



Before and After School Program

ARTS DEN

*Parent Information Handbook
2023-2024*

Contact Information

Sunrise Performing Arts Centre of Excellence (the SPACE) Inc.
Located at 203-449 Main Street, Oakbank, MB
Mailing Address: Box 285 | 203-449 Main Street
Oakbank, MB R0E 1J0

Office Phone: (204) 444-3567

Office Email: office.sunriseperformingarts@gmail.com



Office Hours

(Office Hours are as follows from September-May)

Monday to Thursday 1:00pm-8:00pm

Friday-Sunday- Office Closed

*Office hours are subject to change

Meet Our Board of Directors!

Our board of directors consists of a group of volunteers committed to supporting the SPACE organization's mission, goals and values.

2023-24

Chairperson: Wendy Bobby

Vice Chairperson: Kristy Hurrell

Treasurer/Secretary: Kim Parker

Member at Large: Audrey Blatz

Member at Large: Ally Ferguson

Member at Large: Rena Wyrich

Acting Executive Director/Financial Manager: Nancy Ziprick Baert (ex-officio)

Annually the SPACE Board of Directors host a Spring General Meeting and a Fall General Meeting. These dates and times are emailed out to our membership in advance. We would love for you to join us to learn more about our incredible Non-Profit Organization.

If you would like to contact our board with any questions, concerns, or are interested in becoming a board member please email: boardofdirectorsspace@gmail.com.

Our Mission Statement

To enhance knowledge, participation and appreciation in the arts by providing classes, workshops and events to all ages and abilities through the arts schools and programs we operate.

Purpose

To educate and increase the public's understanding and appreciation of the arts by providing performances, exhibits and presentations of an artistic nature in public places and by providing seminars on topics related to such presentations, exhibits and performances and to advance education by establishing and operating schools.

ARTS DEN Before and After-School Program

OVERVIEW

Thank you for choosing to enroll your child in the SPACE Inc.'s "ARTS DEN" before and after-school program. The SPACE is a community studio that focuses primarily on providing a variety of dance classes for all skill levels and theatre, with expansion into visual, literary, and musical arts programs. With an extensive background in working with children we are excited to offer this before and after school program under the Springfield Arts Council.

Arts Den is an artistically structured program where school aged participants will take part in a minimum 30 minutes of instruction each day in a variety of programs. Paint, act, dance, improv, draw, create! The learning and creative options are endless.

ARTS DEN BEFORE & AFTER SCHOOL PROGRAM

The before and after-school program operates Monday to Friday after school as well as school in-service days. Our program is open to children ages 5 to 12 years old. A minimum of 30 minutes of Arts instruction will be provided during program hours. Types of instruction include a variety of dance disciplines, visual arts activities such as painting, writing, acting, theatre exercises, creative thinking and much more!

During non-instructional time the students will have free supervised time which includes time for homework, reading, games, movies, and socializing with other Arts Den participants

Hours of Operation

- The before-school program is offered Monday to Friday from 7:00AM-8:30AM.
- The after-school program is offered Monday to Friday from 3:30PM-5:30PM. If there is early dismissal from school, the children may come directly to the SPACE at that time for an extended period.
- The before and after-school program will be closed on all major holidays (Holiday Dates included below)
- In-Service Day Programs will be available throughout the entire school year (Inservice Dates included below)

Snacks

- Snacks will not be provided by the Arts Den Program. Students are welcome to pack an extra snack to be eaten after school. We are a peanut free facility.

Staffing

- The staff at The SPACE are subject to pre-screening which includes background checks for criminal records and the child abuse registry. First AID and CPR training is updated annually.

Outdoor Clothing

- Please ensure your child is dressed appropriately for our weather conditions. Time will be spent outside walking to and from drop off/pick up locations.

Do students need to bring anything?

All participants are welcome to bring an after-school snack and will be given time to eat their snack before program activity. Please be sure that snacks are **nut free!**

Students may be asked or may want to bring a change clothes to be comfortable for the daily activity. Comfortable clothing such as shorts, leggings, sweats if dance is planned or possibly an old t-shirt, they don't mind getting dirty if a messy activity or painting is involved.

The Arts Den programmer will be able to give students and parents advanced notice should they be required to bring anything specific for a certain program day.

REGISTRATION FEES AND DISCOUNTS

Registration Deposit

\$150 Non-Refundable deposit per participant to hold spot for before and/or after program due at time of registration.

Before and After School Participants - \$25.00 per day + Inservice and Early Dismissals

Participants attending before AND after school program on a part time basis monthly fee will be determined based on # of days attending each week.

Before OR After School Participants- \$20.00 per day + Inservice and Early Dismissals

Participants attending before OR after school program on a part time basis monthly fee will be determined based on # of days attending each week.

Drop In Fees

- Before **AND** After School = \$25.00 per day
- Before **OR** After School= \$20.00 per day

- Cost per early dismissal day \$20
- Cost per In-Service Day: \$30.00
 - Early/Late Pick up fee: \$10.00 each day

Discounts for Families

1. 10% discount to the SPACE Inc's Core and Theatre Programming for full time Arts Den Students
2. 5% discount to the SPACE Inc's Core and Theatre Programming for part time Arts Den Students



Arts Den Sample before-school schedule

7:00am-8:00am

Arts Den Participants arrive at the SPACE and take part in morning group activity, stretch, exercise, etc.

8:00am-8:30am

Begin to get ready and depart from the SPACE. Arts Den Coordinator escorts participants to OBE or Dugald Students to bus stop.

Arts Den Sample after-school schedule

3:30pm-4:00pm

Arts Den Programmer arrives at OBE or bus stop for Dugald students to walk back to the SPACE. Have Snack upon arrival

4:00pm-4:30pm/5:00pm

Themed instruction time

5:00pm- Pick Up

Group activity/Homework/Reading etc.

5:30pm

Latest pick-up time

HOLIDAYS AND INSERVICE DAYS

Holidays

The SPACE is **closed** on the following 2023/2024 holidays:

- To be updated

PD In-service Days

Arts Den Program will run from 9:00am-3:30pm each day with the additional option of early drop off between 7:00am-9:00am and late pick up between 3:30pm-5:30pm.

In-service days below based on Sunrise School Division 2023/24 Calendar:

To be updated with Sunrise School Division releases next calendar year.

Information for our Christmas Break Camp and Spring Camp will be sent out at a later date.

REFUND POLICY

All deposits made for before and after school programming are **Non-Refundable**. The deposit will secure your child(ren)'s spot and commitment in our program.

Refunds will not be given for sick days or vacations.

WEATHER

All efforts will be made to be open, however, with extreme weather circumstances beyond our control The SPACE may not be able to open. The SPACE will follow Springfield School Division's decision to close should school be cancelled that day.

ALLERGIES

WE ARE A NUT FREE FACILITY

All allergies (severe or mild) must be recorded at time of the registration. It is the responsibility of the parent to inform The SPACE of any changes in their child's allergies in

writing such that our records can be updated promptly. Children with allergies must always have medication at the SPACE.

ABSENCES

Please call 204-444-3567 or email at office.sunriseperformingarts@gmail.com if your child will not be attending after school. You can also email Tayler at springfieldartscoordinator@gmail.com after hours.

QUESTIONS?

Please feel free to email Tayler at springfieldartscoordinator@gmail.com with further questions.

Thank you for your interest in our program. We are so excited to get to know you and your children and for the new school year ahead!

