



I ❤️ ART.

Afterschool Program
Parent Handbook



HappiMESS™

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THIS PDF IS OPTIMIZED FOR MOBILE VIEWING AND CONTAINS INTERACTIVE LINKS.

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Section 1: Safety Policy

At Happiness, we are committed to ensuring the safety and well-being of all children and staff members. We take all necessary precautions to prevent accidents, injuries, and illnesses, and have measures in place to respond to emergencies.

Emergency Procedures

In the event of an emergency, staff members are trained to respond quickly and effectively to ensure the safety of all children. Our emergency procedures include:

- Evacuation procedures for fire, earthquake, and other emergencies
- Procedures for dealing with medical emergencies and injuries
- Procedures for contacting emergency services and parents or guardians

All staff members are trained on these procedures and participate in regular emergency drills to ensure that they are prepared to respond in the event of an emergency.

First Aid

We have staff members who are trained in first aid and CPR, and they are responsible for administering first aid and responding to medical emergencies.

Our first aid policies include:

- Maintaining up-to-date first aid kits and equipment on the premises
- Ensuring that all staff members are aware of the location of first aid kits and equipment
- Keeping detailed records of all accidents, incidents, and first aid treatments provided

Health and Safety Guidelines

We have implemented health and safety guidelines to prevent accidents and illnesses and to promote a healthy and safe environment for all children and staff members. These guidelines include:

Maintaining a clean and hygienic environment

- Regularly cleaning and disinfecting surfaces and equipment
- Ensuring that all equipment and materials are safe and in good working condition
- Encouraging frequent hand washing and proper hygiene practices
- Providing appropriate safety gear and equipment for activities that require it
- Ensuring that all staff members are trained on health and safety guidelines and participate in regular training and updates

We take safety seriously at Happiness, and are committed to maintaining a safe and healthy environment for all children and staff members.

Section 2: Code of Conduct

At Happiness, we strive to create a safe, welcoming, and inclusive environment for all children and staff members. Our code of conduct outlines the expectations for behaviour at our art studio and sets the standard for respectful and positive interactions.

Respect for Others

We expect all children and staff members to treat each other with respect and kindness, and to refrain from any behaviour that could be harmful or hurtful to others. This includes:

- Listening to others and showing understanding
- Respecting the rights, opinions, and feelings of others
- Refraining from bullying, teasing, or harassing others
- Using appropriate language and tone of voice

Following Rules

To ensure the safety and well-being of all children and staff members, we have rules in place that must be followed at all times. These rules include:

- Following instructions and guidelines from staff members
- Using tools and materials appropriately and safely
- Refraining from running, pushing, or engaging in any behaviour that could be dangerous to oneself or others
- Respecting the studio environment and keeping it clean and tidy

Communicating with Respect

- Recognizing and celebrating each other's unique strengths and contributions
- Providing support and accommodations to help each other succeed
- Encouraging open and honest communication, and respecting each other's communication preferences
- Approaching conflicts with patience and understanding, and finding collaborative solutions that work for everyone

We recognize that kindness and empathy may look different for each individual, and we are committed to creating a culture of respect and inclusion for all.



Intrinsic Motivation

Intrinsic motivation is a critical component of a child's growth and development. We recognize that when children are motivated from within, they are more likely to engage in activities for the joy of the activity itself, rather than for external rewards or pressure. This helps to develop a sense of autonomy, mastery, and purpose, and fosters a love for learning that lasts a lifetime.

Our staff members are trained to support intrinsic motivation in the following ways:

Praise effort and progress rather than solely focusing on achievement. We believe that it is important to acknowledge and celebrate the steps that children take towards achieving their goals, rather than solely focusing on the end result.

Encourage children to set their own goals and develop plans for achieving them. We support children in identifying their interests and passions, and help them to develop the skills and strategies they need to pursue them.

Provide opportunities for exploration, experimentation, and discovery. We believe that children learn best when they are actively engaged in activities that are meaningful and relevant to them.

Offer a balance of step-by-step painting projects that teach skills, and free painting projects or crafts that allow for creative freedom. By providing a range of activities that allow for both guidance and autonomy, we support children in developing the skills and confidence they need to express themselves creatively.

Create a supportive and inclusive environment where children feel safe to take risks and make mistakes. We believe that children learn best when they feel supported and encouraged to take risks and try new things, even if they make mistakes along the way.

We believe that promoting intrinsic motivation is an essential component of our work with children, and we are committed to providing an environment that supports this development.

Consent and Permission:

We believe that it is important to teach children about boundaries, respect, and the concept of consent and permission. We want to create an environment where everyone feels safe and respected.

As part of our code of conduct, staff members will talk to children about consent and permission in a way that is age-appropriate and respectful. This includes teaching children about boundaries, how to respect the boundaries of others, and how to ask for and give consent and permission.

When staff members witness children hugging or touching, they will remind both parties to ask for permission before touching someone else and remind them that it is okay to say no if they are not comfortable. Staff members will also ask if the child asked for permission before hugging or touching someone else.

Staff members will model appropriate physical contact and boundaries in their interactions with children. This means that they will always consider the context and need for physical contact, and ask for a child's permission before initiating any contact. If a child is hurt, upset, or in need of comfort, staff members may offer appropriate physical contact (such as a comforting hug) while respecting the child's right to say "no" at any time. Staff members will also actively listen to and respect a child's verbal and non-verbal cues, and find alternative ways to provide support or comfort if physical contact is not desired or appropriate.

Bullying or Harassment

We are committed to creating a safe and welcoming environment for all children and staff members. We do not tolerate any form of bullying or harassment and have a zero-tolerance policy towards these behaviours. Bullying is defined as repeated or intentional behaviour that is intended to hurt, intimidate, or harm another person. This can include physical, verbal, or emotional actions.

Reporting Incidents of Bullying or Harassment

If a child or staff member experiences or witnesses any form of bullying or harassment, they are encouraged to report it to a staff member or supervisor immediately. Reports can be made anonymously if preferred, and will be taken seriously and investigated promptly. We understand that it can be difficult to report incidents of bullying or harassment, and we will do everything we can to support the individual who makes the report.

Responding to Incidents of Bullying or Harassment

When an incident of bullying or harassment is reported, we will take the following steps:

Investigate the incident promptly and thoroughly, speaking to all individuals involved and any witnesses

Provide support and resources to the individual who has experienced the bullying or harassment. Provide education and support to the individual who engaged in the bullying or harassment, focusing on understanding the impact of their behaviour and developing strategies for positive interactions.

Communicate with parents/guardians of all individuals involved, providing a clear and honest account of the incident and steps taken to address it.

Implementing Consequences for Bullying or Harassment

If an individual engages in bullying or harassment, we will work with them and their parents/guardians to develop a comprehensive plan that addresses the behavior and supports positive interactions with others. This plan may include:

Discussions with the individual about the impact of their behaviour and the importance of treating others with kindness and respect.

Collaborative discussions with parents/guardians to identify and address any underlying issues or concerns.

Development of a personalized plan for the individual that supports positive behaviour and addresses any challenges they may be facing.

Requiring the individual to take a break from certain activities or the studio environment to allow time to reflect and develop new skills.

We believe that all individuals can learn and grow from their mistakes and that it is our responsibility to support them in doing so. We are committed to working with all parties involved to develop a plan that is compassionate, supportive, and effective in addressing the behaviour.

We take incidents of bullying or harassment very seriously and are committed to working with all individuals involved to ensure that they are safe, respected, and supported.

Natural Consequences

Children learn best when they experience the natural consequences of their actions. We recognize that children will sometimes make mistakes, and that these mistakes can provide valuable opportunities for learning and growth. Our staff members are trained to support children in understanding the natural consequences of their behaviour in the following ways:

Staff members will have age-appropriate conversations with children about the impact of their behavior on others. We believe that it is important for children to understand how their actions can affect others, and to learn empathy and respect for others.

Staff members will work collaboratively with children to develop solutions and strategies for addressing the impact of their behaviour. We believe that involving children in the process of finding solutions can help them to develop critical thinking skills and take ownership of their behaviour.

Staff members will provide support and encouragement for children as they navigate the natural consequences of their behaviour. We believe that it is important for children to know that they are not alone, and that staff members are there to support them as they learn and grow.

We recognize that every child is unique, and that the natural consequences of their behaviour will vary depending on the situation. Our staff members are trained to approach each situation with empathy, compassion, and respect, and to work collaboratively with children to support their learning and growth.

Consequences for Violations of the Code of Conduct

At Happiness, we believe in using positive and collaborative approaches to address behaviour that goes against our code of conduct. When a violation occurs, we will work with the child and their parents to identify the cause of the behaviour and develop a plan to address it. This may include:

- Verbal reminders of the code of conduct and expectations for behaviour.

- Collaborative discussions with parents to identify and address any underlying issues or concerns

- Development of a personalized plan for the child that supports positive behaviour and addresses any challenges they may be facing.

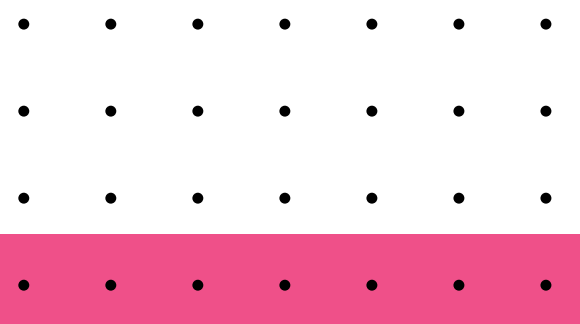
If a child's behaviour continues to violate our code of conduct and poses a risk to the safety or well-being of themselves or others, we may need to temporarily remove them from certain activities or the studio environment. This will always be done in a compassionate and supportive manner, with a focus on helping the child to develop positive behaviours and skills.

If a parent, caregiver, or child has a concern or complaint, they should feel comfortable bringing it to the attention of any staff member or the studio director. The staff member or studio director will listen to the concern, take notes, and provide the parent or child with a timeline for when they can expect a response.

All complaints and concerns will be investigated in a timely manner, and every effort will be made to resolve them satisfactorily. The investigation may involve speaking with the staff members involved, reviewing any relevant policies or procedures, and consulting with other staff members or professionals as needed.

If a complaint or concern cannot be resolved immediately, the studio director will work with the parent or caregiver to develop a plan for resolving the issue. This may include further investigation, mediation, or bringing in an outside expert.

We take all complaints and grievances seriously, and we are committed to ensuring that our policies and practices align with our values of inclusivity, respect, and safety for all.



Section 3: Training and Professional Development Policy

We understand the importance of providing ongoing training and professional development opportunities for our staff. Our goal is to ensure that our staff members are equipped with the necessary knowledge and skills to provide the best possible care and support to all the children we serve.

Our training and professional development policy includes the following guidelines:

Initial Training: All new staff members will receive comprehensive training that covers our policies and procedures, safety protocols, behavior management strategies, and best practices accommodating neurodiversities.

Ongoing Training: We will provide ongoing training opportunities for all staff members to ensure that they stay up-to-date on the latest research, and best practices related to neurodiversity and working with children.

Professional Development: We will support our staff members in pursuing professional development opportunities that align with their interests and goals.

Collaboration and Mentoring: We encourage our staff members to collaborate with one another and engage in peer mentoring to share best practices and learn from each other's experiences.

Evaluation and Feedback: We will regularly evaluate our training and professional development programs to ensure that they are meeting the needs of our staff members and our organization as a whole. We will also solicit feedback from staff members to identify areas for improvement and make necessary adjustments to our programs.

By providing our staff members with ongoing training and professional development opportunities, we are committed to maintaining a high standard of care and support for the neurodiverse children we serve.



Section 4: Neurodivergent Friendly Environment Policy



Neurodivergent Affirming Practices

At Happiness, we are committed to creating an inclusive and supportive environment for all children, including those who are neurodivergent. We use neurodivergent affirming practices to ensure that every child feels valued, understood, and supported.

Staff Commitment

Our staff members are not only trained in neurodivergent affirming practices, but many of us are also neurodivergent ourselves. This personal experience deepens our commitment to advocating for neurodivergence acceptance and creating a welcoming environment for all.

Privacy and Confidentiality

We understand the importance of privacy and confidentiality. Any private information shared with us will be used solely to serve your child's needs and ensure they receive the best possible care and support. We value your trust and will never share this information outside our staff.

Awareness and Advocacy

While we are dedicated to spreading awareness about neurodivergence, we do so without pointing out individual children or disclosing their specific needs. Our goal is to foster a community of acceptance and understanding without compromising the privacy or dignity of any child.

Serving Individual Needs

We tailor our approach to meet the unique needs of each child, ensuring they have the resources, support, and accommodations necessary to thrive in our program. We believe in celebrating each child's strengths and providing an environment where they can express themselves freely and confidently.

Continuous Improvement

We are committed to continuous learning and improvement. We regularly update our training and practices to stay current with the best approaches to supporting neurodivergent individuals. Feedback from families is always welcome as we strive to provide the most affirming and inclusive environment possible.

Section 5: Parent and Guardian Communication Policy:

We value open and transparent communication with parents and guardians. We believe that working together to support the children at Happiness is key to their success. To ensure effective communication, we have developed the following policy:

Feedback: We welcome feedback from parents and guardians about our services, policies, and practices. Parents can provide feedback in person, via email or phone. We will respond to all feedback within a reasonable timeframe.

Sensitive Information: We understand that some information about a child may be sensitive or confidential. We will take all necessary steps to protect this information and ensure that it is only shared on a need-to-know basis.

Urgent Communication: If we need to discuss an urgent matter with a parent or guardian, we will do so via phone or email. If an urgent conversation is necessary, we may step outside of the studio to ensure confidentiality.

We believe that effective communication is a two-way street. We encourage parents and guardians to reach out to us with any questions, concerns, or feedback they may have. Together, we can create a positive and supportive environment for the children at Happiness.

Data Protection

We take the privacy and security of personal information seriously. This policy outlines how we will collect, store, and share data in accordance with relevant data protection laws.

Online Photos:

We take data protection seriously, and that includes protecting the privacy of the children in our programs. As such, we do not post identifiable images of children online. Instead, we encourage children to cover their faces with their works of art when taking pictures to maintain their anonymity. This measure is in place to ensure that children’s personal information is not disclosed or used inappropriately, and to promote a safe and respectful environment for all.

Collection and Use of Personal Information:

We only collect personal information through our website, which is used solely for the purpose of registering children for our art programs. This information may include names, birthdates, contact details, emergency contact information, allergies, and diverse needs. We only collect the information necessary for providing the best care and support to the children while they are in our care.

Storage of Personal Information:

All personal information collected will be stored on our website provider’s servers, which are secured with industry-standard protocols to ensure the safety and privacy of the data. We do not keep physical records of personal information.

Sharing of Personal Information:

Personal information will only be shared with staff working on the day and only if it is necessary for providing the best care and support to the children. This may include sharing information about allergies and diverse needs to ensure that appropriate accommodations are made. We do not share personal information with any third parties.

Access to Personal Information:

Parents and guardians have the right to access and review the personal information we have collected about their children. They can request access to this information at any time by contacting us via email or phone.

Data Breaches:

In the event of a data breach, we will immediately take action to contain the breach and notify any affected individuals and the relevant authorities as required by law.

By enrolling their children in our art programs, parents and guardians consent to the collection, storage, and sharing of personal information as outlined in this policy.

If you have any questions or concerns about our Data Protection Policy, please do not hesitate to [contact us](#).

Terms and Conditions (2024-2025)

Program Rates

Our 2024-2025 rates are \$37.50/day, Monday to Friday.

Please note that you will be billed on a month-by-month basis subject to the number of school days per month. We are not a drop-in service, and if a child is absent or away on vacation, all fees still need to be paid in full for that month based on the number of school days they are registered for.

Dates

The I heART program runs from September through June, and we welcome students to join at any point during the school year if space permits. However, please note that the program excludes days when SD48 schools are closed, including statutory holidays, breaks, and professional development (Pro-D) days. Students will not be charged for these days.

Hours

School pick-up time to 6 pm.

We give the last child to be picked up some candy, it takes away the disappointment of being the last one there and the sugar rush after is just an added bonus for parents. Please note that if you are late the stakes go up and they are given more and more sugar by the minute!

How Our Art Program Works

We help children gain key art skills, increase self-esteem as they build new skills, and deepen connections to their talent and technique. Each week will cover a different theme; for example, a famous artist, space, fairy tales, fantasy characters, and more. I heART starts with outdoor time at school (weather permitting), a safe ride on our HAPPI-BUS driven by our experienced and safe owner, Marcus. We then have snack time so students can focus on their art lessons with a clear mind and plenty of energy. Each day features a themed art lesson and then time for homework, play, or a free-flow art project.

What to Bring and Wear

To ensure that your child has the best experience at Happiness, please take note of the following recommendations regarding what to bring and wear:

Clothing

Messy Clothes: Art projects can get messy! Please dress your child in clothes that can get dirty or stained. We recommend sending an extra set of clothes in case of spills or accidents.

Snacks and Food

Snacks: Please pack extra snacks for your child to enjoy during Happiness time. We provide a snack time to ensure that all students have the energy they need for their art lessons and activities. We have a full-sized fridge, microwave, and toaster oven available for use, so please send whatever your child likes to eat.

Water Bottle: Please send a refillable water bottle with your child to keep them hydrated throughout the day.

Peanut Policy: We are NOT a peanut-free facility. If your child brings any food containing nuts, please inform us so we can take appropriate precautions if an allergic child joins our program. Due to allergies and dietary restrictions, we ask that children do not share their food.

Shareable Snacks: If you wish to send a shareable snack, please contact us ahead of time to ensure it's safe for all the children in the program.

Additional Items

Art Supplies: All necessary art supplies are provided by Happiness, so there's no need to bring any from home.

Personal Items: We recommend labeling all personal items with your child's name to prevent loss. Please refrain from sending valuable items or toys, as Happiness cannot be responsible for lost or damaged personal belongings.

Child Absences

If your child will be absent from school and consequently from our program, please inform us as soon as possible. This helps our staff avoid unnecessary delays and ensures the smooth operation of our daily schedule.

Reporting Absences

If your child will not be attending the program on a scheduled day, please notify us by either:

Text: Send a text message to 6048373890

Email: Send an email to info@happiness.net

Timely notification allows our staff to confirm absences without having to check with the school office, which can cause delays in our schedule and impact the supervision of other children.

Please note that even if your child is absent, you will still be charged for that day. This policy ensures that we can continue to offer a high-quality program by maintaining staff levels and resources, regardless of attendance fluctuations.

Monthly Fees

Invoices are sent at the beginning of each month. Payments can be conveniently made online or through e-transfer. Please note that program fees are assessed annually, and we will provide three months' advance notice for any fee adjustments. The one-month non-refundable deposit will be applied to cover the month of June.

Invoice Schedule	Description	Due Date
Jun 2024	Nonrefundable deposit to secure spot for September 2024-June 2025 school year. Covers last month of school year or last month of enrollment if canceled mid-year as per cancellation terms.	Upon receipt
Aug 15, 2024	Invoice for September 2024	September 1, 2024
Sep 15, 2024	Invoice for October 2024	October 1, 2024
Oct 15, 2024	Invoice for November 2024	November 1, 2024
Nov 15, 2024	Invoice for December 2024	December 1, 2024
Dec 15, 2024	Invoice for January 2025	January 1, 2025
Jan 15, 2025	Invoice for February 2025	February 1, 2025
Feb 15, 2025	Invoice for March 2025	March 1, 2025
Mar 15, 2025	Invoice for April 2025	April 1, 2025
Apr 15, 2025	Invoice for May 2025	May 1, 2025
May 2025	No invoice - June deposit covers the last month	N/A
Jun 2025	Nonrefundable deposit to secure spot for September 2025-June 2026 school year. Covers last month of school year or last month of enrollment if canceled mid-year as per cancellation terms.	Upon receipt

Early Dismissal and Pro D-days

We deeply value our commitment to providing the best possible service to our families during early dismissals and professional development (Pro-D) days. We understand that early dismissals come with different schedules, including the standard 2:00 pm dismissal and the noon dismissal on collaboration days.

For the standard 2:00 pm dismissal, while we do our best to arrange pick-up services, we cannot guarantee it. We will inform you of our ability to provide pick-up services one week prior to the early dismissal day.

However, on collaboration days when children are dismissed at noon, we do not offer pick-up services due to the varying schedules of different schools. Instead, we welcome your child to be dropped off at Happiness at 3:15 pm or meet the Happibus at your child's school at 3:00 pm.

We deeply appreciate your understanding and support during these times. It's important to mention that regardless of whether your child attends on days with early dismissal, you will still be billed for those days. This is because we continue to run our program and reserve your child's spot.

Please note that on Pro-D days, we do not offer after-school programs, and families are not billed for these days. Instead, we provide camps from 9:00 am to 3:00 pm, which must be booked separately. We apologize for any inconvenience this may cause and encourage you to make alternate arrangements for these days if the camp is not suitable. To book our camps [Click Here!](#)

Change of Schedule

For any change in a child’s schedule, families must provide two weeks’ notice via email. If the number of days is reduced, no refund will be issued. Store credit may be provided at Happimes’s discretion and is valid for six months from the date of issue. Store credit can only be used towards Pro-D day camps and Spring/Winter camps.

Example Scenarios for Change in Schedule

Scenario 1: Reducing Days from Mon, Tue, and Wed in January to Mon and Wed from February to June

Notification Date: You email us on January 15th.

Notice Period: Two weeks from January 15th is January 29th.

Effective Date: The new schedule (Monday and Wednesday) will begin on February 1st.

Billing and Store Credit: You will not receive a refund for the reduction in days. However, store credit may be issued at Happimes’s discretion, which can be used towards Pro-D day camps and Spring/Winter camps and is valid for six months from the date of issue.

Scenario 2: Adding a Day (Subject to Availability)

Notification Date: You email us on January 15th requesting to add Fridays starting in February.

Notice Period: Two weeks from January 15th is January 29th.

Effective Date: The new schedule (adding Fridays) will begin on February 1st, subject to availability.

Confirmation: We will confirm availability by January 29th. If a spot is available, the new billing will reflect the additional day starting February 1st.

Cancellation Notice

If you wish to cancel your child’s enrollment in the program, you must provide at least 30 days’ notice via email. The effective date of the cancellation will be the first of the following month after the notice period ends. The one-month non-refundable deposit will cover the fees for that following month.

Example Scenarios for Cancellation

Scenario 1: Notification on January 15th

Notification Date: You email us on January 15th.

Notice Period: 30 days from January 15th is February 14th.

Effective Date: The cancellation will be effective from March 1st (the first of the month following the end of the notice period).

Deposit Application: Your one-month deposit will cover the fees for March.

Final Billing: You will be billed for the remainder of January and all of February. The deposit will cover the fees for March, so no additional payment is needed for that month.

Scenario 2: Notification on January 28th

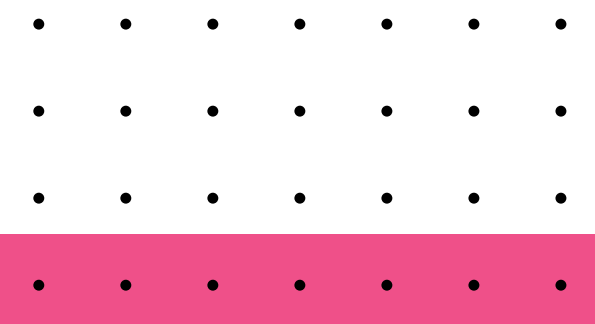
Notification Date: You email us on January 28th.

Notice Period: 30 days from January 28th is February 27th.

Effective Date: The cancellation will be effective from March 1st (the first of the month following the end of the notice period).

Deposit Application: Your one-month deposit will cover the fees for March.

Final Billing: You will be billed for the remainder of January and all of February. The deposit will cover the fees for March, so no additional payment is needed for that month.



QUICK LINKS

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[Inform us of your child's absence.](#)

[Book an adult night & get out!](#)

