



MusiKidabra presents *Kindermusik*®

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Choosing a Class The age recommendations for the Kindermusik programs have been carefully chosen to best group children in an age and developmentally appropriate way. It is important that your child be at least the minimum age by the start of the program in which you are enrolling. Please discuss any concerns or special needs with your educator prior to enrolment.

Registration and Payment. Although you may join a class at any time, please register early as class sizes are limited. By paying the deposit amount specified for your chosen program, a place can be secured in a class and materials ordered. You will receive confirmation of enrolment by phone or email. If the class you have chosen is full, you will be contacted to discuss alternatives. Balance of fees must be paid by the first class of term.

If you enrol after a term has begun, price will be calculated pro-rata, based on tuition fee plus Kindermusik Digital Home Materials.

Payments can be made by cash or bank transfer. Bank details : Account Number 200547507, BSB 641-800, Account Name – K L Brodnik trading as MusiKidabra, use your name as a reference. A receipt will be forwarded to you.

Home Materials are an essential component of all Kindermusik programs. Your email address will be given to Kindermusik International so your Digital Home Materials can be allocated to you online. There are 2 sets of materials for each term. Materials will allocated before term begins and in week 4. You will be notified when your Digital Home Materials are distributed.

Cancellation Your deposit secures your place in the class and covers the ordering of Digital Home Materials. Deposit is non-refundable.

All payments are non-refundable due to the scheduling of classes. There will be no refunds for missed lessons or parent's decision to withdraw from the program.

Pro-rata tuition refunds or class credit may only be requested due to extenuating circumstances that require withdrawal from class. Such requests will be considered on an individual basis and refund should not be assumed. If a refund is approved an administration fee will apply. Please discuss any concerns regarding cancellation before enrolling.

If you are unable to attend for a full term eg due to a holiday booking or work commitment, the full term fee is required though make-up classes can be arranged for the time you anticipate will be missed. Please discuss with your educator prior to enrolment.

Sick Children and Missed Classes Please consider the well being of your classmates and pregnant mums by not attending class when your child is sick. Missed classes are not refundable as the class will still be taught. Please contact your educator by text, email or phone call if you are not able to attend a class as absences affect class numbers and alternative arrangements may have to be made for the group. If there is an alternate class available during the week, you may arrange to attend a make-up class. This must be pre-arranged and only in the event of an emergency or sickness, not for other events attended by you by choice (e.g concerts, birthday parties etc).

Make-up lessons must be made in the same term in which the missed lesson occurred. Any make-up lesson not attended by the end of term is forfeited.

In the event of teacher illness or emergency, classes will be made up. You will be notified of the cancellation and the re-scheduled class time.

Classes are not held on public holidays. This is taken into account when organising the term. Each term has 8 lessons.



Siblings In Class. Each *Kindermusik* curricula is designed for a specific age group. If due to family circumstances, you would like siblings of different ages to attend together, please discuss the best class option with your educator. Class sizes are limited. Siblings attending together must both be enrolled. Non-participating babies in prams may attend an older child's class and are not required to be enrolled. Please discuss any concerns regarding non-enrolled siblings when registering.

Classroom Discipline Like us all, children can occasionally have an off day. Keep in mind that the children are very young and are learning about social situations through experience. It would be appreciated if all parents could be supportive, patient and understanding of other class participants. Likewise if your child's behaviour is disrupting the flow of the lesson, please respect the right of others to enjoy activities and allow your little one some time to settle down by moving away from the action or into the foyer to calm down if you feel more comfortable.

Please be attentive to your child as they learn class routines, assisting them to focus in class and interact with others.

Parents are reminded to keep social conversations in class to a minimum. It can be difficult for your educator to speak over conversations and for others to hear. The children also lose focus with such distractions – they learn from our behaviour.

Class Visitors. Grandparents, Mums, Dads etc who don't usually attend class are welcome to attend any time. Involvement by extended family enhances the *Kindermusik* experience. If you have a friend who would like to try *Kindermusik*, please arrange for me to schedule one free visit to a class.

Personal Information. Individual confidentiality is maintained. Please do not ask your educator for telephone numbers and addresses of other families. Emails will be sent to class members using BCC. While contact outside the classroom is encouraged, parents are asked to swap details themselves.

Please do not take photographs and videos without the permission of other class members. Do not post photos of class members on social media without their permission.

Your email address will be sent to Kindermusik International for the distribution of Digital Home Materials. You may also receive other email correspondence from Kindermusik related to class content and home ideas or for teacher performance surveys to improve our classes.

Making The Most Of Kindermusik Classes. Please aim to arrive 5 – 10 minutes early for class. This will allow your child time to settle into the class environment with other class members. Class will begin on time.

Toys, food, drinks and dummies must not be brought to class. Make sure your child has had a snack/drink/toilet stop before class to avoid disruption. Be sure to dress comfortably and remove shoes before sitting down to join the class.

Parents are encouraged to interact socially before and after class but please not during class time. When you are an active, focused and enthusiastic participant in class activities, your child will model your actions and focus more fully too.

During class time the most important thing you can do for your child is to be an active and patient role model. Children will learn and participate in many different ways and some children may take some weeks before feeling comfortable in class. Don't be discouraged – they are still absorbing the activities in class even though they don't seem to be participating. They may relax and participate more fully when at home and using the Digital Home Materials. Additional listening throughout the week will help with your child's confidence in the classroom.

Focusing on your child in class and frequent reinforcement at home through the week make all the difference in a child's comfort and participation in the classroom.

