



Kate M. Ransom, *President & CEO*

**Early Childhood Music & Movement Outreach Program  
REQUEST FOR SERVICE**

**CONTACT INFO**

Name of Outreach School: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROGRAMS**

*Please select which curricula you are requesting.*

- Music for Tiny Tots** – ages 2 to 3½ years (no materials needed)
- Music for the Very Young** – ages 3½ to 5 years (no materials needed)
- Rhythm Kids** – kindergarten or early elementary students (materials optional)
  - Add on recorder and glockenspiel instruction for an additional materials fee. Contact The Music School of Delaware for details.

**SCHEDULING**

*Please indicate your first and second choices by writing in your preferred time for one day of the week in each row.*

	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>
First Choice Day/Time					
Second Choice Day/Time					

Number of sessions per year (minimum of 2 per academic year): \_\_\_\_\_

Number of classes per session: \_\_\_\_\_

Start date of first class: \_\_\_\_\_

Preferred Music School faculty: \_\_\_\_\_  No teacher preference

**By signing this form, I agree to the policies as outlined on the following pages of this form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete and return one copy of this form along with the \$75 deposit to the Wilmington Branch (address below), attention Melinda Oriani, Early Childhood department head. You may keep the other copy for your records.*



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## Early Childhood Music & Movement Outreach Program POLICIES & INFORMATION

### OUTREACH PROGRAM

- PROGRAM refers to the curriculum available. We currently offer three age-specific programs, as outlined on the face of the Request for Services.
- A CLASS is the weekly instructional period; each class meets for 30 minutes a week.
- A SESSION comprises a specific number of weekly classes (i.e. number of weeks) that creates a complete program. Session length will be determined based on the needs of each individual school. There is a minimum requirement of two sessions per academic year, excluding summer sessions. Typically sessions run anywhere from 10 to 17 weeks.

### CLASSES

- Minimum class size is 6 students in the same age range; maximum is 12 students. Students must be grouped by age range.
- An additional aide or teacher must accompany children for the *Music for Tiny Tots* classes.

### MAKE-UP CLASSES

- The Music School must receive notification at least one week in advance for field trips or closings not indicated on the outreach school calendar. Classes missed without advance notification will not be made up.
- Any class missed as a result of teacher absence will be made up.
- When inclement weather forces the cancellation of classes, all class will be made up.

### ADDITIONAL PROGRAMS

Staff in-service training, themed music weeks, musical story times and summer sessions are also available. Details and pricing will be worked out separately for each program; contact Melinda Oriani to arrange.

### PROMOTION

- In any outreach school materials (print or electronic) that mention the outreach program, the first instance should be worded: "Early Childhood Music & Movement Outreach Program (provided by The Music School of Delaware)." Later references may be shortened to "Music & Movement" or "Music & Movement classes" as appropriate.
- The Music School of Delaware's logo and website must appear on any materials (print or electronic) specifically for or about the outreach program, such as Family Music Night or performance posters or programs, promotional materials about the outreach program and/or newsletters. The logo may not be modified in any way, but must appear exactly as pictured below. Contact the Music School's marketing department for more information.



[www.musicschoolofdelaware.org](http://www.musicschoolofdelaware.org)

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Wilmington Branch • 302-762-1132 • fax 302-762-3422  
4101 Washington St., Wilmington, DE 19802

Milford Branch • 302-422-2043 • fax 302-422-3340  
P.O. Box 442, 10 S. Walnut St., Milford, DE 19963



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### **DEPOSIT**

A \$75 deposit must accompany this form. Make check payable to The Music School of Delaware. If the Music School is not able to fulfill your request for classes, the deposit will be refunded. The deposit is not refundable if the outreach school withdraws its request after July 31, 2011.

### **TUITION**

- Pull-out pricing for 2011-2012 is \$7.50 per student per class. Tuition will be billed by session (multiply the per-class rate by the number of students and then by the number of weeks in a session) and will be prorated for a new student entering the school after the session has begun. The outreach school is responsible for collecting student tuition and submitting payment to the Music School. No refunds are given for student absences.
- All-inclusive pricing is also available to provide music instruction for all of the students at your school for one lump fee. Please contact Melinda Oriani for more information.
- Full payment to the Music School is due within 30 days of receiving the invoice. Make check payable to The Music School of Delaware. Please submit one check for the total amount unless other arrangements have been made with the Music School.
- Music School faculty are not authorized to accept tuition payments. Please submit payment directly to the Music School.

### **CANCELLATION**

- Requests for classes may be withdrawn until July 31, 2011, without penalty. After July 31, the \$75 deposit will not be refunded.
- After classes begin, cancellation of classes without penalty only occurs between sessions and requires advance written notice to the Music School. Notice to the teacher is not sufficient. Outreach schools who wish to cancel classes prior to the end of a session are still liable for the full session's tuition. No refunds are given for class tuition after the start of the first class.

### **CONTACT**

Any inquiries related to the Early Childhood Outreach Program should be directed to Melinda Oriani, Early Childhood department head, by calling 302-762-1132 or emailing [melindaoriani@comcast.net](mailto:melindaoriani@comcast.net). Information is also available on the Music School's website: [www.musicschoolofdelaware.org/early-childhood-outreach](http://www.musicschoolofdelaware.org/early-childhood-outreach).