



## 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 a successful transition 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 approach 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 starting school in 2027**
- **4-5 year old program for children starting school in 2026**

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'. 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](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 2025 my child is attending:      3 year old kinder            4 year old kinder     

My child will be starting school:      2027            2026     

Name of Kinder: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone number(s): Home \_\_\_\_\_ Mobile \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Any allergies: \_\_\_\_\_

Would you like to communicate anything about your child to help our educators get to know them:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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](mailto:info@launchpadlearning.net.au). **Please be sure to include your preferred class day/time.**

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: \_\_\_\_\_



## 2025 TIMETABLE

### 3-4 year old program for children starting school in 2027

1 x 60-minute class a week

Max 8 children with 2 educators

\$36 per class (paid on a term basis)

MONDAY 11:30 – 12:30pm

TUESDAY 9:30 – 10:30am

WEDNESDAY 11:30 – 12:30pm

THURSDAY 9:30 – 10:30am

### 4-5 year old program for children starting school in 2026

1 x 90-minute class a week

Max 12 children with 2 educators

\$48 per class (paid on a term basis)

MONDAY 9:30 – 11:00am

TUESDAY 11:00 – 12:30pm

WEDNESDAY 9:30 – 11:00am

THURSDAY 11:00 – 12:30pm

FRIDAY 9:30 – 11:00am

FRIDAY 11:30 – 1:00pm

\* Timetable is subject to change based on enrolment numbers

\* If your class preference is not available, we will promptly notify you

\* **TERM ONE** Monday 10<sup>th</sup> February - Friday 4<sup>th</sup> April 2025 (8 weeks)



## 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.

### 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/Absence 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 your child's first class, if they are apprehensive or distressed, 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: \_\_\_\_\_