



Office Use Only
 Account # _____
 Method of Payment: Visa/MasterCard/Disc./Amer. Express
 Check # _____
 Date Received _____ Amount _____
 Order _____ Clerk _____

EARLY CHILDHOOD REGISTRATION FORM 2011-2012

To enroll, please review the Policies & Information, complete and sign this form, and submit with a \$75 nonrefundable deposit to the branch at which your classes will be held. Addresses & contact information are on the back of this form.

Wilmington Branch (including Pike Creek) **Milford Branch**

STUDENT

Name _____
 Street Address _____
 City _____
 State _____ ZIP _____
 Home Phone _____ Work/Cell Phone _____
 Birth Date _____ Grade in Sept. _____
 School _____
 Known Allergies _____

PERSON RESPONSIBLE FOR PAYMENT

Name _____
 Street Address _____
 City _____
 State _____ ZIP _____
 Phone _____
 Email _____

PARENT/GUARDIAN 1 (address & phone same as student)

Name _____
 Work/Cell Phone _____
 Employer _____
 Email _____

PARENT/GUARDIAN 2 (if different than Parent 1)

Name _____
 Street Address _____
 City _____
 State _____ ZIP _____
 Home Phone _____
 Work/Cell Phone _____
 Employer _____
 Email _____

SIBLING (if eligible for sibling discount) _____

EARLY CHILDHOOD ENROLLMENT

- Refer to the curriculum descriptions and indicate your choice below. (WB=Wilmington Branch, PC=Pike Creek, MB=Milford Branch)
- For the selected curriculum, indicate three choices, in order of preference, for day, time and location. Refer to the schedule in the Early Childhood Programs brochure.
- Complete the Early Childhood Materials Order Form and return it with this registration form.
- Submit a \$75 nonrefundable deposit (required) with this form, which will be applied to all charges on your bill (including \$35 registration fee, tuition, materials fees, etc.).
- Review the Early Childhood Enrollment Policies.

- | | |
|---|--|
| <input type="checkbox"/> Musical Babies (WB) | <input type="checkbox"/> Musical Explorers I (WB, PC) |
| <input type="checkbox"/> Musical Toddlers (WB, PC) | <input type="checkbox"/> Musical Explorers II (WB, PC) |
| <input type="checkbox"/> Kindermusik Our Time® (WB, PC, MB) | <input type="checkbox"/> Young Musicians I (WB, MB) |
| <input type="checkbox"/> Kindermusik Imagine That!® (MB) | <input type="checkbox"/> Young Musicians II (WB) |

Day	Time	Location	Tuition/Materials Fees
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

ADDITIONAL INFORMATION—To help us better serve our community, please answer the following questions. This information is voluntary.

Does this student have any special needs or disabilities? No Yes (please specify): _____

What is the student's race/ethnic background?
 African-American Native American
 Asian/Pacific Islander Other (please specify): _____
 Caucasian
 Hispanic/Latino

How did you learn about the Music School?
 Already enrolled Music School publication
 Friend/Family Music School website
 Advertisement Other (please specify): _____
 Print article/Feature
 Radio/Television

By signing this form, I agree to the enclosed Policies & Information.

Signature _____ Date _____

PHOTO RELEASE

I hereby give The Music School of Delaware and their legal representatives and assigns the right and permission to publish, without charge, any photographs/images of [student name] _____ taken at The Music School of Delaware or at off-site Music School functions. I release all claims with respect to copyright ownership and publications including any claim for compensation related to use of the materials. Photos/images may be used in print, electronic or video format, including but not limited to newsletters, brochures, flyers, press releases, advertising, the annual info guide, the school's website and Facebook page, and other promotional materials.

I give permission for the Music School to use the above-named student's photo/image.

I DO NOT give permission for the Music School to use the above-named student's photo/image.

Signature (of parent if under 18) _____ Date _____

Phone _____ Email _____

FAMILY & FRIENDS

The Music School hosts many special music events that may be of interest to grandparents or other family/friends. Please complete this form so that we can notify them of upcoming events. Thank you for your assistance!

Name of Grandparent #1 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Grandparent #2 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Grandparent #3 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Grandparent #4 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Other Family/Friend _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____



Programs are made possible, in part, by a grant from the Delaware Division of the Arts, a state agency dedicated to nurturing and supporting the arts in Delaware, in partnership with the National Endowment for the Arts.

www.musicschoolofdelaware.org

Wilmington Branch

4101 Washington Street, Wilmington, DE 19802
phone: 302-762-1132 fax: 302-762-3422

Milford Branch

P.O. Box 442, 10 South Walnut Street, Milford, DE 19963
phone: 302-422-2043 fax: 302-422-3340



EARLY CHILDHOOD MATERIALS ORDER FORM 2011-2012, Semester 1

Student Name _____ Class Day & Time _____

Parent/Guardian Name _____ Account # _____

Materials are required for all classes. Check the appropriate box below and return this form with your registration form and deposit. Charges will appear on your bill. Any changes in your order must be made in writing. Materials costs below are per semester.

MUSICAL BABIES (Wilmington)

- \$35 per student MATERIALS: home CD, parent book, instrument kit (scarf, shaker, sticks)

MUSICAL TODDLERS—"Sing with Me" (Wilmington, Pike Creek)

- \$31 per student MATERIALS: home CD, parent book, two pairs of rhythm sticks

KINDERMUSIK OUR TIME®—"Wiggles & Giggles" (Wilmington, Pike Creek, Milford)

- \$50 per student MATERIALS: two home CDs, home activity book, two literature books, instrument, bag
 \$26 per sibling SIBLING KIT: bag, instrument, activity book
 No materials needed For families who have taken this semester before and already own the materials

KINDERMUSIK IMAGINE THAT!®—"See What I Saw" (Milford)

- \$60 per student MATERIALS: two home CDs, family activity book, two literature books, instrument, play set, Music School backpack
 \$53 per student, no backpack For families who do not need a Music School backpack
 \$30 per sibling SIBLING KIT: family activity book, instrument, play set
 No materials needed For families who have taken this semester before and already own the materials

MUSICAL EXPLORERS I—"Wind Dancers" (Wilmington, Pike Creek)

- \$38 per student MATERIALS: 2 home CDs, parent book, 12 listening cards, bag
 \$70 for both semesters \$6 savings if ordering both fall and spring semesters at the same time!

MUSICAL EXPLORERS II—"Home & Woodlands" (Wilmington, Pike Creek)

- \$50 per student MATERIALS: 2 home CDs, parent book, folders
 \$7 (optional) Music School backpack

YOUNG MUSICIANS I: featuring Kindermusik for the Young Child®—Red Folder (Semester 1) (Wilmington, Milford)

- \$73 per student MATERIALS: glockenspiel, home CD, songbook, student folder and contents, game bag, carry bag
 \$56 without glockenspiel For families who already own a glockenspiel
 \$26 per sibling SIBLING KIT: student folder and contents, game bag with rhythm sticks and note chips

YOUNG MUSICIANS II: featuring Kindermusik for the Young Child®—Blue Folder (Semester 3) (Wilmington)

- \$73 per student MATERIALS: string dulcimer, home CD, songbook, student folder and contents, game bag
 \$93 plus glockenspiel All materials plus a glockenspiel and carry bag (for new students who did not take Year I)
 \$26 per sibling SIBLING KIT: student folder and contents, game bag (for students who already own the songbook, CD and dulcimer)
 \$65 per sibling, plus dulcimer Sibling kit plus a dulcimer
 \$9 (optional) Music School tote

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EARLY CHILDHOOD POLICIES & INFORMATION

REGISTRATION & ENROLLMENT

Early Childhood enrollment is for the entire school year unless otherwise indicated in class descriptions. Complete the Early Childhood Registration Form and the Materials Order Form and return both forms to the appropriate branch with the \$75 nonrefundable deposit. The deposit is applied to charges on your bill, including the registration fee, tuition, materials fees, etc. Your application will be processed once all forms and payments are received. Registration confirmation is mailed directly to you and any discounts will be applied at the time of billing. All class times/teachers are subject to change. The Music School reserves the right to cancel classes due to insufficient enrollment.

Sibling Discount

The first child from one family enrolled in an Early Childhood music class will be charged regular tuition; each additional child from the same family will receive \$10 off. Any discounts will be applied to your bill after you receive class confirmation.

Attendance

The Early Childhood department is dedicated to providing as much continuity as possible for students. In the event of student absence, it may be feasible to attend class at a different day or time (depending on available space) and at the discretion of the Music School. Repeated absence without prior notification will result in discontinuance without refund. Make-up classes can only be arranged through your teacher on an individual basis. If the teacher is ill, the Music School will make every attempt to find a substitute. Any class missed due to teacher absence will be made up. When inclement weather forces the cancellation of activities, all classes will be made up whenever possible. Credits in place of a make-up class will be offered at the sole discretion of the Music School.

BILLING & PAYMENT SCHEDULE

Bills are mailed three weeks prior to the start of each semester and are payable by the beginning of the term. Unpaid bills may result in the suspension of classes, and balances must be paid in full prior to registering for a new year or for additional classes. Questions regarding billing or current account information should be directed to the Business Office. Tuition rates and related materials charges are detailed in the Early Childhood brochure. Each student is assessed a \$75 nonrefundable deposit, which is applicable toward all charges, including the registration fee (\$35 for the first student; \$25 for a second student in the same family; free for additional students). ALL RETURNED CHECKS WILL BE ASSESSED A \$25 FEE WITHOUT EXCEPTION.

Refunds/Discontinuance Policy

Discontinuance without penalty only occurs mid-year between the fall and spring semesters and requires advance written notice to the Music School before the beginning of the second semester. Verbal notification to the teacher is not sufficient. Should discontinuance be elected by the student/family for any reason, a completed and signed Discontinuance Form must

be on file at the Music School. Forms are available from the Wilmington and Milford Branch front desks. The Music School may impose discontinuance upon any student in the event of excessive absence or late payments. Enrollment is for the entire school year unless otherwise indicated in class descriptions.

- Students ceasing classes prior to the end of a semester are still liable for the full semester's tuition.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- No refunds are given for tuition after the start of the first class.
- No refunds are given for materials fees, registration fees or the \$75 deposit (exception below).
- If the Music School cancels a class/ensemble due to low enrollment and a student does not enroll in a different class/ensemble, the \$75 deposit and any applicable fees will be refunded.

FINANCIAL ASSISTANCE

The Music School administers a financial assistance program to help ensure music excellence for everyone, regardless of financial means. Financial Aid Application Forms are available at the Wilmington or Milford Branch front desks or from the Business Office. The preferred due date for completed Financial Aid Application Forms, with the required supporting documentation, is June 30. Financial aid is applicable to summer and fall enrollment. Families requesting aid must submit a Financial Aid Application Form with supporting documentation for each year in which aid is being requested, even if they have received aid in the past.

Financial assistance is awarded subject to availability of funds. Awards are based on need as documented by the Music School Financial Aid Application Forms, accompanied by an income tax statement for both parents or guardians, presented at the time of application. Based upon criteria covered on the application form, requests for financial assistance are scored by the Business Office and approved by the President & CEO. Based upon the scoring, award amounts are allocated within the available and budgeted resources of the school. Financial assistance is applied to the student's bill each quarter/semester, resulting in a reduced fee for lessons/classes actually attended by the student.

PHOTO RELEASES

The Music School reserves the right and permission to publish any photographs/images taken at The Music School of Delaware or at off-site Music School functions. People enrolled at or employed by the Music School must sign a photo release form (included on registration forms and employment contracts), which provides permission to use photos/images and releases all claims with respect to copyright ownership and publications, including any claim for compensation related to use of the materials. Photos/images may be used in print, electronic or video format, including but not limited to newsletters, brochures, flyers, press releases, advertising, the annual info guide, the school's website and Facebook page, and other promotional materials.

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