



## Our Preschool

---

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

**Mobile:** 0429 107 762

**Email:** Michelle - [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 2026, Pupil free days will be advised.



## 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

---

### Journey Statement

East Lismore Community Preschool strives to create an environment where play, thinking, and learning intertwine seamlessly, resulting in confident, curious, and compassionate lifelong learners.

### Core Values

- Play
- Relationships
- Holistic Learning
- Indigenous Perspectives & Cultural Respect
- Connection to Nature

### Philosophy

*At East Lismore Community Preschool, we believe in fostering a rich and respectful learning environment that celebrates diversity, honours Indigenous wisdom, and nurtures the growth of every child. Our philosophy is grounded in the following principles:*

We recognise **play** as a powerful tool for learning and development and our curriculum is anchored in this, providing time for open-ended and uninterrupted **play** where we foster children's curiosity, exploration, and wonder.

**Relationships** are at the heart of everything we do. Connections between children, educators, families, and the natural world are encouraged and celebrated.

We respect all voices and ideas, understanding that expressive language, active listening, and effective communication between children, families and educators supports an inclusive environment. We celebrate our differing abilities, beliefs and perspectives.



We strongly believe that families are the first and foremost influential teachers of children and that their stories, culture, beliefs and parenting styles are valued and respected.

We value the benefits of **holistic** learning, believing children's cognitive, physical, social, emotional, and creative aspects are interconnected.

Children are encouraged to take risks, learn from mistakes, and persist in their endeavours. We celebrate all milestones, support all challenges, and nurture wellbeing.

All children are viewed as competent and capable global citizens.

We honour the traditional custodians of the land on which we operate, the Widjabul Wiabul people of the Bundjalung nation. We actively seek to learn from **Indigenous cultures**; inspired by their ongoing strength, wisdom and deep connection to country and community.

We believe **nature** is a powerful teacher. Children and educators engage with natural materials, observe seasonal changes, and learn about sustainability every day.

*Our philosophy celebrates play, relationships, holistic learning, respectful communication, culture, and country. We strive to create an environment where all stakeholders feel valued, supported, and empowered to reach their full potential..*

## Our Team

---

Hello, I am Michelle, I am the ELCP director, and I bring over 30 years of experience in early childhood education. I have worked in a wide range of roles across the sector, and I am deeply committed to creating a supportive and inspiring environment for both children and educators. I am passionate about nurturing each child's potential and equally dedicated to supporting educators in their ongoing learning and professional growth. I am looking forward to working in partnership with you all to ensure your children feels safe, valued, and encouraged to explore and thrive. Let's make amazing memories together.

---



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

Hello, my name is Tammy.  
I hold my Diploma of Early Childhood Education, and I have been a member of the East Lismore Community Preschool family for 17 years. But fell in love with our beloved preschool as a parent when my own children started their preschool journey 21 years ago.  
As an educator I strive to bring the best version of myself each and every day through all the fun and excitement that is Tammy! To put that in words is not that easy but I'm sure you will soon find out!  
I would like to take this opportunity to welcome you to our preschool family, I can't wait to meet my new little friends and their family as we begin our preschool journey together.





Hi! I'm Nina and hold a Diploma in Early Childhood Education and Care. Being at East Lismore Community Preschool is returning to a place that holds special meaning from my own childhood. One vivid memory I carry is of an echidna wandering beneath my feet as I swung on the swing. Early experiences with nature shaped my passion for nurturing children's natural connection, curiosity, and care for the world around them and I aim to foster this at preschool.

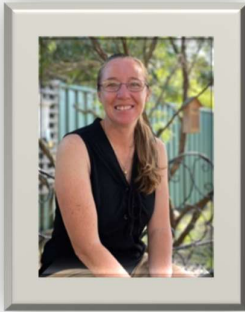
When I'm not at preschool, (and when I am!) I love creating and dancing.



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.

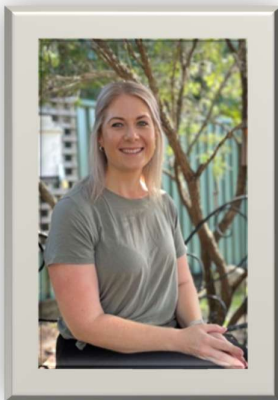
Hi my name is Bec. I hold my Bachelor in Primary Education and Diploma in Children's Services. I have worked in Early Childhood Education since 2000. I love my role as the Educational Leader here at ELCP, as I am super passionate about supporting the Teachers, Educators, Children and families, any way I can. I feel privileged in working at East Lismore Preschool and having the opportunity to contribute to a place where we can all grow and learn together. I love to travel and explore new places but absolutely love coming home to the Northern Rivers. When I'm not at work you will find me at the beach, listening to music, at a local café or bike riding around Ballina with my daughter.





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, son in-law and my beautiful grandson. I love Harry Potter, Marvel, and Superman, which I love chatting to the preschool children 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 12-year-old. I enjoy gardening, exploring our beautiful outdoors, music, craft, and learning new skills.



Hi, my name is Nikki. I hold a Certificate 3 in Childrens Services. I joined East Lismore Preschool in 2021 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. In my own time I am a busy mum to my three wonderful children. I enjoy exploring the beautiful outdoors with my family, catching up with friends, going to the gym and listening to music.

Hi, I am Tiarna. I have a Diploma in Early Childhood Education (2014). I have been working in Early Childhood since 2013. I enjoy watching the children grow into confident and capable individuals. I have two girls of my own who keep me on my toes. I enjoy sport and listening to country music.



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



Hi, I'm Lyn and I have worked in preschool and long daycare for 15 years. I have 3 children and 5 grandchildren and still love surrounding myself with the honesty and inquisitive nature of preschoolers. They teach me every day about compassion, forgiveness and living in the moment. I hope I can bring as much happiness to their lives as they bring to mine. I work casually with an amazing team of women. My passion is travel and I love old-school crocheting, sewing, knitting and art and craft.

My name is Nicole Currie. I have grown up locally and am now raising two boys in the Northern Rivers. I am very family orientated, and most of my downtime is spent enjoying quality time with them.

My background in Early Childhood Education and care has been in Long Daycare settings where I have worked with age groups from babies to preschoolers. I have 15 years of experience in Early Childhood, which stemmed from an overwhelming enjoyment of spending time with young children. I began a traineeship in 2008 and quickly realized that my passion was having the opportunity to build relationships with children and their families and to be an important part of their learning journey. I continued my studies to complete my Diploma and have kept up to date with professional development to keep my knowledge current and relevant to the many changes over the years. I believe in the importance of play-based learning to allow children the freedom to follow their interests and to extend their learning.

I look forward to getting to know your children and families at East Lismore Preschool and being a special part of their Early learning journey.





Hi, I am Karen. I have my Graduate Diploma in Teaching and have worked in Early Childhood for 10 years. I am grateful to work at East Lismore Community Preschool where I can help the children learn and grow. I love messy play, being creative and being outside. Outside of work I like to go on adventures, gardening and spend time with my two boys.

Hi, my name is Jemimah, I have a Master's in Teaching (Early Childhood and Primary) and I have been working in Early Childhood Education for about 4 years. I absolutely love it! At work, you'll most likely find me knee-deep in mud or rolling down a grassy hill with the children, and when I'm not working, you'll find me at a café with my partner and my 3-year-old staffy Frank, drinking coffee.



Hi, my name is Poppy. I am so grateful to be a part of the East Lismore Community Preschool team. I have experience working with children as an OSHC Educator and Teacher's aide and now I have a Certificate III in Early Childhood Education and Care and this year will be working towards my Diploma. I have a passion for working with children and believe their preschool experiences are a huge factor in their future development. In my out-of-work hours, you'll find me at the beach or spending time with friends.



My name is Kirsten, and I have been an Early Childhood Teacher for 11 years. I am passionate about learning about the world around us and find it to be an absolute privilege to be able to do this alongside the children I work with. For the last two years I have been living in a remote community on Gurindji country in the NT and it has been a privilege learning from those children. I am so very excited to learn with the children at East Lismore Community Preschool, making connections with nature, our world, our history and finding belonging 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 National Amendment Regulations” May 2024. 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 Early Years Learning Framework Version 2

The approved early years 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



Hover your phone over the QR codes to link to the current Regulations and Laws for the most up to date versions.

### **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 – Director**  
**Michelle Donadel**

**Educational Leader – Rebecca Salter**

The Nominated Supervisor is employed to manage the day-to-day operations of the preschool, to ensure compliance with national quality framework and to ensure that the services policies, practices and procedures are implemented.



The role of the educational 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 always ensure that 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 displayed on the preschool wall and in OWNA.

## **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 – this may change in 2026. We are awaiting the funding guidelines for 2026 to know how many days children will be able to access at a fee relief rate. We have a flexible approach to ensure that we meet the needs of our families.



Our Rooms are called the Wattle Room and The Lilly Pilly room.



---

## Our Program – Slow Pedagogy

---



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 or our OWNA app if you are enrolled. Our policies set the values for our preschool and are displayed in the preschool room. 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.
- 🕒 Limit food wrapping for sustainability practices.

## **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.

## When You Arrive

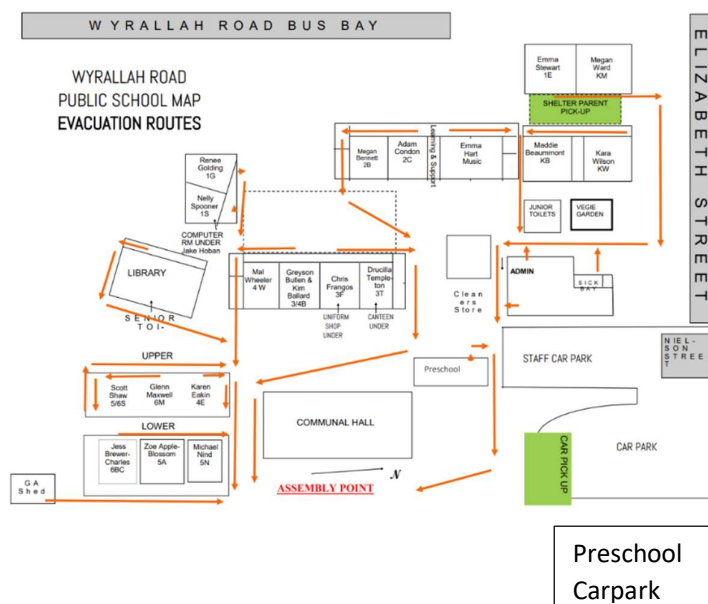


Please let us know you and your child are here, help your child to place their bag in their locker and their drink bottle in the bottle esky, morning tea in the morning tea esky. Please sign your child in on the room via the iPad using the OWNA app. Convey any messages to the staff that may be important 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 talks 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 OWNA. 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.

## School map/Evacuation Plan



## 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
- 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



*We have a flexible approach to the routine to meet the needs of the children.  
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 OWNA for enrolment, signing your child in and fees. There are many ways to keep up with what's happening at preschool, via emails, Facebook and Instagram posts, and Learning Journals 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 always be a calm and positive place for children. 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 \$15.

### **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.



## 2026 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.

A \$50 per child building levy fee will be applied in 2026. This will be payable in your OWNA account after your child's first day.

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

NSW Department of Education has been 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. This initiative may be different in 2026.

<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: \$8.30 once fee relief applied	Daily rate: \$64 per day
3-year-old child – 2 days attendance	Daily rate: \$18 once fee relief applied	Daily rate: \$73.70 per day
Equity child – 2 days	Weekly rate: \$5 once fee relief applied	Daily rate: \$60.70 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.





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.

We ask that when children start taking mood altering medications such as Ritalin. Due to their age they have a reduced capacity to verbalise their experiences of the changes they are feeling, we ask this is started at home on a weekend or school holiday.

Please note if the medication is required to be crushed to be taken, this must also come with a letter or on the prescription label as we are unable to change the medication unless it is documented. We cannot vary the time we give medication to children if it is written on the label or letter from the doctor. E.g. the child awoke late and you gave them their morning dose at 8 am rather than 7 am, which would mean the lunch dose would need to be later, if the label states a time then we must administer it as per the label

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
- The time it was last administered



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.