

Music Together[®]

by Grace Note

Policies & Procedures 2020-2021

Participation Expectations for Parents

Your participation is essential to your child's music development! We know that children are wired to learn from the most important loving adults in their lives, YOU! It's great for your child to hear their teacher sing and to hear the group sing, but **the most important voice is yours**. Please sing out, knowing that you are giving the gift of music to your child (or grandchild) in a way that no one else can.

Please be mindful of **not talking during class**. Remember that your (grand)child is so connected to you, that if you are talking they want to hear your words, and then they are not able to process the music that is going on in class. There are plenty of opportunities for conversations before and after class!

Research has shown that children must experience rhythm in their bodies before they can audiate it, or hear it in their minds. You can help them by **making your movements in class clear and purposeful, to help them see the beat** and, you can give them beat feedback by tapping a steady beat on their body.

For you and your (grand)child to really get the most out of our time together, **please silence your phone and keep it out of sight**. I know how challenging it can be to do this - I love my phone too! Let's really focus on making music with the children. It'll be a refreshing break and your family and your teacher will appreciate your undivided attention.

Please be sure to **sanitize your hands before class** to help keep our environment as free of germs as possible! To protect little fingers we **remove our shoes and ask that your family wears socks**. To adhere to DHS safety regulations, **diaper changes need to occur in the bathroom**. A changing table is available. Please **do not bring yourself or your child to class if anyone has a contagious illness, or shows signs of illness like a persistent cough, sneezing or runny nose**. **You and your child must be free of a fever for 24 hours without using a fever-reducing medicine before you can return**. CDC recommends that you stay home while sick with hand, foot, and mouth disease. Talk with your healthcare provider if you are not sure when you should return to class.

Liquids are fine to have in class in water bottles, "no-spill" sippy cups, or regular bottles. Nursing is encouraged if your child is hungry. Please respect our studio and protect those with food allergies by keeping food out of the classroom. We do not want anyone to choke while singing. Also, avoid chewing gum. While singing, gum can get lodged in the throat.

Sibling & Infant Policies

Mixed Age Family Classes™ are designed for children ages birth through five years old. Any child attending class on a regular basis must be registered for class. Infants 8 months and under at the time of registration participate for free with a registered sibling. Please provide your baby's name and birth date.

Rescheduling Policies

If you need to miss a class or if your teacher needs to cancel class due to illness or dangerous weather it will be made up at the end of the semester. Each semester has a built in make-up week. For example, if the semester has nine weeks, the make-up would be "week ten". Additionally **you are able to schedule unlimited make-ups during other class times pending availability**. You will receive a link to a Google Doc at the beginning of the collection. Simply remove your parent code from the dates you will be absent and enter them in the available timeslots in other classes. See Google doc for more details.

Materials

Play your **song collection CD** at home and in the car as frequently as possible, especially during the first weeks of class. Make it available for your child to listen to while she/he is playing, riding in the car, and before nap or bedtime. The **Hello Everybody App** makes playing your family's favorite songs a snap! It sounds the best when connected to a speaker.

Use the **illustrated songbook** to help you remember the lyrics and extend the learning at home. Singing with the songbook helps your child associate songs with the illustrations. This is helpful for pre-verbal children to tell you which songs they want to sing! You might like to try using the songbook instead of a regular book at nap or bed time. New parents will receive **Music and Your Child booklet**. Be sure to read this informative guide. It will help you and your child get the most out of the program and enhance your classroom experience.

You will receive an email link to create a Music Together account that will give you access to your songs on the app as well as to the online **Family Music Zone**. Midway through the semester new families receive a **Musical Growth Chart** to help them track their child's journey towards basic music competence. Quarterly Music Together, LLC sends families an **e-newsletter**.

Please let your teacher know if you do not receive any of these resources.

Media Consent

Parent hereby consents to and authorizes **Music Together by Grace Note** to capture and use video audio recordings and photographic images of me and my child(ren) for educational and promotional purposes only, and without any compensation to me or my child(ren). Students will not be personally identified without further parental permission.

[Select media consent button (yes or no) on online registration form to affirm or decline.]

Privacy Policy

By enrolling in a Music Together class at Music Together by Grace Note, a licensed Music Together center, you agree that any information you provide will be shared with Music Together Worldwide (MTW). For information about how MTW uses and stores your personal information, we encourage you to review the Music Together Worldwide Privacy Policy (link available on website).

Personal Injury Waiver

A parent or care-giver is required to be present with each child participating in Music Together by Grace Note classes. Our team has worked very hard to provide a safe environment for you and your family. Therefore, by participating in class, families agree to hold Music Together by Grace Note and affiliated persons free from all damages or liability for any injury to person or property arising from participation in classes.

Schedule

Fall-Spring Session Schedule	Saturdays	Mondays	Wednesdays
Bongos Collection	9/12 - 11/7, make-up 11/14	9/14 - 11/9, make-up 11/16	NA
Thanksgiving Sing & Share	11/21	11/23	NA
Christmas Jammie Jam <i>(optional add-on class \$15 for first child or \$25 for two or more siblings)</i>	12/19	12/14	NA
Bells Collection	1/2 - 2/27, make up 3/6	1/4 - 3/1, make up 3/8	1/6 - 3/3, make up 3/10
Spring Sing & Share	3/20		
Triangle Collection	3/27 - 5/22, make up 5/29	3/22 - 5/17, make up 5/24	3/24 - 5/19, make up 5/26
Summer Session Schedule			
Harmonica Collection*	6/5 - 8/14, make up 8/21 *no class 6/26, 7/3	6/7 - 8/2, make up 8/9	6/9 - 8/4, make up 8/11

Tuition

Music Together's research-based curriculum is designed to be delivered over time. Best results are achieved by participating as consistently as possible for the first five years of your child's life. **To facilitate this (and for your convenience too) automatic re-enrollment is available.** Simply submit your payment by the dates below to reserve your child's spot for the upcoming collection in your current class. If you want to switch classes or need to miss a collection, please tell the director as soon as possible.

Fall-Spring Session Tuition (automatic re-enrollment)	full tuition <i>(3 wks prior to session)</i>	three payments <i>(3 wks prior to start of new collection)</i>	nine monthly payments
27 classes + 3 make ups	due 8/22	due 8/22, 12/12, & 3/1	due on the 1 st monthly (August-April)
1 child	\$450	\$150	\$50
2 children*	\$780	\$260	\$87
3 children*	\$1,005	\$335	\$112
Music Together Online® Family Rate	\$450	\$150	\$50

Summer Session (automatic re-enrollment)	full tuition	three monthly payments
9 classes + 1 make up	due 5/16	due on the 1 st monthly (May-July)
1 child	\$150	\$50
2 children*	\$260	\$87
3 children*	\$335	\$112
Music Together Online® Family Rate	\$150	\$50

Summer Flex Option (automatic re-enrollment)	Choose 7 weeks and schedule them in advance around your travel plans.	
7 classes	due 5/15	due on the 1 st monthly (May-July)
1 child	\$125	\$42
2 children*	\$220	\$74
3 children*	\$290	\$97

*infants under 8 months participate for free with enrolled sibling

Invoices will be sent by email. Payment may be made by check, cash, credit card or EFT.

Cash payments should be personally delivered by an adult to Kelly Parker. Receipts will be issued. A fee of \$35 will be charged for returned checks. **If you bank with Veridian Credit Union, you can create a link to my business account and transfer the funds as an EFT writing your name in the memo section. Select account 02-share draft.** To process card payments, credit card companies charge 3.29% of your payment amount as well as \$.029 per transaction. As a small business I can't absorb these costs. **If you choose to pay with a card a surcharge will be added for the amount it costs to process the payment.** This amount is listed as the bottom line on your invoice.

Tuition payments for current song collection cannot be refunded. There are no exceptions. **If you choose to use a monthly payment plan, any remaining balance on the account (the balance for that collection, 3 monthly payments total) must be paid regardless of cancellation. A late payment penalty of \$20 will be assessed for monthly plan payments not received or postmarked by the 1st.** If you enroll and then withdraw from the class three weeks before the song collection begins, credit for a future collection will be given. If you withdraw after that, credit toward a future collection may be given only in extenuating circumstances and at the discretion of the director.

Referral Program

Referring new families to our program is easy and is a win-win for everyone! **Your friends get a free class visit and your family gets a \$10 credit toward a future collection.**

- 1) Tell the director the names of the parents you are referring and if applicable, their preferred date for their free class visit.
- 2) Your friends visit our class.
- 3) After a new family you referred enrolls, you will be notified by the end of the current collection with your total number of \$10 referral credits.

There is no limit to how many credits you can receive for referrals. (e.g. if a family refers 3 new families and they all register, the referring family would get a \$30 credit towards their next collection.)

Credits may only be applied to tuition - they have no cash value.

Referrals are per family, not per child.

Referral families must be new to our Music Together center.

Contact Information

Please feel free to email or call me. I am happy to answer any questions you might have. I love hearing from you!

phone: 347.251.2281

email: KellyParkerNCTM@protonmail.com

website: gracenotepiano.com/music-together

mail: PO Box 814, Waterloo, IA 50704

Adherence Statement

This Policies & Procedures document is a legal contract made between **Music Together by Grace Note**, Child and Parent, on this date for the provision of music & movement classes to Child(ren) and Parent.

I, _____, have received, read and understand the above guidelines pertaining to music & movement classes with **Music Together by Grace Note** and agree to abide by its provisions. *(Confirmation check box is on online registration form.)*

Names of child(ren) enrolled in program

Parent/Guardian signature

Date