



Arts4tots Preschool Program 2020-2021

Our Mission

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

It's the most creative way to learn – unique, innovative and includes our Arts specialists!

Program Details

For 3-5 year olds. Learning centers are located in the Steinbach Cultural Arts Centre – 304 Second Street
We presently offer Monday-Thursday Sessions, 9:00am– 11:30am and 1:00pm – 3:30pm.

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 proposed no preschool dates:

- Monday, October 12 Thanksgiving Day
- Wednesday, November 11 Remembrance Day
- December 21 – January 4 Christmas Holidays
- Monday, February 15 Louis Riel Day – Family Day
- March 29 – April 2 Spring Break
- Monday, May 24 Victoria Day

Important Dates:

- AFT Graduation Windup Date: Thursday, June 10th– Last Day of Class
- Class runs from September 14, 2020-June 10, 2021

COVID19 RECOVERY PLAN FOR FALL 2020

Due to the regulations of the COVID 19 climate, we will be making changes to the AFT program processes and systems to ensure we are compliant with the Health Regulations set out for a pre-school program. SAFETY & WELL BEING are our number one concerns.

- Smaller classroom numbers, up to 14 maximum per class
- Entry from two separate entrances to allow for more space to put on shoes, prep, etc.
- Parents will drop off children at the classroom door; no access into the classroom at the start
- Handwashing will become a standard practice at the start of, during and after each session
- Classroom will be cleaned following each session, prior to the next session

Classroom

- i. The program begins daily in a creative, safe and positive environment. Free Play sets the tone – where self-directed activity, hands on learning and collaborative play are the focus.
- ii. Daily Activities include Montessori-inspired programming like drama, art discovery, music and movement, dramatic play, dance, science and math, educational materials, sand and water table, crafts, storytelling, and snack time. Learning stations, such as science, geography, math, reading, and fine motor skills, are set up and explored to enhance this development.
- iii. Featuring new themes each week like Fairy Tales, Spring Science, My Community, and All About Me!

Creative Learning by Qualified Staff

- i. What makes us unique? Creative learning is a priority within our early childhood development process.
- ii. 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'. Children also enjoy special days like 'Pajama Day', 'Hat Day', and 'Crazy Hair Day' as well.
- iii. The 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 through the arts. Progress reports are sent home twice during the program year.

Fees & Policies

- i. The program fee is \$870.00 for a 2 day registration program. There is a non-refundable \$25 Administration Fee.
- ii. Volunteer Waiver - \$25 dated for April 1, 2021 and a Fundraiser Waiver – dated for May 3, 2021 are collected at the start. If your volunteer and fundraising duties are completed, these fees/checks are not cashed. If you wish to pay them out, you have that option.
- iii. Full payment and quarterly payments are accepted.
- iv. All cheques or Credit Cards on File must be handed in at the time of registration. Everyone requires a SAC membership for this program – SAC Memberships are non-refundable. The NSF charge is \$25. Late payments will be charged \$20.
- v. Please note that if you are providing a credit card 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

- i. If an AFT Parent cancels their child's registration before September 1st – the month that AFT Program begins (1 Month Fee), Membership Fee and Administration Fee are non-refundable.
- ii. If an AFT Parent withdraws their child from the AFT class after September 1st – 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.
- iii. 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.

Parents Participation – Volunteer Waiver

- i. A \$50 post-dated cheque or Credit Card on File for April 1, 2021 is collected at registration. Once the participation is completed, the cheque is shredded. Those wishing not to participate may pay the \$50 waiver at time of registration. The proceeds of the AFT fundraising profits go towards your AFT Preschool Program to purchase new equipment and classroom items throughout the year.

Parents Participation – Volunteer Waiver

- i. Parents are required to participate a minimum of 3 times throughout the year in various ways. A \$25 post-dated cheque or Credit Card on File for May 3, 2021 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.
- ii. The director will provide options for you to participate directly in the AFT program, or within the programs or events at the Arts Centre.

Personal Items

- i. 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 only.

Communication

- i. Communication with our parents is a priority within our program.
- ii. 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.
- iii. If you have any concerns or suggestions, you are welcome to speak directly to the directors or the SAC staff at any time.
- iv. Social Media - Arts for Tots does have a Facebook page where activities are posted on a regular basis by the directors. Parents may also wish to participate in this medium if they wish. Only children who have signed the release waiver are included in photos on this page.

Snacks

- i. Please send a small, nutritious snack and drink each day for snack time. We provide 10 minutes for eating. We suggest healthy snacks such as crackers, cheese, fruit, yogurt, granola bars or a small muffin.
- ii. We also request that preschool students bring a bottle of water for the day, every day.
- iii. No peanuts/nuts allowed in classroom.

Safety

- i. 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.
- ii. 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.

Important AFT Information Sheet

- Communication –please feel free to contact the SAC Program Co-ordinator (204) 346-1077 for any questions or concerns.
- 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 Miss Pam.
- Fundraising – each child is to fundraise a minimum amount, dependent on the project. More information will be provided by the SAC staff at a later date.
- School Cancellations – We follow the Hanover School Division, listen to Mix 96.7 or check Steinbach Online
- Steinbach Arts Council website – www.steinbachartscouncil.ca Check out the AFT page

Daily Information

1. Indoor Shoes - leave outdoor shoes/boots at front and back entrances; leave indoor shoes in bins at the front. Be prepared for outdoor activities for all seasons.
2. 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.
3. 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...
4. *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 – it will be emailed out monthly with the themes outlined.

We look forward to an awesome year with your child! If you have any questions, feel free to ask Miss Pam, Miss Jen or The Steinbach Arts Council Staff.

Thank-you,
Steinbach Arts Council Staff

Miss Pam and Miss Jen, Directors