

**Wiggle,
Giggle &
Munch**





I am writing to ask for your support for **Wiggle, Giggle & Munch**, a program designed for parents and their toddlers and preschoolers to enjoy active play and a healthy snack. It is a drop-in program delivered at no cost to participants. **Wiggle, Giggle & Munch** will be running for _____ sessions at _____.

In particular we are asking for the following support:

By supporting **Wiggle, Giggle & Munch**, you will be helping to promote a healthy active lifestyle for parents and young children in your community. Lifestyle habits that begin early in life are likely to continue into adulthood.

If I can provide you with more information about our program, please feel free to contact me. I can be reached at

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Wiggle, Giggle & Munch



A time for parents and children to have fun together through active play, games, songs and a healthy snack.



All parents and their children, ages 1–4 years old, are invited to this drop-in program.

Wiggle, Giggle & Munch is being offered at:

Location: _____

Day & Time: _____

Dates: _____

The program is free and includes free babysitting for infants.

For more information, call and leave a message at: _____

Wiggle, Giggle & Munch

Call for information: _____

Wiggle, Giggle & Munch

Call for information: _____

Wiggle, Giggle & Munch

Call for information: _____

Wiggle, Giggle & Munch

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Wiggle, Giggle & Munch

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Wiggle, Giggle & Munch

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Wiggle, Giggle & Munch

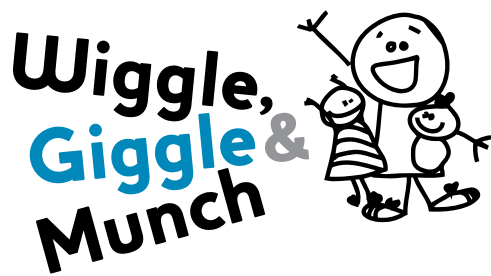
Call for information: _____

Wiggle, Giggle & Munch

Call for information: _____

Wiggle, Giggle & Munch

Call for information: _____



JOB POSTING FOR PROGRAM LEADERS

Contract Opportunity for Wiggle, Giggle & Munch

POSITION TITLE: PROGRAM LEADER

Purpose of Program

- To promote the benefits of physical activity and good nutrition for the healthy development of the 1 to 4 age group.
- To encourage parents to develop a philosophy of daily physical activity and healthy eating.
- To engage parents so that healthy lifestyle opportunities for their toddlers and preschoolers continue outside the program.

Duties Include

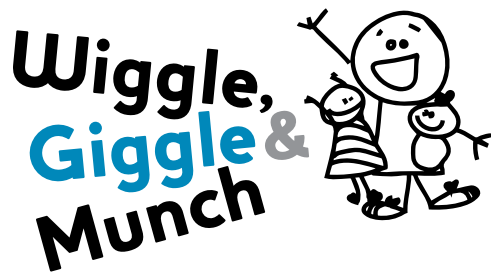
- Promoting and delivering a two-hour nutrition and activity-based program once a week.
- Promoting Wiggle, Giggle & Munch to community groups and schools and assisting them in planning and delivering a Wiggle, Giggle & Munch program.
- Taking responsibility for financial management, record keeping, and writing reports.

Required Qualifications

- Experience working with families from diverse communities and understanding issues that face inner city families
- An understanding of community outreach and networking
- Ability to work in the context of community development and health promotion
- An engaging personality
- Ability to respond to situations in a flexible manner
- Physically able to fulfill the requirements of the job
- Have or willing to get Standard First Aid certification, current certification in CPR, and Safe Food Handlers Level 1 Certification
- Computer access and skills
- Child abuse registry check
- Police criminal record check

Preferred Qualifications

- Post-secondary education or equivalent experience in early childhood development, preferably with knowledge of children's growth and motor development as well as designing movement experiences for children OR post secondary education or equivalent experience in the area of nutrition.
- Experience in leading physical activities for young children and parents that involve movement, music, and games.
- Ability to adapt activities to available equipment and adjust the program to the needs of the participants.
- Community experience in working with families with young children in the area of healthy eating.



JOB DESCRIPTION FOR PROGRAM LEADERS

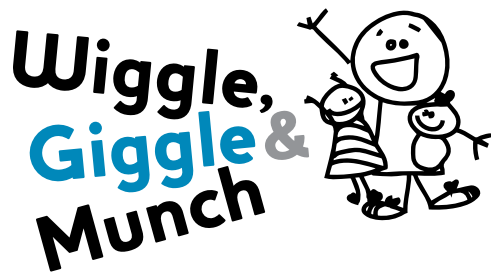
Purpose of Program

- To promote the benefits of physical activity and good nutrition for the healthy development of the 1 to 4 age group.
- To encourage parents to develop a philosophy of daily physical activity and healthy eating.
- To engage parents so that the healthy lifestyle opportunities for the toddler & preschooler can continue outside the classroom.

Job Description

Program Leaders will be required to:

- Work together as a team with limited supervision.
- Promote the program by distributing posters and pamphlets and handling telephone inquiries.
- Establish a welcoming environment.
- Plan and deliver a two-hour activity program for parents and tots, ages one to four, twice a week.
- Provide relevant and practical information and messages about physical activity and healthy eating during the sessions.
- Set up and take down the room and equipment as required.
- Develop menus and then purchase, prepare, and provide nutritious snacks.
- Register participants, maintain attendance records, and record weekly observations.
- Maintain accurate financial records and manage petty cash, including payments to child minders.
- Hire and supervise child minders for program.
- Ensure that the child minders have up-to-date child abuse and police checks.
- Attend committee meetings as required.
- Provide a staff report with program updates on a monthly basis.
- Provide a final report on the results of the program, including feedback from participants and recommendations for subsequent programs.



JOB DESCRIPTION FOR CHILD MINDERS

Wiggle, Giggle & Munch is a two-hour drop-in program which promotes active play and healthy eating to parents and their toddlers and preschoolers. There is free child minding for infants so that parents can participate with their older children. Parents are free to use or not use the service as they see fit.

Job Description

We require someone who loves working with children, can work well within a team, and respects many different parenting styles. We are looking for someone who is comfortable with the physical requirements of looking after infants (sitting on the floor, getting up, holding, and carrying babies).

Duties include

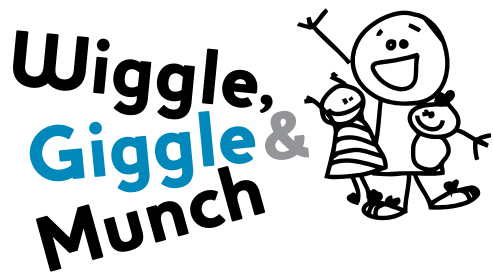
- Being flexible. Because the program is a drop-in, participants may vary from session to session.
- Setting up and taking down the child minding area, fifteen minutes before the program starts and fifteen minutes after it ends.
- Ensuring that infants are kept safely away from the activity of the program.
- Assisting with the program, if there are no infants, as required.
- Assisting with the snack as required.

Requirements

- Child Abuse Registry Check
- Criminal Record Check

Please be aware of boundary issues

- It is not appropriate to give babies food unless asked to do so by the parent.
- Do not take pictures of the children.
- Do not advise or counsel parents even if asked.



REGISTRATION FORM

Adult's Name: _____

Address: _____ Phone: _____

Alternate Contact Name: _____ Phone: _____

CHILDREN:

Name(s): _____ Age: _____

Child minding required? Yes No Relationship to Adult: _____

I want don't want Wiggle, Giggle & Munch staff to call and remind me about the program.

MEDICAL INFORMATION:

Do you or your children have any medical concerns that could affect your participation in the program?

Do you have any food allergies or other dietary restrictions?

OTHER INFORMATION:

How did you hear about Wiggle, Giggle & Munch?

What interested you in attending Wiggle, Giggle & Munch?

Is there anything that might make it difficult for you to attend Wiggle, Giggle & Munch?

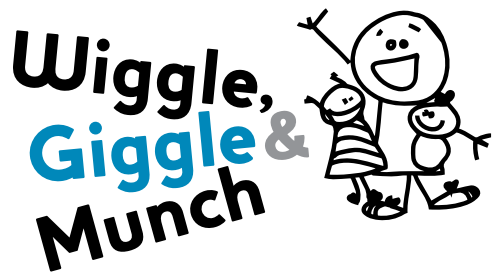


PHOTO RELEASE FORM

Date: _____

I give my permission to be photographed and for my child/children to be photographed.

These pictures may be used in the following way:

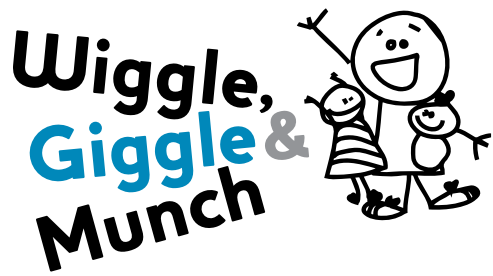
- On the Wiggle, Giggle & Munch website
- In Wiggle, Giggle & Munch brochures, booklets, & newsletters
- On display boards promoting the work of Wiggle, Giggle & Munch.
- In applications to funding agencies when looking for future funding.

It is OK Not OK for me and my child(ren) to be photographed

Name of Parent/Guardian (*Please print*)

Name of Child(ren):

Parent/Guardian (Signature): _____ Date: _____



SUPPLY LIST

Date: _____

FREE PLAY

- _____ _____
- _____ _____

COMMUNITY HIGHLIGHT

- _____ _____
- _____ _____

SKILL

- _____ _____
- _____ _____

MAKE & TAKE

- _____ _____
- _____ _____

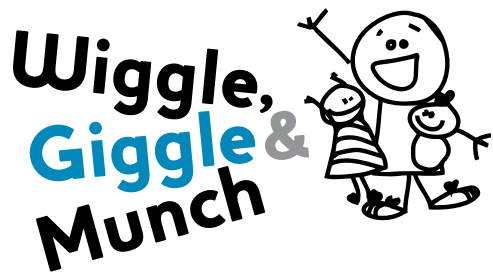
SNACK

- _____ _____
- _____ _____

MUNCH MINUTE

- _____ _____
- _____ _____

OTHER NOTES



DEBRIEFING FORM

Date: _____

PROGRAM ACTIVITY:

What worked?

What didn't work?

What did we change?

Follow up needed:

SNACK:

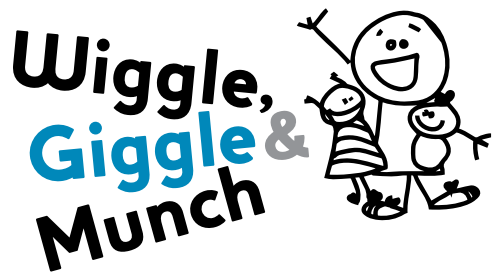
What was it?

How did it work?

Comments/Feedback

INCIDENTS (IF ANY):

TOPICS GENERATED &/OR COMMENTS FROM PARTICIPANTS:



EVALUATION

Have you attended other sessions of Wiggle, Giggle & Munch?

No > go to Part A Yes When? _____ > go to Part B

PART A – HAVE NOT ATTENDED ANOTHER SESSION

1. How did you hear about Wiggle, Giggle & Munch?

2. How often did you attend this program? Circle one: 1 2 3 4 5 6 7

3. a) Would you like to have attended more often? Yes No N/A

b) If so, what prevented you from attending more often? _____

4. a) What do you think is the purpose of the Wiggle, Giggle & Munch program?

b) Was the purpose met? Yes No N/A

5. What did you like about the Wiggle, Giggle & Munch program?

6. What would make this program better?

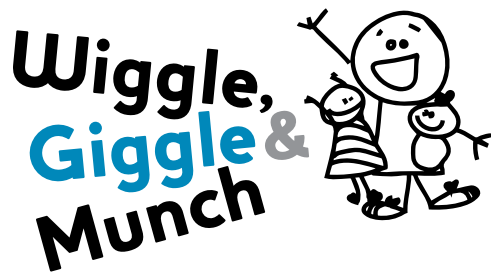
7. Would you prefer a morning or afternoon program? Why?

8. Have you tried any of the physical activities from the program at home? Which ones?

9. Have you tried any of the snacks from the program at home? Which ones?

10. Have you noticed any difference in your child's behaviour since taking part in the program?

11. Would you attend a similar program in the future? Yes No



EVALUATION (CONT.)

PART B – HAVE ATTENDED ANOTHER SESSION

1. Why did you come back to the Wiggle, Giggle & Munch program?

2. Please rate the way these factors affected your decision to attend Wiggle, Giggle & Munch:

a) Would you like to have attended more often? Yes No N/A

b) If so, what prevented you from attending more often? _____

	Not at all important			Very important	
	1	2	3	4	5
a) Location	1	2	3	4	5
b) Time of day (morning/afternoon)	1	2	3	4	5
c) Day of the week	1	2	3	4	5
d) Child minding	1	2	3	4	5
e) Family considerations	1	2	3	4	5
f) Other (please specify) _____	1	2	3	4	5
g) Other (please specify) _____	1	2	3	4	5

3. Would you attend Wiggle, Giggle & Munch again?

a) If the location changed? Yes No

b) If you had to take a bus? Yes No

4. What would make the program better?

Certificate of Appreciation

**THIS CERTIFICATE IS
AWARDED TO:**

Thank you for participating with us in

**Wiggle,
Giggle &
Munch**



**Wiggle,
Giggle &
Munch**



COMMUNITY HIGHLIGHT

**Main Street Family Place
On Main Street between River and Road**

- Healthy Baby site
- Clothing exchange
- Community store
- Free laundry facilities
- Breakfast club
- Cooking club
- Computers
- Play room for kids
- Drop-in for adults
- And more!

Know of any other great programming? Be sure to let us know!