



Taylor Preschool

2026 Preschool Handbook



Message from the Principal

Taylor Primary School is a unique contemporary Preschool to Year 6 school located in Kambah. Our school is part of the Tuggeranong Network of schools. Our inviting atmosphere and highly collaborative school community provides a strong foundation for quality learning, innovative practices and student engagement in all learning areas. Visitors and new families quickly recognise the warm, caring and positive tone generated at the school. Staff work in partnership with parents and carers in order to achieve positive outcomes for children.

At Taylor Primary School we explicitly engage children in inquiring into how they learn, developing important assets for learning, across the curriculum, within the school and beyond. We plan innovative learning experiences that have authenticity where children know the purpose of what they are learning.

Children learn about 'big ideas' that foster the dispositions of creativity, compassion, curiosity and confidence. Children and educators co-construct learning where student agency is nurtured and encouraged. Regular feedback is given to children about their progress and the next steps for their learning.

We are inclusive and differentiate learning experiences that enable every child to participate and achieve their personal best. Our community is united and collaborative. We are safe, respectful, responsible learners.

Our vision for improvement is 'every student is a powerful learner who has the opportunity to achieve personal best and contribute to all aspects of life'.

We are proud of our students and of our school. We set high expectations for all children. Staff are supported with ongoing professional learning to support the implementation of evidence-based practices.

Linda Francis

Principal



Welcome from the Early Childhood Team

We welcome you to Taylor Preschool and will work with parents and carers to ensure your child feels happy, secure and is set up to thrive in the Taylor School environment. We are looking forward to an exciting and fun-filled year of learning and getting to know the Stars and Rainbows.

We know how important the preschool year is to each child. For some it is the first time away from their parents/carers and family. It is a milestone in social development within their lives and a very exciting time for exploring and developing new friendships and connections. We believe that every child is unique and brings with them their own culture, background and experiences. Our role is to support children to feel secure in the preschool setting, facilitate their personal growth and foster a love of learning.

Our Preschool is a 'family friendly' preschool. If you have any concerns or questions, please do not hesitate to share these with staff. Please understand that during session times the children are our priority and it may be necessary to make an appointment to discuss any questions and/or concerns you may have.

Taylor Preschool Staff and Contact Details



Fenella Glynn
Deputy Principal



Mariana Fuenzalida
Executive Teacher



Jacqueline Ingram
Preschool Teacher



Debbie Corcoran
Preschool Co-Educator



Doris Whalan
Preschool Co-Educator

Taylor Primary School

6142 3000

admin@taylorps.act.edu.au

Staff emails follow the following structure *firstname.surname@ed.act.edu.au*

Education Directorate Contact Details

6205 5429

[ACT Education and Training](#)

School Terms 2026



- Term 1 – Friday 30 January - Thursday 2 April
- Term 2 – Tuesday 21 April - Friday 3 July
- Term 3 – Tuesday 21 July - Friday 25 September
- Term 4 – Tuesday 13 October - Friday 18 December

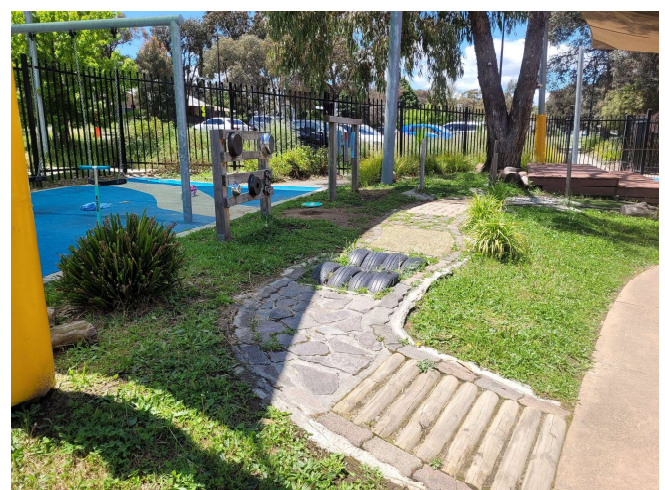
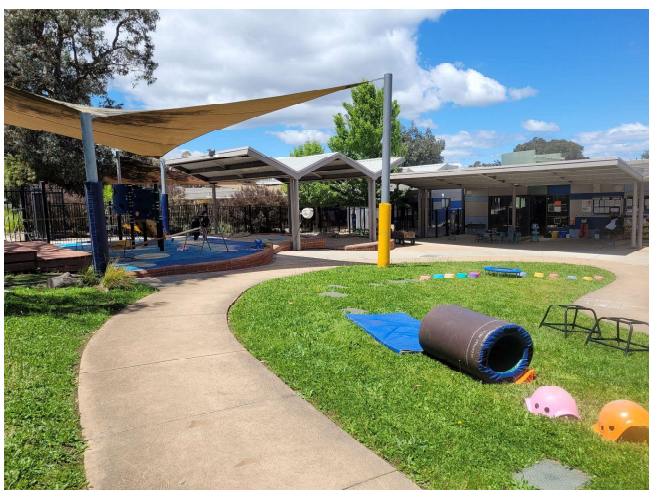
Hours of Operation:

In 2026, term structures will vary with term 1 being 9 weeks and term 2 being 11 weeks. For children to receive their 30 hours of Preschool across a fortnight, the groups will run as outlined below.

This arrangement will be reversed in semester 2.

A calendar will be provided to indicate each group’s preschool days.

Stars	Rainbows
<p>Session Times</p> <p>Stars will attend every Monday and Tuesday</p> <p>Monday: 9:00am – 3:00pm Tuesday: 9:00am – 3:00pm</p> <p>In semester 1, Stars will attend every Wednesday on even weeks (2,4,6,8,10)</p> <p>Wednesday: 9:00am - 3:00 pm</p> <div style="text-align: center;"></div> <p>In semester 2, Stars will attend every Wednesday on odd weeks (1,3,5,7,9)</p>	<p>Session Times</p> <p>Rainbows will attend every Thursday and Friday</p> <p>Thursday: 9:00am – 3:00pm Friday: 9:00am – 3:00pm</p> <p>In semester 1, Rainbows will attend every Wednesday on odd weeks (1,3,5,7,9)</p> <p>Wednesday: 9:00am - 3:00pm</p> <div style="text-align: center;"></div> <p>In semester 2, Rainbows will attend every Wednesday on even weeks (2,4,6,8,10)</p>
<p>Taylor Primary School office hours: Monday – Friday 8:30am – 3:30pm</p>	



Philosophy

Philosophy Statement for Early Childhood Education in ACT Public Schools

ACT Education Directorate Vision: Every child and young person receives an excellent education delivered and supported by highly skilled and valued professionals.

ACT Education Directorate Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.

Taylor Primary Vision, Mission and Values

School vision: Every student is a powerful learner who has the opportunity to achieve personal best and contribute to all aspects of life.

At Taylor Primary School our mission is for all students to be:

- confident lifelong learners;
- problem solvers;
- equipped with skills, knowledge and understanding; and
- able to relate to others well.

School Values: At Taylor Primary School we expect that all children are:

Safe

Respectful

Responsible

Learners

Taylor Preschool Philosophy and Goals

At Taylor the Preschool unit philosophy builds upon our school's vision statement and the principles from Early Years Learning Framework.

Philosophy and Goals: At Taylor we believe that education is an ongoing process in which people acquire knowledge, understanding and skills. Staff, parents, carers and children work together in partnership to develop and foster this process.

The aim of Taylor Primary and Preschool is to provide a safe environment that:

- respects the individuality of each child and their families
- promotes learning appropriate to each child's intellectual development
- develops a student's creative and critical abilities
- develops cooperation between teachers, parents/carers and students
- reflects the needs and philosophies of the Taylor community.

Taylor strives always to create a warm, friendly and caring environment conducive to the development of:

- a positive self-concept in each child
- teaching/learning of the appropriate skills in literacy and numeracy

- skills and activities that promote a healthy lifestyle
- personal management skills and a respect for other people and their property, both within the school and the wider community
- creative expression and aesthetic appreciation
- critical and logical thinking leading to rational decision making
- high standards of behaviour both in the classroom and on the playground



Taylor Preschool Philosophy

THE CHILD

We believe that all children are learners. Each child is unique, social, curious and active participants in learning. Children learn best when they feel safe, and have a strong sense of belonging and wellbeing.

<p style="text-align: center;">FAMILY</p> <p>We believe that families are a child's most important teacher. The partnership between families and educators enhances the positive learning and wellbeing outcomes for children.</p>	<p style="text-align: center;">ENVIRONMENT</p> <p>We believe children learn through play-based experiences that allow them to explore, discover, investigate, create, construct and solve problems. The environment acts as a third teacher that stimulates and challenges thinking and allows children to enhance their understanding about the world.</p>
<p style="text-align: center;">EDUCATORS</p> <p>We believe children bring a variety of approaches to thinking and learning and the educators' role is to listen, to be responsive and challenge and extend each child's learning.</p>	<p style="text-align: center;">RELATIONSHIPS</p> <p>We believe children have the right to belong. Children learn through interacting with the world around them, from one another, educators, families and the environment.</p>

Learning at Taylor Preschool

The preschool setting builds upon our school's vision statement and the Early Years Learning Framework - Belonging, Being, Becoming. This is a play-based investigative curriculum and pedagogy. Taylor Preschool supports Taylor's Positive Behaviour for Learning. Children learn to be safe, respectful, responsible learners.

We encourage an inquiry mindset in children and staff and value the concepts of co-construction and student agency. We believe in children experiencing learning that fosters the dispositions of creativity, compassion, curiosity and confidence are essential. At Taylor Preschool we recognise that children learn in many different ways and each at a different pace. The preschool program is specifically designed to cater for individual differences and utilises both structured and unstructured play. Preschool educators take into account the needs of each child based on their observations and discussions with families. Children are provided with experiences which develop their skills in a wide range of areas, focusing particularly on their social/emotional, physical, cognitive, language and communication development. We support children in their learning through one on one opportunities, small group and whole group interactions. Co-construction of learning is based on each child's interests. Children are encouraged to make choices about the direction of their learning. Learning is promoted as fun, exciting and challenging.

Children are given every opportunity to solve their problems through modelling, peer support and conferencing with staff. At Taylor we use restorative practices to help develop children's understanding of their behaviour and those of others. Children are supported to resolve conflict in a positive way.

Curriculum

Belonging, Being and Becoming The Early Years Learning Framework for Australia

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

- **Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

The Early Years learning Framework has been developed to ensure children receive a quality education in their early childhood setting. This is a vital time for early learning and development. The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

Communication with Families

Our school recognises the importance of a positive home-school relationship.

We encourage:

- sharing knowledge to enhance the growth and development of your child;
- developing positive relationships with families that are based on mutual trust and open communication; and
- developing a sense of belonging to the preschool for all stakeholders, children, families and staff.

Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. This allows teachers and parents/carers to share valuable insights and understandings about your child's individual developmental journey. If you have any questions or concerns, please do not hesitate to ask for an appointment to meet with the teacher.

Emails & Notes Home

Preschool information is distributed regularly via email and Seesaw and it is important to read these for meeting dates and news of preschool activities. Important school events, happenings, notices or information is shared via email in a timely fashion. Your child will have a 'take home craft pocket' for notes and their artwork. Please check craft pockets and your child's bag daily to ensure all information is received.

Parent Portal

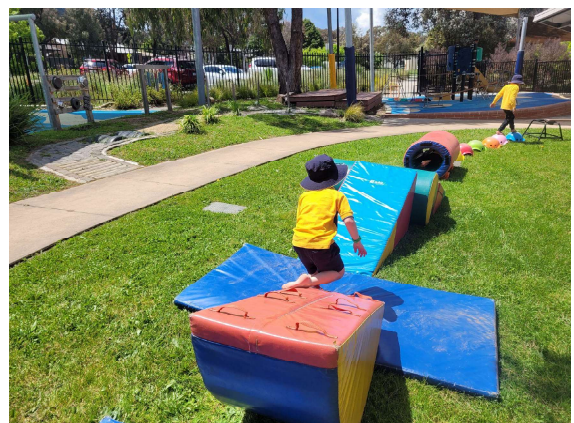
The Parent Portal is a secure online platform used to share information between parents, carers and school staff. The Portal enables you to notify absences, book parent / teacher interviews, access school newsletters, make payments and update contact details. Please see the flyer in the preschool information pack or check in with our front office staff for further details.



Seesaw & Facebook

To promote home / school partnerships all Taylor Primary School students have access to a digital portfolio of learning on the Seesaw App. Educators will post learning experiences, wonderings and snapshots of life in preschool. Your child's teacher will provide more information on this platform at the start of the year. Please refer to the Seesaw App permission form in the parent information pack.

Taylor Primary School's Facebook page contains posts that celebrate learning across the school, reminders about upcoming events as well as updates.



Nutrition (food)

Taylor preschool is committed to the promotion of healthy food for healthy bodies. Healthy lunches and snacks are important for children and help with their concentration and learning. There are three meal times across the preschool day. These are fruit / vegetable break, lunch and snack time. Suggestions for lunch are a sandwich, wrap, rice, pasta, yoghurt, and/or a medley of mixed raw vegetables and fruit. Healthy snack suggestions include fruit and/or cheese and crackers. Each child is required to bring a drink bottle filled with water.

Taylor Primary School has established sustainability practices. We encourage the reduction of packaging and waste. Each classroom has a bin station to teach waste management. Throughout the year children will have the opportunity to visit our worm farm and sustainable garden in the main playground of Taylor Primary School.

We encourage families to use reusable packaging as much as possible. Please choose containers your child can open easily. All food containers and drink bottles should be clearly labelled.

School lunches are particularly susceptible to food poisoning, especially in the summer heat. Parents and care-givers are reminded of a few simple food safety practices to prepare safe and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

- Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should also be washed thoroughly before reuse. Children should also be encouraged to always wash their hands before eating.
- Foods that are prepared the night before, such as sandwiches, can be frozen overnight and then taken out for each day's school lunch. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or Vegemite.
- Because food is normally stored in a child's lunch box for several hours, the lunch box needs to be kept cool. This can be done by:
 - ★ Choosing an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool.
 - ★ Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight.
 - ★ If including leftover meals such as meats, pasta and rice dishes, ensure you pack a frozen ice block into the lunch box.
 - ★ Healthy drinks, such as water and milk can be frozen overnight and then stored in your child's lunchbox, helping to keep it cold.



Uniform and Clothing Requirements

Clothes

During preschool sessions, children will have opportunities to engage in hands-on experiences both inside the classroom and in the outdoor area. These activities can at times be messy. Children will also be challenging themselves on the playground equipment and outdoor activities. Long dresses and skirts can pose a safety risk. Please ensure your child is dressed appropriately so they feel confident to participate in all the challenges provided throughout the session. There is a Taylor uniform that families can purchase from the front office if they wish. Otherwise, please dress your child in play clothes that are easily washable. This includes a jumper or coat in cooler weather and sun safe clothing in warmer weather by ensuring that shoulders are covered.

All clothes must be labelled, especially hats, coats, shoes and spare clothes. Thongs, Crocs and party shoes are not suitable. Children climb and operate best in sneakers or sandals. Please pack spare clothes as these may be required in case of extremely messy play or toileting accidents.

The school uniform can be purchased through the Taylor Primary School front office. The school's P&C committee runs a free uniform shop which can be accessed a few times across the year including before assemblies from 8:45-9:15am.

Hats

Taylor Primary School has a 'Sun Smart' policy. In keeping with this, children will need to wear either a legionnaires or wide brimmed style hat when they are outside in months with high UV ratings. As much as possible, please ensure that cords on hats are detachable in compliance with Directorate regulations as cords and toggles may potentially cause accidents. If children do not have a hat, they will be invited to play in the shade. In winter children may wear beanies.



Parents are encouraged to support children to apply sunscreen before school so it has time to take effect before children spend time outdoors. Children will be supported to reapply sunscreen during the day.

Drop off and pick up

Delivery and collection of children

Regular attendance at preschool is important as it allows children to settle into routines and establish themselves as part of the group. In accordance with the National Quality Standard, the drop off and collection of children must be by a parent or authorised nominee. This needs to be a person over the age of 16. If your child arrives after the start time or needs to go home early, please check in with Preschool or Front Office staff. This will allow rolls to be updated and reflect correct attendance.

Through the online enrolment form, families were asked to nominate the people who have the parent's permission to deliver and collect children from Preschool. Families are able to add authorised nominees using a form provided in the Preschool information pack. This information is shared with Preschool staff and kept on student files, with students only permitted to leave preschool with an authorised person.

On arrival at Preschool, we ask that families supervise children outside the Preschool until 9am. At 9am duty of care transfers to Preschool staff. Families can guide their child/ren into Preschool and support them to work through the morning arrival routine. This supports a smooth transition for children and sets them up for a successful day.

It is very important that children are collected promptly from Preschool at the end of the day at 3pm. Our staff attend various meetings across the week and need time to prepare for the following day. Please keep preschool staff informed of any changes to your child's pick up arrangements.

Absences

If your child will be away from Preschool we ask that you please notify the school through the Parent Portal, by calling the office or emailing the Preschool teacher.

Please keep children home when they are unwell. Generally, children who are unwell do not enjoy their day at preschool and it is an important step in stopping the spread of illnesses.

Supporting your child at preschool

Keep us informed

We encourage families to communicate with preschool staff about anything that may be impacting their child. Family activities such as moving to a new house and having a sick family member can affect children at preschool. Having this information can assist staff to further support children.

Please keep staff and the school informed of any changes to address, home/work phone numbers, medical information and emergency contact phone numbers. This can be done via email or via the Parent Portal.

Engage with your child

Play is a way for your child to interact, explore and learn about the world and others around them. We encourage families to spend time with their children. Engage in play, share stories and songs and have conversations as you go about your day.

Preschool Volunteers

Volunteers have a special place in schools and assist in many ways. Families are encouraged to volunteer at Preschool. This may include interacting with individuals and small groups of students in a range of different activities. We extend this invitation not just to parents but also grandparents and other family members. Children feel very special when their family is at school with them and it gives you the opportunity to observe your child in a different setting.

Families are welcome to share their special skills, interests and diverse cultures with the preschool. They are also encouraged to participate in social activities to enable families to meet each other and form a sense of belonging to the school. Another way to be part of the program is to attend excursions. Staff will extend an invitation to families as these experiences take place across the year.

In the interests of child safety, all volunteers are required to complete a Volunteers and Visitors in Schools Procedure and Nomination form found in the Preschool information pack. This is also available at the front office. Regular volunteers are required to have a Working with Vulnerable People registration. This can be obtained through [Access Canberra](#). We ask that volunteers sign in at Preschool or the front office each time they are on site.

Community Involvement

Families who wish to contribute to the Taylor Community have several avenues to do so.

School Board

The School Board is a formal way for parents, carers, students and the community to be involved in shaping the direction of the school.

It is responsible for strategic decisions and making sure a school is run well. It does not get involved in issues to do with managing a school, which is the school principal's role.

Functions of a School Board include to:

- help set strategic direction and priorities for the school;
- monitor and review school performance;
- review curriculum;
- review and help implement policies;
- approve the school budget;
- develop relationships in the school community;
- encourage parent participation in student learning; and
- make recommendations.

School Board members work as one, in partnership with the school principal, to oversee the implementation of Directorate policies and programs to meet the school's needs.

School Board members represent their sector of the school community, providing valuable insights and perspectives.

The school will invite nominations from the school community when Board positions become available.

Taylor Primary Parents and Citizens Association (P&C)

The P&C plays an important role within the school. Meetings are generally held twice a term and are advertised in the Newsletter, Facebook and email. All parents/carers are encouraged to attend the meetings. As well as its more official activities, the P&C provides an informal meeting ground for parents and teachers and serves as a fundraising function for the School.



Excursions

Excursions are part of the educational program at Taylor Preschool. On enrolment, parents are asked to give permission for their child to go on local walks - please refer to local walks and regular outings permission form in the parent information pack. If an excursion requires transport, parents will be advised in advance and asked to give permission, in writing, for children to attend.

Transitions

Your child is a member of the Taylor Primary School community. As with all transitions, staff will ensure the move from Preschool to Kindergarten is successful. To do this we implement a transition program for our preschool children. Preschool children visit the primary school on a regular basis. This engages children in a variety of 'primary school' activities. Preschool classes also have a 'buddy' class from the Primary School.

For more information on assisting your child's transition the link following website ['Starting school - a guide for parents'](#) offers some handy hints.

Concerns or complaints

If you have a concern about your child's education please have a conversation with a Preschool educator in the first instance. You are also welcome to speak with the school executive by contacting the front office on (02) 6142 3000.

Should the need arise, the ACT Education Directorate has a policy for complaints resolution. This policy can be accessed [here](#).

Early childhood education and care services are required to have a process for handling complaints. This is required as part of registration with the [Children's Education and Care Assurance \(CECA\)](#) – the authority that regulates these services in the ACT. To raise a complaint, CECA has an online form which can be accessed [here](#).

Emergency management procedures

Taylor Primary School has policies and procedures in place regarding emergency situations. The school is required to practise evacuation and lockdown procedures. All staff and children participate in these across the year.

Child protection practices

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and / or sexual abuse of children is a criminal offence. Staff will deliver lessons to children in protective behaviour and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

Parent Support

The Health and Community Services Directorate provides parenting support to families. Information can be accessed [here](#).

Supporting children with Medical conditions

Immunisation

The Health and Community Services Directorate advises that all children attending school in the ACT be immunised against vaccine preventable diseases. These include diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus Influenza Type B). We would ask that you check your child's present immunisation status to see whether it is complete for their age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur.

Medical and Accidents

It is important that sick children are kept at home for their own wellbeing as well as the wellbeing of other children and staff. If a child becomes ill or is injured at school, first aid will be given and if necessary parents/carers will be notified and asked to take their child home.

If emergency treatment is required, parents/carers will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free.

All students who have additional medical needs / conditions (e.g. asthma, diabetes, allergies, epilepsy, anaphylaxis) must have a treatment plan completed by parents/carers and their GP and lodged at the school. A risk minimisation and communication plan needs to be created by the child's family and the school. These are provided through the Preschool information pack.

Please see the First Aid Medical Policy on the school website for further details.

Diseases - Outbreak Procedures and Exclusion Periods

Personal hygiene measures such as hand washing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill are important means of limiting the transmission of a number of common infectious conditions.

The ACT Public Health Regulations 2000 outlines requirements for public health in the ACT.

Exclusion periods

A copy of exclusion periods for students with infectious diseases is available on our school [website](#). Parents are asked to adhere closely to these requirements.

Prescription medicine

If a child requires prescription medication while at school, written directions and medicine (in original packaging) must be left with staff. Preschool staff will provide an administering medication form for families to complete. Please see Preschool staff for more information.

Head lice

Head lice are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from Preschool until treatment has commenced. Please report any cases of head lice to the Front Office.

Allergies

Taylor Primary School is a nut aware school. We ask that families refrain from packing products containing nuts.

Signage specifying allergens that may cause anaphylaxis, will be on display outside the Preschool room. You will also be notified if there are children in your child's class with additional allergies.

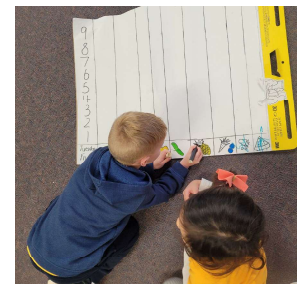
To view ACT Education Directorate policies visit the [Policies page](#).

Supporting and maintaining good hygiene

Staff, children and volunteers must adhere to the hand washing procedures. All children are encouraged to wash their hands:

- On arrival.
- Before and after eating or touching food.
- After toileting.
- When coming in from outside play.
- After blowing their nose and wiping tears.
- When leaving Preschool.

All scratches and cuts must be covered.



Further Information:

For further information on the National Quality Standard:

<https://www.acecqa.gov.au/nqf/national-quality-standard>

For further information on Education and Care Services National Regulations:

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

