



Kindermusik with Crystal

POLICIES

1. As a courtesy to the educator, please notify in advance of any absences.
2. If your child is enrolled in *Imagine That* or *Kindermusik for the Young Child*, the Emergency & Transportation Form must be completed accurately and returned to your child's teacher by the end of the first class. (Note: this is only required if you will be leaving the waiting area while your child is in class). Please keep the office informed of any changes to your information. The designated parent or guardian (see Emergency & Transportation Form) must deliver and pick up your child in the presence of your teacher. Your teacher must be informed as to any changes in this designation as soon as possible.
3. Individual sessions and/or Parent-Teacher consultations may be arranged at the teacher's discretion.
4. Caregivers are responsible for removing and dressing their child's outdoor clothing. Hooks are provided in the foyer and waiting room.
5. Please be sure that your child has used the washroom, or had diapers changed, before class begins. A nutritious snack is advised, depending on the hour of the class. Food and/or drinks are not permitted in the studio, unless for special class functions.
6. Please be on time for classes. The lesson will begin promptly.
7. Please leave toys, pacifiers, bottles, etc. at home or in the car, whenever possible (except Village classes).
8. Dress comfortably in removable layers, and plan to participate (drinking water 15 mins. Before class is highly recommended). Remove outdoor shoes or boots before you enter the classroom. It is best if children have non-skid soles (socks, gymnastic/ballet shoes) or go barefoot for safety.
9. Feel free to visit with others before or after class, but while in class please take part in all group activities and keep non-class related discussions to a minimum.
10. Please make child care arrangements for siblings, with the exception of infants who can sit quietly in a car seat. A sibling's presence can be very distracting to the class as well as to you as you try to focus on the child who is registered in the class. Occasional visits are welcome, but please call ahead to let me know. This also applies to other adults, parents or friends who would like to come and observe a class.
11. Please check the notice board and bulletin board before or after class.
12. If your child has to miss a class, he/she is entitled to **one make-up class per semester**, providing it has been pre-booked through the studio office. Parents are responsible for picking up their child's missed home activities from the studio. Please call to arrange this.

13. A make-up class will be scheduled if for any reason a class has been cancelled (ie. teacher illness, snow day, etc.). Call the office at 752-1183 or listen to CKEC for snow day cancellations. * **Please note: If public school is cancelled, then Kindermusik is cancelled, unless otherwise notified.**
14. If you have a concern about **any matter pertaining to your child's well being**, please do not hesitate to approach me.
15. Should your child become disruptive/overtired (crying, screaming, yelling – it happens to all of us!), please quietly and promptly take your child outside the classroom and tell them that they can go back into music class when they have calmed down. It is impossible to reason with a child during class, the attention will most likely reinforce the wrong message. Your child will quickly learn appropriate behaviour if you do not allow them to disrupt the class. Should your child become curious about my cd player/stereo, instruments on shelves, please redirect them out of potential danger. It is your responsibility to keep your child safe with respect to themselves, as well as to others.
16. If your child is very sick (fever, chicken pox. Etc.) please stay home. Having a slight cold, runny nose or mild cough is not necessarily reason to miss class. If however, they have yellow or green mucous running out of their nose, or eyes, please keep them at home.
17. Make sure your child's name has been placed on all materials that will be brought back to class.
18. Please supervise all children, including siblings, AT ALL TIMES, especially outdoors.

Payments/Refunds:

19. If a student withdraws from the program before lessons start, a non-refundable administration fee of \$35 will be withheld.
20. Once opened, the cost for At-Home Materials is non-refundable.
21. Once the semester has begun, the full deposit is non-refundable. Remaining lesson fees will be refunded on a pro-rated basis up to the fourth week, after which there will be no refund.
22. Classes cancelled by the teacher due to insufficient enrolment will be fully refunded.
23. There is a \$25.00 service fee for cheques returned NSF. If a cheque is returned, the missed payment and the service fee must be paid in cash or by money order.
24. Parents may elect to use the payment plan as listed on the registration form. Election of this option does not exempt the parent of the obligation to pay for the entire semester. A \$5 service fee will be applied to late payments.