



**PARENT HANDBOOK  
PRESCHOOL/DAYCARE  
*"THE HOWS AND WHYS OF OUR  
PRESCHOOL CLASSROOM***



## **Aberdeen Hall Preparatory School**

### **Parent Handbook Preschool**

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Web Site: [www.aberdeenhall.com](http://www.aberdeenhall.com)

## **OUR MISSION STATEMENT**

Our staff, being Early Childhood Educators and Montessori teachers, plan classrooms that are prepared environments which will encourage children to experience and explore learning on their own, in a systematic, teacher guided and unstructured way. It is our plan to provide this environment in an atmosphere that promotes a caring attitude towards others and the environment, and develops independence in a gentle way.

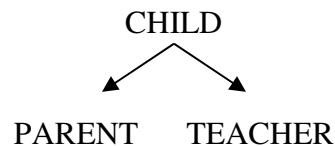
## **GOALS**

As teachers, the way we interact with individual children, and with large groups, should show parents/guardians how much we truly enjoy working with these young children.

We believe that children deserve our respect, friendship and protection.

We believe that we, as teachers, are not substitutes for parents, but rather supplements to them.

We believe that, as in the great Montessori triangle, the child is most important.



## SCHOOL DAY PROCEDURES

Our staff plans to start each day brand new and with a positive attitude. Before each class your child will be met with a welcoming handshake, greeting and smile. We want each child to feel confident and secure here. In case your child is late to arrive, have him/her enter the classroom and approach a teacher so we know that child is now part of the class.

1. Morning classes begin at 9:00 a.m. and finish at 12:00 noon.
2. Afternoon classes begin at 12:30 p.m. and finish at 3:30 p.m.
3. Daycare begins at 12:00 noon and finishes at 5:00pm.

It is very important that the children arrive on time and be picked up promptly. Doors open 5 minutes prior to class time and parents should be at the school to pick children up when classes end. *If late pickups become a habit, children will be taken to the daycare and parents will be charged accordingly.*

To assist working parents and those with children in the higher grades, preschoolers can be dropped off from 8am. Please discuss drop off time with your preschool teacher.

Upon arrival and dismissal, the children should be encouraged to manage their own coats and outdoor footwear. Parents are to encourage children to be independent with shoes and jackets. The drop-off and pick-up persons must initial the sign-in /out forms available and note the time. This is a Licensing requirement. Please co-operate. We ask that adults refrain from gathering and visiting outside the classroom doors.

Only those persons you authorize, in writing, may pick up your child from the school. If someone comes to claim your child and we have no authorization for them to take the child, then staff members are put in a very awkward position. If emergencies arise and plans change at the last minute, please call us. This policy is for your child's protection and your peace of mind.

### **PROCEDURE FOLLOWED IF A CHILD IS LEFT AT THE SCHOOL**

1. Every effort will be made to contact the parents.
2. If parents are not located, we will try to reach an authorized emergency contact person.
3. If no contacts are available, we will call social services.

### **PICK UP BY AN INTOXICATED PARENT**

We cannot legally stop a parent from picking up their child for any reason. However, if a parent or anyone authorized to pick up your child appears to be intoxicated (by alcohol or illegal substance), or in some other way appears incapable of operating a vehicle we will abide by the guidelines set out by the Ministry of Health:

- Advise person that it appears he/she is incapable of driving and suggest calling a relative or friend

- Offer to call a taxi
- Inform parent of possible alternate measures to assure the child's safety
- Advise driver that the Police will be notified if they insist on leaving with the child in their vehicle
- Notify the R.C.M.P. and provide them with a description of the vehicle, the license plate number and the direction of the vehicle.
- Notify the Ministry of Children and Families

## **FORMS REQUIRED**

We are required by law to keep a file on each child at the school. It must include an **Application form with full names, sex, date of birth, addresses, phone numbers, and date of enrolment, a Health Record form with medical insurance plan number, immunization status, an Emergency Release form, and a completed Emergency card.** These forms must be filled out and in our files the first day of school. **PLEASE KEEP THIS INFORMATION UP TO DATE!**

### Section 1 Forms

- Application
- Health Record
- Emergency Card
- Emergency Release

## **HEALTH/IMMUNIZATION**

It is not required by law for children to be immunized. However, if your family chooses not to then we must have a written statement saying so on the Health Information forms. These families must also know that if a serious disease outbreak occurs then we would have to follow the direction of the Ministry of Health if they request that non-immunized children be excluded from the Preschool setting for a time.

We must have for all other students a complete and dated record of immunization. This is a Health Unit requirement that they are very particular about. For the protection of all children please ensure that your child's immunization schedule is kept up to date.

Regular attendance at school is important but we appreciate when parents recognize an ill child needs to stay at home. If your child is acting unwell (unable to join in group activities and play outside), has an infectious condition, including a temperature above normal, a severe rash, discharge from eyes or nose, or a severe cough then he/she should be kept at home.

Please inform Preschool staff of chronic health problems, allergies, or diet restrictions. Parents must work with the school to provide an emergency health plan for those students who may present severe allergic reaction. It is also a good idea to inform teachers of any major upsets at home, such as death of a family member or lost pet etc., so that we can respond appropriately to the child's behaviours and needs. All information will be kept confidential.

## **TOILET TRAINING**

We require children to be toilet trained prior to attending classes. We are aware that some may need help with toileting.

## **ALLERGY ALERT**

The school is committed to making its environment a safe one for all students. In speaking on this issue as a staff and with Health professionals, we have decided to place a **ban on nuts** within our school because of the extremely toxic nature of this allergy with some of our students. We feel it prudent as a “school family” to not take any chances whatsoever.

Please take a moment to ensure that all snacks brought to class are free of nuts. Thank you for doing your part to keep the school environment safe for all students. Unfortunately, we cannot guarantee that all food brought into the school is nut free.

## **SNACKS**

Parents are encouraged to pack healthy food snacks and drinks for their child (according to Canada’s Food Guide) items such as fresh fruits, vegetables, cheese, crackers, dried fruit, or health cookies. **No nuts!** Parents of children in daycare are encouraged to pack a healthy lunch for their child. The school has a Fun Lunch programme which operates during the week. Information about the programme is sent home at the beginning of each term. For more information about the programme please see the website [www.aberdeenhall.com](http://www.aberdeenhall.com). Our Staff will promote healthy eating and nutritional habits, they will also ensure that the food and drink given to a child is sufficient in quality and quantity to meet the development needs of the child. Staff will ensure clean drinking water is available at all times. Parents should provide a named drinking cup for water. Any special instruction regarding the child’s diet should be recorded on the Preschool Health Record Form.

## **MEDICATION**

If your child is on medication, please provide written consent to us so that we can administer the medication. ***No medication can be administered without written consent.*** All medication provided to the school must be in the original, labelled container. When the medication is administered the date, time and amount will be recorded.

Any child with anaphylaxis must complete an emergency plan. A plan can be obtained from the office.

## **HEAD LICE**

From time to time the school will report of a case of Head Lice in a class. The school asks that parents do not send their child to school until they have received one Interior Health recommended treatment. Please see the Interior Health “Recommended Treatments” [http://www.interiorhealth.ca/YourHealth/SchoolHealth/HeadLice/Documents/Head\\_Lice\\_Management.pdf](http://www.interiorhealth.ca/YourHealth/SchoolHealth/HeadLice/Documents/Head_Lice_Management.pdf). If a child is found to have lice at school the school’s policy is to call the parents and ask them to collect their child so that treatment can begin as soon as possible. The school’s

foremost concern is for the well being of the student so will ensure that the situation is dealt with sensitively.

## **SLEEP REQUIREMENTS**

Staff will discuss with parents/carers the sleep requirements of individual children who are attending daycare. A separate sleep area is designated and sleep mats are provided. Parents are asked to bring a sheet and blanket for their child.

## **WITHDRAWAL POLICY**

It is the policy of the school that, should you be required to withdraw for any reason, the full year's tuition must be paid in full.

## **PROGRAMME CHANGES**

Changes to a student's programme can be made at any time. Changes made within the first two months do not incur a charge as we understand families are adjusting to new routines. However, changes made after this date will incur a \$50 administration fee. Please complete and sign the Change Off Programme form which can be found in your child's classroom.

## **TOYS**

For a variety of reasons, we find it difficult to allow students to bring toys, stuffed animals, gum, jewellery or cosmetics into the classroom. We ask please that any of the above stay at home or in the car until after class. Teachers should not be held responsible for the loss of a treasured piece of jewellery. Nor should they have to work at getting your child's attention while he/she is focused on playing with the toy they brought from home.

## **COMMUNICATION**

Every Tuesday and Friday the 'Courier' will be emailed to you. This will provide you with information about what is happening at the school and with the Parent Guild. Parents or guardians who wish others members of their family to receive the Courier should email the office at [info@aberdeenhall.com](mailto:info@aberdeenhall.com) giving the persons email details and permission for the school to send them the information.

A monthly newsletter will also be emailed to you around the 1<sup>st</sup> of each month. The children will also bring home weekly notices. This information will also be posted on the Bulletin in the Junior Hall. Please read these and inform nannies, sitters or carpool drivers. From time to time you will also receive email newsletters from the Head of School, school Directors or from school departments, these will also be posted on the webpage at [www.aberdeenhall.com](http://www.aberdeenhall.com). Please ensure the office is informed of changes to email addresses.

## **CONFERENCES/REPORT CARDS**

Report cards and parent conferences are scheduled in late fall and spring. It is not mandatory that parents participate in a conference, but teachers encourage it. Conferences provide both teachers and parents with an opportunity to share student's progress and observed development.

Individual conferences may be arranged at other times with a teacher. If, when you are at the school, you wish to confer with a teacher, please wait until she is not involved with the children's activities, as we do feel that it is not appropriate to discuss the children in their presence. Your child's work records are always available for your viewing.

***Please remember to share your concerns as well as your joys with your child's teachers so that they may be of better service to you and your child.***

## **SCHOOL UNIFORMS**

The school uniform for preschool students consists of navy and white. Students may wear navy shorts/skorts/school plaid tunic or navy pants. Navy ankle socks are worn with the pants and shorts, and navy knee high socks or leotards are worn with the skorts and tunics. In addition, they wear a white polo and one of the school crested sweaters. The school crested sweaters include cardigans, pull-over v-necks or vests. The school crested sweaters and plaid tunics are available for purchase from the uniform shop. All of the other items may be purchased from a store of your choice. White polo shirts, socks and leotards may be purchased from the uniform shop but is not required. Black outdoor shoes or a substantial shoe are required for outdoor play (this can be a runner). For class time each child needs to have a pair of indoor shoes that are light-weight and easy to put on. Rubber-soled, canvas slip-on runners are best and will serve as "gym shoes" as well.

*A change of clothing, labeled in a plastic bag should always be in your child's basket.*

## **CHILDREN'S WORK**

Your child will be bringing home their paperwork, such as art activities, printing practice, number work etc. If an art activity is not dry, we will send it home the next day. Please be reminded that paper does not always mean production! If your child does not bring paperwork home this means that they have been actively engaged in various activities and materials not requiring paper!

## **SHOW AND TELL**

Show and Tell times are limited. Suggestions for Show and Tell are:

- Articles pertaining to a class theme. (Newsletters will keep parents informed on these.)
- Things from nature - leaves, shells, rocks, etc.
- Souvenirs from holidays - postcards, flags, etc.
- Cultural articles - anything from another culture or country including food.
- Family pictures, magazines, newspapers.
- Awards, achievements - ribbons, trophies, etc.

- Pets. Children love to show off their pets. Please communicate with the teachers ahead of time.
- Books about real things - nature, real things, people, events. We ask please that monster or scary storybooks be kept at home.
- Articles from the past - old tins, tools, dishes, etc.
- Snack items that child wants to share.
- Plants and flowers.
- Any homemade item, especially if made by the student.
- New siblings, grandparents, etc.!
- **TOYS AND STUFFED ANIMALS FROM THE BEDROOM ARE NOT APPROPRIATE SHOW & TELL ITEMS.**

## **DAILY OUTDOOR ACTIVITIES**

The children will take part in daily activities that encourage the development of large and small muscle skills appropriate to their level of development. Weather permitting the children will be taken outside by staff to the fenced preschool play area. They may also visit other outdoor areas on the campus including our Loose Parts Play area. If the weather prevents out door play the children will participate in physical activities in the gym. Please ensure appropriate outdoor clothing is brought to school e.g. sun hats and cream, snow boots etc.

## **FIELD TRIPS**

We try to arrange a few field trips throughout the year. These trips/visits usually are arranged to fit the theme we are studying, but sometimes are just for fun. We have always required that parents transport their own children. This relieves the staff from the gigantic job of arranging cars, car seats and drivers. It also improves the supervision ratio greatly! So please plan to attend field trips yourself, ask a family member or friend to attend or ask another parent to transport your child. Sometimes we need to ask parents to help with the cost of some excursions (the pottery studio for example). **Uniforms are required on field trips unless otherwise specified.**

## **PARENT GUILD/PARENT VOLUNTEERS**

We are always searching for the hidden talents and skills in our parent body. Please know that we love when parents want to come and share experiences and/or interesting articles with our young students and the child loves it when mom or dad or grampa, etc. is coming in as a special visitor.

The Preschool has a Guild Class Representative who assists with arranging events and organizing volunteers. If you are interested in volunteering, please let them know. Many thanks!

## **DISCIPLINE POLICY GUIDELINES**



Discipline is a continuous process of guiding behaviours to assist children in developing self-control, self-confidence and self-discipline. It is based on a concern for the safety and well being of each child.

We work at keeping discipline age appropriate. Different techniques may be used as no one way works all of the time for every child. We use a positive approach that avoids personal humiliation. The purpose of discipline in the classroom is to both prevent and manage children's behaviours.

Prevention:

- We set clear and simple limits
- We state what behaviours are expected
- We reinforce appropriate behaviours
- We model
- We ignore minor things
- We encourage children to stay busy with purposeful “work”

Managing:

- We use
- Diversion or distraction
  - Natural or logical consequences
  - Choices
  - Modeling (watch how I do this)
  - Redirection (change child's activity)
  - Limit activity area
  - Time-outs (either next to a teacher or away from the group but close by)

In our classroom any form of discipline, which could harm a child physically or emotionally is unacceptable. Teachers must not shake, strike, pinch, rough handle, force feed or withhold regular snack, embarrass or make fun of a child or leave a child alone. Physical restraint is not used but holding could be if a child has lost control and there is concern for the child's safety or that of other children.

Teachers will communicate with parents if their child's behaviours become a concern. Together, teachers and parents will form and implement a plan to positively change the unwanted behaviours.

We work at keeping our classrooms happy places. If it is obvious that a child is unhappy in our preschool (by displaying inappropriate behaviours for a long time) then parents may need to accept that our Centre is not the best environment to meet their child's needs.

***We like to see children proud of their achievements, their classroom and themselves!***

## **EVACUATION PROCEDURE TO OFF-SITE LOCATION**

In the event of a situation that requires the immediate evacuation of the school the following procedure will be followed:

Preschool Students:

Students will be transported to the safe location by the preschool teachers in their vehicles and the school's white van driven by authorized personnel. The teachers will drive them to:

A) If Aberdeen Hall has to close:

UBCO, 1262 Discovery Avenue, Kelowna BC V1V 1V9 daycare center.

B) If the area including UBCO has to close:

Green Gables Daycare, 228 Valley Road, Kelowna, BC V1V 2G2 using the service road by the school.

Teachers will ensure the following items are taken:

- First Aid kit
- Emergency Cards
- Snacks and Drinks
- Books and Toys

## **SUSPECTED CHILD ABUSE OR NEGLECT**

Our Preschool has a history of attracting responsible and secure parents. We have never had reason to suspect child abuse in our student body; however, licensing now requires that we include, as parent information, a policy on child abuse. We are required by law to report any suspected or disclosed abuse of children in our care.

Warning signs that may indicate child abuse, according to the Family and Child Services Act:

- Unexplained ongoing bruises
- Unexplained fractures
- Constant complaints of sore throats or stomach aches that have no medical explanation
- Lack of reasonable hygiene
- Clothing extremely inappropriate to weather conditions
- Torn, stained or bloody underwear
- Irritation, bruising, bleeding, pain or itching near genitals or anus
- Sudden onset of continuous toilet accidents
- Sudden change in attitude towards someone previously liked and trusted
- Expressing sexual knowledge not usual for their age in their language, behaviour or play
- Becoming anxious or fearful

These points *do not* necessarily mean abuse is happening but if one or more signs are noticed on a child there is cause for concern. Reporting procedures are designed to protect the child. The responsibility of the Preschool is to report suspicious behaviour, not to determine if abuse has occurred.