



Kate M. Ransom, *President & CEO*

Early Childhood Music & Movement Outreach Program
The Music School of Delaware Outreach Contract

CONTACT INFO

Name of Outreach School: _____

Street Address: _____

City/State/ZIP: _____

Phone: _____ Email: _____

Primary Contact Person: _____

PROGRAMS

Please select which curricula you are requesting and the estimated number of students

- Music for Tiny Tots** – ages 18 months to 3 years _____
- Music for the Very Young** – ages 3 to 5 years _____
- Rhythm Kids** – Kindergarten and elementary students _____

SCHEDULING

Please indicate your first and second choices by writing in your preferred time for one day of the week in each row.

	Mon.	Tues.	Wed.	Thurs.	Fri.
First Choice Day/Time					
Second Choice Day/Time					

Number of weeks per year: _____ Number of classes per week: _____

Start date of first class: _____

By signing this form, I agree to the policies as outlined on the following pages of this form.

Signature: _____ Date: _____

Kate M. Ransom, President/CEO

Date Signed

Please complete and return one copy of this form along with the \$125 deposit to the Wilmington Branch (address below), attention Melinda Oriani, Early Childhood department head. You may keep the other copy for your records.



Kate M. Ransom, *President & CEO*

Early Childhood Music & Movement Outreach Program POLICIES & INFORMATION

OUTREACH PROGRAM

- PROGRAM refers to the curriculum available. We currently offer three age-specific programs, as outlined on the face of the Request for Services.
- A CLASS is the weekly instructional period; each class meets for 30 minutes a week.
- A SESSION comprises a specific number of weekly classes (i.e., number of weeks) that creates a complete program. Session length will be determined based on the needs of each individual school. Typically, sessions run anywhere from 10 to 17 weeks.
- School must provide certificate of insurance at the time of deposit.
- School must be licensed by the Delaware State Department of Services for Children, Youth and Their Families and provide a copy of their license to the Music School at the time of deposit.
- The Music School strives for a safe and open environment in a number of ways: informing and educating faculty and staff about their responsibility for child safety; providing easy and accessible means to report occurrences or concerns; encouraging parents to observe their children's lessons and school activities and to maintain direct communication with instructors.

CLASSES

- Minimum class size is 6 students in the same age range. Maximum is 18 students. Please contact if more than 18 will be in class. Students must be grouped by age range.
- An additional aide or teacher must accompany children for the music classes.

MAKE-UP CLASSES

- The Music School must receive notification at least one week in advance for field trips or closings not indicated on the outreach school calendar. Classes missed without advance notification will not be made up.
- Any class missed as a result of teacher absence will be made up.
- When inclement weather forces the cancellation of classes, all class will be made up.

ADDITIONAL PROGRAMS

Staff in-service training, themed music weeks, musical story times and summer sessions are also available. Details and pricing will be worked out separately for each program; contact Melinda Oriani to arrange.

PROMOTION

- The school agrees to recognize The Music School of Delaware as the music provider in any print materials and website. In any outreach school materials (print or electronic) that mention the outreach program, the first instance should be worded: "Early Childhood Music & Movement Outreach Program (provided by The Music School of Delaware)." Later references may be shortened to "Music & Movement" or "Music & Movement classes" as appropriate.
- The Music School of Delaware's logo and website must appear on any materials (print or electronic) specifically for or about the outreach program, such as Family Music Night or performance posters or programs, promotional materials about the outreach program and/or newsletters. The logo may not be modified in any way but must appear exactly as pictured below. Contact the Music School's marketing department for more information.



Kate M. Ransom, *President & CEO*

DEPOSIT

A \$125 deposit must accompany this form. Make check payable to The Music School of Delaware. If the Music School is not able to fulfill your request for classes, the deposit will be refunded. The deposit is not refundable if the outreach school withdraws its request after August 31.

TUITION

- Tuition will be billed by session, September and January.
- All-inclusive pricing provides music instruction for all the students at your school.
- Full payment to the Music School is due within 30 days of receiving the invoice. Make check payable to The Music School of Delaware. Please submit one check for the total amount unless other arrangements have been made with the Music School.
- Music School faculty are not authorized to accept tuition payments. Please submit payment directly to the Music School.

CANCELLATION

- Requests for classes may be withdrawn until August 31, without penalty. After August 31, the \$125 deposit will not be refunded.
- After classes begin, cancellation of classes without penalty only occurs between sessions and requires advance written notice to the Music School. Notice to the teacher is not sufficient. Outreach schools who wish to cancel classes prior to the end of a session are still liable for the full session's tuition. No refunds are given for class tuition after the start of the first class.

CONTACT

Any inquiries related to the Early Childhood Outreach Program should be directed to Melinda Oriani, Early Childhood department head, by calling 302-762-1132 or emailing melindaoriani@gmail.com.