

## SPRING 2012 PROGRAM POLICIES

### Make-Up Class Policy

Families are allowed to make-up 3 missed classes in a session by attending the same class at a different time. Please email [jpearson@comporium.net](mailto:jpearson@comporium.net) to see which classes are available for you to attend! When you arrive to your make-up class, you need to sign the Make-Up Class sheet provided by the teacher. Children need the security of coming to Kindermusik class with a group of familiar faces. Your little ones find safety in seeing the same adults, children, teacher, and classroom. As a result, families are encouraged to attend the class in which they are enrolled on a consistent basis. Make sure that your calendar is clear for your Kindermusik class each week!

If class is cancelled due to teacher absence, a make-up class will be scheduled at a later date. Classes cancelled due to inclement weather will not be made-up unless the teacher is able to schedule a make-up time.

### Withdrawal Policy

Parents will be responsible for paying the materials fee, the registration fee, and the price per class leading up to the withdrawal date (regardless of class attendance). If full tuition has already been paid, then a refund will be issued for the price per classes remaining after the withdrawal date. **The materials fee and registration fee are non-refundable after the class start date.**

### Well Child Policy

Please make sure that your child has not had a fever, vomiting, or diarrhea within 24 hours of class time!

### Tuition Payment Policy

- ♪ Due to limited class sizes, the first deposit is required at the time of enrollment.
- ♪ If enrolling in a 7-week class, tuition must be paid in full by the class start date.
- ♪ If enrolling in a 14-week class, tuition may be paid in full at the time of enrollment or you may request a payment plan in order to spread out payments over 3 months.
- ♪ You will be notified if your class choice is unavailable.
- ♪ Tuition may be prorated for late enrollments.
- ♪ Payments can be left in the tuition box located in our classroom or payments may be made online at [www.OurMusicTime.com](http://www.OurMusicTime.com) (select the PAY ONLINE tab)

## Home Materials Policy

Each family is required to have a set of home materials. Some families already have a set from a previous enrollment. In this case, the materials fee will be deducted from the final cost of the class.

## Sibling Policy

- ♪ Siblings who are not enrolled in the class SHOULD NOT attend on a regular basis. There may be occasions (such as school holidays) where you need to bring siblings to class which is understandable.
- ♪ Siblings who are not enrolled in the class should not be left unattended in the building at any time.
- ♪ Parents enrolling SIBLINGS IN THE SAME CLASS will receive a discounted tuition.

## Facility/Classroom Policy

- ♪ NO SNACKS OR DRINKS ARE ALLOWED IN CLASS (excluding bottles for infants).
- ♪ Shoes should be removed before class starts.
- ♪ All shoes and bags should be kept out of reach of children during class time.
- ♪ If you choose to bring treats or presents to the class for a special occasion or holiday, wait until the end of class to give them to the parents/children.

**Contact JoAnna Pearson if you have any questions or concerns!**

**[jpearson@comporium.net](mailto:jpearson@comporium.net)**

**803-517-4061**