



Lennox Head Community Preschool Inc

21 Mackney Lane
Lennox Head 2478

Ph: 02 66877105

Mobile: 0455877105

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

EMAIL: mail@lennoxheadcommunitypreschool.com.au

Website: www.lennoxheadcommunitypreschool.com.au

Dear Parents/Guardians,

Thank you for confirming your enrolment at Lennox Head Community Preschool for 2023. 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 19th or Friday the 20th 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 18th of January at 6pm.** The first day at preschool is a very busy one for the Educators getting to know your children, giving 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.

INFORMATION BOOK

Please find enclosed our Information Book. It contains all the information you will need to know about our preschool. Please read it and ask any questions either at the orientation evening or mornings. If you are thinking of a question, it's highly likely other parents are as well, so be brave and ask your questions. You can also view the centres website to view the centres policies and procedures.

FEES

Fees are set in 2023

\$25/day for 2 day chn.- **this has been fully subsidised by the NSW govt.**
plus \$5.00/day BE Costs (Building, and Excursion costs)

= \$100/ term levee - payable in the first wk. of each term

or...\$29/day for Wednesday **this has been fully subsidised by the NSW govt.**
plus \$5.00/day BE Costs (Building, and Excursion costs)

= \$50/ term levee - payable in the first wk. of each term

The Management are starting the year with this base understanding the funding amount allocated by the Department of Education through the Start Strong initiative may change thus influencing the fee amount.

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

Parents will be informed of fee amount change if and when the preschool receive a directive

Parents are expected to adhere to their agreed method of payment in advance.

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 form. As they are sent from our accounting software, they may filter to your junk email.

CHILDREN'S REQUIREMENTS AT PRESCHOOL

Please refer to your information book

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') **Refer to the healthy food guide in your information book.** This outlines what is recommended to provide. **We are endeavouring to be sustainable. 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.
- **Afternoon snack** – a piece of fruit, dairy or veggies to be placed in the draw in the fridge. If choosing yoghurt please no 'squeezie' yoghurts.
- 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 other 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 3.15pm**

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.

TERM 1 – 2022

Monday/Tuesday children will commence on **Tuesday 24th January 2023**

Thursday/Friday children will commence on **Friday 27th January 2023**

Wednesday children will commence **Wednesday 25th January 2023**

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,

Tamara Leonard
Authorised Supervisor

Sophie Leonard
Educational Leader