

## Arts4tots Preschool Program 2018-2019

SEPTEMBER 17<sup>TH</sup> 2018 – JUNE 6<sup>TH</sup>, 2019

Welcome to the Arts4Tots Preschool Program. We are looking forward to having the opportunity to work with you and your child!

### Our Mission

To provide a safe and caring environment where early childhood development is creatively nurtured and encouraged through the arts

Dance      Drama      Music      Visual Arts      Culinary Arts

**'IT'S THE MOST CREATIVE WAY TO LEARN WITH SPECIALISTS IN DANCE, MUSIC, DRAMA, CULINARY ARTS AND VISUAL ARTS'**

### PROGRAM DETAILS

Located in the Steinbach Cultural Arts Centre – 304 Second Street – For 3 – 5 year olds  
We presently offer Mon-Thurs sessions, 9 – 11:30 AM and 1 – 3:30 PM. Arts for Tots classes begin at 9 AM & 1 PM sharp. We ask parents to bring your child no earlier than 8:50 am or 12:50 pm, as there will be supervision starting at these times only.

Please note the following **NO preschool** dates:

- Monday, October 8      Thanksgiving Day
- Friday December 21 – Friday January 4      Christmas Holidays
  - **NOTE: Christmas Showcase Dates: Wednesday, December 19 and Thursday, December 20**
- Tuesday, February 18      Louis Riel Day – Family Day
- Monday March 25 – Friday March 29      Spring Break Off
- Monday, May 27      Victoria Day
  - **NOTE: AFT Graduation Windup Date: Thursday, June 6<sup>th</sup> – Last Day of Class**

### CLASSROOM

The program begins daily in a **creative, safe and positive environment**. Circle time sets the tone – today's weather, what's up in the world, and community.

Early childhood development is the focus within our classroom – learning stations, such as science, geography, math, reading, and fine motor skills to name a few, are set up and explored to enhance this development.

### CREATIVE LEARNING BY QUALIFIED STAFF

What makes us unique? **Creative learning** is a priority within our early childhood development process. Our directors bring out the best in Arts4Tots children by providing a creative, safe & positive environment. Self discovery, imagination and creativity are inspired through weekly themes such as 'All About Me', 'Super Hero Day' and 'Celebrate Culture' to name a few. Children also enjoy special days like 'Pyjama Day', 'Hat Day', and 'Crazy Hair Day' as well.

**We use of our professional studios where music, theatre, Culinary Arts, visual arts and dance are instructed by our professional clinicians also encourage Arts4Tots children to develop thought the arts. Progress reports are sent home twice program year.**

## FEES & POLICIES

The program fee **before April 28, 2018** is \$795 (Addition to \$795 - Administration Fees, Volunteer Waiver and Fundraiser Waivers are applicable), **after April 28, 2018** is \$845 (Addition to \$845 - Administration Fees, Volunteer Waiver and Fundraiser Waivers are applicable). **(Full payment and quarterly payments are accepted)**

**All cheques or Credit Card on File must be handed in at the time of registration.** Everyone requires an SAC membership for this program – SAC Membership is non-refundable. NSF charge is \$25. Late payments will be charged \$20.

Please note that if you are providing a credit card for on file to be charged on payment due dates, you will sign a Pre-Authorization Form to allow us to have your credit card on file and charge your card at the appropriate dates.

## CANCELLATION POLICY:

1. If an AFT Parent cancels their child's registration before September 1<sup>st</sup> – the month that AFT Program begins (1 Month Fee), Membership Fee and Administration Fee are non-refundable.
2. If an AFT Parent withdraws their child from the AFT class after September 1<sup>st</sup> – the month attending (September), the next month (October), Membership Fee and the Administration Fee are non-refundable – This allows program coordinator to fill the child's spot after the child withdraws.
3. If an AFT Parent withdraws their child after a quarterly payment has been made – the quarterly payment, Membership Fee and Administration Fee are non-refundable – this allows program coordinator to fill the child's spot after the child withdraws.

## FUNDRAISING

A **\$50 cheque post-dated or Credit Card on File for Nov 1<sup>st</sup>, 2018** is collected at registration. Once the participation is complete (\$500 fundraised), the cheque is shredded. Those wishing not to participate may pay the \$50 waiver at time of registration. 50% of the AFT fundraising profits goes towards your AFT Preschool Program to purchase new equipment and classroom items throughout the year. The fundraiser for this year 2017-2018 is Sobeys gift cards.

## PARENTS PARTICIPATION

**Parents are required to participate a minimum of 3 times** throughout the year in our classroom. A **\$25 cheque post-dated or Credit Card on File for May 1, 2019** is collected at registration. Once your participation is complete, the cheque is shredded. Those wishing not to participate may pay the \$25 waiver at time of registration.

This is a great opportunity for parents to observe their children in the activities and their social interaction. You may also assist the director with craft preparation, photocopying, or children's activities. If you are unable to attend, we ask that you arrange for a family member or friend to attend in your place. If this is not possible, the director will make other arrangements to volunteer time in other ways-take home prep work, baking, etc.

## PERSONAL ITEMS

Please **LABEL** all belongings brought to preschool (boots, shoes, coats, back packs, mittens, hats, lunch kits, water bottles, etc.). This will make identifying items much easier. Bring a change of clothes, in case of emergency. Please ensure that your child wears indoor runners or shoes with good soles. Toys and special personal items are welcomed on *Show and Tell* days.



304 Second Street, Steinbach, MB R5G 0T7  
(204) 346-1077 [www.steinbachartscouncil.ca](http://www.steinbachartscouncil.ca)

### COMMUNICATION

Communication with our parents is a priority within our program.

We request you sign your child in and out. We issue a monthly calendar and reminders via email. Please read them carefully and take note of important dates.

If you have any concerns or suggestions, you are welcome to speak directly to the directors or the SAC staff at any time.

### SNACKS

Please send a small, nutritional snack and drink each day for snack time. We provide about 10 minutes for eating. We suggest healthy snacks such as crackers, cheese, fruit, yogurt, granola bars or a small muffin.

**No peanuts/nuts allowed in classroom.**

### SAFETY

We practice a fire drill 4 times a year in a positive and efficient way. For the safety of our children, we will lock our classroom door daily. Please knock to enter.

We encourage your child to remain at home if they are sick. If they become sick at the Centre, parents/other caregivers will be responsible to pick them up.

**We look forward to a creative learning experience together!**

**Each month is full of dance, music, visual arts, drama, culinary arts, creative ideas, Montessori activities and adventures.**

## Important AFT Information Sheet

1. Please review the Policy Handout. It outlines all important information.
  - **Communication** – please feel free to contact Cassandra, Program Co-ordinator (204) 346-1077
  - **Sick policy** – if your child is sick, please keep them at home. If the child becomes sick at the Centre, parents will be called to pick them up.
  - **Volunteer policy** – as agreed at registration, parents are requested to participate 3 times throughout the year in our classroom. Please sign up with Pam.
  - **Fundraising** – each child is to fundraise a minimum of \$500, more information will be provided by the Miss Cassandra at a later date
  - **School Cancellations** – We follow the Hanover School Division, listen to **Mix 96.7 or check Steinbach Online**
2. Indoor Shoes - leave outdoor shoes/boots at front door; leave indoor shoes in bins at the front. Be prepared for outdoor activities for all the seasons.
3. For the safety of your child, please **SIGN** your child **IN** and **OUT**. Parents must confirm their arrival and departure to staff each time. Please let Miss Pam, Miss Jen or the office staff know if someone else will be dropping off or picking up your child.
4. Backpack – each student will have a cubby and hook. Bring a change of clothes, in case of emergency. Please **LABEL** all items, such as shoes, lunch boxes, backpacks, etc...  
**\*Please send your child with a water bottle each day to class that is clearly labeled\***
5. Bring a snack each day. **PEANUT FREE CENTRE** - Please **DO NOT** send anything with peanuts in it.
6. Follow the Creative Calendar – will be emailed out monthly with themes

We look forward to an **awesome year** with your child! If you have any questions, feel free to ask Miss Pam, Miss Jen and Miss Cassandra.

Thank-you,

*Miss Pam and Miss Jen*