



ABERDEEN HALL
PREPARATORY SCHOOL

Aberdeen Hall Preparatory School

PRESCHOOL & DAYCARE PARENT HANDBOOK



Aberdeen Hall Preparatory School
Preschool Family Handbook
950 Academy Way, Kelowna, British Columbia
250-491-1270
www.aberdeenhall.com

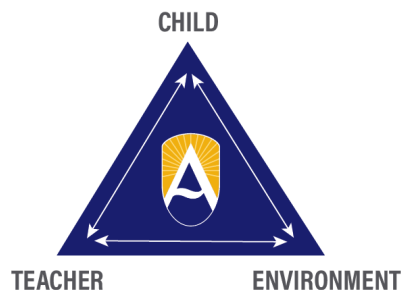
SCHOOL PHILOSOPHY

Our Mission Statement

Our staff of Early Childhood Educators and Montessori Teachers plan classrooms that are prepared environments to encourage children to explore learning through hands-on experiences. 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 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.



Our Values

EARLY LEARNING CENTRE

At Aberdeen Hall we offer three programs within our Early Learning Centre for children 2.5 - 5 years of age: Morning Montessori Preschool, Afternoon Early Learning Program, and the Extended Day Program for families that require a longer day. See below for program times.

SCHOOL DAY PROCEDURES

Our team starts each day with a growth mindset and a positive attitude. Before each class, your child will be greeted warmly with a smile. Our goal is to ensure that every child feels confident and secure in our care.

Arrival and Dismissal Times:

1. Morning Montessori Preschool begins at 8:15am and finishes at 11:45am.
2. Early Learning Program begins at 11:45am and finishes at 3:45pm.
3. Extended Day Program runs from 3:45pm and finishes at 5:00pm.

Upon arrival and dismissal, our students are encouraged to change their shoes, pack and unpack their backpacks, and organize their belongings in their cubbies on their own. Parents are asked to provide shoes, lunch containers, and jackets that are easy for our little students to manage. 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 that students must be signed in and out by an authorized adult (19 years or older). High School siblings (Grades 9–12) may sign in or 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 at absent@aberdeenhall.com, and they will be added to your MySchool pickup list. Teachers may request identification from your pick-up contact if they have not met them before, so please inform your pick-up contact in advance. If emergencies arise and plans change at the last minute, please call us at 250-491-1270. This policy is in place for your child's safety and your peace of mind.

Gradual Entry

Gradual entry is a planned, slow start to the school year, aimed at helping students adjust to their new routines and school environment. This process is designed to ease the transition for all students, whether they are returning or new to the school, recognizing that an adjustment

period is typical at the beginning of the year. While the gradual entry schedule is outlined below, families are encouraged to tailor this transition period to meet the specific needs of their child or family. Extended transitions may be arranged on a case-by-case basis in consultation with school staff to ensure the child’s adjustment is smooth and supportive.

Gradual Entry Schedule

<u>Days</u>	<u>Returning Students</u>	<u>New Students</u>
First Day of School	8:15 - 11:45am	No School
Second Day of School	8:15 - 11:45am	8:30 - 10:30am
Third Day of School	8:15am - 3:15pm	8:15 - 11:45am
Fourth Day of School	8:15am - 3:15pm	8:15am - 3:15pm
*The Extended Day Program will begin the second week of school from 3:45 - 5:00pm.		

FORMS REQUIRED

Aberdeen Hall is legally required to maintain a file for each child enrolled at the school. This file must include the following:

- Application form and emergency information sheet
- Child’s full name, date of birth, assigned gender, and address
- Medical insurance plan number
- Date of enrolment
- Immunization status
- Contact information for parents, medical practitioner, and emergency contacts

This information ensures we can provide appropriate care and support in case of an emergency. These forms must be filled out and in our files on the first day of school. **Please keep this information up to date.**

Forms Required

- Application Form (includes the date of enrolment).
- [Emergency Form 2024/25](#) (includes emergency release contact, immunization status, medical practitioner and more).
- [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. School crested items are optional for Preschool students. Aberdeen Hall cardigans and polo shirts along with the plaid tunic are available for purchase from the uniform shop (order forms are available at aberdeenhall.com). All of the other items may be purchased from a store of your choice. Comfortable, weather appropriate, and secure footwear is required for outdoor play and nature walks (this can be a runner). For class time each child needs to have a pair of black indoor shoes that are light-weight, rubber-soled

and easy to put on.

Please provide a change of clothing, in a labeled wet bag to stay at school in your child's cubby.

HEALTH/IMMUNIZATION

Immunizations

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 Early Learning Setting for a time.

We do require the immunization status for each child, this is a Health Unit requirement.

Daily Health Check

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 37.9, a severe rash, discharge from the eyes or nose, or a cough then he/she should be kept at home. Students are asked to refrain from participating in our programs until they are no longer contagious, any open wounds have healed, or they have been symptom free for a minimum of 24 hours. Please refer to the following Interior Health web link for information: [A Quick Guide to Common Childhood Diseases](#).

Medical/Allergy/Health

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

Medication Administration

If your child is on medication or requires medication (i.e antibiotics) we ask you to consider administration options that can take place at home. Please speak with your medical practitioner or pharmacist about dosage options. If your child requires medication while they are in our care, please provide [consent to administer medication](#) form to the homeroom teacher. **Medication cannot 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.

Medical Alert Planning

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

Aberdeen Hall is dedicated to creating a safe environment for all students. After consulting as a staff and seeking guidance from health professionals, we have implemented a school-wide ban on all nuts. This decision was made to protect students with severe nut allergies, as even minimal exposure can pose a serious health risk.

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 of Interior Health's recommended treatments. 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, dried fruit, vegetables, cheese, yogurt, crackers, rice cakes, pretzels, or homemade items (i.e. breads, muffins). Leftovers are encouraged and can be sent in a thermos. 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 refrain from sending juice, candy, or any product with any kind of nut. We are a **nut** free school. Parents can also utilize the school's Hot Lunch program that operates during the week, delivered to your child in their class at 11:30am. Information about the program is sent home at the beginning of each term.

Our staff will model and promote healthy eating habits as well as ensure that children have ample time to eat for each meal period. 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 no 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 Early Learning students take part in [Recharge Time](#) midday. Recharge or 'nap time' is very important as it allows a child's brain to rest, heal, digest information, and regulate emotions. Sleep mats are provided for all students and parents may send a sheet and small blanket for their child **sealed** in a large freezer 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

We ask that students do not bring personal toys to school. There are circumstances in which students may be allowed to bring transitional or comfort items (stuffed animals). We ask that you communicate with a teacher 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. Please note we are not responsible for lost or broken personal items.

COMMUNICATION

Tuesday Reminders and Friday Courier

- Every Tuesday and Friday during the school year, the school sends home a Tuesday Reminder and Friday Courier newsletter.
- 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 communications@aberdeenhall.com. Please provide the person's email address, student's name, 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 marisa.williams@aberdeenhall.com.

Connecting with Teachers

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

madelaine.nichvalodoff@aberdeenhall.com

justine.damico@aberdeenhall.com

cherie.wise@aberdeenhall.com

holly.hobbs@aberdeenhall.com

candie.fraczyk@aberdeenhall.com

larissa.campbell@aberdeenhall.com

amanda.zuccato@aberdeenhall.com

kelsey.wagner@aberdeenhall.com

Digital Portfolios

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

Parent-Teacher conferences will take place in November and student-led conferences will take place in March each year. 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. Homeroom teachers will provide parents with available conference times to choose from. Conferences are approximately 10 minutes in duration. When necessary, in person meetings can be scheduled. Your child's work records are always available for your viewing. There will be an early dismissal of 3:15pm and no extended day program on all parent-teacher conference days (4 days in total per year).

Report cards will be released in December and June of each year.

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, where 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 foster creativity and engage our students to tell a story.

Suggested Show and Tell items include:

- 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 and 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, people, events. We ask that monster or scary story books be kept at home.
- Historical artifacts such as old tins, tools, dishes, and other objects from the past.
- Any homemade item, especially if made by the student.
- Family members such as new siblings or grandparents.

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. It raises children's heart rates and may make them 'huff and puff' and includes activities 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, thinking, 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 Early Learning 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) Forest walks can take place in the fall or spring and children with parent permission are able to utilize Aberdeen Hall's forested grounds for outdoor learning and physical activity. Permission forms are required for students to participate and these forms will be sent via MySchool.

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 aim to arrange several field trips throughout the year, providing opportunities to expand learning beyond the classroom. These trips are often tied to the themes we are studying, though some may simply be for fun.

Some field trips will request parent volunteers. To maintain a child-centric experience, we limit the number of parent supervisors on each trip. Permission slips are required for all field trips and will be sent via MySchool.

The preschool uniform is worn 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. In our Early Learning Programs, we prioritize healthy physical, social, and emotional development by limiting screen time. Our focus is on promoting active play, with screens used primarily for educational purposes to support learning and engagement. It is the responsibility of the teacher to ensure that screen time is limited within the classroom environment. See [Active Play and Screen Time](#) policies.

PARENT GUILD / PARENT VOLUNTEERS

We are always eager to discover the hidden talents and skills within our parent community. We greatly appreciate it when parents volunteer to share their experiences or interesting items with our young students. It's a truly special moment for the child when a parent, grandparent, or other family member visits as a guest.

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 Director at justine.damico@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:

If Aberdeen Hall has to close:

Teachers will **walk** the students to **UBCO Gymnasium, UBC Okanagan, Athletics & Recreation at 3333 University Way Kelowna, BC V1V 1V7.**

If the area surrounding the school - including UBCO - has to close:

Students will be **transported via personal vehicles** (by the preschool teachers and the school's white van driven by authorized personnel) 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 water
- Cell phone
- Sign in/out sheets

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

DAYS OF LIMITED ATTENDANCE

There will be a series of days throughout the school year in which we will have limited attendance, early dismissal, or a school closure. We are closed on all statutory holidays. We have early dismissals for parent-teacher conferences and special events such as the Winter Concert. A full schedule will be available in September each year.

FAMILY HANDBOOK

If you would like to read more about parking, the school day or other school wise policies please see our school's Family Handbook [HERE](#).

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.



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P : +1.250.491.1270

E : info@aberdeenhall.com

