

KINDERMUSIK IMAGINE THAT!® COURTESY INFORMATION

1. **Plan to arrive 5-10 minutes before the start time of your child's class.** When you arrive, please bring the family into the classroom for a short Gathering Time. Do not leave children unsupervised in the waiting area.
2. **Encourage your child to use the washroom before class begins.** If your child needs to use the washroom during class, you, your child's teacher or another parent will accompany your child to and from the washroom. It is helpful if parents take turns each week serving as "washroom monitor".
3. If you are new to this program or your emergency contact information has changed since last semester, you must fill out and sign an **Emergency and Transportation Form**. You will find a stack of these forms in the waiting room. Once completed, please give it to your child's teacher at the end of the first class and inform her if any information changes over the course of the semester.
4. Your child should bring his/her **Imagine That! Backpack** to class each week, but the other home materials are for home use only. Please make sure your child's name or picture is attached to the bag for easy identification.
5. During the first 30-35 minutes of class your child will participate with the other children for their lesson. For the remaining 10-15 minutes, parents and siblings will be invited in to participate in activities with us. Please do not come into the classroom until the teacher invites you in or the children come to get you. It is very important that you are **on time** for this special "**Sharing Time**". **Please restrict social talk with other adults during Sharing Time...** take advantage of this wonderful and rare opportunity to fully focus on your child.
6. **Separation anxiety is a normal part of the child's developing independence at this age.** If your child has difficulty leaving you on the first day, you are more than welcome to stay in the classroom until he/she is comfortable. It is often helpful to physically show your child where you will be waiting while he/she is in class. If your child needs weekly reassurance, you may want to speak with the teacher to work out a gradual process of being able to leave your child for the whole class.
7. **Much of your child's musical responses may occur at home and not in class.** This is nothing to worry about, as long as you're observing musical response somewhere. There are many factors that will affect this, for instance, the personality, age and learning style of the child, the child's comfort level and day-to-day temperament, the level and enthusiasm of the parent or caregiver, the amount of music-making enjoyed in the home, the consistency of attendance and the length of time the child is involved in the program. The purpose of this program is to start where the child is developmentally, and then to guide them toward more focused learning. **The Kindermusik philosophy is based on the process involved in learning to learn.**
8. You may observe that **children will often respond differently** during Sharing Time (when you are present) than when they are together with the other children and the teacher. This is quite normal and not usually something to worry about. Observing through the viewing window should help to reassure you that your child is enjoying him/herself. **Remember to look for the little signs that show your child is engaged** (ie. eye contact, body posture, and spontaneous musical play at home).
9. **If you observe your child is having difficulty managing in class,** please take him/her out of the room for a brief "cooling down" period. Restating, in simple terms, what is expected in class, may also be beneficial. Sometimes more than one time-out may be necessary, but soon your child will understand what is appropriate behavior. Do not allow your child to play with the toys in the waiting area at this time as this makes it more difficult to rejoin the group.
10. You are encouraged to **be as consistent with your child's attendance as possible** so that he/she will gain the most out of the program. If your child is absent, you will need to refer to your **Family Activity Book** in order to complete the home activity for the missed week. In addition, often your child will be required to bring the activity back to class. The Family Activity Book specifies all details and in the case of absence, your teacher will call or email you with a reminder if something is to be brought to class the next week.
11. **Don't be afraid to sing to/with your child.** He/she loves the sound of your voice no matter how badly you think you sound! Please attempt to sing using a light "head voice" in a higher register than you may be used to. The Home CD and your teacher will provide you with an appropriate vocal model that will encourage tuneful, joyful singing in your child. Don't hesitate to ask your teacher for help if you're feeling uncomfortable with singing.
12. **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.
13. Our **Infectious Illness Policy** can be found on the next page.
14. In the event 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**.
15. 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 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