Conservatory of Performing Arts
Creative Preschool
Parent Handbook
2017 – 2018
Meet Our Instructor

Jennifer Schindelka comes to us with teaching experience in Pre-K to Grade 12 classrooms, with a focus on the primary years. She also has formal voice and piano training and experience building all new, successful Pre-K programs. She believes that quality education encompasses a holistic experience that promotes the moral, intellectual, physical, emotional and social well-being of a lifelong learner. Jennifer is passionate about fine arts and is very excited to be part of the Conservatory Creative Preschool team.

Curriculum

We believe Fine Arts are an essential aspect in the healthy development of any young person and our approach to the preschool curriculum is creative, aesthetic, responsive and developmentally appropriate. Students will experience each of the four strands of Arts Education every day - that is Music, Visual Art, Dance and Drama - through a variety of opportunities designed to enrich children and yield an early appreciation for the Arts. The Preschool will draw on the resources available from the Conservatory, the First Nations University of Canada and the University of Regina including: access to instruments (violins, guitars, keyboards, percussion, etc.), numerous mediums and art supplies, dance studios, theatres and a deep instructional roster that is comprised of some of Regina’s most highly-profiled musicians. The Preschool will also be offering Kindermusik classes within its curriculum, which is included within regular course fees.

Instructional Space

The Conservatory Creative Preschool is located on the third floor of the First Nations University of Canada at the University of Regina main campus until further notice. The address is 1 First Nations Way. The classroom features an entire wall of large windows for natural light, a full kitchen, full length mirrors for dramatic play, a variety of activity centres, a large carpeted area for group time and a private washroom. While the FNUC building is accessible to the public, the Preschool area is self-contained and during classes will only be accessible with permission. At this location, our students have a wonderful opportunity to explore the natural beauty of the FNUC grounds and the closely situated Wascana Park. Students will have plenty of daily outdoor playtime scheduled all year round.
Finding the Classroom

The Conservatory Creative Preschool is located in Room 3308 on the third floor of the First Nations University of Canada at the University of Regina Main Campus. The building is located at 1 First Nations Way. To find the Preschool, enter the building through the North doors (the doors that are at the back of the building), walk through the double grey doors slightly to the right of the entry way and cross the Atrium to the elevators. Take the elevators to the 3rd Floor, turn right through the blue door and the classroom is directly to your right. There are signs posted all through FNUC that will also lead the way to the Preschool.

Parking

During drop off and pick up times, families may park at any of the metered stalls along First Nations Way or in any of the parking lots located around the building. On the first day of school they will register their vehicle(s) with the Conservatory and receive a parking sticker so that they are not ticketed when picking up or dropping off children for Preschool.

Before classes families are asked to bring their child right up to the classroom and assist students with hanging up outerwear and backpacks and putting on shoes. At the end of class however, families are asked to wait downstairs and meet their child at the East doors. There is a roundabout located outside these doors and parents can pull their vehicles in for easier pick up. Most days at pick up time, students can be found already outside involved in activities on the South lawn.

School Supplies

All school supplies will be supplied by the school through the materials fee however we ask that on the first day of school you send your child with the following:

- A full sized backpack
- A change of shoes to be left at the school
- A FULL change of clothing, including underwear and socks, in a Ziploc bag labelled with your child’s name
- A family picture for our Family Tree
- A completed Conservatory Creative Preschool registration form (please see attached)
- A snack (please see below)
Conservatory of Performing Arts Creative Preschool

Snack and Food

Each day, please send your child to school with a small healthy snack. There will also be several opportunities created each month within the classroom for cooking, baking and treats that support themes, birthdays and special occasions. We ask that if there are any dietary concerns to please inform us on the medical form at the start of the year. The school will be a nut-safe environment and we ask all parents to help us keep it that way. We welcome treats on special occasions but ask that they are nut free.

Potty Training

All children must be fully potty trained. While occasional accidents may happen, our teachers cannot be taken away from the classroom on a regular basis to clean up accidents.

Field Trips, Guest Speakers / Performers & Family Events

The Conservatory of Performing Arts boasts some of Regina’s most highly-profiled teachers on its roster — long established leaders in Music Education who are among the community’s top instructors. The Preschool will have access to these professional educators, musicians, dancers and artists as special classroom guests.

Our program will include unique monthly events for students designed to support our theme of study. This may include field trips, special classroom visitors and / or planned family events. Prior notice will be given for all events and excursions where we leave the University grounds.

Class Dates & Times

The first day of class for the 2017 - 2018 school year will be Monday, September 11th. All Monday / Wednesday/ Friday students and Monday - Friday students are welcome to join us on this day. Students registered for the Tuesday / Thursday program are welcome to join us on Tuesday, September 12th for their first day of classes. Morning classes run from 9:00AM - 11:30AM. Afternoon classes run from 12:30PM – 3:00PM. There is a 15 minute window before and after classes for parents to drop off and pick up students.

A monthly calendar will be emailed before the start of each month. Please see the attached 2017 – 2018 Calendar.
There will be no classes on the following days:

October 9, 10 & 23  
November 10, 13 & 24  
December 18 - January 5  
January 31  
February 19 – 23  
March 12  
March 29 - April 6  
May 18 & 21  

There will be a few planned Performances, Family Days and Field Trips that may fall on non student days but these will be announced closer to the dates.

**Attendance and Illness**

If your child will be absent for any reason please phone, text or email the teacher as soon as possible so that we are aware they will be away.

Please do not to bring your child to school when they are ill. To keep all of our children and staff healthy we ask that you keep your child home. If your child has had diarrhea, a fever or vomited in the past 24 hours we ask that they remain at home.

If your child becomes ill at school the school will notify you and ask that you pick up your child. Please ensure the school has your updated contact information at all times.

**Medications**

We ask that any medications children require be given at home whenever possible. If medication must be given at school or emergency medication may be required, such as an inhaler or EpiPen, you will be asked to fill out a medication form and all medication will be locked in a cupboard in the classroom, safely out of children’s reach.

**Parent Involvement**

Parents are encouraged to volunteer as much or as little as you would like. We always welcome help with class excursions, presentations or just general cleaning and help in the classroom. If you would like to volunteer, we do require a criminal record check be completed and submitted prior to volunteering. This can be obtained from the City of Regina Police and is free for volunteer activities with a letter from the organization.
Parent Communication

Information for each month about themes, field trips and activities will come home with your child via a newsletter and calendar. There is also a Conservatory Creative Preschool Facebook closed group where information, photos, videos, calendars and reminders will be posted daily.

The best way to reach Jennifer is by text, phone or email. You can reach her at jennifer.schindelka@uregina.ca or 306-530-1445. Jennifer is happy to speak with you for a few minutes before or after class but for larger discussions, please set up an appointment with her.

Fundraising

The Conservatory of Performing Arts operates on a cost-recovery budget and with the Preschool still being a fairly new program, there may be some fundraising opportunities that arise throughout the year. Families are encouraged to participate but participation is not required.

Donations

Donations of books, toys and preschool appropriate materials is welcome; please speak to Jennifer or Erika, the Conservatory Program Coordinator, if you have something you would like to donate.

Fee Structure

An initial payment of the last month’s Preschool fees as well as a $100 non-refundable materials fee is due at the time of registration. Scheduled payments are set-up to start September 1st with the last payment on May 1st and Preschool continues into mid-June. As an example, if you register in March for a 2 day Preschool, $240 is due in March and $170 is due in September and each month until May, no scheduled payment will take place in June.

<table>
<thead>
<tr>
<th>Program Age</th>
<th>Days / Week</th>
<th>Days of the Week</th>
<th>Cost / Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 &amp; 4 years old</td>
<td>3</td>
<td>M / W / F</td>
<td>$240</td>
</tr>
<tr>
<td>3 &amp; 4 years old</td>
<td>2</td>
<td>T / Th</td>
<td>$170</td>
</tr>
<tr>
<td>3 &amp; 4 years old</td>
<td>5</td>
<td>M - F</td>
<td>$400</td>
</tr>
</tbody>
</table>
Conservatory of Performing Arts Creative Preschool

Children must be 3 years old as of June 30th of the school year they are enrolling. We will be following a strict 8:1 child to teacher ratio in the classroom so please enroll early to ensure a spot for your child. The maximum number of students we will accept for any class is 8.

Ongoing Enrolment

Throughout the year, as long as there are spaces available in classes, we will continue to accept enrolment at the Conservatory Creative Preschool. Students enrolling partway through the year will be charged for the months they attend and the full $100 materials fee.

Students who will not be 3 years old until Fall of 2017 and wish to enroll for the Winter session starting January 2018, may add their name to a waiting list and can secure their spot by paying the $100 materials fee. Please speak to Jennifer to register.

Withdrawal Policy

To withdraw from the Conservatory Creative Preschool, please contact the Student Services Office by phone or email at 306-585-5748 or sis.noncredit@uregina.ca. Please note: it is your responsibility not that of the teacher to contact Student Services staff when you wish to withdraw your child. Providing notice to the teacher does not constitute providing notice to our Student Services Office for withdrawal.

If you choose to withdraw from the Conservatory Preschool, the following policies apply:

- Before August 1st, you may withdraw with a full refund (excluding materials fee).
- Between August 1st and September 1st, your one month deposit will not be refunded. Scheduled payments will be cancelled and your child withdrawn.
- After September 1st, you must provide notice to Student Services to cancel scheduled payments before the 1st day of the last month you will be attending. For example, if December 31st is your last day of Preschool scheduled payments must be cancelled on the last business day before December 1st. You pay a last month’s deposit when you register. If you do not cancel your scheduled payments before the 1st day of the last month your child will attend, you will be charged an additional month’s tuition and your deposit will be kept. If you fail to give notice of withdrawal, your deposit will be kept and scheduled payments will continue until you have contacted Student Services to process your child’s withdrawal.
- There are no refunds or withdrawals after March 31, 2018.
Conservatory of Performing Arts Creative Preschool

How to Contact Us

Jennifer Schindelka, Instructor (306) 530 - 1445
jennifer.schindelka@uregina.ca

Preschool Classroom (306) 337 - 2926

Erika Folnovic, Program Coordinator (306) 585 - 5833
erika.folnovic@uregina.ca

Student Services Office, Noncredit (306) 585 - 5748
sis.noncredit@uregina.ca

About the Conservatory of Performing Arts

Founded in 1912, the Conservatory of Performing Arts has an established history of providing exceptional education to students seeking a professional career, as well as those interested in simply discovering the joy of music, dance and drama. On an annual basis, more than 1,500 students enroll in private instruction and/or group classes at the Conservatory. The school is a registered non-profit organization operating in a delicate, cost-recovery environment.

The Conservatory Creative Preschool will continue the institution’s longstanding tradition of offering leading arts education programs to the Southern Saskatchewan community and augment the Conservatory’s current, recognized programming suite of early learning courses. Established, ongoing programs for young learners include Kindermusik, Child-Parent Strings, Suzuki piano and trumpet, as well as the seasonal, week-long day-camp offerings: Conservatory Creative Camps AM/PM and String Your Parents Along (all for ages 3 – 6).

Social Responsibility

The Conservatory of Performing Arts is an outreach arm of the University of Regina and is proud to be a national leader in community engagement - a cultural centre for arts education in Regina and the surrounding area. We do this through both our programming and community partnerships with a variety of community organizations including the Regina Symphony Orchestra, Creative Kids, Cecilian Concert Series, Flamenco Regina, Regina Music Festival, among others.