



Nursery School and Activity Centre

January 2017

Dear Parents

We would like to take the opportunity to define the waiting list and selection process to our parents, since there are a few misconceptions regarding this procedure.

**WAITING LIST AND SELECTION PROCESS:**

First preference is given to **siblings** of current or former learners of Rosen Castle Nursery School.

Secondly, the classes in each age group are divided according to **language preference**. Should the bilingual class also be an option when you apply, your child stands a slightly better chance to be accepted than in the case where only the mother tongue is considered.

Thereafter a ranking order applies determined by the **application date**. Please bear in mind that space needs to be provided for our younger babies to progress to an older class throughout the year and therefore limited places are available to older babies and toddlers.

Our main intake occurs at the beginning of each year and mostly consists of **babies, 12 months and younger**. There are fewer spaces available in the **3 - 6 year** age group as they are a more consistent group. These age groups usually remain unchanged and move as a group on an annual basis for the next academic year.

When an opening is available, we make use of our waiting list to contact the next person in line. Sometimes parents on the waiting list decide to decline the offer for several reasons or request to postpone their date of admission, etc. Strictly speaking the parent then forfeits their opportunity, as space for the following year is not guaranteed. The space is then available to the next person on the list who will immediately make use of the opportunity as placements are done continuously. This is where the misconception arises that some parents who only applied recently, gets preference.

A quarterly letter will be sent out via e-mail to confirm your place on the waiting list. If there is no response to this letter, we assume that your child should not be on the waiting list anymore and will be removed. We will appreciate it if you keep us informed of any changes to your e-mail address, especially when you go on maternity leave. All changes must please be communicated via e-mail.

**PART 1: GROUPING/CLASSIFICATION OF NURSERY SCHOOL**

**A. Little Rosen Castle**

**1. Small babies (12 months & younger)**

Babies are divided into 4 classes (Group 1: White \*, Shimmering \* and Shining \*) according to age. As they progress they move to an older age group throughout the year. Therefore the baby classes are not full at the beginning of the year to make provision for the above mentioned. Classes are filled with younger babies until June. Hereafter, spaces will only be available if an existing baby leaves the nursery.

When placing babies, their age plays a major role. In the event of an opening in a class, a younger, rather than older baby will be considered. The reason: the older baby would need to move to the following class much earlier than a younger one and there will not necessarily be space in the following class. A younger baby will get preference because he/she stays in the specific class for the remainder of the year.



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## 2. Toddlers (12-24 months)

In this category there are 3 classes (Group 2: Bright \*, Twinkle \*, Silver \* and Gold \*). These classes are for toddlers turning 2 during the course of the year. Most of them are existing children that moved from another class the previous year. More or less 10 new children can be accommodated at the beginning of the year and this includes the siblings of existing children.

### B. Rosen Castle Main Building

Our children from 3 – 5 years are accommodated in the main building. There are 3 classes of each age group which are divided according to language of instruction - Afrikaans, English or Bilingual. Only a limited number of spaces are available at the beginning of the year in each age group. Placements are done throughout the year as openings become available.

### C. Rosen Castle Annex

Pre-schoolers from 5 – 6 years (Grade R) are situated in the annex, the building across from the main building. There are 3 classes in this age group, namely Purple \* and Pers \*.

## PART 2: GROUPING/CLASSIFICATION OF NURSERY SCHOOL

Unfortunately we will not be able to disclose the position of children on the waiting list, and for the following reasons:

- a possible expectation from parents that should their child be high on the waiting list, they automatically have place for the following year and
- it is important to remember that siblings of existing learners (on the waiting list) will get preference in the placement process

**Thus it is difficult to ascertain a time frame for enrolment.**

A request to prospective parents: Please be sure to have a plan B at all times as we cannot guarantee any placements. In order to facilitate placement it is important to ensure that your date of admission is correct.

If you submit your application when you are pregnant, please use your 'due date' as reference to the date of birth – you may confirm it at a later stage. It gives us a good indication and simplifies the enrolment process. All changes must please be communicated via e-mail.

Should your child leave school for any reason and needs a space for the following year, we will place their names back on the waiting list, but unfortunately we cannot guarantee placement.

We would like to encourage parents to reply to all the e-mails from the nursery school, ensuring the subject line remains the same for reference purposes. Kindly include all new information or changes regarding your application.

Carmen Visser is responsible for the administration of the waiting list and placements, but the final approval will be done by Tineke Kroese, the principal.

We trust that this explanation gives you a little more insight into the waiting list and selection process.

Kind regards,

Tineke Kroese  
PRINCIPAL

Carmen Visser  
SECRETARY