



Courtesy Information and Class Policies

Choosing a class

The age recommendations outlined are carefully constructed to enable children to participate in a developmentally appropriate way. Therefore, it is important that your child is at least the minimum age by the start of term for the class in which you are enrolling. If you have any concerns about your child's participation in a particular class, I am more than happy to discuss your child's needs and work with you to place them in the appropriate class.

Register Early

Although it is possible to join the classes at any time, you are urged to register early as class sizes are limited and can fill up very quickly. Please try to register at least 3 weeks before start of term; this will ensure your space is reserved and that you will have your *At Home* materials for the first lesson. If you do join us mid way through the term, tuition fees will be pro-rated accordingly.

Payment Terms

For your convenience there are two payment options:

- Payment in full at time of registration
- Payment of deposit at time of registration with the balance of fees paid at first class.

A registration form and payment/deposit must be received before enrolment can be confirmed. Payment is possible via cheque, cash or credit card.

Refunds

Tuition refunds or credit vouchers may be given if there are extenuating circumstances requiring withdrawal from class. Requests for refunds will be considered on an individual basis and may be subject to an administration charge. The cost of the *At Home* materials and deposit is non-refundable.

Rescheduled classes

In the event of teacher illness classes will be rescheduled. You will be notified of cancellation and rescheduled classes.

Non-enrolled siblings

Due to limited class sizes and the delicacy of the younger class settings *Village* and *Our Time* classes can only accommodate non-enrolled siblings when the sibling is young enough to stay contented in a car carrier or push chair. Emergency exceptions are considered.

Making the most of your lesson

Plan to arrive about 5-10 minutes early; this will allow you and your child time to settle into the environment as they prepare to enjoy exploring music and instruments and taking part in class.

Please kindly have all toys, soothers, cups and snacks finished prior to class and kept out of sight during lessons. Don't forget you should both dress comfortably.

During the class the most important thing you can do for your child is be an active and patient role model. It is not uncommon for a child to attend several classes before feeling comfortable in this environment. Don't give up! - your child will still be absorbing in class and this is often evidenced in the comfort of your home- you'll be surprised about just how much they have learnt just by being in lessons.

At Home Materials

You and your child will benefit enormously from the experience, especially if you make active use of the *At Home* materials that are an integral part of the course. Frequent reinforcement at home through the use of these materials makes all the difference in your child's comfort, confidence and participation in the classroom.

The *At Home* materials for the current *Village* class include Baby's Literature Book, Egg Shaker and Scarf, Home CD, Art Banner and Storage Bag.

The *At Home* materials for the current *Our Time* class include two Music and Movement Books, a Home Activity Book, two Home CDs, Child's Carry Bag and a pair of zig zag blocks.