



12 Tambourine Bay Road,  
Lane Cove 2066

# Lane Cove Early Learning Centre

## From the Manager

Hi Parents and Carers,

Well with the year coming to an end we are almost ready to say a good bye to 2009, however before we do we would like to thank all our families for a lovely year! All though I have only been here for a few months so far, I have had a great time so far and thank you all for the support that you have shown me ☺ Thank you also to the great team of staff we have here at Lane Cove Early Learning Centre.

With the New Year on the horizon we also unfortunately have to say our sad good byes to our older Bumble Bee friends that are headed off to Big School in 2010. You will all be missed, but we wish you all the best for your future education.

We are also saying a sad good bye to Kylie who will not be returning with us in 2010. We wish Kylie all the best in her new job and the exciting new opportunities that it holds for her.

We are excited with our new room changes for 2010 ☺ As Laura will be on holidays for the first few weeks of January, the Bumble Bees Room will be run by Jenny as well as a new staff member as soon as we hire someone. When Laura arrives back, Jenny will make the move to Butterflies to work along side Catherine who will be working with Bree in the mean time.

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**Just a few reminders :**

Sign in and Out Sheets:

Please ensure that you are signing your child in and out each day and any days that they are absent (away sick or on holidays) to ensure that you are entitled for your CCMS payments. Please ensure that you have filled in any missing signatures from the past weeks as well.

If your child is absent for the first 2 weeks or last two weeks of attending the centre, you will not be entitled to receive your CCMS benefits as the system will not be attached to your account at this time, so to receive your entitlements please ensure that your child is attending on their set days.

Account information:

There are still a number of families that we do not have CCMS/Family benefit information for. If you are wanting to claim benefit for your child's fees please contact centre link and link your self with our centre. If you require our CRN number please do not hesitate to give us a call or come and ask when you are in so we are able to help you to set this up.

If you have any questions, concerns or queries about anything above, please do not hesitate to contact me and I would be more than happy to assist you as best as I can.

We look forward to a great New Year and all that 2010 have installed for Lane Cove Early Learning Centre. We hope everyone has fun and safe Holiday!

Kind regards  
Chevelle  
Centre Manager



## Centre Availability

Please check the table below for centre availability for 2010.  
If you require more days please contact us ASAP so that we are able to assist you where possible. Please note that the Bumble Bees room spaces are filling up quickly!

Room/ Days	Mon	Tues	Wed	Thurs	Fri
Butterflies	*	*		*	*
Bumble Bees	*	*	*	*	*

\* Indicates availability on that day  
Please Note: These vacancies may change daily.



A great Big THANK-YOU to all the families that attended our  
Centre Christmas Party in December!!!!

We had a great turn out of families and delicious array of food!!! We are glad that you  
were all able to make it along and hope that everyone had an enjoyable time!!!

Thank you as well to Andrew for the great work as our wonderful Santa ☺

### Important events coming up: January 2010

Please Note the centre will be closed from Thursday evening 24<sup>th</sup> Dec 6pm  
And will re open Monday 4<sup>th</sup> January 2010.

Tuesday 26<sup>th</sup> – Australia Day –Centre will be Close

Wednesday 27<sup>th</sup> –Australia Day Centre Celebrations

Afternoon Tea –please keep an eye out for more information coming soon ☺

## FROM THE KITCHEN:

We are looking forward to starting a fresh New Year in the Kitchen ☺  
With some yummy new meals on the 2010 menu for Kids Gourmet Foods.

To all new families please be ensured to speak to your child's teachers to ensure that they are aware of any dietary requirements or allergies that your child may have as we are in the process of notifying our catering company of these requirements and the days that you attend so that suitable meals can be provided for your child.

### Water Bottles

The weather is now getting increasingly hot into our summer months. Water is essential in keeping our bodies hydrated.

**Please** remember to supply your child with their own water bottle each day they attend our centre. We will refill the throughout the day, however, **Please** ensure that they are then taken home at the end of each day to ensure that they are cleaned.



## REMINDERS

### \*\* Hats\*\*

With the warmer weather approaching please ensure that your child is bringing a hat with them each day and that sun cream is applied before they arrive as we will be going outside earlier in the mornings now.

### \*\* Water Bottles\*\*

Please ensure that your child brings a Water Bottle with them each day and ensure that it is named.

### \*\* Closing Time\*\*

Please remember that our centre closes at 6pm, therefore we require you to pick your child up no later than 5.55pm to collect their things and sign them out. Late fees apply after 6pm of \$2 per minute.

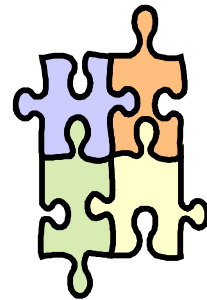


## **Butterfly Room News**

After another exciting year in the Butterflies Room we are sadly going to be saying some good byes to most of our older Butterflies who will be transitioning up to the Bumble Bees Room for 2010 with our Staff member Laura as well. We are happy that its only next door though and are able to still have big cuddles and fun playing with each other in the mornings, afternoons outside ☺

With Laura making the exciting move to the Bumble Bees Room in 2010 we are happy to be inviting Jenny into the Butterflies Room to work along side Catherine welcoming all our new Butterflies friends and our lovely Butterflies friends who are still with us from 2010. As Laura is on holidays for the first few weeks we are back in January, Jenny will be kindly staying behind in the Butterflies Room to help out our new team member so Bree will be helping out in the Room until then.

We are very excited about the New Year and all the new experiences the girls have installed for the room. Both of our rooms will be working on a new programming system in 2010 that we have created together to benefit the room and all children as individuals to help develop their skills focusing on their observed interests and needs. We look forward to meeting all of our new families and working towards a great 2010.





## **Bumble Bee Room News**

With the New Year on the horizon we are very sad to be saying our good byes to our Bumble Bee friends who are off to big school in 2010. We will miss you all and wish you all the very best in your future learning, we hope you come and visit us to show off your new uniforms and to let us know how you are going 😊

In the New Year we also say good bye to our Bumble Bee staff member Kylie, who is moving to another centre closer to her home. We will be very sad to see her go as well, but we would like to wish her all the best for her future and the new and exiting adventures and opportunities it holds for her.

Due to Kylie leaving our team we are currently in the middle of employing a new staff member to work along side Laura who is set to move into Bumble Bees for 2010. However as Laura is still on Holidays for the first few weeks that we are back, Jenny will be staying on in the Bumble Bees Room to help out the new staff member that we hire before making her move to the Butterflies Room. We will of course let you know more about our new staff member when the final decisions have been made.

We are looking forward to a new year in the Bumble Bees Room in 2010. Transition time for lots of Butterflies moving to the bigger room and also welcoming some new Bumble Bee friends. We also are looking forward to helping Laura put together a new and fun school readiness program and starting some exciting class projects.

