

## Registration Policy 2019

### Register Early

Although you may join classes at any time, please register early as class sizes are limited and many fill quickly. Registering at least two weeks before the term begins for Level 5 (Young Child) classes also ensures that your At Home materials will be available for collection at your first class. If you enrol after the term begins, tuition can be pro-rated accordingly.

### Enrolment Confirmation

A completed online registration form and deposit must be received before enrolment can be confirmed. You will receive confirmation of enrolment by telephone, email or mail prior to term commencement. In the event that the class you have chosen is not available, I will contact you to discuss alternatives.

Fees can be paid by direct deposit/EFT.  
A payment plan can also be arranged - please ask for details.

### Bank details for funds transfer:

Account Name: Verna J Hewitt  
Suncorp BSB: 484799  
Account Number: 810072192

### Twin, Triplet and Second Child Discounts

A discount is available for twins and triplets and children from the same family in the SAME class. Please contact me for a quote to suit your particular circumstances.

### Cancellation & Refunds

Your enrolment deposit and term fees are non-refundable. Tuition credit towards future classes may occasionally be given in the event of extenuating circumstances that require withdrawal from class. All cancellation requests will be considered on an individual basis and a cancellation fee will be applied.

Kindermusik at Home materials (both online materials and take home packs) are non-refundable.

### Illness & Make-up Classes

If you or your child is unwell, please stay at home. It is imperative not to bring to class an illness that may affect the entire group. Where possible, you may book in for a make-up class in an existing class. In the event of teacher illness, a make-up class will be scheduled at a suitable time. I will notify you of the cancellation and the scheduled make-up date.

### Choosing a Class

The age recommendations for the Kindermusik programs have been carefully designed to best group children in an age and developmentally appropriate way. Therefore, it is important that your child be at least the minimum age by the start of the term in which you are enrolling. Please note that the upper ranges are guidelines only and I am happy to discuss your child's individual needs and work with you to place him/her in the class best suited for him/her.

### Non-enrolled Siblings

Due to limited class sizes and the delicacy of the younger class setting, Foundations, Level 1, Level 2 and Level 3 classes can only accommodate non-enrolled siblings 12 months and younger. Any siblings 12 months and older attending class must be enrolled. Emergency exceptions are considered – please contact me to discuss.

### Public Holidays & Pupil Free Days.

Our Kindermusik classes generally follow the QLD school terms. Classes will run on Pupil Free Days unless otherwise notified. Classes are NOT held on public holidays or during school term holidays.

## Parent Information

### Making the Most of Kindermusik Classes

Plan to arrive a few minutes before your class commences. Arriving a little before class provides time for your child to settle in to the musical environment as they prepare to enjoy exploring instruments, reading books, or listening to music. If you are late, please join us quietly.

We do request that toys, drinks and dummies be kept out of sight, and that snacks be finished prior to class. Be sure to dress comfortably and remove shoes before sitting down to join the class.

During the class, the most important thing you can do for your child is to be an active and patient role model. It is not uncommon for a child to attend several classes before feeling comfortable. Don't be discouraged – what a child is absorbing in class is often evidenced in the comfort of the home rather than in a certain level of participation in class. The understanding and consistency of the parent or caregiver in class and at home are key to facilitating musical learning and growth.

Class activities provide the opportunity for both social interaction and focused one-on-one time with your child. When you are an active, focused, enthusiastic participant in class activities, your child will model your actions and focus more fully too.

You and your child will benefit enormously from the Kindermusik experience, especially if you make active use of your Online Kindermusik Home materials. Frequent reinforcement at home through the week makes all the difference to a child's comfort and participation in the classroom.

### Classroom Discipline

Like all of us, children can occasionally have a bad day. If your child's behaviour is disrupting the flow of the lesson (crying, screaming, running – *it happens to all of us!*), please gently redirect his/her attention or step outside the classroom to give your child a moment to calm down. Do come back in as soon as you can.

### Mobile Phones

Please consider others and turn-off your mobile phone or switch it to silent/vibrate for the duration of your Kindermusik class.

### Grandparents and Visitors

Visiting grandparents, mums, dads etc., are always welcome to attend classes. Involvement by extended family members enhances the Kindermusik experience for everyone. As a courtesy, please give prior notice when you are bringing visitors to class.

### Parent Feedback

I value you and your ideas. Please help me provide you with the best possible classroom experience for you and your child by providing me with feedback.

You can do this in several ways – please feel free to speak with me at any stage during the semester to let me know how you are doing or to raise any concerns you may have. You can also provide feedback via our Kindermusik online survey. During the course of the semester, Kindermusik International will send you a brief survey - only 3 questions. Please, take a moment to share your thoughts. Your time and input is appreciated.

### Photos/Video and voice recording

Sometimes I take photos in class to include in end of semester certificates or for class photo books etc. We will also sometimes video/record the children's voices/instrument play as part of in-class activities. Please let me know if you do not wish me to do so.

You are welcome to take photos of your own child during class, however, due to child protection policies, please do not take photos/video footage that include other adults or children without their prior consent.