

---

# Our Preschool

---



**Address:** 152 Nielson St, Wyrallah Road Public School – East Lismore

**Mobile:** 0429 107 762

**Email:** Sonya - [director@eastlismorepreschool.com](mailto:director@eastlismorepreschool.com)  
Angela – [accounts@eastlismorepreschool.com](mailto:accounts@eastlismorepreschool.com)

**Website:** [www.eastlismorepreschool.com](http://www.eastlismorepreschool.com)

**Facebook:** <https://www.facebook.com/EastLismoreCommunityPreschool>

**Opening Hours:** Monday – Friday: 8.00 – 3.30 pm  
Extended hours: 3:30pm-4pm

**Opening Weeks:** Our preschool is open during school terms in 2023, we are closed for pupil free days.

---

# Vision Statement

---

Our aim is to bring out each child's unique gift to the world by nurturing the whole child. To foster their special passions and interests, nurture their emotions, help find their place in the world and thereby guide them to realise their full potential with a healthy heart and soul.

## Philosophy

---

At East Lismore Community Preschool, we believe that each child, family and educator is unique.

We believe that each child, family, and educator should be valued and heard without prejudice.

We celebrate the voice of the child, family and educator allowing each to feel valued and heard.



We believe in providing an unhurried, home like, nourishing environment that allows children, families and educators to feel safe and that they belong.

We celebrate children's learning through play allowing a child to "just be".

We will provide an environment fostering each child's development based on the National Quality Standards and the outcomes of the Early Years Learning Framework.

We believe in providing a flexible environment catering to the needs and interests and culture of the child and family.

We believe in providing children with opportunities to discover and learn about themselves, others and the environment in an atmosphere that encourages harmonious, respectful, and meaningful relationships.



We encourage and support children and adults to interact peacefully and collaboratively, express empathy for others and actively challenge bias.

We believe in supporting and developing a partnership with families to share in nurturing and caring for their children.



We encourage each family to participate in the preschool community and support and welcome their interest and involvement.

We value diversity and accept and celebrate differences in other people

We believe in building relationships in our community that enables children to develop readiness for the transition to school, and a readiness for life.

---

## Our Team

---

Hi, my name is Sonya. I have been working in Community Services with children and families for 20 years. I have a Bachelor's Degree in Social Science, an Advanced Diploma in Community Sector Management, a Diploma in Mental Health, Youth Work and Alcohol and Other Drugs. I am passionate about children and providing them with a safe and inclusive place, that celebrates their voice, their views of the world and their hopes for their future. I have lived in the Northern Rivers for the last 10 years with my husband and two young children. I am very excited to be part of the Preschool Community and all the possibilities that come with working with families and children. I love camping, gardening and growing my own vegetable and fruit, going to the beach, and exploring my region and all the wonders it holds.



Hi, my name is Leanne I have been working as an educator for 15 years. I am passionate about teaching children skills to help ready them for Kindergarten and beyond. I enjoy being outdoors by the water, reading and relaxing.

Hi, my name is Kate I have been an Early Childhood Educator for 15 years. I am working towards my Bachelor of Early Childhood Education. I am passionate about working with children and their families to reach individual goals. I enjoy working with our children to build their skills and ready them for school.



Hi, my name is Lisa and I am the Educational Leader and 2IC. I have been an early childhood educator for over 25 years and a director at a variety of centres for 20 of those years. I have a Bachelor of Early Childhood Education and I am passionate about collaborating with families for the best learning outcomes for every child. I enjoy coming to preschool every day to spend my time with all the individual personalities that make each day unique and special. I moved to the Far North Coast in 2017 from the Newcastle region, I have three grown sons. I like to spend my downtime camping with family, reading, cooking and renovating anything.

What I love about East Lismore Preschool is the wonderful natural outdoor environment, the authentic connections to the community and the passionate professionals that I am privileged to work with every day.





My name is Tammy but sometimes the children call me Timmy, Tam Tam or Miss Tammy. I hold my Diploma of Early Childhood Education and Care and have been a part of the East Lismore Community Preschool team since 2007. I would like to take this opportunity to welcome you to our preschool extended family and thank you for sharing your beautiful child with us. I can't wait to meet your family so we can begin our preschool journey together.



My name is Surrie. After finishing my Certificate III in Early Childhood Education and Care in 2017 I was fortunate to gain employment at this wonderful preschool having completed my work placement here. I have two children, Lilly and Zayn and have lived in the Northern Rivers area since 2004. As a family we spend as much time as possible enjoying the beautiful natural environments this area has to offer. I am so grateful for the opportunity that I have in my role as an educator to engage with and support children on their individual learning journeys. I love getting to know the children, their perspectives, their knowledge and sharing in the wonders of learning with them. It is genuinely a joy being part of such a dedicated team of Early Childhood Educators and Teachers at East Lismore Community Preschool

My name Nina. I have a Diploma of Early Childhood Education and Care. I have worked in the sector for six years in both Victoria and NSW. My interests are drawing, creating, bush walking, camping, nature, photography, and animals. I am new to teaching at the preschool but started my journey here when I was a child.



Hi, my name is Julie. I enjoy spending time with my family, including my adult children, walking my two dogs on the beach, gardening, reading and listening to music. I am committed to early childhood education and have been employed in this sector since 1986. I believe that providing young children with quality Early Childhood Education, where each child is welcomed, valued and recognised for their individuality it will equip them with the confidence, independence, well-being and the skills to develop a passion for lifelong learning. I feel extremely honoured to share this exciting period of children's development with their families and carers.

---

Hi my name is Bec. I completed my Diploma of Children's Services in 2006 and in 2021 a Bachelors in Primary Education. I am excited to join the team at East Lismore Preschool and become immersed in the community here. I have lived in the Northern Rivers for the majority of my life and love this area. You can find me at the beach, the local parks or enjoying a coffee/ babyccino with my adorable and very cheeky 3 year old. I love catching up with friends and cannot wait to make some new ones here.



Hi, my name is Angela, I completed my Advanced Diploma of Accounting in 2007. I joined East Lismore Preschool in November 2021 but I have lived in the Northern Rivers my whole life. When I'm not crunching numbers I am playing basketball, doing Jigsaws and hanging out with my grown-up children and their extended family and friends. I love Harry Potter, Marvel and Superman which I love chatting to the kids about when they find me in the office!

Hello, My name is Lachelle, I have a Diploma of Children's Services. I have worked in long day care since 2000. Throughout my time as an educator, I have developed a firm belief that the first five years is the most important time for a child's development. That is why I take my position, as your child's educator, as an utmost privilege. I have a passion for play-based learning and being able to support children through their experiences and learning journey. In my own time, I am busy with my 9-year-old. I enjoy gardening, exploring our beautiful outdoors, music, craft, and learning new skills.



Hi I'm Nikki, I Live in Lismore and have a Certificate III in Children's Services. I joined East Lismore preschool as a casual educator and have been embraced by the preschool community. I enjoy coming to preschool and have a passion for play-based learning and building authentic relationships. I am a mum to two children and in my own time I enjoy going to the Gym and gardening.



My name is Sarah, I hold a certificate III in Children Services. I first started studying whilst completing my schooling and became a casual at East Lismore preschool. I have been embraced by the preschool community and I am enjoying building new relationships. I live in Lismore with my family and look forward to meeting all our new families.

---

Hi, my name is Sofia. I have a Masters of Teaching (Primary) with the University of New England and have a Bachelor of Liberal Arts and Science (Psychology) from the University of Sydney. I love teaching and learning!

When I'm not hanging out with pre-schoolers, I'm hanging out with my chocolate Labrador, Athena. We like to go to the beach, play board games, read books and watch movies together.





# The National Quality Framework



All preschools in Australia operate under an Australian Governmental Quality Framework called the National Quality Framework. The National

Quality Framework includes:

- The Law

The foremost component is the National Law called the “Children (Education and Care Services National Law Application) Act 2010”. This Law regulates education and care services for children.

- The Regulations

The way that this law is applied is detailed in the “Education and Care Services Regulations” Feb 2018. These regulations are the practical details and rules under the law. The Regulations set out the minimum operational requirements organised around the following Quality Areas of the National Quality Standards

1. Educational program and practice
2. Relationships with children
3. Children’s health and safety
4. Collaborative partnerships with families and communities
5. Physical Environment
6. Staffing Arrangements
7. Governance and Leadership



- The Learning Framework

The approved learning framework for preschools in NSW is the Early Years Learning Framework called *Belonging, Being & Becoming*. This document is generally referred to as the EYLF. The aim of the EYLF is to extend and enrich children’s learning from birth to 5 years and through the transition to school.

---

# Preschool Governance - Roles

---

## **Regulatory Authority – NSW Department of Education and Community**

The NSW Department of Education and Community have the primary responsibility for the approval, monitoring and quality assessment of services in accordance with the National legislative framework.

## **National Body – The Australian Children’s Education and Care Quality Authority**

The National Body is jointly governed by the Federal Government and State and Territory Governments to oversee the new system



## **Approved Provider – Management Committee**

East Lismore Community Preschool is a not-for-profit incorporated association. This means that the preschool has a management committee (consisting of parents and community members) and any profits made by the preschool are returned back into the service.

The Management Committee is responsible for supporting effective leadership and management of the service that contributes to quality environments for children's learning and development. It is also responsible for the Governance that supports the operation of a quality service. They determine the service’s vision and purpose, appoint the Director, ensure compliance with legal obligations, and ensure the ongoing financial viability of the service.

The Management Committee operates under the NSW Associations Incorporation Act 2009, and the Model Constitution. All parents are welcome and encouraged to be part of our preschool’s management committee. You can become an ordinary member or an executive member. Committee members are elected each year at the annual general meeting. The Committee meets on the first Tuesday of every month.



### **Nominated Supervisor – Sonya Mcpherson**

The Nominated Supervisor is employed to manage the day-to-day operations of the preschool.

### **Educational Leader – Lisa Norris**

The role of the education leader is to guide other educators in their program planning and reflection as well as mentoring.



## **Responsible Person**

The National Law requires approved providers to ensure that at all times the service is educating and caring for children, there is an approved responsible person present at the preschool. The name of the Responsible Person at any time can be found on the responsible person daily sign in sheet.

# Our Preschool History

East Lismore Community Preschool first began in 1967 at St Stephen's Presbyterian Church in East Lismore. It was privately owned until 1982 when it became a not-for-profit community-owned Preschool. In 1988, the Preschool was built at 24 Colleen Place East Lismore, – a purpose-built two-room centre. Unfortunately, due to the February 2022 flood we are located at Wyrallah Road Public School, where we will stay until our preschool is ready for our return.

## Enrolment Groups

Our Preschool supports the NSW Department of Education and Community's commitment to providing 600 hours of early education for all children. All preschool enrolments are based on 2 day groups. Our Preschool has two classrooms and five groups across the week –, Lily Pilly, Wattle and Gumnuts.



Wattle Room – Tuesday & Wednesday  
Wattle Room – Thursday & Friday

Lily Pilly Room – Monday & Tuesday  
Lily Pilly Room – Wednesday & Thursday

Gumnuts – Monday & Friday



## Our Program

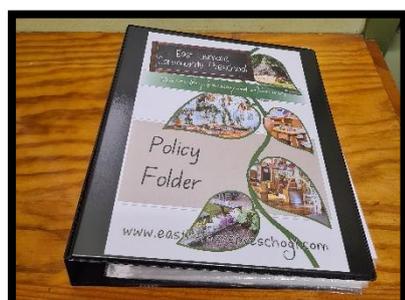
Our Preschool supports the principles and outcomes of the Early Years Learning Framework. Families will see references to this framework in our program and documentation.

The Framework outcomes are

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators



## Preschool Policies



Our Preschool policies can be accessed on our website. Our policies set the values for our preschool and guide standard operating procedures. We encourage families to read and refer to these policies anytime. If you have any questions about our policies, please speak to the Director.

---

# What to bring to Preschool

---

A **bag** – that is easily opened and closed.



A **labelled drink bottle of water** – to place on the drink trolley in the preschool room.

A **change of clothes (or two!)** – in case of accidents or messy play. Please label all items and do not send clothing that can't risk paint stains.

A **wet/dirty clothes bag** – A wet bag will be given to each child at enrolment.

A **healthy packed lunch box** – e.g. Sandwiches, wraps, salad, yoghurt. We encourage low-rubbish lunchboxes and ask that you try to avoid foods such as chocolates, lollies, and chips, we consider this home food. Please label all containers.



## Our lunchbox tips!

- Keep it simple – small serves and not too many choices
- Ensure foods can be opened and eaten easily
- Avoid packing a 'sometimes' food every day
- If you choose healthy foods, don't worry if your child wants the same foods every day.

## What not to bring to Preschool.

Toys, books, jewellery, and special items from home are not required at preschool. Our preschool program will keep all children fully engaged throughout the preschool day and items from home often cause conflict between children because they are special to your child. Please be aware we are not responsible for any items sent to preschool however, we work hard with your child to learn how to take responsibility for their belongings.

## Lost Property

---

Items left at preschool will be placed in the lost property box or on display on the bag hooks for easy identification.

---

## When You Arrive

---

Please let us know you and your child are here, help your child to place their bag on their hook and their drink bottle on the bottle stand.



Please sign your child in on the room via the iPad using your phone Xplor app. Convey any messages to the staff that may be important for your child's day at preschool. e.g. If they had a bad night's sleep, need medication, any family changes or any changes to the usual departure routine. We welcome families attending when it suits your family however, there are also key group times in our routine and request if you are arriving after 9 am regularly that you work within the room routine, so your child doesn't feel left out and others are not interrupted. E.g., coming after morning circle supports the room and talking with the Early Childhood Teacher about what works best for the classroom and your family.

---

## When You Leave

---

Please let us know that you're here and encourage your child to gather their belongings including a bag, lunch box and drink bottle. Please check your children's pockets for any toys and, sign your child out via Xplor. Feel free to stay for a chat and catch up about your child's day and what's coming up in the future for your child.

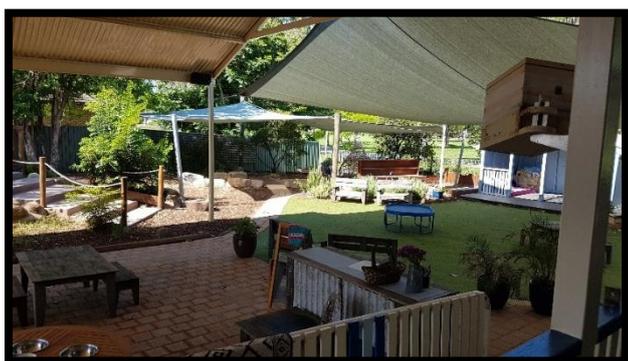
---

# Daily Routine

---

- 8.00 Welcome to preschool, connection and inside/outside play
- 9.15 Pack up time
- 9.30 Morning circle
- 9.45 Outside play
- 11.00 Pack up time
- 11.15 Fundamental Movements (during term 2 & 3)
- 11.30 Lunch
- 12.00 Music and movement/language and literacy
- 12.30 Inside play
- 2.00 Pack away time
- 2.15 Quiet reading
- 2.30 Mindfulness time
- 3.00 Afternoon tea
- 3.30 Home time

*Routine can vary depending on  
children and weather*



---

## Partnering with Families

---

---

## Know what's happening....

On commencement of enrolment, you will receive an email invite to accept and download the app to view your child's journey via Storypark for information sharing and Xplor for enrolment, signing your child in and fees. There are many ways to keep up with what's happening at preschool, via emails, Facebook posts, and learning stories on Storypark or staying for a catch-up to discuss your child's development.



## Parent/Teacher meetings....

Parent/Teacher meetings are offered mid-year as a way of touching base with you and discussing important areas of your child's development. It is a wonderful opportunity to discuss how your child is going at preschool, any concerns or worries you may have and transition to school/returning to preschool options for the following year. Of course, if you would like to speak with your child's teacher outside this mid-year opportunity, please don't hesitate to contact us and we can arrange a suitable time. We may also reach out and ask for a family meeting to help set some shared goals so we work with you in collaboration.

## Fundraising....



The committee run regular fundraising activities to help provide essential funds for our preschool. The committee welcomes ideas and help with fundraising activities. If this is something, you would like to help with please let us know.



---

## Partnering with Families

---

---

Preschool requires that parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times. One of our aims is to provide an appropriate and secure environment for children that encourages growth, learning and development. Achieving this environment is the responsibility of employees, committee members and parents or adults who enter the school.

We are a close family-like community, and the preschool is aware that staff and parents have relationships outside of the classroom setting. We may also be in regular attendance at shared community events. It is important for any personal conflicts or disagreements to be kept outside of the preschool. The preschool shall be a calm and positive place for children at all times. Any concerns a parent may have regarding a member of staff will be listened to outside of the classroom and where needed acted upon. However, it is both the parent's and the staff member's responsibility to ensure that personal disagreements must be kept outside of the classroom setting. For more information, please read out parent code of conduct.

### **Excursions....**



Each year we enjoy various incursions and excursions at our preschool. Each excursion will have a permission note with specific details about the excursion. For each excursion, we will also perform a risk assessment that is available to families on request. On some excursions, we welcome parents to join us, if you are able to help please let us know on the permission note.

### **Joining in our classrooms....**

We welcome families to partner with our preschool by joining in our classrooms. Maybe you would like to read a book to the children or create and play. Maybe you have a special interest you would like to share with the children. If you would like to come and be a part of our classroom please speak to one of the teachers.



### **Feedback & suggestions....**

We welcome any feedback and suggestions about our preschool. You can discuss these with a teacher or approach the Director if preferred. You may also write directly to the Preschool management committee. Another option is to complete a feedback/complaint form. All communication will be kept confidential and managed unbiasedly and with gentleness.

---

# Sun Safety

---



## Hats

Educators, staff, and children are required to wear sun-safe hats that protect their face, neck, and ears. Upon enrolment, all children receive a preschool hat that is kept at the preschool.

## Clothing

When outdoors, educators, staff and children will wear sun-safe clothing that covers as much of the skin (especially the shoulders) as possible. Upon enrolment, all children receive a preschool shirt that can be used which provides sun protection. Extra shirts are available for purchase for \$10.



## Sunscreen

When you arrive, please apply sunscreen to your child in the warmer months. Staff will support children to top up sunscreen, SPF 30 or higher. If your children have any known allergies or reactions to sunscreen, please advise us at the time of enrolment.

---

# Birthday Celebrations

---

We enjoy celebrating children's birthdays at preschool. Families are welcome to bring in a birthday cake to share on their child's special day. A slab cake or cupcakes are a good option for easy handling and distribution.

If your child has any food restrictions (e.g., allergies), it would be helpful if you could supply some appropriate substitutes for us to keep in the freezer.



---

# 2023 Preschool Enrolment and Fees

---

There is a non-refundable \$25 enrolment fee for each child at their commencement at Preschool, if this is not paid, your child's place cannot be held. Fees and Enrolment paperwork are required prior to commencing.

There is a clothing fee of \$20, which contributes towards the cost of an ELCP T-shirt, hat, and wet bags that your child gets to keep. This is also required prior to commencement.

Extended hour fees are \$5 per 15 minutes past 3:30 pm. Please make sure you sign your child out via Xplor so there are no incorrect fees allocated to your account.

NSW Department of Education is offering Affordable Preschool fee relief to all children attending preschool. If you wish to nominate us as your preschool for fee relief, please sign and return the fee relief declaration form. This can only be used at one preschool. If you chose not to opt-in at ELCP your fees are below. For more information on this initiative please go to the website below.

<https://education.nsw.gov.au/early-childhood-education/early-years-commitment.html>

## Summary of daily amounts payable under the Affordable Preschool Program

---

Category/Days attended	Daily Fees – Children claiming the NSW Government Fee Relief	Daily Fees – Children <u>NOT</u> claiming Fee Relief
4/5-year-old child – 2 days	Daily rate: \$3 once fee relief applied	Daily rate: \$52 per day
3-year-old child – 2 days attendance	Daily rate: \$10 once fee relief applied	Daily rate: \$ 65 per day
Equity child – 2 days	Weekly rate: \$1 once fee relief applied	Daily rate: \$25 per day

Equity children's categories are below.

The Priority of Access Guidelines followed by state-funded preschools is defined by NSW State Government funding Agreements. In no particular order, these are:

- Children who are at risk of harm
- Aboriginal and Torres Strait Islander children
- Children from low-income families
- Children from culturally and linguistically diverse backgrounds
- Children with disabilities
- Children in their year before school.

We know at times everyone can experience tough times, you may email the Preschool Committee and ask to be considered for fee exemption that will be given to those with evidence of hardship. Please email the committee at [Committee@eastlismorepreschool.com](mailto:Committee@eastlismorepreschool.com)

---

## Fee Payment Options

---

Deposit due upon letters of offer. Bank details will be sent with the letter of offer. Invoices will be sent to families once a fortnight per term time. If you wish to move Preschools part way through the year, affordable preschool funding will only be stopped at the end of each term.

---

## Immunisation

---

It is a requirement of the preschool that all children who attend provide the preschool with an Australian Immunisation Register History Statement (that shows ‘up to date’ or ‘cannot be immunised for medical reasons’) – see example, or an Australian Immunisation Register Immunisation History Form (that shows a child is on a recognised catch-up schedule).

The Preschool is required to maintain updated and current immunisation status history statements. If a scheduled immunisation takes place during your child’s enrolment, please provide the preschool with the updated immunisation statement.

Date given	Immunisation	Brand name given
18 Mar 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Inflenza Nova Prescolar 13
18 Mar 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Inflenza Nova Prescolar 13
18 Jul 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal	Inflenza Nova Prescolar 13
18 Jan 2017	MMR2 (1)	MMR2 (1)
18 Jan 2017	Hib (Menactra) (2)	Menactra
18 Jul 2017	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal	Inflenza Nova Prescolar 13
31 Apr 2018	Inflenza	Inflenza Nova

---

## Sickness

---

It is the preschool policy that a child may not attend preschool if they are unwell. Children who have been unwell in the 24 hours prior to a preschool day must stay at home. This includes cases of diarrhoea, vomiting, conjunctivitis, school sores, Ringworm or colds and flu. Anyone who has tested positive for COVID-19 and has symptoms must remain at home and not enter the preschool until symptom-free.

If your child becomes unwell during the day at preschool, we will ring and ask you to collect your child. Please make sure your emergency contacts are local so someone can attend in a timely manner to support your children and reduce cross-contamination with other people.

---

## Medication

---

Please ensure all medication is handed to teachers to be stored correctly as per our medication policy. No medication of any kind is to be left in a child’s bag.

If your child requires medication to be administered by Educators at the preschool during preschool attendance, it can only be administered if

- There is a signed medication form every day that the medicine is required
- It is prescribed by a registered medical practitioner, with instructions either attached to the medication, or in written form from the medical practitioner
- It is in the original container
- The original label clearly shows the name of the child
- The medication is before the expiry/use-by date



We welcome your family to our preschool community and look forward to partnering together to enable your child to develop a readiness for the transition to school, and a readiness for life.