



Lennox Head Community Preschool Inc

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"Children are worth the effort,
Today, Tomorrow and Beyond."

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Dear Parents/Guardians,

Thank you for confirming your enrolment at Lennox Head Community Preschool for 2021. Please read below relevant information.

ORIENTATION

New families and children are invited to spend some time with us before commencing preschool. Orientation will be on an informal basis with parents/carers choosing to attend for approximately **10-20 minutes on Thursday 21st, Friday the 22nd or Saturday the 23rd of January between 9.00-11.00am.** You are welcome to attend for a short visit to create connections with Educators, find their locker and be shown the arrival and departure routine. These times are valuable to support your child's safety and security within the service and support successful transition.

ORIENTATION EVENING

Please attend our Orientation Evening (for parents/carers only) at the preschool on **Wednesday 20th of January at 6pm.** The first day at preschool is a very busy one for the staff with getting to know and settling the new children and there is very little time for them to talk to parents. So come along, meet and talk to the Educators and familiarise yourself with the preschool before the big day. The staff will endeavour to allocate your child their group, locker and staff before the orientation visit.

INFORMATION BOOK

Please find enclosed our Information Book. It contains useful information about our preschool and you are advised to read it and ask any related questions either at the orientation evening or when you return your enrolment form. If you are thinking of a question, it's highly likely other parents are as well, so be brave and ask your questions at the Orientation evening. You are also advised to view the centres website to view the centres policies and procedures.

FEES

Fees are set at in 2020

...\$20/day for Mon/Tues & Thurs/Fri
plus \$5.00/day BE Costs (Building, and Excursion costs)
= \$25/day
or ...\$24/day for Wednesday
plus \$5.00/day BE Costs (Building, and Excursion costs)
= \$24/day

The Management have yet to prepare the budget for 2021 as we are awaiting the funding amount allocated by the Department of Education through the Start Strong initiative. This may influence the fee amount.

The families with a low income **Centrelink Health Care Card (HCC)**, or who are of Aboriginal or Torres Strait Islander descent are eligible to reduced fees. To be eligible for the HCC fee reduction you must complete this section on your enrolment form and provide your appropriate, current card and return this with your enrolment package or throughout the year when you obtain one.

Parents will be informed of the 2021 fee amount at the orientation evening.

Parents are expected to adhere to their agreed method of payment in advance: (term, half-term, fortnightly or weekly) as indicated on the enrolment form. If there is any reason this cannot be adhered to, you must contact the office within office hours, as soon as possible.

Fees are paid for the period your child is enrolled, whether they attend or not. This includes Public Holidays and Pupil Free Days which are incorporated in the planning for the year. We endeavour to have the one pupil free day per group to support fairness.

Accounts for fees will be issued at the beginning of each term (or the end of the previous term), these will be emailed to the email address provided on your enrolment forms. As they are sent from our accounting software, they may filter to your junk email.

CHILDREN'S REQUIREMENTS AT PRESCHOOL

Your child will need to bring: (ALL ITEMS NEED TO BE LABELLED)

- Bag to hold all belongings.
- A wholesome, nourishing **lunch** – sandwiches or substitute, fruit, cheese, yoghurt etc. in a small lunch box (NO INSULATED BAGS) with your child's name on it. This is to be placed in the fridge. (No lollies, Chips, roll-ups or 'sometimes foods') (**Attached is the healthy food guide**. This outlines what is recommended to provide). **We are endeavouring to be, plastic wrap free. Please try your best to use reusable containers and/or plastic wrapping alternatives.**
- **Morning Snack** - "Crunch and Sip" – This is a **VEGETABLE** snack, ideally something crunchy. Place this in a small container in your child's craft box. (**2-DAY CHILDREN ONLY**)
- **Afternoon snack** – a piece of fruit, dairy or veggies to be placed in the draw in the fridge. Please consider the size of the container you are using, as there are a few to fit in the space. Paper bags are available for you to use.
- We provide water throughout the day. **No** drinks or bottles are required.
- Labelled Sun hat - **everyday**
- Footwear in bag if not worn; sandals/joggers are preferred.
- A change of clothes and underwear; ensure all items are labelled. (Please supply extra bag for wet / dirty clothes).
- Two-day children are encouraged to return their preschool library bag with book inside at least once a week. This is to support the child to learn to care for and be responsible for theirs and others belongings as well as prepare them for their transition to school.

Encourage your child (at home) to pack their bag each day. Encourage them to include their hat and library bag for preschool.

ARRIVALS & DEPARTURES

The hours for your days are as follows. All families **MUST** have their children collected **BY** the end time. Our licencing requires that children are not in our care after these times.

- **Monday/Tuesday & Thursday/Friday – 8.15am to 3.45pm**
- **Wednesday – 8.45 to 3.00pm**

PLEASE NOTE ALL CHILDREN MUST BE COLLECTED BY THESE TIMES.

With up to 50 children arriving through the two entrances, walking to preschool is a great option, if possible, or use the community centre parking. Please adhere to the parking restrictions and signs at the front of the preschool at all times. A short drop off and collection time helps with parking and our day sheet is uploaded to SchoolStream each day

TERM 1 - 2021

Term 1 commences on Thursday the 28th of January 2021 (pupil free days are Monday the 26th and Wednesday the 28th of January)

Thursday/Friday children will commence on **Thursday the 28th of January**

Monday/Tuesday children will commence on **Monday 1st of February**

Wednesday children will commence **Wednesday the 3rd of February**

If you would like to discuss any aspect of your child's enrolment in more detail please phone the preschool within office hours or use the above email address and you will receive a reply within a week.

Yours faithfully,

Jannette Leonard
Authorised Supervisor

Tara Leonard
Educational Leader