



Verna Hewitt (BA, Grad Dip Ed., MA)  
Professionally Licensed Kindermusik Educator  
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## Registration Policy

### Register Early

Although you may join classes at any time, please register early as class sizes are limited and many fill quickly. Registering at least two weeks before the semester begins also ensures that your At Home materials will be available for collection at your first class. If you enrol after the semester begins, tuition can be pro-rated accordingly.

### Enrolment Confirmation

A signed registration form and payment must be received before enrolment can be confirmed. You will receive confirmation of enrolment by telephone, email or mail prior to term commencement. In the event that the class you have chosen is full, I will call you to discuss other alternatives.

The remaining tuition fee is due at the beginning of the term/semester in lesson three. This can be paid by cash/cheque or EFT.

### Bank details for funds transfer:

Account Name: Verna J Hewitt  
Suncorp BSB: 484-799  
Account Number: 810072192

**Cheques:** Make cheques payable to Verna Hewitt

### Twin, Triplet and Second Child Discounts

A discount is available for twins and triplets and children from the same family in the SAME class. The second child receives a 15% discount on tuition and a third child attending the same class receives 25% off tuition. Sibling packs are available at a reduced rate.

### Cancellation & Refunds

Tuition refunds or credit towards future classes may be given in the event of extenuating circumstances that require withdrawal from class. All refund

requests will be considered on an individual basis. At Home materials are non-refundable once opened.

### Illness & Make-up Classes

If you or your child is unwell, please stay at home. It is imperative not to bring to class an illness that may affect the entire group. Make-up classes are available at the end of term. In the event of teacher illness, a make-up class will be scheduled at a suitable time. I will notify you of the cancellation and the scheduled make-up date.

### Choosing a Class

The age recommendations for the Kindermusik programs have been carefully designed to best group children in an age and developmentally appropriate way. Therefore, it is important that your child be at least the minimum age by the start of the term in which you are enrolling. Please note that the upper ranges are guidelines only and I am happy to discuss your child's individual needs and work with you to place him/her in the class best suited for him/her.

### Non-enrolled Siblings

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

### Public Holidays & Pupil Free Days.

Our semester generally follows the school semester. Classes will run on Pupil Free Days unless otherwise notified. Classes are NOT held on public holidays or during school term holidays.



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## Parent Information

### Making the Most of Kindermusik Classes

Plan to arrive about 5-10 minutes early for class. Arriving a little before class provides time for your child to settle in to the musical environment as they prepare to enjoy exploring instruments, reading books, or listening to music. If you are late, please join us quietly.

We do request that toys, drinks and dummies be kept out of sight, and that snacks be finished prior to class. Be sure to dress comfortably and remove shoes before sitting down to join the class.

During the class, the most important thing you can do for your child is to be an active and patient role model. It is not uncommon for a child to attend several classes before feeling comfortable. Don't be discouraged – what a child is absorbing in class is often evidenced in the comfort of the home rather than in a certain level of participation in class. The understanding and consistency of the parent or caregiver in class and at home are key to facilitating musical learning and growth.

Class activities provide the opportunity for both social interaction and focused one-on-one time with your child. When you are an active, focused, enthusiastic participant in class activities, your child will model your actions and focus more fully too.

You and your child will benefit enormously from the Kindermusik experience, especially if you make active use of your At Home Materials. Frequent reinforcement at home through the week makes all the difference to a child's comfort and participation in the classroom.

### Classroom Discipline

Like all of us, children can occasionally have a bad day. If your child's behaviour is disrupting the flow of the lesson, please respect the right of others to enjoy the activities and quietly remove your child from the room until they have calmed down.

### Mobile Phones

Please consider others and turn-off your mobile phone or switch it to silent/vibrate for the duration of your Kindermusik class.

### Grandparents and Visitors

Visiting grandparents, mums, dads etc., are always welcome to attend classes. Involvement by extended family members enhances the Kindermusik experience for everyone. If possible, please give prior notice when you are bringing visitors to class.

### Parent Feedback

I value you and your ideas. Please help me provide you with the best possible classroom experience for you and your child by providing me with feedback.

You can do this in several ways – please feel free to speak with me at any stage during the semester to let me know how you are doing or to raise any concerns you may have. You can also provide feedback anonymously via our Kindermusik online survey. During the course of the semester, Kindermusik International will send you a brief survey - only 3 questions. Please, take a moment to share your thoughts. Your time and input is appreciated.

### Photo Consent Form

Sometimes I take photos in class to include in end of semester certificates and for posters, advertising etc. Please complete the consent form in this pack and return to me with your registration form. If you do not wish your child's photo to be taken, please indicate this on the form. Due to child protection policies, please do not take photos/video footage in a Kindermusik Class without the express permission of ALL class participants.