

Music Together® with Kelly Heinze – Important Information – 2009-2010

Winter Session: Classes begin week of January 4th, 2010.

Actual dates depend on day's class.

www.musictogetherwithkelly.com

Please note! See other side for class dates and closures! Mark your calendars!

Refund Policy

You will receive a full refund or credit toward a future class if you make a request to drop the class before session begins. You will receive a full refund or credit toward a future session (less the cost of music materials) if you drop the class before you have completed your first 2 classes of the session. After week two, pro-rated credits may be issued upon review of individual circumstances. Pro-rated refunds may be issued less the materials and classes attended when extraordinary circumstances exist, such as death in the family, extreme illness, a move out of state, etc. The \$15 registration fee is non-refundable.

Make-up Policy and Absence

- **Two** make-ups per child per session on a space available basis. Make-ups cannot be carried over to other sessions. If time allows, extra make-up classes may be added to the schedule.
- Please only call the voice mail if you know 24 hours in advance that you are going to be absent. Your spot may be used for someone else.
- **MAKEUPS** – are scheduled online from the home page of the website. Click on the link and enter the following password: **cloud4354**. If you don't have online access, call the voice mail to schedule. We need 48 hours to schedule a makeup.

Class Closings

Classes may be canceled in case of bad weather. IF FULL SESSION DOES NOT OCCUR DUE TO SNOW DAYS, OR OTHER ACTS OF NATURE, MONETARY REFUNDS ARE NOT AVAILABLE. CREDIT TOWARD FUTURE CLASSES WILL BE GIVEN TO THOSE AFFECTED. In general, if the Maplewood/South Orange schools are closed due to inclement weather, Music Together classes will be cancelled also. All holidays we close for are listed on the top of this notice. Classes may also be cancelled due to teacher illness if a substitute is not available. All cancelled classes will be made up at the end of the session. CALL THE VOICEMAIL OR CHECK THE WEBSITE FOR WEATHER CANCELLATIONS (Updates page).

Classroom Etiquette

- Please turn off cell phones or use the vibrate option if you must have it on. Phone calls should not be accepted during class time.
- Drinking and eating must take place outside the classroom to avoid distractions. Nursing is acceptable in class.
- Do not leave class early if at all possible. Putting on coats and gathering things is distracting to others.
- Always wipe off instruments with alcohol when your child has placed them in his mouth.
- If your child is crying, use your best judgment as to when she should be removed from the room to calm down.
- Allow your child the freedom to roam, but always BE ALERT. So space is completely child-proof.
- Keep socializing with other adults down between songs. Enjoy trying to create a completely musical environment – if you're socializing, you may miss important musical developments in your child. Too much socializing during class can be over-stimulating for the children.

Health Policy

We take time to sanitize all our instruments and materials. Scarves are washed at least weekly. Wet ones are removed immediately for washing. A solution of listerine or vinegar and water is used to clean music space and instruments. We use alcohol wipes and require caregivers to clean instruments after instruments have been mouthed. We ask that all participants wash their hands before and after their music class. Hand sanitizer is made available. Please do not put your teacher in an uncomfortable position by bringing a sick child to class. You must stay home if you and/or child have:

- Persistent Cough
- Very Runny Nose, with thick or discolored discharge
- Fever—not present without medication for at least 24 hours

- Diarrhea
- Vomiting—less than 24 hours

Music Together with Kelly Heinze Policies Continued

Siblings and Other Guests

- YOU MUST CALL THE VOICE MAIL 24 HOURS IN ADVANCE IF YOU NEED TO BRING A GUEST (more than 2 adults per child) OR A STUDENT'S SIBLING. There is a possibility that there will not be room for guests. If you call 24 hours in advance and do not hear back from the office, you may bring the guest.
- A guest may not come more than one time per session.
- You must pay \$10 extra per class that you bring a non-registered guest age 6 or younger, whether they participate or not. No exceptions please. The \$10 is payable to your teacher.
- If you do not call in advance, you may be asked to leave. This is not meant to be harsh; rather there are a limited number of instruments and teachers do not want to hurt any child's feelings by having to deny them an instrument. Also, it is unfair to current clients to overcrowd classes.

Class Dates for Winter 2010 Session

Mark your calendars!

Monday classes run: January 4th to March 22nd, no classes January 18th and February 15th

Tuesday classes run: January 5th to March 9th

Wednesday classes run: January 6th to March 10th

Thursday classes run: January 7th to March 11th

Friday classes run: January 8th to March 12th

Saturday classes run: January 9th to March 20th, no classes February 13th

Sunday classes run: January 10th to March 21st, no classes February 14th

**Music Together with Kelly Heinze is closed
Martin Luther King Jr. Day and Presidents' Day/Weekend.**

Questions? Email musictogetheradmin@gmail.com
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