



# After School Program

## ARTS DEN

*Parent Information Handbook*  
2022-2023



## 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](mailto:office.sunriseperformingarts@gmail.com)

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## Office Hours

 Office Hours are as follows from September-May)

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

**Friday 3:00-6:00pm**

**Saturday/Sunday Closed**

\*Office hours are subject to change

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## 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.

## 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.

**2022-2023**

Chairperson: Wendy Bobby  
Vice Chairperson: Kristy Hurrell  
Treasurer/Secretary: Kristine Dyck  
Member at Large: Sheryl Chalmers  
Member at Large: Ally Ferguson  
Executive Director: Dan St.Yves (ex-officio)  
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: [boardofdirectorspace@gmail.com](mailto:boardofdirectorspace@gmail.com).

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## ARTS DEN After-School Program

### OVERVIEW

Thank you for choosing to enroll your child in the SPACE Inc.'s "ARTS DEN" 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 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.

## AFTER SCHOOL PROGRAM

The 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

### 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.

### Hours of Operation

- 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 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)

### Registration and Fees

- **Cost** per day: \$15.00
- Cost per early dismissal day \$20
- Cost per In-Service Day: \$30.00
  - Early/Late Pick up fee: \$10.00 each day
- Payment can be made in full or monthly. If you choose to pay monthly, payment is due the **1st** of the month. The office will be in contact with you to set that up.

### 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.



## Sample after-school schedule

<b>3:30pm-4:00pm</b>	Arts Den Programmer arrives at school to walk students back to the SPACE. Have Snack upon arrival
<b>4:00pm-4:30pm/5:00pm</b>	Themed instruction time
<b>5:00pm- Pick Up</b>	Group activity/Homework/Reading etc.
<b>5:30pm</b>	Latest pick-up time

### ***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.

## **HOLIDAYS AND INSERVICE DAYS**

### **Holidays**

The SPACE is **closed** on the following 2022/2023 holidays:

- September 30<sup>th</sup>- Day of Truth and Reconciliation
- October 10<sup>th</sup>- Thanksgiving
- November 11<sup>th</sup>- Remembrance Day
- December 23<sup>rd</sup>- January 8<sup>th</sup>- Christmas Break
- February 20<sup>th</sup>- Louis Riel Day
- April 7<sup>th</sup>-Good Friday
- May 22<sup>nd</sup>- Victoria Day

### **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 2022/23 Calendar:

October 3<sup>rd</sup> – PD Day

October 21<sup>st</sup>- PD Day

December 2<sup>nd</sup>- PD Day

February 3<sup>rd</sup>- PD Day

March 17<sup>th</sup>- PD Day

April 17<sup>th</sup>- PD Day

May 8<sup>th</sup>- PD Day

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

## **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. Parents will be notified by phone if the SPACE is closed.

## **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](mailto:office.sunriseperformingarts@gmail.com) if your child will not be attending after school. You can also email Tayler at [springfieldartscordinator@gmail.com](mailto:springfieldartscordinator@gmail.com) after hours.

## **QUESTIONS?**

Please feel free to email Tayler at [springfieldartscordinator@gmail.com](mailto:springfieldartscordinator@gmail.com) with further questions.

Thank you for your interest in our program. We are so excited for the school year ahead!

