



*an after school program (run by parents) to provide cost effective music and art tuition to students*

## Enrolments for 2009 have opened TIMELINE

### CRITICAL DATES

**COB Friday, 12 December 2008 – continuing students**

**COB Wednesday, 11 February 2008 – new students**

Date	Task	Who
<b>2008</b>		
Term 3	Distribute forms to 2009 kindergarten students at Term 3 information evening - open now till COB Wednesday 11 February (mid Week 2).	Convenor
By 12 Nov	Notice in newsletter that enrolment forms available at Front Office & web. Forms for re-enrolling students to be returned to Front Office by COB 12 Dec. Notify that Program commences in Week 3 (168 Feb)	Convenor
By 12 Nov	Notice out to parents that re-enrolment forms available at Front Office & web. (AMP Re-enrollmentNoteParents 2007-08.doc)	Tutors
24 Nov	Notice in newsletter from this date on about enrolment. Forms to be returned to Front Office ASAP (first come, first served policy), but by COB Wednesday 11 February 2008 at latest.	Convenor
12 Dec	Re-enrolments for CONTINUING students closes. After this date, treated like new students (ie first come, first served)	
Dec-Jan	Collate re-enrolment forms and make assignments where possible	Enrolment coordinator
<b>2009</b>		
4 Feb	Notice in first newsletter that forms available from the Front Office & web. Must be lodged ASAP (close COB 11 Feb)	Convenor
11 Feb	<b>ENROLMENT CLOSES</b>	
12 Feb	Committee meets to finalise tutors/students/days and tutor coordinators (Treasurer has been allocating as applications come in – only needs refinement at this stage).	All
12-15 Feb	Committee rings parents and tutors to advise of schedule	All
16 Feb	Program commences (Week 3). 7 week term	All

REMEMBER: FIRST COME, FIRST SERVED

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