



**"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 2023-24**

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

Our 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 an 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

4 years of age (MWF Mornings)	9:30-11:30 a.m. Joanne Boelee
3 or 4 years of age (MWF Afternoons)	12:30-2:30 p.m. Joanne Boelee
3 years of age (T/Th Mornings)	9:30-11:30 a.m. Jackie Froment
3 or 4 years of age (T/Th Afternoons)	12:30-2:30 p.m. Jackie Froment

## Session Dates for 2022-23

Session 1	September 11, 2023 - December 15, 2023
Session 2	January 8, 2024 - June 14, 2024*

*\*Registration for session 2 will open on September 30, 2023*

## Age Requirements

Session 1 - child must be 3 or 4 years\* of age by September 1, 2023

Session 2 - child must be 3 or 4 years \*of age by January 1, 2024

*\*Dependant on program registering in*

## Schedule for 2023-2024 School Year

September 11 or 12, 2023	Classes Commence (Session 1)
September 11/13 or 12/14	Staggered Entry
October 9, 2023	Thanksgiving Day (No School)
November 9 and 10, 2023	Remembrance Day (No school)
December 14 or 15, 2022	Last day of classes - Session 1
December 17, 2023	Winter Showcase at the Arden Theatre
December 18 - January 7, 2024	Christmas Break
January 8 or 9, 2024	Classes Commence (Session 2)
February 8 and 9, 2024	Teacher's Convention (No School)
February 20, 2024	Family Day (No School)
March 14 or 15, 2024	Last day of classes
March 18 - 29, 2024	Spring Break (No School)
May 20, 2024	Victoria Day (No School)
June 2024 (Specific Dates TBA)	Recital at the Arden Theatre
June 13 or 14, 2024	Last day of classes

## Program Fees & Payment Policy

<b>Tuition</b>	2-Day Program	\$150/Month (September 1 <sup>st</sup> - June 1 <sup>st</sup> )
	3-Day Program	\$190/Month (September 1 <sup>st</sup> - June 1 <sup>st</sup> )
<b>Registration Fee</b>		\$100 Due upon enrolment and is non-refundable
<b>Program Fee</b>		\$100 Due upon enrolment and is non-refundable as of the first day of class.
<b>Recital Costume (for June)</b>		\$80 to \$95 Estimated Fee

### Payment Plan Options

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

**Per Session** - (September 1 or January 1)

**All Session's in Full** - (1<sup>st</sup> of the month pertaining to 1<sup>st</sup> session enrolled in - Sept or Jan)

***\$50 Recital Costume Deposit will be process in late winter. There will be an additional estimated \$30 to \$45 due upon arrival in the spring.***

#### **Please note:**

All families will be automatically signed up for the monthly payment option upon registration. If you would prefer a different payment plan (by session or in full year payment) an email will need to be sent to [info@danceco.net](mailto:info@danceco.net) to indicate your desired payment plan.

The Costume Deposit is non-refundable as of April 1<sup>st</sup>. *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.*

### Subsidy

All families enrolled in Happy Heart Playschool will automatically qualify for the affordability grant of \$75 per month which will be applied directly to your account. If your family applies and qualifies for additional subsidies, those subsidies will be sent directly to Happy Heart upon approval and applied to your account. Information regarding subsidies and the affordability grant to reduce preschool monthly fees for families can be found online at [alberta.ca](http://alberta.ca).

\*Please note that you will be required to pay the full monthly tuition on the 1st of each month. Your account will be credited once the funds are received by Happy Heart.

## Daily Routine

Our classroom routine begins with free play, welcome songs and introductions. We also incorporate a discussion about the calendar and weather with emphasis on listening, sharing, speaking and taking turns as the teachers and special helper leads us through these activities. Both story time and art time relate to our theme and phonetic and printing work on the letter of the week. Snack and arts-based movement will culminate our day.

## Toilet Trained

It is required that all children enrolled in Happy Heart Playschool be toilet trained. Teachers will help when needed but students cannot come to school in diapers.

## 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: sweatpants and t-shirts). Footwear can be clean indoor running shoes or pink (girls) and black (boys) ballet slippers or bare feet.

**Special Note** - All students in Session 2 will participate in the year-end RECITAL, girls may require pink ballet slippers and boys may 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.

## 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. Your teachers email address will be shared with you so that you may report any absences.

Please inform us via email to [info@danceco.net](mailto:info@danceco.net) of any allergies and medical conditions

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 and a water bottle 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 OR ballet slippers to put on at the studio.
- Please leave an extra change of underwear, socks and pants in your child's backpack in a labelled Ziploc bag.
- Please take your child to the washroom prior to class starting.

### **Picture Days**

Individual and class photos will be taken in the Fall. We will also 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.

### **Birthday Treats**

You are welcome to bring a treat to share with the entire class on your child's birthday. Please consult with your teacher on any allergies that may exist in your child's class. Please note that this is entirely optional, should you choose to do this on your child's birthday.