



*Arts Calibre Academy*  
artsinspiredplay

## **PARENT HANDBOOK**

**2009/2010**



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## The ArtsCalibre Program

Welcome!

ArtsCalibre Academy is a Fine Arts-based program where children learn movement, drama, music and other Fine Arts while meeting all the standard objectives in preparation for Kindergarten.

We embrace the philosophy and methods of renowned music educator Carl Orff:

*“The Orff philosophy combines the elements of speech, rhythm, movement, dance and song. And at the heart of all this is improvisation – the instinct children have to create their own melodies, to explore their imaginations.”*

- Carl Orff Canada

Our Director Sandra Walton has extensive training in the Orff Method.



# Goals and Objectives

## Kindergarten Readiness

ArtsCalibre Academy's overall goal is to equip children with all the tools necessary to excel throughout their scholastic future, while firmly instilling in them a lifelong desire to learn. The Arts are the creative vehicle for this process. Students will also acquire the specific skills needed for Kindergarten.

Our curriculum and assessment process are modeled after Teaching Strategies' **The Creative Curriculum®**.

Specific objectives of our program include:

**Art** – Your child will:

- Experience various media in a multitude of ways
- Demonstrate creative self expression, and
- Participate in multi-sensory art experiences

**Music** – Your child will:

- Participate in musical activities including song, dance, instrumental, movement, games and self-expression, and
- Be exposed to and gain an appreciation for various styles of music

**Physical Development – Fine Motor Skills** – Your child will:

- Demonstrate cutting on a straight line and a circle
- Develop proper hand position while using a pencil, crayon and scissors
- Assemble puzzles of four or more pieces correctly
- Demonstrate buttoning, zipping and buckling skills
- Practice applying and controlling glue, and
- Write his/her name, letters and numbers

**Physical Development – Gross Motor Skills – Your child will:**

- Be able to coordinate movements to perform various tasks
- Perform various movements such as skipping, hopping, running, jumping, etc
- Be able to follow a path on the ground
- Be able to stand on one foot and both feet, and
- Walk backwards, forwards and sideways

**Social Development – Your child will:**

- Be able to share, take turns and wait for short periods of time
- Demonstrate the usage of polite language such as “Please,” “Thank you,” and “You’re welcome”
- Practice good manners, such as covering his/her mouth when sneezing, washing hands after using bathroom and before snacks and meals
- Help to develop and adhere to classroom rules
- Demonstrate respect for the property of others, and
- Develop personal responsibility for his/her actions

**Emotional Development – Your child will:**

- Demonstrate self-control consistent with his/her developmental level
- Experience and participate in transitions between activities
- Participate in choice-making and decision-making activities
- Learn appropriate ways of expressing emotion through discussion, art, music and movement, and
- Participate in multicultural activities



# Registration

ArtsCalibre offers classes as follows:

Age Group	Days					Classes per Week
	Mon	Tue	Wed	Thu	Fri	
<b>3 Year Olds*</b> (9:10 AM - 11:40 AM daily)		X		X		2
	X		X			2
	X		X		X	3
	X	X	X	X		4
	X	X	X	X	X	5
<b>4 Year Olds*</b> (12:45 PM - 3:15 PM daily)		X		X		2
	X		X		X	3
	X	X	X	X	X	5

\* For the 2009/2010 school year, your child must have reached this age by the end of December 2009.

Classes run from September thru June each year, and follow the Victoria School District holiday schedule.

Monthly fees for our classes are:

2 Classes per Week:	\$150
3 Classes per Week:	\$225
4 Classes per Week:	\$300
5 Classes per Week:	\$375

To register, complete our Registration Form and mail it with your **non-refundable** \$50 registration fee to:

**ArtsCalibre Academy Ltd.**  
**c/o 3537 Murdoch Crescent**  
**Victoria, BC V8P 5B6**

This secures a spot for your child for the coming year. Upon receiving your registration and fee, we will contact you and set up a meeting. At this meeting we will:

- Review your registration and confirm eligibility
  - Provide you with all remaining forms to be completed, e.g. medical history, emergency contacts, etc, and
  - Answer any questions you may have regarding our program.
- Post-dated monthly cheques (dated the 1<sup>st</sup> of each month) for the **entire September-to-June school year** are due by **September 3, 2009**. These fees include the cost of all supplies.

A \$40.00 fee will apply to all NSF cheques, which must be replaced promptly. Failure to comply will result in your child being removed from the program. Following a second NSF cheque, ArtsCalibre will require certified cheques or money orders for the remaining months of the school year.

## Program Withdrawal

Written notice is required in order to withdraw your child from the program. All post-dated payments falling beyond one month of the notification date will be refunded in full (i.e. cheques destroyed).



## Hours of Operation and Class Size

ArtsCalibre Academy is open according to the class times listed under the preceding **Registration** section.

### Daily Program Schedule

A typical class will proceed roughly as follows (using the morning class as an example):

9:10 - 9:40 AM	Movement and Circle Time
9:40 - 10:00 AM	Story and discussion of the theme (introductory activity)
10:00 - 10:20 AM	Restroom, wash hands, snack
10:20 - 11:00 AM	Music or learning activities
11:00 - 11:25 AM	Muscle building activity or outdoor play time
11:25 - 11:35 AM	Circle Time culminating activity
11:35 - 11:40 AM	Prepare for home

The maximum class size is 20 children; with a minimum of 3 staff on duty at all times, the child-to-staff ratio for all classes is less than 7-to-1.



## Guidance and Management Policy

1. Teachers assigned to supervise a child or group of children shall be responsible for their guidance and management.
2. Staff members use only positive approaches to help children behave constructively. Guidance methods include:
  - Redirection;
  - Planning ahead to prevent problems;
  - Encouragement of appropriate behavior;
  - Consistent, clear rules developed in conjunction with children, and discussed with them to make sure they understand;
  - Staff members, rather than simply imposing the solution, describe the situation to encourage the child's evaluation of the problem;
  - Logical or natural consequences applied in problem situations;
  - The child spends 2 to 3 minutes in a "time-out" chair, facing the group only as necessary;
  - The Director separates the child from the class situation only as necessary; and
  - The teacher communicates and consults with parents/guardians in implementing any specific behavior management plan.
3. All children will be supervised at all times that they are attending class at the school.
4. Each child shall be within the sight and hearing of an ArtsCalibre staff member at all times.
5. A child can be moved into the next age group during the school year at the request of the parent/guardian or ArtsCalibre staff.

## Child Drop-off and Pick-up

1. The Academy's doors open **10 minutes prior** to the start of each class – that is, at **9:00 AM** before morning classes begin at 9:10 AM, and at **12:35 PM** before afternoon classes begin at 12:45. When dropping off your child, please bring them **to the inside classroom door** (off the hallway) and wait until they are received and signed in by an ArtsCalibre staff member. Proper sign in/out are required by law.
2. Children should be picked up **promptly** at the end of each class – that is, at **11:40 AM** and **3:15 PM** for the morning and afternoon classes respectively. Parents/guardians (or others authorized to pickup) should wait until a staff member dismisses and signs out their child.
3. If someone other than a legal/custodial parent or guardian will be picking up your child, please ensure that they are listed under the “Others Authorized for Pickup” section of the Registration Form you submitted to ArtsCalibre. If, in an emergency, you need your child picked up by someone who is **not** listed on this form, you must notify the school directly by phone or e-mail **and ensure that we acknowledge**. Remember that in the strict interest of your child's safety, to confirm identity we may ask you or anyone calling or picking up your child for the Family “Code Word” listed on your registration form.

## Snacks

Each child must bring a packed snack from home each day. We prefer that the snack have some nutritional value, and discourage the provision of "sweets". In addition, we ask that the snack not require refrigeration. ArtsCalibre will provide water to drink with the snack.

## Snow Day Policy

1. If Greater Victoria Schools (specifically, Quadra Elementary School) are closed due to heavy snow, we will be as well. Please listen to your radio (CFAX 1070 is recommended) for up to date information.
2. Tuition is not rebated for snow days.

# **Procedures for Emergencies and Accidents**

## **Earthquake or other Alert Plan**

1. Administrator will ring the large bell throughout the school.
2. Teachers and children will follow the procedures outlined in the Quadra Elementary Earthquake Plan.

## **Fire Emergency Plan**

1. Anyone who sees a fire in the building must activate the fire alarm and have someone call 9-1-1.
2. Teachers and children must exit according to the fire evacuation plan posted in the room they are in. Teachers will line up children outside the building and verify that every child is present.
3. Teachers will listen for the next step from authorities – either to return to the building or go to another designated safe area (e.g. school gym).

## **Serious Incident, Injury or Illness Plan**

1. A trained person will administer first aid (all ArtsCalibre staff possess their basic first aid certificate).
2. Another teacher or qualified adult will supervise the class as necessary.
3. The ArtsCalibre Director will call parent/guardian, and if necessary call 9-1-1.
4. If child is taken to the hospital it will be by an ambulance. The Director or teacher will stay with the child until the parent or guardian arrives at the hospital.

## **Incident/Injury Report**

1. An incident/injury report shall be completed by the teacher in charge of the child when the following occur: an illness, accident or injury which requires first aid; a bump or blow to the head; the administration of syrup of ipecac; emergency transportation; or an unusual or unexpected event which jeopardizes the safety of children or staff.
2. ArtsCalibre staff shall document the incident/injury on the appropriate "Incident/Injury Report" form. The completed report shall be given

on the day of the incident/injury to the parent, guardian or person picking up the child from the school. In situations requiring emergency transportation, the incident/injury report shall be available to the parent or guardian at the Academy within twenty-four hours following the incident/injury.

## Parent Visitation

1. Parents or guardians are welcome to view the entire ArtsCalibre facility at the time they register.
2. Any parent, custodian or guardian of a child enrolled at ArtsCalibre is permitted unlimited access to the facility during all hours of operation, for the purpose of contacting their children or evaluating the premises or care provided. Upon entering the premises, the parent or guardian must notify the Director or other staff member of his/her presence.
3. The parent of a child enrolled at ArtsCalibre who is *not* the residential parent shall be permitted unlimited access to the facility and be afforded the same rights as the residential parent, *unless* court documentation exists which limits access of or imposes other restrictions on the non-residential parent.

