



EARLY CHILDHOOD POLICIES & INFORMATION

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

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 _____
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Name _____
Street Address _____
City _____ State _____ ZIP _____
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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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