

Portugal Gove  
St. Philip's



# LAUGH'N'LEARN

## THE DETAILS

Thursday May 4th to Thursday June 1st  
5 Week Program 4 years of age  
\$60.00 per participant PCSP Library

Children must be 4 years old (in the kinderstart year). This program is designed to help our new little learners with socialization, gain independence and the importance of having fun, all while in a nurturing environment.

Each week there will be a new theme with a colour, letter, number and animal of the week. Children will spend the morning learning new skills, use their creativity, practice the alphabet and counting, all while playing with peers and getting ready for their next big adventure in school.

**Registration available via eServices for residents on Wednesday April 19th and non-residents on Friday April 21st, spaces are limited**

## **Important Notes:**

***If at any time the participant is ill, stay home.*** Participants (or their guardians on their behalf) are asked to remain from attending programs or events if showing any symptoms of illness.

***Equipment:*** all program supplies will be provided to participants for Laugh'n'Learn. However, anyone attending should bring a water bottle with them.

***Schedule:*** Participants should be dropped off and signed in no earlier than 5 minutes prior to the program starting, and should be picked up and signed out immediately following the end of the program.

***Registration Dates:*** Registration for classes/programs must be completed online. Registration for residents opens on Wednesday April 19<sup>th</sup>, 2023 at 9:00am via eServices. Non-resident registration will take place Friday April 21st, 2023, at 9:00am should space allow. Program requires a minimum registration to proceed.

***Washroom:*** participants attending the program must be able to use the washroom on their own without assistance.

*All Covid-19 Public Health Guidelines will be followed. If there are any changes, participants will be notified.*



**Registration Information:**

- Registration is completed through [eServices](#).
- Visit [www.pcsp.ca](http://www.pcsp.ca) and click on eServices in the top right.
- Please make sure your account is up to date, or set up prior to the opening of registration.
- To create a new account if you have not used eServices before, a Sign-Up Key can be found on your Tax Bill, or by contacting the Town Office at 895-8000
  - A Sign-Up Key is 8 characters (could be numbers or letters) located in a box at the bottom of your tax bill.
- Once the classes/programs open for registration, you'll see each class listed under "Events" on eServices.
  - To register, you click on the class/classes you're looking for, and add them to your cart.
  - If you are registering for a children's program ensure that they have a subaccount created
  - When you're ready to check out, click on the cart, make sure to read the terms and conditions of the Town (link in blue), and then check out with credit card or a Visa-debit card. American Express is NOT accepted.
- Pay later is no longer an option, payments must be made online at the time of registration.
- Refunds/Credits
  - Refunds for programs and events will only be issued for medical reasons with proper documentation.
  - Refunds will be subject to a \$10 non-refundable administration fee
  - Refunds of the amount \$25.00 and less will be applied as a credit to an account holder.
  - Refunds in the amount of \$25.00 and above will be issued to the customer with proper medical documentation.
  - Requests for a refund/credit must be made in writing to staff no later than one week after the conclusion of the program/event. Requests given by phone requests will not be taken.
- Refunds or credits will not be issued for missed classes due to illness, weather, power outages, travel, personal commitments or other unforeseen circumstances of the Town of Portugal Cove – St. Philip's.
- A credit to an account is valid for a period of one (1) calendar year from time of approval.
- Tickets for events are non-transferable. If you are unable to attend for any reason other than medical you can submit a request for credit.
  - In the case of an event with a waitlist, if staff are able to sell tickets to waitlisted participants a credit can be issued. If the event has no waitlist or cannot be sold the above refund guidelines apply for medical reasons only.
- Refunds will be processed with 30 business days.



# Laugh'n'Learn Program Overview

Each week will feature a theme that participants will spend the morning engaged in activities to learn more about. The program is play based learning, that will see practice a color, number, letter and animal each week.

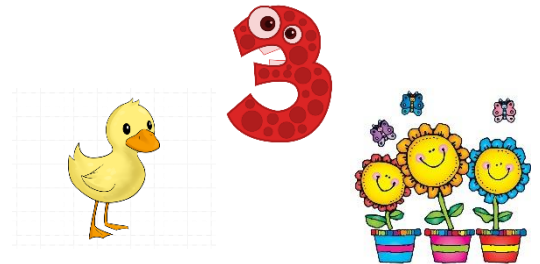
Sessions will run on Thursday mornings in the Portugal Cove – St. Philip’s Library (located in the Town Hall at 1119 Thorburn Rd), from 9:30am – 11:30am.

- Program Start Date: Thursday May 4<sup>th</sup>
- Program End Date: Thursday June 1<sup>st</sup>

Participants must be four year of age (in the kinderstart year), able to use the washroom and eat independently.

## Example: Week #1 Spring into Fun

- Theme: Spring
- Letter: S
- Number: 3
- Colour: Yellow
- Animal: Duck



- Arrival and departure:
  - Staff will greet participants at the Library door and bring them inside the building. Drop off will begin at 9:15am.
  - Participants should use the hand sanitizer at the entrance
  - Staff will bring participants in a line to the door for pick up at 11:30am
  - Children must be dropped off / picked up by a parent / guardian above the age of 21. Any child not signed-in will not be considered to be under supervision of our staff
- Items to bring:
  - Spill proof water bottle
  - Change of clothes
  - Healthy Snack will be provided
  - Weekly Theme – please check the calendar and emails for details each week

