

# Who are we?

Lutwyche Windsor Kindergarten & Preschool is a community kindergarten, run and organized by the centre's parents in conjunction with our directors and assistants. We are affiliated with the Crèche & Kindergarten Association of Qld (C&K) and have been providing quality care and education in our community for over 60 years.

## Preprep Groups & Staff

Lutwyche Windsor Kindergarten & Preschool is a single unit centre catering for two preprep groups. **Session times are 8.25am – 2.35pm.**

### Preprep group 1: Mon, Tues, alternate Wed

Director: Suz Davis (B.Ed-Early Childhood)

Assistant: Arleen Gray (Assoc.Dip Childcare)

### Preprep group 2: alternate Wed, Thurs, Fri

Director: Emma Clarkson (B.Ed-Early Childhood)

Assistant: Tapasii Holden (Dip Comm Serv – Children's Services)

Administrator: Louise Allison

(Tues 9am-2pm & Fri 9am-2pm)

## The Waiting List

A Waiting List is kept for families wishing to attend Lutwyche Windsor Kindergarten & Preschool. Allocation of places for enrolment will be made strictly in accordance of date of receipt of the waiting list application and fee. You may place your child's name on the waiting list at any time after their birth. A detailed copy of the waiting list policy can be viewed at the centre.

Date of Birth	Year of Attendance
1 July 2008 – 30 June 2009	2013
1 July 2009 – 30 June 2010	2014
1 July 2010 – 30 June 2011	2015
1 July 2011 – 30 June 2012	2016
1 July 2012 – 30 June 2013	2017

## Parent Involvement

Parents play an important role in the education of their child and parental involvement is encouraged. The general and financial management of the centre is also provided by a group of parents elected by and from the parent body. Parents can help by:

- nominating to be on the management committee
- supporting the various activities organized by the committee
- participating in the weekday roster
- recycling "junk" for use in the program
- assisting in working bees and maintenance
- sharing talents

## Fees

Meeting the strict standards for affiliation with C&K, Lutwyche Windsor Kindergarten & Preschool is eligible for government subsidies of around 80% of our teaching staff costs. This, along with fundraising and attendance fees maintains the smooth operation of the centre. Payments can be made by cash, cheque or direct deposit. A \$20 discount is offered on term fees if payment is made by the due date. All fees are payable one term in advance.

Fee Type	Amount
Waiting list fee (non-refundable)	\$11
Holding fee (secures place on enrolment)	\$75
Term fee 5 day fortnight (quarterly)	\$625
Excursion/Incursion levy (quarterly)	\$25
Annual membership fee	\$22
Volunteer levy (refunded at end of year following participation in relevant rosters)	\$150

*All fees quoted are correct at time of print and may be changed at the discretion of the committee.*

## Our Aims

We strive to...

- provide a program which is based on play and gives children the opportunity to make choices;
- treat each child as an individual and foster development of their needs and interests;
- provide an environment that is warm, secure and supportive and that encourages development of self-esteem and self-confidence;
- foster a team approach where all children, parents and staff are respected & valued and encourage cooperation, kindness and acceptance;
- promote development of the whole child physically, socially, emotionally and cognitively;
- ensure we keep alive a child's natural desire to learn and curiosity about the world;
- promote development of a child's independence and self-help skills.

## Brief History

The LWKP has been providing quality care and education for over 60 years. The centre was first opened in August 1947 with 11 children. The premises were a temporary Army Hut until the current building was finished in late 1960 after a dedicated committee raised the funds over several years. The building was extended in late 1972, again as a result of a large amount of fundraising from the local community. Since then other improvements have been made including the addition of verandahs, sheds and extra children's toilets, not to mention our fantastic sandpit and playground equipment in our extensive grounds. The interior was painted in 2009, a new kitchen installed in 2010, exterior painted in 2011 & clear blinds installed in the undercover area in 2012.

# Waiting List Application

Please complete this form and return with your \$11 waiting list fee to:

Lutwyche Windsor Kindergarten & Preschool  
14 Lucas Street  
LUTWYCHE QLD 4030

*Cheques to be made payable to Lutwyche Windsor Kindergarten & Preschool (LWKP)*

or direct deposit to:

*Bank: BOQ  
BSB: 124-157  
Acc: 21894122  
Please place your surname in the reference section*

Child's name: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Year to attend: 20\_\_\_\_

Parents'/Guardians'  
Name(s): \_\_\_\_\_

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

Home phone: \_\_\_\_\_

Mother's mob: \_\_\_\_\_

Father's mob: \_\_\_\_\_

Family email: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

*Office Use Only*

Date	Amount	Rec#	Rec By

*Our bank details for direct deposit of waitlist fee:*

*BSB: 124-157*

*Acc: 21894122*

*Acc Name: Lutwyche Windsor  
Kindergarten & Preschool*



## Offers of Enrolment

Offers of enrolments will be made by phone or mail in September/October of the year prior to the commencement of prep.

Following your acceptance of a place, more detailed information will be sent to you including advice regarding an Orientation Day (usually in November) when you can bring your child to the centre for an introduction. Please advise us if your contact details have changed. Every effort will be made to contact you to offer a place, however, if you cannot be contacted, your place may be offered to the next child on the Waiting List.



## Lutwyche Windsor Kindergarten & Preschool Assoc. Inc.



ABN: 20 451 522 800

### INFORMATION AND WAITING LIST APPLICATION

Lutwyche Windsor Kindergarten &  
Preschool Assoc. Inc.  
14 Lucas Street  
LUTWYCHE QLD 4030



Ph/Fax: (07) 3857.2430  
Email: lwkinder@tpg.com.au  
Website: www.candk.asn.au/lutwychewindsor