



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 – 9 weeks, Summer – 8 weeks

Class Duration – In-Person – 45 minutes Online – 40 Minutes

MISSED CLASSES / MAKEUP POLICY

Missed Online classes are scheduled by contacting Janis Janes at j.janes@tcu.edu

Each student is allowed three makeup classes for any reason per semester.

- Makeup classes are offered on a **space available** basis and must be taken within the semester.
- If you have **siblings** that need to come to a makeup class and there is only one makeup spot, please feel free to use that **one spot** for both children by **listing both names** under “child’s first name” on the scheduler.
- If your child has a **different last name** than yours, please fill in the **child’s full name**.
- You may schedule a make-up ***before or after*** a missed class occurs.
- When scheduling a makeup please **fill in the day and time of your regularly scheduled class**.
- Makeups cannot be carried over to the next semester.
- *If you are not able to attend a scheduled makeup, please go to the same website and cancel this class within 24 hours of the missed class time.*

Please go to <http://makeups.musictogether.com> or our website www.musicprep.tcu.edu.

Makeup Scheduler Access Key: tcumusic

TCU DRIVING DIRECTIONS

Ed Landreth Hall - Early Childhood Classroom B8 (basement)

Physical Address: 2800 South University Drive, Fort Worth, TX 76129.

- **From I-30** exit University Drive and go south. Turn right on West Cantey Street. Ed Landreth is the first building on your left. TCU 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. Ed Landreth is the first building on your left.

TCU PARKING

Your **Music Prep Parking Tag** must be displayed when parking on campus.

- 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.
 - If all of the designated spots are full, park as close to the back fence as possible.
 - 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.

- **TCU STUDENTS/FACULTY/STAFF:** You may park in the Music Prep spaces only during your child's class and must have your music prep tag displayed.
- **SATURDAYS/AFTER 5pm:** In the event that the UCC lots are closed, you may park in any TCU parking lot East of University Drive labeled Commuter parking (CM) or Faculty Staff parking (FS). Please do not park in a 24 Hour Reserved space.
- **LOT CLOSURE:** *Periodically the lot will be closed for a church event or funeral. Additional parking can be found in any TCU parking lot labeled Commuter parking (CM) or Faculty Staff parking (FS).*

Your Music Prep parking tag is good only during your class time or scheduled makeup.

Do not park in this lot for any other reason.

RESTROOMS / STROLLER ACCESS

- There is a small restroom close to our classroom and additional restrooms on the first floor of Ed Landreth Hall. **There is a Changing Table in the restroom on the 1st floor.**
- Elevator access for strollers is available on the West Cantey entrance to Ed Landreth Hall through the Buschman Theatre Lobby area.

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.
- All posters, flyers, brochures, and advertisements must first be given a stamp of approval by the TCU School of Music before being posted in the waiting area.

BAD WEATHER

- Notification of University closure will be posted at 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 classes onto the semester calendar to make-up for weather closures. Students may use any of their 3 semester make-ups 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.
 - Siblings 5 months and older must be registered for the entire session.
 - 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.

TCU Early Childhood Music Classroom Guidelines

GUESTS – In your regularly scheduled class time.

- It is not necessary to obtain permission to bring another caregiver or adult family member to class. We ask that you please limit to two extra adults per visit, three adults maximum.
- On special occasion you may bring a guest and their young child to class with prior permission from the coordinator.
- Please email j.janes@tcu.edu at least 24 hours in advance to make sure there is space available in the class.
- **Please obtain permission to bring extra guest/guests (including older siblings) to a Makeup Class (Spouses are always welcome with no additional notification)**

PHOTO/VIDEO

Please do not take pictures or video during in-person or *online classes*. You may do this during the last full week of classes & at Family Music Night

CELL PHONES

Please refrain from the use of cell phones 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.
- ❖ 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.
- ❖ All instruments must be treated gently; please do not allow your child to throw an instrument.

- ❖ 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 behavior.** Three such 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 "Hello Everybody" 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.