

ENROLMENT PROCESS

1- Enquiry

Via email to info@butterflieslc.com
or telephone 936 553 339 / 926 905 405

2- Visiting the kindergarten

We understand the need to visit our kindergarten before making the decision to enrol. Therefore, upon initial enquiry, our team will invite you for a meeting and a quick tour of our space. During this meeting further details will be explained. Parents are welcomed to bring their children to the meeting.

3- Registration of interest

Once a visit has been done, it is time to register your interest in enrolling your child. The registration fee is a non-refundable amount of €180. Upon receipt of this amount we will send you a full Enrolment Form, which requires detailed information of your child and some from your family. All information will be kept strictly confidential.

4- Enrolment

a. In person

Please complete the Enrolment Form and hand it to our admin staff. At this stage you are required to make the payment for the respective Enrolment Fee and proof of payment must accompany the Enrolment Form.

Enrolment Fees are non-refundable. (please consult our Rules & Regulations document for more information)

b. Digitally

Please complete the Enrolment Form. At this stage you are required to make the payment for the respective Enrolment Fee and proof of payment must accompany the Enrolment Form.

Submit the form and proof of payment via email to

info@butterflieslc.com

Enrolment Fees are non-refundable. (please consult our Rules & Regulations document for more information)

c. Supporting documentation

The following documents are required and must be submitted to complete the enrolment process:

- Copy of the child's passport / ID card
- Copy of the parent/guardian's passport / ID card
- Medical form should your child have a confirmed or suspected medical condition

5- Waiting List

If the group correspondent to your child's level is full, your child will be placed on a waiting list. Once a place becomes available, parents will be contacted by the order in which the Registration of Interest has been made.

6- Equal Opportunities

The BLC encourages applications from diverse backgrounds, as we believe this enriches our community and is vital in preparing our children for today's world.

We also welcome children with diagnosed or suspected special educational needs provided that our staff can accommodate them.

We urge parents of children with special educational needs to discuss their child's requirements during the admission process.

An educational psychologist report must be provided on enrolment.

The BLC reserves the right to request a psycho-educational evaluation, if necessary, in order to better support the child. The cost of this evaluation is the parent's full responsibility.

If the parent fails to disclose important information related to the child's special educational needs, the BLC reserves the right to review the child's enrolment at the school.