



Lennox Head Community Preschool Inc

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

Dear Parents/Guardians,

Thank you for confirming your enrolment at Lennox Head Community Preschool for 2026. Please read the information below

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 **20-30 minutes on Wednesday the 28th of January**. We will be running two sessions. **Wednesday children are between 9.00-10.30am and 2-day children between 11.00am-12.30pm**. You are welcome to attend for a short visit to create connections with Educators, find your 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.

Additional Orientation sessions have been added to the calendar on Wednesday the 4th and 11th of December from 3:20pm - 4.00pm. Due to primary school pick up and drop off. Please park in the community centre car park or down town and walk to preschool.

ORIENTATION EVENING

Please attend our Orientation Evening (**for parents/carers only**) at the preschool on **Tuesday the 27th 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 our website to view our policies and procedures.

FEES

The Fees for 2026 have not been set. The fees below are the current 2025 fees which will give you a rough guide as to what they may be next year. Any adjustments are usually only slight.

\$45/day full fees for 2 day chn.

+ **\$100/ term BE levy** (Building and Excursion costs)

or.... \$50/day for Wednesday

+ **\$50/ term BE levy** – (Building an Excursion costs)

The families who are low-income **Centrelink Health Care Card (HCC)**, Aboriginal or Torres Strait Islander heritage or who have Additional Needs are eligible to reduced fees. To be eligible for the Equity fee reduction you must provide this information on your enrolment form (with supporting documentation where necessary) and return it with your enrolment package. If your circumstances change throughout the year please provide this to the preschool to receive Equity fees.

Start Strong Fee Relief Funding provided by the NSW Department of Education may continue into 2026. If the opt-in/opt-out process remains the same, all families will be required to complete a form and return it to preschool. This will be provided to you once the process is confirmed.

Fees are paid for the period your child is enrolled, whether they attend or not. This includes Public Holidays and Professional Development Days (Pupil Fee Days) which are incorporated in the calendar year. We will have one pupil free day per Term which will be split evenly across the 2-day groups throughout the year. 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. You will be notified via OWNA when these are issued.

What do I bring to Preschool in my Bag????

More detailed information is in your information book. Make sure you label everything.

Encourage your child to pack their own bag each day!

- **Lunch**
 - A lunch box with your child's name clearly displayed to be placed on the shelf in the fridge.
 - NO INSULATED/FRIDGE/FREEZER BAGS TO BE PLACED IN THE FRIDGE
 - Please refer to the food guide for recommendations to pack a wholesome and nourishing lunch and what to keep for home. (General rule of thumb keep packaged foods/sometimes foods for home and keep preschool foods as fresh and nourishing as possible).
 - **We are encouraging sustainable practices. Please try your best to use reusable containers and/or plastic wrapping alternatives. Please minimise the amount of waste you send to preschool.**
- **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–**
 - Placed in the draw in the fridge. (If choosing yoghurt we encourage no 'squeezy' yoghurts as they are a significant environmental footprint and spoon to mouth feeding is a foundational skills which transfers across many areas of development).
- Drinking Water – Drink bottles are NOT required. We provide water throughout the day in a cooler with cups which the children are supported to access independently. You may provide a water bottle if you wish. Please place this in your child's craft box.
- Sun hat – **All children will receive their very own preschool hat for their time at preschool.**
- Footwear. We engage in lots of barefoot play. If your child comes without shoes on their feet, they **MUST** have some in their bag.
- Spare clothes, including a few extra pairs of pants/undies.
- Extra bag for wet / dirty clothes.
- 2-day children – library bag at least once a week and news once a week on their designated day.

ARRIVALS & DEPARTURE TIMES

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 – 9:00am-3:00pm (earliest drop off is 8:15am) (latest pick up is by 3:45pm)**
- **Wednesday – 9:00am-3:00pm (earliest drop off is 8:45am) (latest pick up is by 3:15pm)**

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 – 2025

Monday/Tuesday children will commence on **Monday 2nd of February 2026**

Wednesday children will commence **Wednesday 7th of February 2026**

Thursday/Friday children will commence on **Thursday 29th of January 2026**

PROFESSIONAL DEVELOPMENT DAYS these are Pupil Free Days for the Preschool Educators and Teachers to engage in Professional Learning. Tuesday 27th January (Term 1 Week 1) Monday 20th of April (Term 2 Week 1) Friday 25th of September (Term 3 Week 10) Friday 18th of December (Term 4 week 10)

If you would like to discuss any aspect of your child's enrolment in more detail, please phone the preschool Wednesday-Thursday 9am-1pm or any day after 3.45pm or use the above email address and you will receive a reply within a week.

Sincerely,

Tamara Leonard
Nominated Supervisor - Co-Director

Sophie Leonard
Co-Director