

KINDERMUSIK OUR TIME®

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. 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 class time.** Take advantage of this wonderful and rare opportunity to fully focus on your child.
3. The **home materials** you receive at the first class are for home use only. Utilize these home learning resources as a way to extend the class experience throughout the week. They are designed to support you in your role as your child's best teacher.
4. **Always be enthusiastic and smile often with your child in class.** Attempt to participate in all activities. Use the teacher as your model and your child will model you. The teacher will, in turn, customize the activities based on the responses of the children.
5. **Try to learn the songs and activities as quickly as possible.** This will greatly enhance your child's participation and enjoyment both in class and at home.
6. **90% of your child's 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, as well as the length of time the child is involved in the program.
7. If your child's behavior does become disruptive (ie. excessively loud, about to hurt another child, overly aggressive, etc.), please take him/her for a little "cooling down" period just outside the classroom door. If possible, hold your child so he/she can see what they are missing through the viewing window. Give them simple choices about returning to the class, such as, "Are you ready to join the fun again or do you want to stay here and be sad?" Sometimes more than one time-out may be necessary, but soon your child will adopt appropriate behavior. Do not allow your child to play with the toys in the waiting room during this time. Speak to your teacher about any concerns you may have in this regard. She is equipped with lots of ideas and suggestions to help you both get the most out of this program.
8. **While in class, participate with your child in a way that is developmentally appropriate for him/her.** Follow your child's lead. If he/she strays from the group, you can either attempt to continue to participate in an enthusiastic manner and direct your focus on the activities so that your child may observe and model your response. Or, if you feel it's more appropriate, follow your child and do the activity "on the move". With this age group, this type of parental response is far more effective than a reprimand or negative attention. Be sure to praise your child often when they are behaving appropriately. Please remember that "walking feet" are more appropriate in the classroom than "running feet", unless an activity calls for it. **The most successful classes are those where everyone is doing the activity in his/her own way.**
9. **Never try to force your child to participate in class** (ie. such as physically manipulating your child's hands to tap or clap to the music). Children 1½ through 3 years of age will participate on their own when they are ready; forcing them only seems to delay their active involvement. Allow the child to "unfold" at his/her own pace. Gently encourage then praise them for their participation.
10. **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 your head voice in a higher register than you may be used to. The Home CD and your child's teacher will provide you with an appropriate vocal model. Don't hesitate to ask your teacher for help if you're feeling uncomfortable with singing.
11. **Try to observe your child objectively, both at home and in class.** Remember to look for the little signs that show your child is engaged (ie. eye contact, body posture, and spontaneous musical play at home). Try to avoid making comparisons between the children. Each one will respond in his/her own special way and time, like the flowers that bloom in the garden.
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.

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