



PARENT

Handbook

ESPLANADE
ARTS & HERITAGE CENTRE

 **Medicine Hat**

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Hey Parents!

Welcome to our children's programming at the Esplanade! The majority of our children's programming is held in the Discovery Centre, utilizing the Esplanade, and other local environments for inspiration. Art classes draw from the current exhibitions. Two-dimensional and three-dimensional art projects are designed to give children the opportunity to explore a wide variety of ideas in a diversity of media. Projects and art activities challenge children while instructors offer plenty of encouragement to provide for a safe environment that promotes exploration, creativity and expression. To help guide you through you child's time at the Esplanade, we have compiled this handbook. Please read through it and keep it on hand for the duration of the registered program.

Thank you for choosing children's programming at the Esplanade!

Sincerely,

The education staff of the Esplanade
education@medicinehat.ca

General Information

Program Hours

» PD Days/Art Days

» Ages 5-12: Programs run from 9:00 AM to 4:00 PM. Drop-off begins at 8:30 AM and pick-up begins at 4:00 PM. We ask that all children be picked up by 4:30 PM.

» Sensory Arts *Caregiver must be present

» Ages 2-5 AM classes: 10:30 AM – 11:45 AM

» Ages 2-5 PM classes: 4:45 PM – 6:00 PM

» Esplanauts

» Ages 6-8: 12:00 PM – 1:45 PM

» Ages 9-12: 3:15 PM – 5:00 PM

» Against the Grain Youth Art Class

» Ages 13-17: 6:45 PM – 8:15 PM

Staff Contact

Parents can reach our art instructors in the Discovery Centre by calling the Esplanade at 403-502-8793 and asking for extension 1871.

Attendance & Sign In/Out Procedures

To get the most out of your registered program, we ask that the children attend every class so that they do not miss out on any projects. Some of the Esplanade's art classes consist of multi-step projects, which can take multiple classes to complete. If you know that your child will be unable to attend or if you plan on picking up your child early, inform the staff in advance.

Children under the age of 18 must be signed in by a parent or a guardian when dropped off. Only those listed on the registration form will be allowed to pick up the child at the end of the program. If for some reason you wish for your child to be picked up by a person not authorized on the registration form, a legal guardian must bring a written letter and deliver it to the instructor. **Under no circumstance will any child be released without proper authorization.**

If you would like to grant your child permission to walk, take city transit or a taxi to and from the Esplanade, ask the instructor for a permission form to fill out and sign on the first day of the program. Conversely, you may email the Education Coordinator directly to request this form at education@medicinehat.ca.

What to Bring

Lunches

1-3 Hour Long Programs:

- » It is recommended to bring a water bottle for our shorter programs, although access to a water fountain is available. Please ensure that your child has been fed before the program start time.

3+ Hour Long Programs:

- » Each child is to bring a lunch with them each full-day program. We kindly ask that you pack lunches that do not require a microwave. Lunches can be stored in the fridge in the Discovery Centre. Children should also bring two snacks to eat at designated break times. For safety reasons, we ask that absolutely no nut products be provided in lunches and snacks. For some campers, this is a life-threatening situation, so we are unable to make any exceptions to this rule. Thank you for your co-operation. In the event that there are additional allergies in the group, please make it known on the registration form and send it to education@medicinehat.ca in advance of the program start date. An email will be sent as soon as possible to other program registrants informing them of the allergy.



Clothing

We ask that all children be dressed in preparation for the art activities. We do anticipate that they will come into contact with paint, pastels, glue, and other materials. There are aprons/smocks available to the children but we advise that they come to the Esplanade in clothing that can stand to get a bit messy! Children may bring their own apron or smock from home if desired. Please do not send your child to their program in good clothing. The Esplanade is not responsible for clothing that becomes stained during their program.

Recommended Checklist for Full-Day Programs

- 1** Hat
- 2** Sunscreen
- 3** Water bottle
- 4** A **nut-free** lunch that does not require a microwave & at least two snacks
- 5** Outdoor footwear
- 6** Clothing appropriate for art and outdoor activities
- 7** Bringing toys and special items from home is not encouraged

Field Trips (PD Day and Art Days)

Each PD Day and Art Day the children are taken on a downtown adventure (i.e. The Library, Y Treasure Thrift Store, or Ewart Park Playground). If the weather is not cooperative, we will stay at the Esplanade or may arrange a special program within the building.

In case of emergency, call this number (403-502-8580) for the Esplanade and extension 1871 for the Discovery Centre. In times where the students are out of the building, the Education Coordinator/appropriate on-site designate will have access to the instructor's personal number. The number for the Library is 403-502-8525.

Recommended Field Trip Checklist

- 1** Appropriate footwear
- 2** Light sweater
- 3** Water bottle
- 4** A nut-free lunch that does not require a microwave
- 5** Appropriate outerwear (coat/hat/mittens)
- 6** Bringing toys and special items from home is not encouraged



Conduct Code

In order to ensure that all children receive the best experience possible, we ask that the following rules be observed:

- » Children are asked to inform the instructor when they leave the room, (for instance to go to the bathroom) and are to let an instructor know when they return.
- » Children are to walk when inside the Esplanade.
- » Children are to stay with the group at all times.
- » We ask that children not to be given money to purchase food and beverages from the vending machines during programming. Parents will be called and asked to drop off a lunch for their child if they are not provided with one.
- » Physical violence or vulgar language of any kind is **not tolerated**. Any child demonstrating physical violence or vulgar language towards another child, staff, materials or the environment will be removed from the program.

Children are asked to observe the following etiquette while visiting the galleries:

- » While in the galleries remain with the group.
- » Do not touch any objects in the gallery space and maintain an arm's length distance from the wall.
- » Keep voices to a low level.
- » No food or drinks allowed.
- » No running.

Safety Precaution

During walking trips around Medicine Hat and on field trips, children must stay with their instructor or volunteer:

- » All children will be counted before leaving the Esplanade. They will be counted again before leaving the field trip destination to return to the Discovery Centre.



Photo Consent

Children may be photographed or recorded for documentation purposes during the course of the program at the Esplanade. The Esplanade often uses the resulting photographs or videos in advertising and promotional materials for future art camps or classes. If you prefer that your child is not photographed or recorded during the camp week, make sure this is indicated on the registration form at the start of the program.



Health Information

Special Needs

The Esplanade is an inclusive environment, and we will do our best to accommodate all children in the program. However, if a child requires an aid for assistance we ask that the aid accompany the child to the program.

Medication Policy

All medication should be taken at home before coming to your program. The instructors and volunteers cannot administer medication to children. If your child requires medication we ask that you arrange to administer the medication yourself. The only exceptions to the rule are in the event of an emergency, if an Epi-pen or inhaler is required.

Illness Policy

If your child is feeling unwell, contact your local Alberta Health Services Public Health Office to determine if you are well enough to attend the program.



Thank you for reading through the Parent Handbook. If you have any questions, please don't hesitate to ask. We look forward to seeing you soon!