



Kindermusik Class Guidelines

Welcome!

Thank you so much for enrolling your child in Kindermusik. What a wonderful gift you are giving to your child-the gift of music! By participating in Kindermusik, you are not only helping his musical development, but also his cognitive, physical, language, social, and emotional development through carefully designed activities appropriate for your child's age level. I hope that you will read the information on this page thoroughly, and contact me with any questions.

What to Bring and not to Bring

Please avoid bringing your child's toys, snacks or pacifier/bottle to class. These can be distracting to your child as well as the other children. We also have children with food allergies in our studio, so your child's snacks or bottle of milk may be harmful to another child. You are encouraged to bring a snack or drink for your child to enjoy outside the classroom prior to class - a hungry child is an unhappy student! - but please plan to put all snacks and drinks down in the diaper bag before entering the classroom. Also, be sure to put your diaper bags/purses up and out of reach during class time.

Village students: please bring a blanket.

Our Time students: You do not need to bring your home instrument to class, although occasionally you may be asked to bring a homemade instrument or other item to class.

Imagine That! students: Please bring your child's backpack, and check your home activity book before each class to see what to bring.

Young Child students: Please bring your carry bag with your instrument and folder, as well as the games bag and any special items mentioned on your home activity card.

A Note for Parents

Kindermusik is a great place to meet new people and make friends. However, it is important for you to model attentive listening. By doing so, you are helping to show your child the correct behavior in class. There is usually quite a bit of unstructured time in class when we may be gathering or passing out instruments or transitioning from one activity to another. It is extremely important for you to remain attentive during this time so that the teacher can easily transition from one activity to the other without having to try to talk over you. "Quiet Time" in Village class is an activity that is easy to turn into "parent visiting time" - but this is designed to be a time where the parent models relaxation (a learned behavior) for the child without excessive talking. We hope you will use the gathering time at the beginning of class before the welcome song to visit and chat with other parents, and you are welcome to stay as long as you'd like to visit with the other parents after class in the store area.

Class Time

All classes begin with "Gathering Time," which is a time for free instrument exploration at the beginning of class. This is an important part of class time when parents can visit and children can relax into the class environment. The Hello song is started generally 5 minutes after the start of class, so please try to be on time. Please realize that "Gathering Time" is a part of class- we're not starting class late! You are welcome to enter the class area 5-10 minutes early if you would like to have more exploration time (and free time to talk with other parents.) You are also free to stay and play as long as desired in the store after class, but please clear the class area as your teacher needs to prepare for the next class.

Important!

We enjoy having a family oriented environment at our studio. Ms. Sarah's toddler participates in her classes. If you are uncomfortable with the idea of the teacher having her child in the class, please plan on attending class with Ms. Tabby. You are welcome to attend the first class and see what you decide. We are supportive of breastfeeding, and moms are welcome to nurse during class.



Behavior and Sibling Policies

Appropriate Class Behavior

Kindermusik is a flexible class designed to be led by the child. All children are different, each child has different temperaments as well as learning styles, and it is normal to see a wide range of behaviors from the children in Kindermusik class. Each child will participate in their own way, so do not feel as though your child has to be exactly like everyone else. Try not to "force" your child to do the activities or they will not want to come to class. The best guideline for what your child is getting from the class is their behavior at home-do you hear your child singing the songs? Do they do the dances to the CD? The child who is the least participatory may be paying the most attention!

When is behavior a problem?

Many times, behaviors that parents are concerned about are perfectly normal actions that I see in every class. The following behaviors are NOT A PROBLEM, and are normal and fine!

1. **Dumping out instruments**-Developmentally appropriate for toddlers.
2. **Wandering around the room**-Usually seen with new walkers. You don't have to chase them.
3. **Not "following directions"** -It's OK to roll the sticks instead of tapping them.
4. **Standing instead of sitting**- Such as in the center of the circle-usually seen in kinesthetic learners.
5. **Wanting to keep an instrument**-Sometimes toddlers want to keep the instrument instead of putting it back. This is actually a sign of maturation and is normal-let him keep it as long as he wants to!
6. **"Not Participating"**- Parents are frequently concerned if their child wants to just sit in their lap or stand by the wall. This seems a contrast to the child who is actively jumping and moving to every activity, but is really just a difference in learning styles-a kinesthetic learner will jump and clap to all the activities, while an auditory or visual learner may just want to "observe." This does not mean your child is not getting anything from class! Watch them at home – you'll likely see the doing movements and songs from class.
7. **Running**-Many children, especially little boys in the 2-4 yr age range have a strange need to RUN AROUND IN CIRCLES!! Usually the best way to handle this behavior is to just sit back and watch your child-try to talk to them and draw them in but don't wear yourself out trying to chase him every time he gets up. Most children will settle down as the class progresses, and an occasional "lap" around the room is perfectly fine!

The following behaviors are inappropriate

1. **Rough behavior with instruments**: -Is your child beating them against the floor or walls? They can break, so if he's too rough please show him to be gentle or take them away.
2. **Throwing instruments**- I believe that ALL toddlers will go through a throwing phase. Most children will at some point or another throw the egg shakers across the room. Usually this will only last a few classes, but make sure your child is not throwing towards another child.
3. **Hitting another child**-again, this happens on occasion but can be a problem if it continues.
4. **Excessive Running**- I expect a certain amount of running, but if your child is running very fast and wild throughout the entire class and can't calm down they could run into another child and hurt them.
5. **Melt-down fit**- I know all children will sometimes throw a fit, mine have as well, but if they are screaming loud enough to disrupt the class please take them out until they calm down.

SIBLING POLICY

Any child over the age of 4 months who regularly attends class must be enrolled in class.

Village Sibling Policy. It is best if siblings 1-1/2 through 4 years do not attend a **Village** class so that the parent can focus on the baby. Any sibling regularly attending the class must be enrolled in a Kindermusik class targeted for his age. Family Time class are a better choice for families with multiple children, or Our Time if your older child is 3 or under.

Our Time Sibling Policy. Sibling babies under 4 months at the beginning of the semester may attend an Our Time class of an enrolled sibling at no charge. If the baby is old enough to participate in the class, he needs to be enrolled in the class. We welcome younger siblings of Our Time aged students to enroll in the class with their sibling, as most activities can be modified for younger students. Infants enrolled in Village may attend a sibling's Our Time Class at no charge. Any older sibling attending the Our Time class must be enrolled in the appropriate Kindermusik class, with the exception of an occasional visits due to school holidays.

Imagine That & Young Child Sibling Policy. Siblings are welcome during the last 10-15 minutes of class when the parents join us.



General Studio Information and Policies

Thank you for enrolling in our program! We look forward to seeing you this semester. This handout covers our policies for Kindermusik, Art & Story and Discover and Do classes. Please be sure to read all information thoroughly and contact Sarah if you have any questions at 281-992-4242.

Communication

VERY IMPORTANT! All important information such as cancellations or holiday reminders will be communicated via e-mail through our registration system. The number of students enrolled make phone calls difficult. **Please be sure to provide a valid e-mail address during registration. If enrolling online, be sure to check the box allowing e-mail communication. You will need to update your contact information should your e-mail address change during the year.**

Registration Fee

There is a \$15 per family registration fee at the time of enrollment. This fee is due each semester.

Tuition and Fees

Tuition for Kindermusik is \$150 per semester, plus materials fees. Tuition for Discovery Tree Art & Story and the Discover and Do! classes is \$200 per semester- this amount includes your supplies. Please see attached calendar for studio holidays

Materials

Materials are required for all Kindermusik students by Kindermusik International. The cost of materials is \$65 per semester. The home materials vary depending on the class enrolled. For most classes, you will receive a set of home materials that includes 2 CDs, 2 story books, a family activity book, an instrument, and a carry bag or box. Village students will receive 2 small sets instead of one large set. Young Child students will not receive an instrument every semester, and receive a single CD. Class descriptions on the website will show the exact materials received in each class. Discounted sibling kits are available for two students enrolled in the same class.

Class Changes

We want you to be happy with classes, and to find the class that is best for you and your child. You are welcome to switch to a different day or time of the same class at anytime in the semester with no charge or penalty, as long as there is space in the class. The following general information applies to all other class changes:

- Kindermusik: If you want to switch to a different unit / level (such as moving from Our Time to Family Time) you will need to purchase the materials for the new class. The old class materials are not returnable. (Kindermusik International requires all students to have materials for any class they are enrolled in.)
- You may switch between Art & Story and Discover and Do! with no charge or penalty.
- You may switch from Kindermusik to Art & Story or Discover and Do. There will be a \$50 fee to cover the difference in tuition.
- You may switch from Art & Story or Discover and Do to Kindermusik. You will need to pay the \$65 materials fee to purchase your class materials. The difference in tuition is not refundable.
- You may only make one class change in a semester.

Refunds

There are NO REFUNDS unless classes are cancelled by Friendswood Music and More. Please be certain before making any payments. You are welcome to attend a trial class with no obligation, however, your place in class is not reserved without payment. Unfortunately, we cannot offer refunds for missed classes due to illness or schedule conflicts.

Withdrawal

Please let us know if you are no longer able to attend class, so we can release your spot to another student, and so that we will not contact you regarding absences. Unfortunately we cannot offer refunds for unused classes. You are welcome to switch to a different class, as outlined above.

Absence/Make-up policy

It is an unfortunate fact that all children will become sick. It is courteous to call and let us know if your child will be absent due to illness. We ask that ill students remain home to avoid spreading the illness to other students and teachers. Children need to be without a fever for 24 hours to return to class. Children who are vomiting should not have vomited for the last 24 hours. Kindermusik/Art students may attend any other age appropriate class as a make up. Please contact us prior to coming to be sure we have room for you in class. Make-ups must be completed within 2 weeks of absence. In case of a severe illness that lasts longer than two weeks, please contact Sarah. Under no circumstances will a missed class "roll over" in the form of a tuition credit towards the next semester, and make ups must be completed during the semester in which you were enrolled.

Instructor Absences/Class Cancellations

In case of instructor illness, a qualified substitute will generally be provided. Any cancelled classes due to instructor absences will be rescheduled. Dates for make-ups are located on the calendar. In the event of hurricane, flooding, or severe weather, we will close based on Friendswood ISD. This info can be viewed at www.fisd12.net, and is generally determined the morning of class, not the night before. We will also close in the event of hurricane evacuation. We generally send e-mail notification of closing, and try to post on the website as well. Such events are considered "Act of God." Due to the number of classes on our schedule, such classes unfortunately cannot be rescheduled or refunded.

Special needs/allergies

If your child has a special need, or an allergy, please be sure to notify the office and the teachers. If you have any concerns at any time during the school year, we want to know! Please call the studio at 281-992-4242 and ask for Sarah, or contact your teacher. You may also e-mail friendswoodmusic@comcast.net



Enrollment Contract for All Students

Parent Name(s) _____

Student Name _____ Student DOB _____

Daytime Phone _____ Evening Phone _____

Email Address _____

Authorization for Direct Payment

Here's how the Direct Payment Plan works: You authorize regularly scheduled payments to be made. Your monthly tuition payment will be made automatically around the 25th of each month (prior to the due date) throughout the school year (Aug - May.) We will automatically cancel authorization for summer for students who are not enrolled for the summer session. We will also automatically debit any other fees as they become due. Proof of payment will appear on your account. **This authorization will remain in effect until you notify us in writing to terminate the authorization.** If for whatever reason, payments cannot be processed, you will be contacted for alternative payment arrangements.

All you need to do is:

- ✓ Enter payment information
- ✓ Sign, date, and return the completed form to the office
- ✓ Notify the office any time your payment information changes

Classes Taken: _____

Amount to be debited each month: _____

Card Type: Debit MC Visa AmEx Disc

Name on Card: _____

Billing Address: _____

City, State and Zip _____

Card Number _____ Exp: _____ CSC _____

I authorize Friendswood Music and More / Forest Path Academy to initiate electronic payments for the balances due on my account. I have received a copy of the studio policies, and have read and understood them. I understand that I am responsible for making payments each month, even if I have been absent from class, and that charges will continue to accrue until I give written notice or electronic notice through the form on the website of withdrawal from the program to the office. I understand there are no refunds whatsoever unless class is cancelled by Friendswood Music and More / Forest Path Academy.

Signature: _____

Date: _____

Parent Contract for Installment Plan

Please initial each item and sign and date at the bottom.

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| <p>___ I have received a copy of the studio policies and have read and understood them.</p> <p>___ If I am on the monthly installment plan, I understand the tuition for the month will be charged to the credit or debit card on file on the 25th of the previous month.</p> <p>___ I understand that the last day to withdraw from the program is FEBRUARY 15th for the SPRING 2011 Semester, and that I am responsible for 100% of the tuition for the semester if I do not withdraw by this date. I understand that I must fill out the online withdrawal form and submit by FEBRUARY 15th, 2011 to withdraw from the program.</p> | <p>___ I will notify the office if I wish to change or need to update my credit card on file.</p> <p>___ I understand that there are no refunds unless classes are cancelled by Music and More, and the registration fee is non-refundable.</p> <p>___ I understand that if I miss classes or stop coming to class I am still responsible for payments, unless I have formally withdrawn from the program as specified above.</p> |
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Signature _____

Date: _____