



WELCOME TO LAUNCHPAD

Thank you for your interest in LaunchPad Little Learners Hub 😊

LaunchPad is a fun-filled, unique learning environment for children aged 3-5 years. We aim to help bridge the gap between kindergarten and 'big school' and launch our little learners into school with a head start! We provide nurturing, fun and engaging classes for children to develop a good foundation to learning before they start school. Our goal is to create happy, smart and confident children who thrive and love learning.

Run by qualified educators and staff, LaunchPad will teach your little one the essential first steps in literacy, numeracy, oral language and fine motor skills. We introduce children to letters and sounds, number knowledge, basic mathematical concepts, handwriting and essential skills required for transitioning to school. We also develop an awareness of early years classroom routines and expectations, socialisation with peers and communication with educators.

At LaunchPad, we integrate a highly recommended program called 'Little Learners Love Literacy'. This explicit, multi-sensory literacy program focuses on phonemic awareness and alphabet knowledge, teaching children the skills they need to read, spell and write with confidence.

The LaunchPad program is a 39 week learning sequence. Once you have enrolled, your child will remain in the same class for the remainder of the year unless you notify LaunchPad of any changes.

Our classes run weekly for the duration of each school term. We introduce sounds and letters in a carefully selected sequence that makes it easier for children to learn. It is therefore beneficial for your child to commence the program at the beginning of the school year.

- 3-4 year old program for children attending school in 2026 (\$30 + GST per 60 min class)
- 4-5 year old program for children attending school in 2025 (\$40 + GST per 90 min class)

At the end of each term you will be issued with an invoice for the following term. **Payment is required in full before the next term commences.** This includes:

- Your selected weekly class
- Student art/craft/learning activities
- Weekly home learning activity
- LaunchPad calico bag
- Zipper document wallet
- Triangular writing pencil
- Laminated name handwriting sheet (4-5 year old program)
- Take home book program (4-5 year old program)

To encourage and enhance your child's learning journey at LaunchPad, we highly recommend purchasing **Milo's Birthday Surprise book (\$25)**. This delightful book takes children on a journey through the letters of the alphabet, highlighting the sound of each letter. We use this book each week to meet a new friend and introduce the 'special sound'. Becoming aware of the link between sounds and letters is the first step in learning to read. Please bring along \$25 in an envelope if you would like to purchase this essential resource.

We look forward to hearing from you! In the meantime, please follow and share our socials @ https://instagram.com/launchpad_little_learners_hub and <https://www.facebook.com/launchpadlittlelearnershub>.

Many thanks
Danni and team 😊



ENROLMENT FORM

Student First Name: _____

Student Surname: _____

Student Date of Birth: _____ Student Age: _____ Male / Female

In 2024 my child is attending: 3 year old kinder 4 year old kinder

Name of kinder: _____

Parent Name(s): _____

Phone number(s): Home _____ Mobile _____

Address: _____

_____ Postcode: _____

Email address (please print): _____

Emergency Contact Name: _____

Emergency Contact Number: _____ Relation to child: _____

Any allergies: (if yes, please explain) _____

Do you give permission for photographs/video footage to be taken of your child for promotional purposes (website, Facebook, Instagram)? Please circle YES / NO

How did you hear about LaunchPad: _____

Please scan and return completed **Enrolment Form** and signed **Terms & Conditions** to info@launchpadlearning.net.au.

Once enrolled, you will receive an **invoice for payment**.

Please note your child's booking will not be secured until enrolment paperwork and full payment is received.

Signature: _____ Date: _____



2024 TIMETABLE

* Subject to change based on enrolment numbers

3-4 year old program for children attending school in 2026 (60 mins per week)

Max 6-8 children (1-2 educators)

\$30 + GST per week (paid on a term basis)

Please circle your class preference:

MONDAY 9:30 – 10:30am

TUESDAY 11:30 – 12:30pm

WEDNESDAY 9:30 – 10:30am

THURSDAY 11:30 – 12:30pm

FRIDAY 11:30 – 12:30pm

4-5 year old program for children attending school in 2025 (90 mins per week)

Max 12 children (2 educators)

\$40 + GST per week (paid on a term basis)

Please circle your class preference:

MONDAY 11:00 – 12:30pm

TUESDAY 9:30 – 11:00am

WEDNESDAY 11:00 – 12:30pm

THURSDAY 9:30 – 11:00am

FRIDAY 9:30 – 11:00am

2024 TERM DATES

Term 1 – Monday 5th February – Thursday 28th March (8 weeks)

Term 2 – Monday 15th April – Friday 28th June (11 weeks)

Term 3 – Monday 15th July – Friday 20th September (10 weeks)

Term 4 – Monday 7th October – Friday 13th December (10 weeks)

Please note there are NO CLASSES on public holidays:

Monday 11th March (Labour Day)

Friday 29th March (Good Friday)

Thursday 25th April (ANZAC Day)

Monday 10th June (King's Birthday)

Monday 4th November & Tuesday 5th November (Melbourne Cup)



LAUNCHPAD TERMS & CONDITIONS

In agreeing to attend LaunchPad: Little Learners Hub I:

- Release and forever discharge LaunchPad from all claims that I may have or may have had arising from, or in connection with, my child and the LaunchPad program; and
- Indemnify, will keep indemnified and not hold LaunchPad responsible, to the extent permitted by law in respect of any claim as a result of or in connection with LaunchPad.

First Aid & Emergency Policy

I understand that an attempt will be made to contact the person listed as my child's emergency contact, should first aid need to be administered. In the case that I am unable to be contacted I give consent for LaunchPad staff to administer First Aid as they deem necessary. Should an emergency arise, I give permission for LaunchPad staff to call an ambulance. If I do not have ambulance cover for my child, I will cover all out of pocket expenses incurred.

Medication Policy

I accept that LaunchPad staff will not be responsible for the administration of any prescribed medication.

Fee and Payment Policy

I understand that LaunchPad is a 39 week program. Once enrolled, my child will remain in the same class for the remainder of the year unless I notify LaunchPad of any changes. LaunchPad cannot take casual bookings or prorata weeks I may be away. I agree class fees will be invoiced and paid in full prior to the commencement of each term. If fees are not paid within 7 days of invoice, my child's place will not be held.

Missed Class Policy

I understand that if my child cannot attend LaunchPad, there are **no make up classes, refunds or credits for missed classes**. I will notify LaunchPad of absence before my child's class via text on 0415 132 562.

Sickness/ Illness

I understand that if my child has any of the following illnesses, they must not attend class at LaunchPad:

- cough
- sore throat
- runny nose
- fever
- conjunctivitis
- gastro (must stay home for 48 hours after vomiting or diarrhoea ceases)
- slapped cheek
- or anything else contagious

Family Holiday Policy

I understand there are no refunds or credits for family holidays taken during the school term. I will notify LaunchPad of holiday dates via email or text on 0415 132 562.

Class Cancellation Policy

In the event of an extenuating circumstance I understand that a LaunchPad class may need to be cancelled at short notice. If this situation does arise, a full credit of that cancelled class will be issued.



LAUNCHPAD PROCEDURES & PROTOCOLS

Carparking

LaunchPad does not have an exclusive carpark, however there is ample 1 hour street parking and a 2 hour public carpark 30m down the road (near the railway). **Please take careful note of parking restrictions as the inspectors are often on duty.**

Kiss and drop

As LaunchPad is a school readiness program, our aim is to encourage independence and assist in the transition to school. As part of this transition, our program is designed for the children to independently stay with us for the session.

For the first few weeks, if your child is apprehensive, you are welcome to stay in the classroom for the first 5-10 minutes until he/she is comfortable and happy. We will have interactive activities ready for them during the arrival time. After such time, we kindly ask that you give your little one a kiss and say goodbye. Please always acknowledge that you are leaving and ensure your child understands you will be back in a short time. We keep all doors locked during sessions to keep your little one safe. Puckle Street is a 2 minute walk from LaunchPad, a great opportunity for a quiet coffee or a spot of child free shopping!

Belongings

Please ensure you label your child's belongings. We encourage children to take responsibility for their belongings therefore they need to recognise their name on items such as a drink bottle, jacket, LaunchPad document wallet and calico bag. **Please ensure your child brings a labelled leakproof bottle of water and their LaunchPad folder/bag to class each week.**

Toileting

It is recommended that children can independently go to the toilet and wash their hands. LaunchPad staff will support children to develop their self-help skills, however we do not have nappy changing facilities.

Child Care Rebate

LaunchPad: Little Learners Hub is a private company, therefore you will not be eligible to receive any Government subsidy on LaunchPad fees.

Change of Personal Details

Please notify LaunchPad staff of any changes of address, phone numbers or family circumstances (ie. court orders, custody arrangements).

I acknowledge and agree to the LaunchPad: Little Learners Hub Terms & Conditions outlined above:

Parent Name: _____

Signature: _____ Date: _____