



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



## **Aberdeen Hall Preparatory School Parent Handbook Preschool**

950 Academy Way, Kelowna, British Columbia, Telephone: (250) 491-1270 Fax: (250) 491-1289  
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 to encourage children to explore learning through hands-on experience. 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.

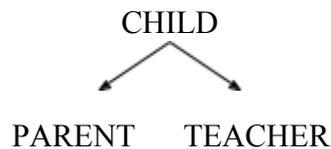
### **GOALS**

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 with a growth mindset and with positivity. 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.

1. Morning Modern Montessori Preschool begins 8:45 am and finishes at 11:45 am
2. Daycare begins at 11:45 am and finishes at 3:45 pm.
3. Extended Daycare runs from 3:45pm-5:00pm

It is very important that the children arrive on time and are picked up promptly. *Children that are not picked up on time 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 8:15 am. 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 asked 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. We ask that adults refrain from gathering and visiting outside the classroom doors.

Please note students must be signed in and out by an authorized adult (person 19 years or older). Senior school siblings (grades 9-12) may sign in/out a preschooler if parents have provided written permission.

Only those persons you authorize, in writing, may pick up your child from the school. If you wish to have someone pick-up your child that is not a parent or an emergency contact please email your homeroom teacher and the junior reception, Robyn Roffey, at [robyn.roffey@aberdeenhall.com](mailto:robyn.roffey@aberdeenhall.com) and they will be added to your MySchool pickup list. Teachers may request identification from your pick-up contact if they have never met them before, please let your pick-up contact know in advance. 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.

## 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, an Emergency 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 Form (includes the date of enrolment)
- [Emergency Google Form](#) (includes emergency release contact, immunization status, medical practitioner and more)

- [Transition to Preschool Questionnaire Google Form](#) for homeroom teacher

## 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 and a white or navy polo shirt. Navy ankle socks are worn with the pants and shorts, and navy knee high socks or leotards are worn with the skorts and tunics. The school crested sweaters, cardigans, pull-over v-necks or vests, polo shirts and the plaid tunic are available for purchase from the uniform shop. All of the other items may be purchased from a store of your choice. 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, labelled in a plastic bag should always be in your child's basket.*

## HEALTH/IMMUNIZATION

At this time, 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 Emergency Form. 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/Daycare setting for a time.

We require the immunization status for each child, this is a Health Unit requirement. For the protection of all children please ensure that your child's immunization schedule is kept up to date.

It is important that parents recognize when their child is ill and 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 cough then he/she should be kept at home. Please refer to the following Interior Health web link for information on [A Quick Guide to Common Childhood Diseases](#).

Please inform the 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 a severe allergic reaction. It is also a good idea to inform teachers of any major upsets at home, such as the 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.

Please see our Parent Handbook for schooling information around COVID 19

## MEDICATION

If your child is on medication, please provide [consent to administer the medication](#) form to the homeroom teacher. *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](#).

## 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.

## HEAD LICE

From time to time the school will report 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.

## TOILET TRAINING

We require children to be toilet trained prior to attending classes including being out of diapers and pull-ups. We are aware that some may need help with toileting.

## SNACKS/LUNCHES

Parents are encouraged to pack healthy snacks and lunches for their child (according to Canada’s Food Guide) items such as fresh fruits, vegetables, cheese, crackers, dried fruit, or health

cookies. Interior Health has some wonderful resources and ideas for smart and healthy snack and lunch ideas, please see:

- [Boost Nutrition in Your Menu](#)
- [Smart Snacking in Childcare Settings](#)
- [Food Activities for Young Children](#)
- [Healthier Home Baking](#)
- [Pack and Go Lunches](#)
- [Pack and Go Snacks](#)
- [Pack a Safe Lunch](#)

Don't forget, **no nuts!** Parents can also utilize the school's Fun Lunch program that operates during the week (Due to COVID this program is currently not operating, details to follow). Information about the program is sent home at the beginning of each term, please see the website for more details, [www.aberdeenhall.com](http://www.aberdeenhall.com). Our Staff will model and promote healthy eating 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 and contact families if their child needs a higher quantity of daily snacks or bigger lunch. Parents should provide a labelled water bottle. Any special instruction regarding the child's diet should be recorded on the Preschool Emergency Form.

## **SLEEP REQUIREMENTS**

Staff will review the sleep requirements of individual children via the Preschool Questionnaire. All preschool students take part in [Recharge Time](#) midday. Sleep mats are provided for all students and parents are asked to bring a [sheet](#) and blanket for their child sealed in a large ziplock bag.

## **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.

## **TOYS**

For a variety of reasons, we do not allow students to bring toys, stuffed animals, gum, jewellery or cosmetics into the classroom. We ask 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 other members of their family to receive the Courier should email the office at [info@aberdeenhall.com](mailto:info@aberdeenhall.com) giving the person's 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. 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 Principals 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.

The best way to contact teachers is via their Aberdeen Hall email accounts:

[madelaine.nichvalodoff@aberdeenhall.com](mailto:madelaine.nichvalodoff@aberdeenhall.com)

[tiffani.weaver@aberdeenhall.com](mailto:tiffani.weaver@aberdeenhall.com)

[cherie.wise@aberdeenhall.com](mailto:cherie.wise@aberdeenhall.com)

[holly.hobbs@aberdeenhall.com](mailto:holly.hobbs@aberdeenhall.com)

[rebecca.glen@aberdeenhall.com](mailto:rebecca.glen@aberdeenhall.com)

[natasha.wood@aberdeenhall.com](mailto:natasha.wood@aberdeenhall.com)

[candie.fraczyk@aberdeenhall.com](mailto:candie.fraczyk@aberdeenhall.com)

The preschool teachers also use Freshgrade to communicate with parents. You will be sent an email invite to join the school's Freshgrade account.

## 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 they are not involved with the students, as we do feel that it is inappropriate to discuss 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.***

## **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.

Please note during COVID Show and Tell may be cancelled, details to come.

## **DAILY OUTDOOR ACTIVITIES**

### **Active Play**

The children take part in daily activities that encourage the development of large and small muscle skills appropriate to their level of development.

### **What is ACTIVE PLAY?**

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. Active play consists of facilitated and un-facilitated games and activities.

## **Why is ACTIVE PLAY Important?**

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

- 1) Weather permitting the children are taken outside for at least 40 minutes during the preschool program and 40 minutes during the daycare program, in accordance with licensing. Teachers are encouraged to utilize the different areas on our campus including our preschool playground, soccer field, basketball court and garden. If the weather prevents outdoor play the children will participate in physical activities such as yoga, dance, gross motor games etc.
- 2) Once a week during the preschool program students will attend a Nurturing Pathways class and a Loose Parts Play Session. Each session is 45 minutes.

If leaving the areas mentioned above, a parent permission form will be sent via MySchool.

Please ensure appropriate outdoor clothing is brought to school e.g. rain gear, 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. Class representatives will help organise carpooling. To ensure the field trips remain child focused we do limit the number of parent supervisors. 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.**

## **SCREEN TIME**

Screen time is always planned and daily use is discouraged, however, occasionally preschool and daycare students will be given the opportunity to engage with technology for educational purposes. This would include educational and theme related movies, gross motor activities (e.g. GoNoodle and yoga websites). Educational programs and movies are limited to once a term and are shown for a maximum of 1 hour. Parents are advised through the weekly courier. **It is the responsibility of the class teacher to ensure screen time is limited to 1 hour a day.**

## **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 grandpa, etc. comes 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. 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 preschool program 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:

Teachers will walk the students:

A) If Aberdeen Hall has to close:

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

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:

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.

**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 the 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