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Method of Payme	ent: 🛛 Visa/MasterCard/Disc./Amer. Express
	Check #
Date Received	Amount
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EARLY CHILDHOOD **REGISTRATION FORM 2015-2016**

To enroll, please review the Policies & Information, complete and sign this form, and submit with a \$75 nonrefundable deposit to the branch at which your classes will be held. Addresses & contact information are on the back of this form.

Wilmington Branch Milford Branch

STUDENT

PARENT/GUARDIAN 1 (address & phone same as student)

Name		Name
State	ZIP	Email
Home Phone	Work/Cell Phone	
Birth Date	Grade in Sept	PARENT/GUARDIAN 2 (if different than Parent 1)
School		Name
Known Allergies PERSON RESPONSIBLE FOR PAYMENT		
		City
		StateZIP
Name		Home Phone
Street Address		
City		Employer
State	ZIP	Email
Phone		

EARLY CHILDHOOD ENROLLMENT

- Refer to the curriculum descriptions and indicate your choice below. (WB=Wilmington Branch, MB=Milford Branch)
- For the selected curriculum, indicate three choices, in order of preference, for day, time and location. Refer to the schedule in the Early Childhood Programs brochure.
- Complete the Early Childhood Materials Order Form and return it with this registration form. Students who register after week 3 of the current semester will have a \$5
- materials late fee added to their accounts.
- Submit a \$75 nonrefundable deposit (required) with this form, which will be applied to all charges on your bill (including \$35 registration fee, tuition, materials fees, etc.). • Review the Early Childhood Enrollment Policies.
- **KINDERMUSIK®**

- □ Music for Little Ones (WB) □ Prelude Program (WB) Level A
- □ Kindermusik[®] Family Wiggle & Grow (WB & MB) □ Kindermusik[®] Move & Grove (WB & MB)
 - □ Prelude Program (WB) Level B

□ Cycle of Seasons (WB)

□ Musical Explorers (WB)

□ Young Musicians (WB)

Date

□ Music Makers, Year I (WB)

□ Music Makers, Year II (WB)

Day Time			Location	Tuition/Materials Fees	
1					
3					
REFERRAL INFORM	ΛΑΤΙΟΝ	РНОТ	O RELEASE (please see pho	oto release policy on the revers	e of this form)
□ I was referred by		🗆 l giv	re permission for the Music	School to use the above-name	ed student's photo/image.
□ I referred			• NOT give permission for	the Music School to use the a	bove-named student's photo/image
ADDITIONAL INF		us better serve our comn	nunity, please answer the follow		n is voluntary.
ADDITIONAL INF	DRMATION —To help iny special needs or disab	us better serve our comn	nunity, please answer the follow	ving questions. This informatio	n is voluntary.
ADDITIONAL INF Does this student have a What is the student's rad	DRMATION —To help iny special needs or disab	us better serve our comn	nunity, please answer the follow Yes (please specify): How did you learn abc Already enrolled	ving questions. This informatio put the Music School? Print Advertisement	n is voluntary.
ADDITIONAL INFO Does this student have of What is the student's rad African-American Asian	DRMATION—To help iny special needs or disab :e/ethnic background?	us better serve our comn pilities? DNo Native American Pacific Islander	nunity, please answer the follow Yes (please specify): How did you learn abc Already enrolled	ving questions. This informatio put the Music School? Print Advertisement Print Article/Feature	n is voluntary.

By signing this form, I agree to the enclosed Policies & Information.

Signature_

Registration form continues on second sheet — please fill out the entire form.



REGISTRATION & ENROLLMENT

Early Childhood enrollment is for the entire school year unless otherwise indicated in class descriptions. Complete the Early Childhood Registration Form and the Materials Order Form and return both forms to the appropriate branch with the \$75 nonrefundable deposit. The deposit is applied to charges on your bill, including the registration fee, tuition, materials fees, etc. Your application will be processed once all forms and payments are received. Registration confirmation is mailed directly to you and any discounts will be applied at the time of billing. All class times/teachers are subject to change. The Music School reserves the right to cancel classes due to insufficient enrollment.

Sibling Discount

The first child from one family enrolled in an Early Childhood music class will be charged regular tuition; each additional child from the same family will receive \$10 off. Any discounts will be applied to your bill after you receive class confirmation.

Attendance

The Early Childhood department is dedicated to providing as much continuity as possible for students. In the event of student absence, it may be feasible to attend class at a different day or time (depending on available space) and at the discretion of the Music School. Repeated absence without prior notification will result in discontinuance without refund. Make-up classes can only be arranged through your teacher on an individual basis. If the teacher is ill, the Music School will make every attempt to find a substitute. Any class missed due to teacher absence will be made up. When inclement weather forces the cancellation of activities, all classes will be made up whenever possible. Credits in place of a make-up class will be offered at the sole discretion of the Music School.

BILLING & PAYMENT SCHEDULE

Bills are mailed three weeks prior to the start of each semester and are payable by the beginning of the term. Unpaid bills may result in the suspension of classes, and balances must be paid in full prior to registering for a new year or for additional classes. Questions regarding billing or current account information should be directed to the Business Office. Tuition rates and related materials charges are detailed in the Early Childhood brochure. Each student is assessed a \$75 nonrefundable deposit, which is applicable toward all charges, including the registration fee (\$35 for the first student; \$25 for a second student in the same family; free for additional students). ALL RETURNED CHECKS WILL BE ASSESSED A \$25 FEE WITHOUT EXCEPTION.

Refunds/Discontinuance Policy

Discontinuance without penalty only occurs mid-year between the fall and spring semesters and requires advance written notice to the Music School before the beginning of the second semester. Verbal notification to the teacher is not sufficient. Should discontinuance be elected by the student/family for any reason, a completed and signed Discontinuance Form must be on file at the Music School. Forms are available from the Wilmington and Milford

EARLY CHILDHOOD POLICIES & INFORMATION

Branch front desks. The Music School may impose discontinuance upon any student in the event of excessive absence or late payments. Enrollment is for the entire school year unless otherwise indicated in class descriptions.

- Students ceasing classes prior to the end of a semester are still liable for the full semester's tuition.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- No refunds are given for tuition after the start of the first class.
- No refunds are given for materials fees, registration fees or the \$75 deposit (exception below).
- If the Music School cancels a class/ensemble due to low enrollment and a student does not enroll in a different class/ensemble, the \$75 deposit and any applicable fees will be refunded.

FINANCIAL ASSISTANCE

The Music School administers a financial assistance program to help ensure music excellence for everyone, regardless of financial means. Financial Aid Application Forms are available at the Wilmington or Milford Branch front desks or from the Business Office. The preferred due date for completed Financial Aid Application Forms, with the required supporting documentation, is June 30. Financial aid is applicable to summer and fall enrollment. Families requesting aid must submit a Financial Aid Application Form with supporting documentation for each year in which aid is being requested, even if they have received aid in the past.

Financial assistance is awarded subject to availability of funds. Awards are based on need as documented by the Music School Financial Aid Application Forms, accompanied by an income tax statement for both parents or guardians, presented at the time of application. Based upon criteria covered on the application form, requests for financial assistance are scored by the Business Office and approved by the President & CEO. Based upon the scoring, award amounts are allocated within the available and budgeted resources of the school. Financial assistance is applied to the student's bill each quarter/semester, resulting in a reduced fee for lessons/classes actually attended by the student.

PHOTO RELEASES

By checking 'I give permission' on the front of this form, you give The Music School of Delaware and their legal representatives and assigns the right and permission to publish, without charge, any photographs/images of the student taken at The Music School of Delaware or at off-site Music School functions. You release all claims with respect to copyright ownership and publications including any claim for compensation related to use of the materials. Photos/ images may be used in a current year or future year in print, electronic or video format, including but not limited to newsletters, brochures, flyers, press releases, advertising, the annual information guide, the school's website and Facebook page, and other promotional materials. The information provided is held in confidence and photos are never sold.

www.musicschoolofdelaware.org

Wilmington Branch 4101 Washington Street, Wilmington, DE 19802 phone: 302-762-1132 fax: 302-762-3422 Milford Branch P.O. Box 442, 10 South Walnut Street, Milford, DE 19963 phone: 302-422-2043 fax: 302-422-3340



EARLY CHILDHOOD MATERIALS ORDER FORM 2015-2016, Semester 2

Student Name	_Class Day & Time
Parent/Guardian Name	_Account #

Materials are required for all classes. Check the appropriate blank below and return this with your registration form and deposit. Registrations occurring after the 3rd week of classes are subjected to an additional \$5 material late fee. Charges will appear on your bill. Any changes in your order must be made in writing.

MUSIC FOR LITTLE ONES (Wilmington)

\$34 per returning student	MATERIALS:	Parent song book, CD.
\$40 per new student	MATERIALS:	Parent song book, CD, instrument.

PRELUDE PROGRAM (Wilmington)

\$35 per student, Level A	MATERIALS: CD, parent book, instrument.
\$44 per student, Level B	MATERIALS: two home CDs, parent book, listening cards

MUSICAL EXPLORERS—"Marsh & Meadow" (Wilmington)

□ \$56 per student MATERIALS: two home CDs, poster, notation games and folders.

MUSIC MAKERS, Year I (Wilmington)

□ \$122 per year

MATERIALS: two folders, each including a CD, map, song pages and notation games. Children will also receive Keyboard Book 1 (Red), two practice and listening CDs and notation games. Parents receive a guide as to the expectations for the two year course.

MUSIC MAKERS, Year II (Wilmington)

□ \$88 per year

MATERIALS: one folder per student including a CD, song pages and notation games. Children will also receive Keyboard Book 2 (Green), two practice and listening CDs and notation games.

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FAMILY & FRIENDS

The Music School hosts many special music events that may be of interest to grandparents or other family/friends. Please complete this form so that we can notify them of upcoming events. Thank you for your assistance!

Name			
Street Address			
City	State	ZIP	
Phone	Email		
Name			
Street Address			
City	State	ZIP	
Phone	Email		
Name			
City		ZIP	
Phone	Email		
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Programs are made possible, in part, by a grant from the Delaware Division of the Arts, a state agency dedicated to nurturing and supporting the arts in Delaware, in partnership with the National Endowment for the Arts.

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