

Registration and Policies

Class cancellations:

- When a class is cancelled due to insufficient enrollment or other center-related reasons, both the registration and instruction fees are refunded in full;

Withdrawals:

- After the registration deadline, neither instruction nor registration fees are refunded;

Make-up Class Policy:

- Make-up classes are provided on a space available basis and are not guaranteed. Make-up classes are limited to two per child and may only be made up within the current semester of enrollment;
- The number of make-ups provided varies from week to week. If there are no spaces available in classes that you are able to attend, recheck the scheduler at a later date to check for additional spaces which may have been added; If your plans change, please send an e-mail ahead of time; to cancel your make-up class so that an additional space can be added in your place;
- Classes are limited to 12 registered children per class to ensure everyone's safety and enjoyment;
- Make-up classes may be made up in advance if you know that you will be absent on a particular date;

- Please notify your teacher ahead of time if you know in advance that you will be absent from class so that an additional space can be added in your place;
- Make-ups may be scheduled once the semester has commenced.
- Please go to the following link to schedule make-up classes:
- <http://makeups.mainstreetsites.com/dmn1432/makeups.aspx?mode=A>

Classroom Policies

Supervision:

- At least one adult per registered family must be in attendance during class and are responsible for supervising the infants & children in their care at all times.

Class flow:

- If you feel that your child's behavior is affecting the flow of the class, please feel free to take a moment with them outside to regroup. This decision will be left up to the individual.
- Parent/caregiver participation:
- Parents and care givers and encouraged to follow the teacher's lead and to allow their child to join in with the activities when they feel ready. Some infants and children may learn through observation whilst others may become more actively involved in class. The level of

engagement varies according to the developmental stage of each child.

Talking in class:

- Our classes are a great time to meet other families living in the local area. Although it may be tempting to chat with other adults during class, it is requested that you give your undivided attention to your child once class has begun. This will ensure your child gains the most out of each class and is fully supported in developing basic music competence.

Arriving on time for class:

- Please allow plenty of time to arrive at class on time. This will ensure minimal disruption once **class has begun.**

Guests:

- A maximum of two adults per registered child may attend each class;
- Unregistered children are not permitted within the class unless previously approved to do so by the center director.

Food and Beverages:

- No food or beverage is permitted within the classroom.

Toys:

- It is requested that all toys be left at home or in your vehicle to minimize distraction during class.

Illness:

- If you or your child/children are sick, please stay at home to prevent the spread of germs.

Hand washing:

- Please wash your child/children's hands before the commencement of each class to help prevent the spread of germs.

Security of belongings & departing class early:

- Due to security reasons, the door leading to the hallway from the show/baggage storage area behind the partition must remain locked at all times whilst class is in session. If you need to depart class early, please leave via the main classroom door.

Class cancellations:

- When a class time is cancelled due to insufficient enrollment or other center related reasons, both the registration and instruction fees will be refunded in full.

Withdrawals:

- After the registration deadline, neither instruction nor registration fees are refunded.