

Conditions of Enrolment

For parents enrolling students in Music Kindergarten Classes

Academic Year 2012/2013

- Please note that places cannot be reserved without receipt of a completed application form accompanied by a booking deposit of € 150 per child. **Deposits are strictly non-refundable and non-transferable.**
- Parents are requested to give more than one choice of day and time to ensure speedy processing of applications.
- Every effort will be made to facilitate parents with their preferred choice of class time upon the receipt of a completed application form and the appropriate deposit. In the unlikely event that the school is unable to offer a place in any of your three preferred choices, we will contact you and of course refund your deposit.
- The balance of the fees is due on or before **1 June 2012**. Failure to pay the balance might lead to the loss of the student's place on the course.
- All classes take place subject to minimum numbers.
- The school reserves the right to make changes to class timetables or teachers if necessary.
- The school also reserves the right to recommend a change in class day and time where the teacher feels that this would be of benefit to the child.
- If a child does not settle into a class within two to three weeks or if for any other reason the teacher or school director recommends that a child should not continue to attend classes, an allowance will be made for fees paid.
- **If a parent decides to remove their child from the classes for personal reasons fees will not be refunded.**
- Parents must ensure that their child attends regularly and on time for class as this is of the utmost importance for your child's enjoyment and success in the programme.
- The school reserves the right to terminate classes in the event of unsatisfactory attendance with consequent loss of fees.
- For **Music Kindergarten Stage 1 classes**, please note that **one** adult is required to attend with **each** enrolled child and that additional children should not be brought to class except in exceptional circumstances and with the prior agreement of the teacher. Where two or more children from the one family are enrolled in the same class, an adult must accompany each child.
- Adults accompanying children in **Music Kindergarten Stage 1** must undertake to participate actively in the classes and use the class materials on a regular basis at home.
- If a child's behaviour becomes difficult in the **Music Kindergarten Stage 1** course, and this can happen on occasions to the best behaved child, parents are requested to take the child quietly from the class for a few moments until they have calmed down. Try not to scold the child or deal with the situation in a way that would leave negative associations around attendance at the class. It is unfair on the other class members to remain in the group with a disruptive child.
- Parents of children in **Music Kindergarten Stage 1** classes are requested not to engage in conversation with other parents during the class.
- Entry requirement for **Music Kindergarten Stage 2** is 4 years of age at the beginning of the academic year.
- Parents who enrol children in the **Music Kindergarten Stage 2** course must ensure that children are collected promptly at the end of the class as late collections can be distressing and unsettling for young children. Teachers also need time between classes to prepare for the next group. Of course in case of an emergency the teacher will accompany your child to the office where they will be supervised until collected.
- Enrolment in the **Music Kindergarten Stage 2** classes **does not** guarantee automatic progression to instrumental lessons. Each student's progress is monitored weekly by the Kindergarten teacher. At the appropriate time those students who are interested in pursuing instrumental studies and whom the Kindergarten teachers feel have acquired the necessary skills, will be recommended to attend an instrument try-out with an instrumental teacher on their chosen instrument. Enrolment in instrumental classes is subject to a satisfactory outcome at this try-out.
- Students must have **completed two years** in Music Kindergarten Stage 2 in order to be considered for instrumental studies.
- We advise that parents do not enrol children in any other weekly music class as this is usually counter productive.
- We would ask parents to be courteous and polite to office and teaching staff at all times. Parents who fail to comply may be asked to remove their child from the school.
- We would like parents to be aware that their child may take part in group classes and concerts in which other parents of the school may video record or photograph the children taking part. If you have any queries about this, please contact your teacher in advance.
- Food or drinks are not permitted in the classroom or on school premises.