

Signature Music

Musikgarten

Policies and Procedures

Registering for your class:

Registration forms are available and can be completed online at Signaturemusicstudio.com or by mail. Please submit your registration request. If there are available spaces in that class you will be contacted by email with the final registration amount due. If the class is full you will be notified and placed on a waiting list in case of any registrations that are not finalized. Online payments, by bank payment, Visa, Mastercard, Discover, American Express and Apple Pay, are available through the invoice emailed to you. Checks should be made payable to *Signature Music* and mailed to 5030 Oatlands Lane, Warrenton, VA 20187. Once your full payment is received your spot will be reserved in your selected semester of class. See each class description for tuition costs.

Class capacity and minimum attendance:

The building where our classes will take place is The Gathering Place of Warrenton Baptist Church (650 Alwington Blvd), located behind Brumfield Elementary and Home Depot. The building is very large and spacious, potentially accommodating many families at once, but for the best experience for children and parents, classes will be capped at a capacity of 10 children participants. This allows for all children to have adequate attention from the instructor and parents, while not being too distracted or overwhelmed by the number of attendees. There will need to be a minimum of 3 children participants to have a class. If this minimum is not met, we may try to combine classes so that all participants will have an enjoyable experience.

Materials required:

Each curriculum has a family music packet with parent booklet, CD, and also a digital code, to access music digitally. Some packs include an instrument as well. This packet is a requirement for each new class you participate in. The family music packet is for use at home, so you and your child can become more familiar with the songs and activities we do in class. You are not required to purchase a family packet again if you are participating in the same class, for which you already have a family packet. Please check the appropriate box on the registration form, so I can discount the cost from your registration. Please note: some classes do have multiple semesters under the same title of class. For example, the Cycle of Seasons class has two semesters of curriculum, Wind Dancers and Sun Catchers. If you participate in the Wind Dancers semester two times, you would not need to purchase a family packet twice, but a family packet would need to be purchased when you register for the Sun Catchers semester.

Non Required Materials:

Each session we will offer an opportunity to purchase a set of instruments exactly like we use in class each week. Feel free to purchase these instruments if you would like to do our activities at home with the same instruments we use in class, however, these sets are not a required purchase.

Attendance/Missed classes:

Each week in your semester of Musikgarten builds upon the previous class. You are highly encouraged to attend every class to be consistent with the learning process each class provides. Children do get sick. It just happens! So, if that is the case, we ask that you keep your germs at home! Just please let me know that you will not be attending, so I know who to expect when class begins.

At this time I offer classes on just one day a week. Because of this current schedule I can not offer make-up classes to attend on a different day. Instead, I include one free class in your tuition costs. If you have to miss a week, that is fine, you didn't pay for it, but if you come every week, you receive one bonus class!

Siblings:

The All Together Now class is a perfect place to bring your children of differing ages. It will be my goal to always have a mixed age option. There are other instances where siblings in class together is perfectly acceptable as well. Infant babies who will be napping in car seats or infant carriers during an older sibling class is great, (there is no charge for siblings 6 months or younger) however, a 4 year old in a babies class would not be permissible. Three and Five year olds in a class may also work, depending on the class. Registration cost is always per child, however, you will receive a 10 percent discount if you register multiple children of the same household. Please contact me if you have questions about your particular situation. I will be happy to help guide you to find the perfect class for each of your children!

Dropping Class/Refunds:

Registration is first-come first-served. Your spot is reserved for you upon payment. Class sizes are capped to keep your experience enjoyable. New participants can not join in the middle of a semester because of how the curriculum builds, and for this reason, tuition is non-refundable. Partial refunds are not given for missed classes or students who drop a class, and payments can not be transferred to another semester's class.

Weather policy:

If Fauquier County Public Schools closes school due to inclement weather, we will most often also be closed. Every attempt will be made to make up the missed class. Using Warrenton Baptist Church's building *The Gathering Place*, I will have to work with their schedule of events to find a

possible time for a make up class. The January/February class offering will always have a planned make-up day, after the last scheduled day of the session, due to the increased chance of inclement weather. Please keep this date free on your calendar in case class must be cancelled. Check the particular dates for your class.

Holidays:

For the most part, we will not schedule classes on weeks that Fauquier County Public Schools are closed for Thanksgiving break, Winter break and Spring Break. Each class listing will give specific dates for that particular class.

Class participation:

It is required that parents participate in class, and come dressed appropriately for sitting on the floor and moving around the room. Please come dressed in comfortable clothing for movement! Shoes should be removed when entering the building, so we keep the floor clean for all of our activities. Please wear socks, and have socks on your children.

Children are easily distracted, as are adults! For class to be able to flow smoothly, please help me to minimize as many distractions as possible. Please leave all food, toys, drinks etc. in the car. We also ask that **cell phones be left in diaper bags or in the car**. Children will require parents' undivided attention throughout the class. Think of this class as a sweet time for you to focus one hundred percent of your attention on your child(ren) for 30 minutes. That being said, parents will be asked to use time before and after class to socialize with each other.

Referral credit:

My hope is that you and your child(ren) will enjoy class SO much that you tell all of your friends about it! If you refer a new family to Musikgarten's next class offering you will both receive \$12 off your next registration. (This is only if you invite a new family who has never done

Musikgarten classes with me before, **and** when you **both** register for the next semester of class offerings. This does not necessarily mean the exact same class date and time.) Please check the appropriate box on your registration form for each family to receive this referral credit.

Loss or injury:

Signature Music is not responsible for any loss or injury incurred while participating in the program. Your signature on the registration form or the submission of an online registration acknowledges that *Signature Music* is released from all liability, including, but not limited to liability resulting from anyone's negligence. Signature of electronic registration also constitutes acknowledgement that in consideration of participation in a program, the registrant agrees to indemnify and hold harmless *Signature Music* from any liability, loss, costs or claims, including reasonable attorney's fees, related either directly or indirectly to participation in a *Signature Music* program, including legal or medical expenses incurred for the participant's benefit.

I (print name) _____ - the registrant for my child/children participating in *Signature Music Musikgarten* classes, have read, understand, and agree to the policies set forth in this Policies and Procedures document.

Signature

Date