

Welcome to the SPGP Family

Dear Parents and Guardians,

Welcome to SPGP.

We are truly delighted that you have chosen our small, boutique centre to be part of your child's early learning journey. We understand how big this decision is for families, and we feel honoured to be trusted with your most precious little person.

At SPGP, we pride ourselves on offering a warm, home-like environment where every child is known, valued, and supported as an individual. As a small service, we can build genuine relationships with both children and families - and that sense of connection is at the heart of everything we do.

Our centre operates 52 weeks per year, Monday to Friday from 7:00am to 6:00pm, closing only on gazetted public holidays.

Getting Started: Enrolment Essentials

To secure your child's place, please complete our online enrolment process and upload the following documents prior to your child's first day:

- A copy of your child's birth certificate or passport
- A current Medicare Immunisation History Statement
- Any relevant medical management plans or court orders
- Signed Enrolment Form (via the SPGP app)
- Signed Complying Written Agreement (CWA)
- Direct Debit Authority

Please note:

We maintain a minimum two-day booking policy, which must include either a Monday or Friday. Your child may commence once all documentation has been received and verified.

What to Pack Each Day

To help your child feel comfortable and settled, please pack the following items clearly labelled with their name:

- A labelled bag
- At least one full change of clothes, all labelled with your child's name
- A hat for outdoor play, labelled with your child's name
- Nappies (minimum 5 per day if required)
- Nappy rash cream (must have a pharmacy-issued label if prescribed)
- A labelled fitted sheet and blanket for rest time
- A labelled water bottle
- A comfort item if used for sleep (e.g. a "lovey")
- Any required medication in original packaging with a pharmacy prescription label



What We Provide

We aim to make your mornings easier by providing the essentials:

- Freshly prepared meals daily — Breakfast, Morning Tea, Lunch, Afternoon Tea and Late Snack
- Wipes and tissues
- High-quality sunscreen
- All learning materials and equipment

Our meals are prepared onsite each day and designed to be nutritious, balanced, and child-friendly.

Fees & Payments

- Fees are processed weekly on Wednesdays via direct debit (one week in arrears).
- Fees are charged for the reservation of your child's place and therefore apply to absences and public holidays.
- Late collection fees apply after 6:00pm.

Full details can be found in our Centre Terms & Conditions.

Administration & Bond

- A non-refundable \$75 enrolment administration fee is payable upon acceptance.
- A refundable bond equal to one week of booked fees is required.

Bond Schedule

Days Enrolled	Koala Room 2 – 3 years (\$135)	Bear Room 4-6 years (\$130)
2 Days	\$270	\$260
3 Days	\$405	\$390
4 Days	\$540	\$520
5 days	\$675	\$650

Bonds are refunded within six weeks of enrolment ending, provided all fees are finalised and no outstanding charges remain.

Child Care Subsidy (CCS)

Many families are eligible for Child Care Subsidy (CCS) to assist with reducing out-of-pocket costs. CCS is not automatic and must be applied for through your MyGov/Centrelink account.

Approved activities include paid work, study, volunteering, travel time, and active job seeking.

If you are ever unsure about CCS, we are happy to guide you in the right direction.



Learning at SPGP

Our program is guided by the Early Years Learning Framework (EYLF) and designed around children's individual interests, strengths and developmental stages.

As a boutique centre, we intentionally keep our groups small so educators can deeply understand each child and tailor experiences that support their growth and confidence.

We love partnering with families - please feel free to share your child's current interests, routines, goals or anything that helps us support them better.

Staying Connected

We use OWNA to share daily journals, observations and updates so you can see what your child is exploring and learning in real time. You are always welcome to message our team through the app.

Communication and transparency are very important to us.

Safety & Policies

- Children must be up to date with immunisations in accordance with Australian legislation.
- Parents/guardians must sign children in and out via our iPad kiosk each day.
- We will only release children to authorised contacts listed on your enrolment form (photo ID required).
- Four weeks' written notice is required to withdraw or reduce days. Eight weeks' notice applies for departures in December or January.

We are genuinely excited to welcome your family into our SPGP community. If you have any questions - big or small - please reach out. We are always here to support you.

With warmth,

The Management Team
SPGP 🌱