

While They're Little, Inc.
MUSIC TOGETHER® CLASSES
General Class Information

PLEASE READ BEFORE YOUR FIRST CLASS

On behalf of While They're Little, Inc., I'm happy to welcome you to Music Together®! The following are some guidelines intended to make everyone's class experience as enjoyable as possible.

- ♪ Please **be prompt** - it will make your child's adjustment easier (and you don't want to have them miss hearing their name in the "Hello" song!).
- ♪ Dress comfortably. You will be moving around, as well as sitting on the floor.
- ♪ Adults, as well as children who are able to walk in, are required to **remove shoes** before entering classrooms. Please leave shoes in hallway outside of classrooms.
- ♪ Please leave all diaper bags and strollers in the hallway outside the classrooms.
- ♪ There is **no eating or drinking** permitted in the classrooms (this includes bottles and sippy cups). Please feed yourself and your child before or after class time. If your child needs to be fed during class, please feel free to do so in the hallway outside the classroom.
- ♪ We ask that parents/caregivers of oral-staged children help us to separate any mouthed, or "wet", instruments for subsequent cleaning. Please place any instrument your child has mouthed into the "Wet Bin".
- ♪ Please **turn off cell phone ringers** (vibrate is acceptable) during class time. Cell phone use in the classroom is not permitted. In case of emergencies, please step out of the room to take the call.
- ♪ Please do not diaper children directly on the floor/carpet (use of a diapering mat or other kind of blanket is acceptable). Please take all dirty diapers with you and discard off-premises. [Great Neck Arts Center Classes: There are bathrooms near our classrooms equipped with baby changing stations for your use.]
- ♪ **Play your CD at home** or in the car as frequently as possible (provided it is enjoyable!), especially during the first few weeks of class. Make it available for your child to listen to while she/he is playing or before nap or bedtime. Use the songbook to help you remember the songs or to play along if you play an instrument. At bedtime or naptime, try using the songbook instead of a regular book. New parents will receive Music and Your Child: A Guide for Parents and Caregivers. Please read through that, as well, for more information on a child's musical development and the role that you play on that journey.

Parents and caregivers, have fun in class! Enjoy your time with your child or children. Try to arrive a few minutes early so you can begin class feeling relaxed. Find your own way to enjoy singing and moving. When your child sings, plays, dances, and coos or squeals in class or at home, join in!

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Class Policies

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REFUND POLICY: In the event that you need to cancel your registration, refunds will be granted as follows:

Two or more weeks prior to the 1st class: Full refund (Great Neck families: Please note that the \$5 GNAC facility fee is non-refundable.)

Less than 2 weeks prior to the 1st class held: Tuition less a \$30 cancellation fee

After the 1st class held and prior to the 2nd class held: Tuition less a \$30 cancellation fee less a \$15 class fee for each child registered

After the 2nd class held: No refunds are given

In case of cancellation, please note that all Music Together materials must be returned in mint, re-sellable condition (e.g., CD's in original plastic shrink wrap) or you will be charged an additional \$40.

MAKE-UP POLICY: For your convenience, TWO make-ups per family are available. They are scheduled on a first come, first served, honor system basis and are to be used within the current session. Please let your teacher know as soon as possible when you will be absent from class so your spot can be made available for a make-up. Make-ups must be scheduled at least ONE day in advance by using our On-Line Make-Up Scheduler. Go to our website, www.whiletheyrelittle.com, and click on the link to the On-Line Make-up Scheduler to schedule and cancel make-ups. Please be considerate of your fellow students: if you cannot attend a scheduled make-up, please cancel as soon as possible (but at least one day in advance) so your spot can be used by someone else. If you miss your scheduled make-up, and did not cancel on-line, you forfeit the make-up.

SICKNESS POLICY: Please keep your child(ren) home from class if they are experiencing any of the following: Fever, vomiting, an unexplained rash, diarrhea, conjunctivitis, persistent and frequent cough that interferes with your child's class involvement, mouth sores (especially in the oral-staged children) or any other contagious illness.

EMERGENCY CLOSING POLICY: We will not hold class if the local school districts are closed due to snow or other emergency school closings. School closings can be found on www.news12.com. Class cancellations will be announced on our website, on our office phone and via e-mail. Classes cancelled by While They're Little, Inc. will be rescheduled at the end of the session.

GUEST POLICY: Due to the size of some classes, we cannot allow any **unscheduled** child guests or siblings. Please call While They're Little (516-442-0302) to make sure that there is room in the class before bringing a guest. If you bring a guest child or sibling without first clearing it with While They're Little, you may be turned away if the class will be overcrowded as a result. Overcrowding is unpleasant and can be unsafe for the children. The cost for a child guest is \$25. Adult guests do not need to be scheduled ahead of time. All guests need to fill out a Guest Registration Form to be able to participate in a class.