

## Courtesy Information and Policies For Kindermusik at Saint Paul's

**Choosing a Class:** The age recommendations outlined for *Kindermusik* classes have been carefully constructed 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 semester for the class in which you are enrolling. If you have concerns about your child's success in a particular age range, we are happy to discuss your child's needs and work with you to place him/her in the appropriate class.

**Enrollment Confirmation:** An enrollment form and payment of \$60 (\$30 for *Sign and Sing*) must be received before enrollment can be confirmed. You will receive a welcome letter, phone call, or e-mail within 2 weeks to confirm your registration.

**Final Payment:** Your balance and final payment is due the first day of class. If necessary, we can work together to set up an alternate payment plan. Please make checks payable to **Saint Paul's**.

**Enrollment Deadline:** Although there is not a specific deadline date for enrollment, we encourage you to enroll at least **2 weeks before the semester begins**. This will help to ensure that your child's materials will be available on the first day of class.

**Early Enrollment Discount:** Children enrolled in classes may receive a \$15 discount for the following semester of classes if you enroll by the last day of the semester in which you are currently enrolled.

**Cancellations/Refunds:** You may cancel 2 weeks prior to the first class and receive a full refund. No refunds will be given once classes have begun unless there are extenuating circumstances that require withdrawal from class. All refund requests will be considered on an individual basis. If the class for which you have enrolled is full, we will refund your payment. We reserve the right to cancel classes due to low enrollment. Refunds will be given if another class or time is not suitable.

**Sibling Discount:** If you have more than one child enrolled in *Kindermusik at Saint Paul's*, one child will pay the full price and each additional child will receive a \$30 discount. If you have twins or children enrolled in the same class, you will receive a \$40 discount. The initial registration fee of \$60 is still required for each child.

**Childcare:** We're sorry, but childcare is NOT available for siblings.

**Non-enrolled Siblings in the *Village and Our Time* Classrooms:** One of the wonderful benefits of Kindermusik is one-on-one time to bond with your child. Therefore, we recommend that siblings not be present in the classroom. A younger, non-enrolled sibling (baby brother or sister) may be allowed in the class only if the child is young enough to stay content in a car carrier or stroller.

**Non-enrolled Siblings in the *Imagine That!* and *Young Child* Classrooms:** Since parents attend only the last 10-15 minutes of these classes, siblings are allowed to attend as long as they are well supervised.

**Make-Up Classes:** Classes will be made up in the event of teacher illness or inclement weather. We will notify you of the cancellation and the scheduled make-up day. In case of **inclement weather**, we will follow the Joplin School District decision on closings for the morning classes. For afternoon and evening classes, please contact the church at 623-7090.

**Teacher Substitutions:** We reserve the right to substitute teachers when necessary.

**Location:** All *Kindermusik* classes are held at **Saint Paul's in the Music Room or Room 53**. Both rooms are located just off the Main Lobby.

**Questions:** Please contact Janet Brown, Director of Music Ministries and *Kindermusik* Coordinator. She may be reached at Saint Paul's (623-7090, ext. 31) or you may contact her at home (623-1270).