



MUSIC PREPARATORY DIVISION

## Parent Information and Class Policies

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Early Childhood Music Office 817-257-6134

Semester Length: Fall – 12 weeks, Winter & Spring – 10 weeks, Summer – 8 weeks

Class Duration – In-Person – 45 minutes

### MISSED CLASSES / MAKEUP POLICY

*You will be given access to our online Makeup Scheduler to schedule an in-person makeup class when needed.*

### TCU DRIVING DIRECTIONS

University Christian Church - Early Childhood Music – Room 150

**Physical Address: *Temporary Location*** – University Christian Church, 2720 South University Drive, Fort Worth, TX 76129. Room 150 – Key fob needed for entrance.

- **From I-30** exit University Drive and go south. Turn right on West Cantey Street. University Christian Church will be on your right.. UCC is South of the Fort Worth Zoo.
- **From I-20** exit Hulen and go north. Turn right on Bellaire Street (Berry St.). Turn left on University Drive. Turn left on West Cantey Street. University Christian Church will be on your right.

### TCU PARKING

- **You must now register your vehicle for a Guest Permit before parking in our TCU Reserved lot.**
- Please park in the TCU Reserved parking lot on the corner of Cantey and Rogers streets in the designated **Music Prep** spaces along the back stockade fence.
  - Please be prompt when leaving your class to allow time for the next group to park.
- A *map* can be found at [www.tcu.edu](http://www.tcu.edu).
- **TCU STUDENTS/FACULTY/STAFF:** You may park in the Music Prep spaces only during your child's class and must have your parking permit displayed on your dash.
- **SATURDAYS/AFTER 5pm:** In the event that the UCC lots are closed, you may park directly behind the University Baptist Church. Please do not park in a 24 Hour Reserved space.
- **LOT CLOSURE:** *Periodically the lot will be closed for a church event or funeral. You may park directly behind the University Baptist Church.*

Since our parking is limited, please return to the parking lot as soon as possible after your class to make room for the next class to park.

## TCU Early Childhood Music Classroom Guidelines – COVID

All participants must monitor the symptoms of their family and will not attend if any are symptomatic or ill with any contagious illness.

### RESTROOMS / STROLLER ACCESS

- Restrooms can be found on either side of Room 150. **There is a Changing surface in the Women's Restroom.**

### WAITING AREA

Please be aware that there are Music Prep and University private lessons and classes in session near the Early Childhood Music Classroom.

- Please keep hallway noise to a minimum, and help us eliminate running in the hallways and climbing on the furniture.

### BAD WEATHER

- Notification of University closure will be posted at [www.tcu.edu](http://www.tcu.edu) by 6:30am on the day in question.
- You may also access this information through local broadcast media or by calling the TCU switchboard at **817.257.4636**.

If TCU closes, then the Music Preparatory Division must cancel all classes and lessons. TCU cannot add make-up class days onto the semester calendar to make-up for weather closures. Students may use the Makeup Scheduler for missed classes due to weather closings.

### ENROLLMENT AND CANCELLATION POLICY

- All students participating in a TCU Early Childhood Music class must be registered for the entire session.
  - TCU Fall – 12 weeks, Winter and Spring - 10 weeks, Summer - 8 weeks.
  - All children attending class must be registered. Babies 4 mon and younger attending with an older sibling, will be free of charge and penciled on the roster the first day of class.
  - Class changes will be made through the Early Childhood Music Coordinator.
  - Registration fees are non-refundable and no tuition refunds will be given after the start date of the semester

Refunds will be considered only in exceptional circumstances at the discretion of the Director of the Music Preparatory Division.

### PHOTO/VIDEO

**Please do not take pictures or video during class.** You may do this during the last full week of classes

## CELL PHONES

Please refrain from the use of cell phones or other electronic communication devices during class.

We understand that some parents may need to keep their phones with them in case of an emergency. If this is the case, please set your phone on vibrate. If you must take a call, please step outside of the classroom.

Please do not bring FOOD, GUM, OR DRINK into the classroom.

## CLASSROOM SAFETY

We need your cooperation to create a safe and nurturing environment for each child.

- ❖ Please remove shoes while in the classroom. We highly recommend bringing a pair of socks.
- ❖ Leave toys and strollers in the hall; designated **shelves** are available in the classroom for your personal belongings
- ❖ **Any child with a contagious illness or family member with contagious illness** should **not** be brought to class. If your child appears ill, please inform the teacher of the non-contagious diagnosis. Otherwise, you will be asked to leave the classroom and use one of your available makeups.
- ❖ **If anyone in your family tests positive for COVID after you have attended class, notify the coordinator immediately.**
- ❖ Please prevent your child from running in the classroom. Children may move freely around the room, but running must be minimized for the safety of all participants. Please encourage your children to dance, march, or walk as they move around the room.
- ❖ We want your child to be immersed in our music class without any distractions, so **please refrain from conversation during the course of the class**. While we value parents connecting and making friends in our classes, please wait until after class to socialize.
- ❖ When children wander from the circle, parents are encouraged to take the activity over to them. If your child **misbehaves** or is **upset during class**, please step out of the classroom until the crisis is over.
- ❖ **We reserve the right to excuse a child from class for unsafe/disruptive behavior. Recurring incidents will result in the termination of that child's enrollment for the remainder of the semester. The remaining tuition will not be refunded.**

## WHAT DO WE DO IN CLASS?

Classes are informal and playful in nature and parental participation is encouraged.

Every class includes singing, dancing and playing rhythmic instruments. These age appropriate activities involve children in experiences that will help them grow musically. Since parents and children will be sitting on the floor, comfortable clothes are recommended.

## EXPECTATIONS

- ❖ **Be a model, have fun, and participate!** Your child's participation begins with you, so demonstrate that you are having a good time.
- ❖ **Play music at home.** This is an important time for your family and allows your child to independently explore and develop the music from class. **Downloading the Music Together app** on your device is a great tool for quickly accessing music and song activities from present and past Music Together® collections.
- ❖ Some children will only do the activities at home; do not be disappointed if they are reserved in the classroom. **Please do not compare your child's participation with other children in class.** Each child is different, and some prefer to observe rather than participate but will likely want to repeat the activities at home.
- ❖ ***Do not force your child to participate.*** It is normal for children to disengage their attention during an activity, but your child's participation in class will increase as he/she is ready to join. It is important that you continue to participate and have fun.

## Music Together Newsletter (Babies, Mixed Ages, & Rhythm Kids)

Music Together LLC sends enrolled families an informative e-newsletter four times per year which will include quality educational research concerning the music development of children.

If you do not wish to receive the e-newsletter, please let us know. Music Together respects your privacy and will never share or sell your email address to anyone else.

**Participation and enthusiasm are important, not skill level.**