



**ABERDEEN HALL**  
PREPARATORY SCHOOL

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Aberdeen Hall Preparatory School

## **PRESCHOOL & DAYCARE PARENT HANDBOOK**



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

950 Academy Way, Kelowna, British Columbia, Telephone: 250-491-1270  
Web Site: [www.aberdeenhall.com](http://www.aberdeenhall.com)

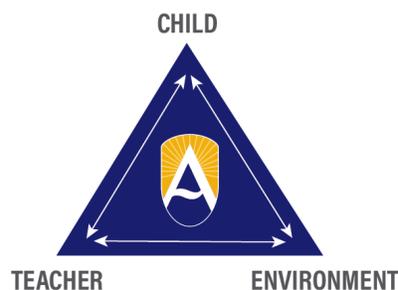
## SCHOOL PHILOSOPHY

### OUR MISSION STATEMENT

Our staff of Early Childhood Educators and Montessori teachers, plan classrooms that are prepared environments to foster children's exploration of learning through hands-on experience. We plan to provide this environment in an atmosphere that promotes a caring attitude towards others and the environment while gently nurturing independence.

### GOALS

As teachers, our interactions with both individual children and large groups reflect our genuine enjoyment of working with young learners, demonstrating to parents/guardians our dedication. We firmly believe in extending respect, friendship, and protection to every child. While we recognize that we are not replacements for parents, we see ourselves as valuable supplements to their caregiving.



### Our Values

Resilience | Responsibility | Integrity | Optimism | Curiosity | Kindness

## SCHOOL DAY PROCEDURES

Our team starts each day with a growth mindset and with positivity. Before each class, your child will be met with a welcoming greeting and a smile. We want each child to feel confident and secure here.

1. Morning Montessori Preschool begins at 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 3:45 pm-5:00 pm

To assist working parents and those with children in the higher grades, preschoolers can be dropped off as early as 8:15 am.

Upon arrival and dismissal, our students are encouraged to independently change their shoes and organize their belongings into their cubbies. Parents are asked to provide shoes, lunch containers and jackets that our little students can manage independently. The drop-off and pick-up persons must initial the sign-in /out forms available and note the time. A special goodbye routine as in “two kisses and a hug” at drop off will assist preschoolers to separate with ease. 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 school receptionist, 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 the **application form and emergency information sheet, with the child's full name, date of birth, assigned gender, address, medical insurance plan number, date of enrolment, immunization status, and the name and telephone numbers of the following: of parents, medical practitioner and emergency contacts.**

These forms must be filled out and in our files on the first day of school. PLEASE KEEP THIS INFORMATION UP TO DATE!

### Section 1 Forms

- Application Form (includes the date of enrolment)
- [Transition to Preschool Questionnaire](#) 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 (order forms available at [aberdeenhall.com](http://aberdeenhall.com)).. 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, slip-on runners are best and will serve as "gym shoes" as well.

*Please provide a change of clothing, labelled in a plastic bag to stay at school in your child's cubby.*

## HEALTH/IMMUNIZATION

At this time, it is not required by law for children to be immunized. 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.

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 the 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. We recommend informing teachers of any major upsets at home, such as changing family dynamics, the death of a family member or the loss of a pet. This helps us to respond appropriately to the child's behaviours and needs. All information will be kept confidential.

Please see our [Health Guidance for Communicable Disease ELC Plan](#) for schooling information around communicable diseases including Covid-19.

## MEDICATION & ANAPHYLAXIS

If your child is on medication, please provide [consent to administer the medication](#) form to the homeroom teacher. **Medication can NOT 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.

A [Medical Alert Planning Form](#) and [Anaphylaxis Form](#) must be filled out, complete with current photos and **2 epinephrine pens**. One epi-pen will stay situated in the classroom and the other to travel with the class in the first aid backpack.

[Aberdeen Anaphylaxis Policy](#)

## 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 due to the extremely toxic nature of this allergy for 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. Please see the school’s handbook excerpt [Appendix E - Anaphylaxis Policy & Procedures](#) for further information.

## 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 children to school until they have received one Interior Health recommended treatment. Please see the Interior Health [“Recommended Treatments”](#).

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 LEARNING

We require children to be able to use the toilet independently prior to attending classes, including being out of diapers and pull-ups as we do not have appropriate facilities to change diapers. We are aware that some children may need support and our teachers will work with parents to plan the best approach to guiding children with their toilet learning.

## 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](#)

Please remember, **no nuts!** Parents can also utilize the school's Fun Lunch program that operates during the week, delivered to your child in their class at 11:30. 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. Please provide a labelled water bottle. As there is not access to a microwave or refrigerator, please pack warm items in a thermos and add ice packs for cold lunches. 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 may send a sheet and small blanket for their child **sealed** in a large ziplock bag. Sleep mats measure 122cm x 60cm and are 6cm deep.

## WITHDRAWAL POLICY

Non-Refundable Tuition after March 1. Our tuition is non-refundable because Aberdeen Hall incurs operating expenses on a continuous basis throughout the year. When a student is enrolled, a seat is reserved for the full school year. For this reason students enrolled are considered to be attending each year unless the school is notified by the withdrawal deadline of March 1 by email, as per the Continuous Enrollment agreement.

\*Please note that 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

There are circumstances in which students may be allowed to bring toys, stuffed animals, lotions or lip balms into the classroom. We ask that you communicate with a teacher present when extra items are coming to school. It can then be decided where items should be stored so that nothing is lost or becomes a distraction.

## COMMUNICATION

## Tuesday Reminders And The Friday Courier

- Every Tuesday and Friday the school will email an update to families.
- Please be sure to watch for these, as they will alert you to all activities occurring the following week, any changes to the school calendar for the coming month, forms that need completion as well as bring you up to date on events happening in and around Aberdeen Hall.
- Please ensure the junior reception is informed of changes to email addresses.
- Parents or guardians who wish other members of their family to receive the Tuesday Reminders and the Friday Courier should email [info@aberdeenhall.com](mailto:info@aberdeenhall.com) providing the person's email details and permission for the school to send them the information.

## MySchool

MySchool is an online Student Information System that is used by Aberdeen Hall to communicate with parents and students. In the Preschool, parents can expect to sign permission forms and receive report cards, newsletters and announcements through MySchool.

If you are having difficulty logging on to your MySchool account, please contact [robyn.roffery@aberdeenhall.com](mailto:robyn.roffery@aberdeenhall.com)

## Connecting With Homeroom Teachers

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

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

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

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

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

[larissa.campbell@aberdeenhall.com](mailto:larissa.campbell@aberdeenhall.com)

[amanda.zuccato@aberdeenhall.com](mailto:amanda.zuccato@aberdeenhall.com)

[kelsey.wagner@aberdeenhall.com](mailto:kelsey.wagner@aberdeenhall.com)

## Digital Portfolio

Our team of early learning educators employ a digital photo sharing platform to communicate the experiential learning happening with your child. You will be sent an email invite to join the school's digital portfolio account in October.

## CONFERENCES / REPORT CARDS

Report cards and parent conferences/student-led conferences are scheduled in late fall and spring. These meetings are not mandatory, however, they are a fabulous way to connect with your child's teacher and learn about your child'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 problematic 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

Our Preschool program is built around experiential learning. Students gain skills in independence using our Practical Life materials, they learn to write on chalkboards with the Handwriting Without Tears program and learn sequencing and number recognition using beaded Montessori materials. Children will bring home paperwork, such as art activities, printing practice, number work etc, however, if you are interested in viewing their learning in action be sure to pop onto their digital portfolio.



If you would like to read more about our Montessori Preschool please see [Preschool Curriculum Overview](#) or reach out to one of our many passionate Montessori teachers.

## SHOW AND TELL

We encourage show and tell items that engage our students to tell a story.

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
- 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 that monster or scary story books be kept at home.
- Articles from the past - old tins, tools, dishes, etc.
- Any homemade item, especially if made by the student.
- New siblings, grandparents, etc.
- Be creative, encourage children to choose something other than toys or stuffed animals.

## 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) Children are taken outside for at least 45 minutes during the preschool program and 45 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 attend The Groove Method dance and movement session.
- 3) Friday Forest walks begin in the spring and children with parent permission are able to utilize Aberdeen Hall's forested grounds for outdoor learning and physical activity. Parent permission forms are sent via MySchool allowing children to join the walks with appropriate outdoor clothing.

Please ensure appropriate outdoor clothing is brought to school for Active Play e.g. rain gear, sun hats and sunscreen roll on, 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 they are just for fun. We require that parents transport their own children. Class representatives will help organize carpooling. To ensure the field trips remain child-focused we limit the number of parent supervisors.

**Uniforms are required on field trips unless otherwise specified.**

## SCREEN TIME

The use of too much technology can interfere with the development, behaviour and learning in young children. Therefore, screen time is limited to 20 minutes per day and is only used periodically for specific educational purposes such as music class, child's yoga or movement, educational videos for reference and understanding and educational virtual field trips. It is the responsibility of the teacher to ensure that screen time is limited to 20 minutes a day. See [Active Play and Screen Time](#) policies.

## 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.

If you have a cultural celebration, profession, activity or experience that you would like to share with our Preschool community please be sure to reach out to the Preschool Coordinator at [candie.fraczyk@aberdeenhall.com](mailto:candie.fraczyk@aberdeenhall.com)

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 an approach founded on positive reinforcement. 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:**

- Positive reinforcement (highlight the positive in one and others follow)
- Modeling (watch how I do this)
- Redirection (change child's activity)
- Diversion or distraction
- Natural or logical consequences
- Choices
- Limit activity area

In our classrooms 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 a 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 care plan to positively change the unwanted behaviours. [Resources for Child Care Providers Care Plans](#)

We strive to keep 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:

**If Aberdeen Hall has to close:**

Teachers will **walk** the students:

To UBCO University Children's Learning Centre, 1262 Discovery Avenue, Kelowna, BC V1V 1V9

**If the area including UBCO has to close:**

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 students:

To Green Gables Daycare, 228 Valley Road, Kelowna, BC V1V 2G2

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

### **FAMILY HANDBOOK**

At Aberdeen Hall Preparatory School, we are committed to providing the very best educational environment for our students. Our positive and constructive partnership with parents is crucial to the success of our students and school.

This handbook has been designed to provide you with a reference for communication and protocol. We hope that these guidelines will answer all of the questions that you may have.

We welcome your feedback and appreciate your ongoing support. Please note that policies, procedures and guidelines will be updated periodically and pertinent updates will be communicated appropriately.



# ABERDEEN HALL

PREPARATORY SCHOOL

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