



"The perfect place to imagine, explore and learn in an Arts Based Playschool program designed for children ages 3, 4 and 5 years!"

**Parent Information Handbook
2020-2021**

DanceCo's
Happy Heart Playschool
9030 McKenney Ave
780.460.1899

Philosophy

Our aim is to inspire a desire to learn and to continue to facilitate the development of each child's unique abilities in a loving and creative environment. We believe that preschool children should have ample time to imagine, play and explore the world around them. Learning through movement, song, drama and creating are not only beneficial to the early development and growth of children, but it is fun!

The children are a part of a program, which fosters their physical, intellectual, emotional and social development

Welcome to Happy Heart Playschool!

Program Outline

This program will expose children to arts and academics in a relaxed environment. Our classroom routine will incorporate a discussion about the calendar and weather, story time and center time, with a strong emphasis on learning through play and the arts. Movement will be an integral part of the preschool class. Like all other visual and performing arts it will be integrated into our thematic units!

Increased classroom structure and expectations will increase as children move through the program.

Classes Offered

Monday, Wednesday & Friday AM	9:30-11:30 a.m. Marianne Proft
Monday, Wednesday & Friday PM	12:45-2:45 p.m. Marianne Proft
Tuesday & Thursday AM	9:30-11:30 a.m. Marianne Proft
Tuesday & Thursday PM	12:45-2:45 p.m. Marianne Proft

Session Date for 2020-2021

Session 1	September 21, 2020 - December 4, 2020
Session 2	January 4, 2021 - March 19, 2021
Session 3	April 6, 2021 - June 18, 2021

Age Requirements

Session 1 - child must be 3 years of age by October 31, 2020

Session 2 - child must be 3 years of age by December 31, 2020

Session 3 - child must be 3 years of age by March 31, 2021

Schedule for 2020-2021 School Year

We will follow the Greater St. Albert Catholic Regional District's calendar:

September 21 or 22, 2020	Classes Commence (Session 1)
October 12, 2020	Thanksgiving Day (No School)
October 29 or 30, 2020	Halloween Party
November 11 and 12, 2020	Remembrance Day (No school)
December 3 or 4, 2020	Christmas Party (Last day of classes - Session 1)
December 7 - January 1, 2021	Christmas Break
January 4 or 5, 2021	Classes Commence (Session 2)
February 4 and 5, 2021	Teacher's Convention (No School)
February 15, 2021	Family Day (No School)
March 18 or 19, 2021	Last day of classes (Session 2)
April 5, 2021	Easter Monday (No School)
April 6 or 7, 2021	Classes Commence (Session 3)
May 24, 2021	Victoria Day (No School)
June 2021 (Specific Dates TBA)	RECITAL at the Arden Theatre
June 17 or 18, 2021	Last day of classes (Session 3)

Program Fees & Payment Policy

Tuition	2-Day Program	\$375 per session (3 installments of \$125)
	3-Day Program	\$480 per session (3 installments of \$160)

Arts Enrichment/Fieldtrip Fees \$30 per session

Recital Costume (Session 3 Only) \$50 to \$75 Estimated Fee

Due with enrollment - Non-Refundable Deposit of \$100.00* **plus** a Credit Card set up in Auto Pay System **or** Series of Post Dated cheque's, for the remaining installments

**\$75 of Non-refundable deposit paid at time of enrollment will be deducted from 1st installment of first Session*

Payment Plan Options

Monthly Installment - (Sep 1, Oct 1, Nov 1 / Jan 1, Feb 1, Mar 1 / Apr 1, May 1, Jun 1)

Per Session - (Sep 1, Jan 1, Apr 1)

All Session's In Full - (1st of the month pertaining to 1st session enrolled in - Sep, Jan or Apr)

\$30 Arts Enrichment Fee will be processed with the 1st installment of each Session

\$50 Recital Costume Deposit will be process with the 1st installment of Session 3. There will be an additional estimated \$20 to \$25 due upon arrival in the spring.

Please note: The \$100.00 Deposit is non-refundable or transferable at time of enrollment, Arts Enrichment/Field Trip Fees are non-refundable as of the 1st day of each session. The Costume Deposit is non-refundable as of April 1st. *Should you withdraw from the program for any reason after this date, you will be responsible for any additional costume fees paid out, by the studio, on your behalf.*

Daily Routine

Our classroom routine begins with free play, welcome songs and special helper introductions. The classroom whiteboard is used to include a morning message as well as teach children phonetics and the beginning steps to reading through decoding words. We also incorporate a discussion about the calendar and weather with emphasis on sharing, speaking and taking turns as the special helper leads us through these activities. Both story time and art time relate to our theme, and finally, snack and arts-based movement will culminate our day.

What to Wear

There is no need to purchase special dance attire as the children can wear 'danceable' clothes (Girls- t-shirts, leggings, dance pants etc. Boys- sweat pants and t-shirts). However, many of the girls love to wear their own dance bodysuits and tights to class. **If the girls are wearing tights**, they must wear pink ballet slippers or indoor shoes on their feet (safety). **Boys may dance** in indoor shoes or black ballet shoes.

Special Note - All students in **Session 3** will participate in the year-end RECITAL, girls will require pink ballet slippers and boys will require black ballet slippers. Costumes will be purchased in retail stores or through one of DanceCo's costume suppliers. A costume deposit of \$50.00 is required at the start of the session and a minimal additional balance may be due on the costume when it arrives.

Arts Enrichment/ Field Trip Program

The program includes both in-school and out of school field trips throughout the year. We are thrilled to provide such high-quality instruction and programming to your children. We have developed great connections with many artists and performers that are able to share their expertise with our students.

Classroom Parties

On special days: i.e. Halloween and Christmas Party a sign-up list will be at school so that everyone can contribute 1 item toward our class party.

Communication

Communication between parents and Happy Heart staff is very important. A Monthly Calendar, including special helper days and important events will be posted at school as well as emailed to parents.

Please inform us via email to our Director/Instructor at Marianne.p@danceco.net of the following:

- Allergies and medical conditions
- Child absences

We also encourage parents to let us know of any changes in a child's daily life. Please let staff know of any concerns you or your child may have.

Housekeeping Items

- Each child will have a coat hook for his/her backpack and coat.
- Please leave a nutritional snack in your child's backpack each day. **All snacks must be peanut/nut free.**
- Please leave outdoor footwear on the shelves in the front foyer of the studio.
- Please bring your child clean indoor shoes to put on at the studio.
- Please leave an extra change of underwear and pants in your child's backpack in case needed.
- Please take your child to the washroom prior to class starting.

Picture Days

Individual and class photos will be taken in the Fall and Spring. We will be taking dance photos in our year end costume in May.

Safety

Parents/guardians must be in control of their children during arrival and departure. During departure, children are not to leave the preschool until their parent or guardian leaves as well. Children are not permitted to go outside unattended.

Special Helper Days

On this day they may wear their favorite outfit, bring a favorite toy or book to share with the class. Children will be encouraged to share their creations and ideas during center time as well; this will be one of many opportunities to share with classmates. This is a SPECIAL DAY for the children, and they are always very excited to be the special helper! **If it is your child's birthday**, your child will be the special helper. We welcome cupcakes, or a birthday treat for the class. However, they must be purchased and in original packing.