



Launceston Grammar Early Learning Centre Handbook

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Welcome

We welcome you and your child to the Launceston Church Grammar School Early Learning Centre.

Located on our Junior Campus, our Early Learning Centre offers a nurturing and inspiring start for children from three years of age.

We provide a safe and caring environment for your child to grow and learn in. When children begin school, they are making the journey from family centred life into the world of children.

They are keen to make new friends, learn new things and flourish in their new environment. Throughout this process there will be many wonderful experiences for children to enjoy and share with their parents. Your child is our focus.

We cater for their educational, physical, social, emotional and cultural needs. We encourage children to develop independence, a love of learning and a desire to be active and caring members of the school community and the community at large.

We warmly welcome you and your child to the Launceston Grammar Early Learning Centre, where meaningful learning and joyful moments begin.



Our Program

We are proud to be rated Exceeding under the National Quality Standard, a recognition of the high-quality care and education we provide.

Our program is guided by a combination of educational frameworks, including Australia's Early Years Learning Framework, the Framework for School Age Care, and the International Baccalaureate Primary Years Programme (IB PYP).

We are also strongly influenced by the Reggio Emilia Approach, which places each child's ideas, curiosity and creativity at the heart of their learning journey.

Early Learning (3-yo)

Our Early Learning program will offer one class for our youngest learners, with extremely limited places. This class will operate two days per week and commence in Term 3 (July). Children must attend both days.

Children may commence in our Early Learning class, if they are:

- three years of age between 1 January and 30 June; and
- are toileting independently.

Pre-Kinder (4-yo)

Children may commence in our Pre-Kinder class, if they are:

- four years of age between 1 January and 31 December; and
- are toileting independently.

We have options of two, three, four and five day classes with a minimum of two day attendance.

Kindergarten (5-yo)

Children may commence in our Kindergarten class, if they are:

- five years of age between 1 January and 31 December; and
- are toileting independently.

Students are required to attend a minimum of three days per week.



Supporting Your Child

We understand that starting school marks a significant step—from a family-centred world into a new community of friendships, discoveries, and growth. At Launceston Grammar's Early Learning Centre, we are here to guide and support your child through every stage of this exciting transition.

Learning Within a School Community

Being part of our co-educational school provides children with the opportunity to grow within a broader, connected learning environment. Proximity to the Junior Campus helps foster a smooth and confident transition to school life, while our specialist classes such as music, physical education and library, enrich their experience and support the development of the whole child.

How and What Will my Child Learn?

Your child will learn through play and activities planned by the teacher and by socialising with other children. Fine motor, gross motor, early literacy and numeracy skills will be developed through the many and varied activities provided.

Our aim is to develop independence, confidence and self-esteem in a nurturing, happy and supportive environment. We also encourage the children's development of social skills which will include co-operation, sharing, taking turns, using manners and consideration for others. Children's strengths, abilities and interests will be valued and built on.

Why is Play Important?

Play helps children to make sense of their world. Play is an important part of your child's first years of life. It shapes the structure of the brain in diverse ways. It links social, creative and cognitive skills.

“Play provides numerous opportunities for children to actively learn through discovery, creation and imagination. As children play with other children they create social groups, test out ideas, challenge each other's thinking, ask questions, solve problems, engage in critical thinking and build new understandings.”

Our Early Learning Program fosters quality play which means your child will be deeply involved, learning, developing and practicing skills.

Getting Ready for School

Here are a few suggestions of ways in which you can help your child prepare for school:

- attend an Early Years Program (playgroup) with your child
- build a positive feeling about beginning school; discuss all the wonderful activities and experiences they will encounter. i.e. new friends, games, painting, construction.
- familiarise your child with the School's location and the journey to and from school.
- have a trial run at wearing the uniform.
- clearly label all school uniform and possessions.
- bring your child to the orientation session.
- from day one, aim to be punctual in getting your child to and from school.
- make sure your child is aware of where the toilets are. Encourage children to be independent in their toilet routine.
- spend a little time in the classroom with your child in the morning. Don't be in a rush to go. Do a puzzle together or read a story.
- let your child know who will be picking them up at the end of the day.



myGrammar is our parent communication portal where you will be able to read all communication from the School, view the school calendar and inform the school if your child is absent.

Early Learning teachers keep parents/guardians informed about their child's activities, progress, and any important announcements related to the learning environment via weekly updates.

myGrammar is available in a web version, as well as an app which can be downloaded to your device. All parents/guardians receive their login information in mid-January, once their child is confirmed to commence.

School Times

Early Learning: 9.00am - 3.00pm

Students in Early Learning can arrive from 8.30am onwards. Any parents/guardians arriving with their children prior to 8.30am will need to sign into Before School Care or wait in the seated area outside Broadland House.

Term Dates

Term dates are available on our website - <https://www.lcgs.tas.edu.au/parent-resources>

Our Early Learning program operates during the four terms of the year. This ensures a consistent learning experience for children as they prepare for school.

A Vacation Care Program (additional cost) is available for non-school time.

Absences

Should your child be absent from School or late, please contact Launceston Grammar prior to 9.00am or advise the School via the myGrammar app.

You may phone our Junior Reception via 03 6336 5900 or email junior@lcgs.tas.edu.au, listing your name, your child's name, when your child will be away and the reason for the absence.

Your child's attendance will be recorded each day of their enrolment including days your child does not attend due to sickness or other reasons. The Child Care Subsidy is paid for each child up to 42 absences per financial year.

Fees

Launceston Grammar's Out of School Hours Care (OSHC) & Early Learning Fee Schedule is available online via our website www.lcgs.tas.edu.au or can be obtained from our website: <https://www.lcgs.tas.edu.au/school-fees>.



Students in all Early Learning classes, including Kindergarten, Before and After School Care and Vacation Care can register for the Child Care Subsidy.

Child Care Subsidy is the main payment to assist families with the cost of childcare. This subsidy is paid directly to Launceston Grammar and will reduce the balance of your fortnightly account. We encourage all families to apply for the Child Care Subsidy online or in person through Centrelink.

Once registered, you will need to provide Launceston Grammar with your child's Customer Reference Number (CRN) and date of birth as well as your own CRN and date of birth.

Payment of Fees

Fees are invoiced fortnightly.

Our OSHC Coordinator will be happy to answer any questions you may have regarding Early Learning fees or the Child Care Subsidy. Please phone our Junior Campus Reception on (03) 6336 5900 or email junior@lcgs.tas.edu.au.

Collection

Children are only permitted to leave Launceston Grammar's Early Learning or Out of School Hours Care (OSHC) premises if they are collected by a parent/guardian, an authorised nominee named in the child's enrolment record, or a person authorised by the parent.

Signing In and Out

Launceston Grammar must ensure a child's attendance record is kept that includes each child's name and the date and time they arrive and depart the Early Learning Centre or OSHC each day.

It is a legal requirement for parents/guardians to sign-in their child's attendance at the beginning of the day and sign them out at the end of each day. Ipads are available at each Early Learning Classroom for parents/guardians to sign in/out.

Once an enrolment is confirmed, parents/guardians are added to our attendance system. Using their mobile phone number, parents will be prompted to create a four-digit code on their first sign-in.

Hats and Sun Care

Hats are to be worn outside in Terms 1 and 4. Students should have their own sunscreen (30+) in their school bag. Each Junior Campus classroom has sunscreen, but we prefer for students to supply their own in case of allergies.

Children participating in After School Care should keep an additional broadbrim hat in their bag.



Experienced Educators

Our highly experienced and qualified educators are committed to building meaningful, respectful relationships with both children and their families.

Our educators take the time to truly get to know each child—their interests, strengths, and unique ways of learning.

To support each child's learning journey, our Early Learning team works closely with colleagues in the Junior School. This strong connection ensures a smooth and confident transition from the Early Learning Centre to Prep, helping children take their next step with excitement and readiness.

Experimental Learning

Early Learning children benefit from participating in a variety of excursions, incursions and special events, making learning interactive, engaging and connected to the real world.

Specialised Subjects

Early Learning students have access to specialist classes offered at Launceston Grammar's wider Junior Campus, including physical education, library, and music. Kindergarten students have access to Art and French. Early Learning children and their families also have access to our Junior Campus library and have the ability to borrow books.

Before and After School Care

Before School Care operates from 7.30am to 8.30am and is available to all Junior Campus students.

After School Care is based in the Early Learning classrooms and commences immediately once students are dismissed at the end of the school day. It is available from Monday to Friday 3.00pm - 6.00pm.

Parents/Guardians are contacted on a fortnightly basis requesting any Before or After School Care requirements. Regular and ongoing bookings can be made. For enquiries, contact Reception on 6336 5900 or junior@lcgs.tas.edu.au.

Vacation Care

A Vacation Care Program is available during each school holiday period for children aged 3-12 years. Bookings and program details are available on myGrammar prior to the end of each term.

For enquiries, please contact our OSHC Coordinator on

(03) 6336 5900 or email junior@lcgs.tas.edu.au.

Lunch Orders

Lunch (but not recess) can be ordered online. Meals are made in the Senior Campus Boarding House kitchen and delivered for lunch time to the Junior Campus.

Emphasis has been placed on providing all students with a range of healthy choices.

Orders can be placed online via the lunch order mobile phone app by 7.30am each morning. Visit the Flexischools website for further details (www.flexischools.com.au).





Confectionery-free Campus

We wish to promote healthy habits and healthy lunches and snacks are encouraged. Students are not permitted to bring sweets, lollies or chewing gum to school.

Emphasis is placed on the inclusion of fresh fruit and vegetables. Drink bottles are to contain water only.

The School seeks to minimise the risk of an anaphylactic reaction involving nuts by:

- ensuring that food provided through our lunch ordering system does not contain nuts;
- requesting that nuts and nut products including peanut butter, Nutella and muesli bars are not included in children's lunch boxes;
- requesting that any food that is brought to school from home does not contain nuts; and
- ensuring that food on school camps and excursions does not contain nuts.



Uniform

The Launceston Grammar School uniform develops a sense of community and belonging. The uniform is compulsory for children who attend Early Learning. We ask that children wear comfortable shoes that are appropriate for outdoor play. It is important that all clothing is clearly labelled with your child's name to prevent lost items.

Uniform items can be purchased at the Launceston Grammar Shop which is located at the Senior Campus, Mowbray.

During Term time, the Launceston Grammar Shop is open:

- Monday: 8.30am - 12.30pm
- Thursday: 12.30pm - 4.30pm
- Friday: 12.30pm - 4.30pm

Opening hours change during School Holidays. Please visit our website for more information: www.lcgs.tas.edu.au.

Second-hand Uniforms

A parent-administered Facebook page "Launceston Grammar Clothing Pool" is also available, where you may be able to purchase quality second-hand uniforms.

Please refer to the School Handbook (available via www.lcgs.tas.edu.au) to view photos of the correct uniforms for each grade before purchasing.

Parking

Parking outside the Junior Campus is limited.

A drop-off/pick up zone is located at the front of Lyttleton Street entrance. Cars are not to be left unattended in this area.

Early Learning concludes 10 mins earlier than the rest of the school to allow for easy pick up for Early Learning parents/guardians.

Please be on time to collect your child so they don't become anxious. Parents/guardians can wait outside the classroom door until the children are dismissed.

Notice of Withdrawal

As per the Conditions of Enrolment, four school weeks' notice in writing to the Enrolments Office is required prior to the withdrawal of a student to avoid a Withdrawal Fee.

As we are a small school by design with limited places available, timely notice of withdrawal is essential. If you do not intend for your child to continue at the school, please let us know as early as possible so that their place can be offered to another family on our waiting list.

enrolments@lcgs.tas.edu.au

What to Bring to Early Learning

- a school bag;
- a school hat;
- a healthy morning tea & lunch (including two pieces of fruit and/or vegetables);
- a drink bottle for water
- a water-proof book-bag is required to borrow books from the Junior Campus library. Launceston Grammar branded book satchels are available to purchase from Junior Campus Reception.
- Spare uniform
- A spare hat if participating in After School Care



Key Contacts

Enrolments Office:

(03) 6336 6052

enrolments@lcgs.tas.edu.au

Junior Campus Reception:

(03) 6336 5900

junior@lcgs.tas.edu.au



Launceston Grammar

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Launceston Church Grammar School

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