

**BOROONDARA PRESCHOOL INC**  
**Reg. No.A0005566Y**  
**GENERAL INFORMATION TO FAMILIES**  
**OFFERED A PLACE FOR 2009**

Our Preschool operates two 4 year old groups each offering 11 hours of preschool per week. Furthermore, the children in the 4YO - Kookaburra Group attend an extended hours program on Tuesday afternoons. Allocation of places into 4 year old groups is made strictly in accordance with the BKCES Preschool Enrolment Policy (see section 8.7.2)

In addition, one 3 year old group also operates on a rotational basis to provide a preschool program for 30 children ranging from 6 to 9 hours per week. We are only able to offer a limited number of children three sessions per week, with the majority of children attending for two sessions.

The children are taught by Mrs. Debbie Incedon (3YO – Bilby group and 4YO – Kookaburra group extended hours), Mrs. Robyn Norris (4YO – Platypus group), and Ms Estelle Collinson (4YO – Kookaburra group), and are assisted by Ms Fiona McLean (4YO) and Mrs. Maureen Sweeney (3YO).

The 2008 sessions are operated according to the following timetable: we expect the 2009 timetable to be the same, but may be subject to change, in case of unforeseen circumstances.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
3YO - Bilby 8.45 – 11.15*	4YO - Kookaburra 8.30 – 1.00	4YO - Platypus 8.30 – 12.30	4YO - Platypus 8.30 – 12.00	4YO- Kookaburra 8.30 – 12.00
4YO - Platypus 12.30 – 4.00	Kookaburra Extended Hours 1.00 – 3.45	3YO - Bilby 1.15 – 3.45*	4YO - Kookaburra 1.00 – 4.00	3YO - Bilby 12.45 – 3.15*

\* 3YO sessions increase from 2.5 hours to 3 hours in Term 3.

**2009 Fee Structure**

<b>Group</b>	<b>Sessions</b>	<b>Fees</b>	<b>Annual Amenities Fee</b>	<b>Partial Fundraising Levy per term per family</b>	<b>Annual Maintenance Fee* Per family</b>
3 year old	Per session, per term 2.5 hrs 3 hrs	\$155.00 \$165.00	\$38.00	\$25.00 (Per term)	\$70.00
4 year old	Per term	\$270.00	\$70.00	\$25.00 (Per term)	\$70.00
Extended Hours 4YO Kookaburra	Per term	\$165.00	\$27.00 Care Bag Fee		

\*\$70.00 of the maintenance fee is refunded at the end of the year, if the family has attended two working bees each of 3 hours duration.

Eligible Health Care Card holders receive a rebate on four year old fees (not extended hours). As of July 2007; \$182.50 per term.

This should be arranged directly with the Treasurer upon enrolment at the Preschool.

The Preschool is a registered child care provider; families should check their entitlement to the Child Care Benefit with the Family Assistance Office.

**Funded Four year old Program**

The government provides for one year of funded four year old program at one preschool. It is assumed that by accepting this offer, your child will not be receiving government funding for another preschool program at a preschool or child care centre in 2009. If this is not the case please contact the Enrolment Officer as soon as possible.

If this will be your child's second year of 4YO preschool (funded or unfunded) you must also inform the Enrolment Officer. (Please refer to BKCES Enrolment Policy sections 8.8.2.)

**Fees:**

To meet the running costs of the Preschool, fees are due to be paid at the *commencement* of each term. Please note that the 3 year old is privately run and that the 4 year old group is partially funded by Health and Community Services, Victoria, hence the difference in the fee structure.

Please note that fees in the 3 year old group will alter during the year as the hours of the sessions increase.

All applicable levies are summarised in the fee structure table, refer to previous page.

**Payment of Fees:**

The amount of the Term Fees shall be determined by the Committee. They shall be collected each term by the Treasurer. In the event of non payment the Committee may have no choice but to exclude a child from the program. If you experience difficulties paying the Preschool fees, please contact the Treasurer.

**Absences Occurring During the Year:**

If a child is absent for an extended period of time, owing to holiday or parent occupation etc, the child may retain the place at the Preschool provided all fees are paid.

**Commencement of 3 Year Olds:**

In accordance with Children's Services Regulations 1998 concerning staff/child ratio, a child must have attained the age of 3 prior to commencing in the 3 year old group. Should your child be turning 3 after the commencement of first term usual term fees apply in order to maintain the place for your child.

There is only provision for one year of the three year old program. (Refer to BKCES Enrolment Policy) If you feel your child may not be ready to progress to 4yo in 2010, please discuss this with the Enrolment Officer as soon as possible.

The offer of a place for a child in the 3 year old group does not automatically guarantee them a place in the 4 year old group.(refer to BKCES Enrolment Policy)

**Parental Assistance:**

Each family is expected to participate in duty at the Preschool at least once each term. Parents should understand that should they enrol their child at Boroondara Preschool their assistance and involvement in the Preschool is welcomed. Participation can also include assisting in fundraising / social activities, maintenance, and working bees.

Of course, parental involvement may also include being on the Committee of Management. All Committee positions are declared vacant at the Annual General Meeting in November. All members of the Preschool for 2009 will be notified of this meeting.

For further information, please contact the Enrolment Officer via the Preschool on 9857 6159.