

KINDERMUSIK VILLAGE® COURTESY INFORMATION

1. **Plan to arrive 5-10 minutes before the start time of your child's class.** When you arrive, please come directly into the classroom. Do not leave children unsupervised in the waiting area. Leave extra time in inclement weather and at heavy traffic times.
2. We begin the class with **Gathering Time**. This is a transitional time for you to "switch gears" from whatever you were doing prior to class and settle into the **Village** environment. This is also the time to have some informal discussions between you and other moms while the babies are engaged with simple instruments or other items to explore. It is also a time for the teacher to communicate the lesson focus or special features of a particular activity.
3. The class will begin on time regardless of how many children are in attendance. The **Hello Song** is your cue that your attention should now be focused on your child and the activities your teacher is providing. **Please restrict social talk with other adults during this time.** Take advantage of this wonderful and rare opportunity to fully focus on your child.
4. Each 15-week semester of **Village** has two units. You will receive 2 sets of At-Home Materials – one at the beginning of the semester and one at week nine. These resources are for use in your home to extend the learning and support you in your role as your child's best teacher. You do not need to bring the materials to class. As part of your packet, you will receive a **Home Journal**. There will be a home activity to try each week of the unit and a place to write your child's response to the activity. Also, on the same page there will be a **Kindermusik Foundations of Learning** statement that draws specific attention to the focus of the lesson and its value and impact on Baby's growth.
5. **Try to learn the songs and activities from the Home CD as quickly as possible.** This will greatly enhance Baby's enjoyment and progress both in class and at home.
6. **Always be enthusiastic, maintain constant eye contact and smile often with your Baby in class.** Attempt to participate in all activities following your Baby's mood and developmental abilities, remembering however, that this class is designed to provide you with a repertoire of musical activities for home, as well as an understanding of how music develops your Baby's brain and prepares her for learning. If Baby is not in the mood for something today; if he/she is sleeping, or nursing; it's okay to simply sit or lie down and rock, or with a more active Baby, to crawl or trot alongside. There may be a better time at home to try the activity again. Think of yourself as the "student" in class; learning all you can about your Baby's development through music and how to recreate this environment in your home.
7. Children between newborn and 1½ years are learning patterns of movement so it's encouraged to physically manipulate Baby's limbs while enjoying the music. "Intentional touch" activities are part of every lesson.
8. Don't be afraid to **sing to your Baby**. He/she loves the sound of your voice no matter how badly you think you sound! The Home CD and your teacher will provide you with an appropriate vocal model.
9. **Refund/Cancellation Policy:** In the event of a cancellation, there are no refunds for At-Home Materials that have been prepared for class or opened. Any refund on tuition will be effective the date of cancellation. After the fourth class, there will be no tuition refunds. The \$25 cancellation fee will be waived if the client requests a credit on their account in lieu of a refund. If there is a family or unforeseen emergency at anytime during the semester, the balance of tuition will be credited toward future classes.
10. Our **Infectious Illness Policy** can be found on the next page.
11. In the case of a **snow day**, every effort will be made to contact you to inform you if a class has to be cancelled. Check your email and voicemail before leaving for class. We also report closures to the **CHYM FM** and **570 News** Snow Desks.
12. Your teacher will be able to answer or direct any questions you may have, as well as collect any outstanding payments.



Kindermusik of Cambridge / K-W Kindermusik

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INFECTIOUS ILLNESS POLICY

Parents should observe their children for contagious illnesses by using the criteria, below, as a guideline. Children exhibiting one or more of the following symptoms will not be allowed into class.

- green or yellowish-green nasal discharge
- fever
- an undiagnosed rash
- general feeling of unwell
- vomiting in the 24 hour period prior to class that is not linked to allergies or pre-existing conditions such as asthma
- diarrhea in the last 24 hour period prior to class that is not linked to allergies or pre-existing conditions such as Crohn's Disease or IBS (Irritable Bowel Syndrome)
- possibility of head lice present due to excessive scratching of the scalp and/or complaints of abnormal itchiness
- possibility of pink eye (conjunctivitis)

If in doubt, parents should call the studio office prior to bringing the child to class. If a child arrives at the studio with one or more of these symptoms, the teacher will notify the office immediately and the child will not be allowed into class. The teacher and/or office staff will discuss the situation with the parent and remind them of the studio policy and the need to isolate an infectious child for the safety of all the children. When necessary, we will contact Public Health for advice. The child may return to classes once he/she is symptom-free for a period of 24 hours and well enough to participate in class activities.

If you have any questions and/or are concerned about symptoms your child may have, contact the Local Health Unit at 883-2006, extension 5274. We will also post a fact sheet about childhood illnesses in the waiting room.

If we receive a large number of reports of contagious diseases such as Measles, Mumps, Rubella (German Measles), Chicken Pox, Fifth's Disease, etc. the Local Health Unit will be contacted and a notice will be posted at the main entrance to the studio to warn the public about the outbreak.

It is our daily practice to sanitize all instruments and props in our classrooms, as well as the toys in the waiting room. We recommend that your child wash his/her hands before and after class, or use a squirt of "magic soap" (antibacterial gel), which is provided for your convenience in the studio. Of course, hand washing after using the toilet, changing diapers and consuming peanut products is also advised.

Thank you for your consideration in this matter. If you have any questions or concerns, please do not hesitate to contact us.



WATERLOO REGIONAL HEALTH UNIT

(Travel & Infectious Diseases Line)

883-2006 ext. 5274