria** (refer to the EOI once available) and the **date and time your form is received into our email system at enrol@ioshc.org.au**, meaning “First in, first served” in accordance with the enrolment criteria. **No other email address will be available for this enrolment process.**

There will be no cut-off date for submitting the form. It is advised to email the EOI at exactly 7am on the 17th September to enrol@ioshc.org.au as places will fill fast.

Once the EOI have been processed, we will notify you of the outcome. Families who have secured places will then be provided with the Enrolment Form. Unsuccessful applicants will be placed on the waiting list.





Process:

Please identify **only one Parent** or Guardian per household to **email** the Expression of Interest form on the due date. Due to our processing of enrolments procedures all **EOI's must be emailed**. The **subject line is to clearly identify the child with their first and last name** e.g. EOI2021_Jane_Brown. If you have multiple children use the oldest child's name in the subject line. **Expression of Interest forms received before the due date and time will not be processed.**

Please refer to the following timeline for relevant dates:

<p>Expression of Interest Form available on our website 9am. Please prefill the EOI prior to the due date. Name the file like this: EOI 2021_Firstname_lastname e.g. EOI2021_Jane_Brown (oldest if multiple children)</p>	3 rd September 7am
<p>Send your Expression of Interest to enrol@ioshc.org.au We will start accepting these at 7.00 A.M. All forms will be timed and dated as they are received into the enrol email address and using the Managing Enrolment guidelines. The subject line is to clearly identify the child with their first and last name e.g. EOI2021_Jane_Brown.</p>	<p>17th September 7am Email only</p>
<p>All parents will be advised of the outcome of their EOI before or on: Enrolment forms will be made available to the successful applicants.</p>	15 th October
<p>Completed Enrolment forms must be emailed to enrol@ioshc.org.au by 5.00 P.M.</p>	29 th October

If you have any questions regarding the enrolment process please forward them to enrol@ioshc.org.au. IOSHC aims to finalise all Expression of Interest forms by 29th October.

Kind regards,
Pamela Aird
Coordinator

