



# Parent/Guardian Information Package

## French Playtime & Les Petits Français

### Recreation Programs

#### Place Maillardville Community Centre

1200 Cartier Avenue Coquitlam, BC, V3K2C3

Telephone: 604-933-6166 Fax: 604-933-6168 Email: [info@placemaillardville.com](mailto:info@placemaillardville.com)

Website: [www.placemaillardville.ca](http://www.placemaillardville.ca)



## **Bienvenue & Welcome to Place Maillardville Community Centre!**

Thank you for registering for the French Playtime & Les Petits Français recreation programs! We are excited to have you here! Place Maillardville Community Centre is a not for profit organization that offers a variety of programs and opportunities to meet the needs of our diverse community and the rich heritage of Maillardville.

French Playtime is for children 4-5 years old and takes place on Monday, Wednesday, and Friday from 9:30 am – 11:30 am. Les Petits Français is for children 3-4 years old and takes place on Tuesday and Thursday from 9:30 am – 11:30 am. Each program will have a maximum of 16 children and 2 recreation leaders.

French Playtime and Les Petits are both indoor and outdoor play-based learning of French through storytelling, crafts, songs, movement and nature. Please pack two healthy snacks and a reusable water bottle, and an extra set of clothing for your child. Place Maillardville Community Centre is a nut AWARE facility; please do not bring nut products to the Centre.

**\*\*Children must be toilet trained\*\***

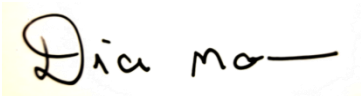
Attached you will find a copy of your Parent/Guardian Guide. Please read it in full, complete and sign both sides of the attached waiver at the end of the document. The waiver will need to be completed annually.

Please don't hesitate to call us at 604-933-6166 if you have any further questions.

Thank you, and have a wonderful day!



Salona Narayan  
Program Coordinator  
Place Maillardville Community Centre



Diane Morrison  
Recreation Program Manager  
Place Maillardville Community Centre

## **Our Philosophy**

Our philosophy is to offer an age-appropriate program that makes each child's experience in a group setting as enjoyable as possible. Children are gradually exposed to the French language through play-based activities such as storytelling, crafts, song and movement. This provides a great introduction to children who will be going into French immersion.

## **Our Goals and Objectives**

Every program offered at Place Maillardville Community Centre seeks to achieve these goals: safety, self-esteem, creative learning, leadership and socialization. In our French Playtime and Les Petits Français programs, exposure to the French language and culture is an additional goal.

## **Our Program**

For each activity, it is our leader's goal to respect the needs and rights of every child. Our programs include free time, arts and crafts, cooperative games, physical activity, movement, and a basic introduction to music, science and nature.

## **Our Fees**

- Course Fees must be paid when you register.
- All listed prices in our program guide include taxes.
- A fee of \$10 will be charged for all dishonored cheques or credit card payments.

## **Our Refund Policy**

### **Program Fee**

- Course fees must be paid in full when you register.
- All of the listed prices in our guide include taxes.
- A fee of \$25 will be charged for all dishonored cheques or credit card payments.

### **Program Refund/Cancellation Policy:**

- **Cancellation –less than 7 days notice:** For any programs over \$25, a fee of \$25 will be charged when withdrawal from a program.
- **Cancellation – less than 7 days notice:** For any programs \$25 or less, the cost of one session will be deducted
- **Missed classes:** No refunds will be granted for classes missed on the initiative of the student/parent. This includes if your child is sick and/or your family is going on vacation.
- Any refund/withdrawal request for recreation services or activities once the program has begun will be pro-rated for remaining classes and an administrative fee of \$25 will be charged.
- Any program cancellations initiated by PMCC will result in a full refund.

## **What to pack every day**

**\*Please label your child's backpack, snack kit and reusable water bottle.**

### **Please place all of these articles in a well-identified backpack:**

- Full change of clothes
- Closed toe shoes – No Flip Flops please
- A second pair of shoes and/or boots for outdoor play
- Two nutritious snacks and beverage

## **Emergency Preparedness Package**

In the event of an emergency where children will be required to remain at the centre for an extended period of time, we would like to have a comfort package on site for your child. You will be receiving a large Ziploc bag with your child's name and a list of items we would like you to include. This package will be returned to you at the end of the program.

## **Toilet Training Policy**

All children participating in Place Maillardville Community Centre programs must be toilet trained.

## **Outdoor Games/Activities**

Please ensure that your child is dressed appropriately for the weather so that they can fully participate in activities.

## **Toys from Home**

We ask that children do not bring toys or games from home. The only exception to this is if the leader runs a special activity such as *show and tell*. In this case, the parent/guardian will be informed that an item from home is required.

## **Participant's Safety**

### **Healthy Snacks and Allergies- \*\*VERY IMPORTANT\*\***

Place Maillardville Community Centre is a nut aware facility. Due to common allergies, we ask that all snacks are free of peanuts and other nuts. Please indicate on your child's waiver if your child has any food allergies or any medical conditions. We want to allocate as much time as possible for learning and fun- please pack a quick and easy to eat snack.

### **Illness and Medication**

In case of an illness, we ask that you keep your child at home to ensure the illness does not spread. If your child needs to take medication, please administer it before the beginning of class. Our instructors are **not** allowed to administer medication.

### **Staffing and Volunteering**

We provide appropriate staffing resources to meet the needs of children such as Police Information Checks, First Aid and CPR certified instructors.

We abide by a strict process of references and criminal record checks for all staff and volunteers to ensure that everyone working with your child is qualified and fit to work at our centre. Many of our leaders also have High Five training.

We take security steps to ensure that we have control over who comes into our French Playtime so that no unauthorized person has unsupervised access to the children.

### **Photographed and Recorded Images**

Much of our funding requires us to take photographs and/or videos of our programs. Please sign parent/guardian authorization, which is included in the waiver form.

### **Signing In and Out**

Parents/guardians must sign their child in when they arrive and inform an instructor if there are any changes to the normal pick up routine for their child. The sign in and sign out sheets provide us with a written record of daily attendance and a list to take roll call should there be an emergency.

### **Waiver**

Parents/guardians must complete a waiver to ensure all medical information and permission forms are up to date and accurate. This form must be updated on an annual basis.

**Bienvenue tout le monde!**