



## Class Policies

### **Class Cancellations:**

In rare instances, a class for which you enrolled may be cancelled for the upcoming or current session. If this occurs, you will have the option to switch to another class time (if available) or receive a refund.

### **Cancellations and Refunds:**

You may cancel your enrollment up to 3 days before the first day of class for a full refund. If you must cancel enrollment after classes begin *for circumstances outside of your control*, you will be refunded a prorated amount for any remaining weeks.

### **Sickness:**

Songbird Kids requests that your child stay home if they've had any of the following symptoms within the past 24 hours:

- fever over 100 degrees
- sore throat
- persistent cough
- vomiting/diarrhea

If the teacher is sick, class will be rescheduled if possible – typically for the week after the semester ends. If that's not possible, you will receive a refund for the missed class.

### **Classroom Etiquette:**

For the enjoyment of all parents, caregivers, and children, we ask that parents and caregivers follow our terms of classroom etiquette:

1. Please turn off your cell phones or set them to vibrate. If adults need to take an emergency call, they should step outside the classroom with their child.
2. If a child becomes upset and is disrupting the class, parents are advised to step outside, comfort their child, and return when their child feels better.
3. Talking among parents during class is strongly discouraged so that parents can focus on their child's development. (Talking & building community is highly encouraged before or after class.)
4. Please arrive five to ten minutes before class begins.

**Safety Protocol**

1. Parents or attending caregivers should never do anything or have their children do anything that feels unsafe or physically uncomfortable.
2. Parents or attending caregivers must supervise their children at all times or designate a trusted adult to supervise their children in their absence.
3. Parents or attending caregivers are not to leave their child unattended with the teacher for any reason.

**Sibling & Guest Policy:**

Younger siblings, under 12 months old, can come to class for free. Older siblings or friends are not allowed to attend class unless approved by the teacher.

**Food & Drink:**

To maintain cleanliness, food is prohibited in the classroom. It is recommended that children eat before or after class, though you may step outside if your child needs food during class. Drinks in sippy cups or water bottles are permitted.

**Personal Belongings:**

Neither your teacher nor the facility hosting classes is responsible for your personal belongings.

**Weather:**

In the event of inclement weather, parents will be notified of any class changes via email & text message.

**Change of Information:**

To protect the welfare and safety of all children, parents must notify their teacher or business in writing of any change in address, telephone number, medical information, caregiver information, or emergency contact information.

**Photo & Video Release:**

Parent agrees to allow the teacher to take video or photos of their family and gives permission for these videos or photos to be used for publicity purposes. Names will never be published. Parents may only take video or photos of their own children. See the last page to opt out or in.

**Protection:**

If any child or caregiver creates a situation that in the sole discretion of the teacher or the facility creates an unsafe or unprofessional environment, then the teacher or business has the unilateral right to revoke the enrollment of the offending party. Should this extreme situation happen then the offending family will be issued a full refund for the unused portion of their enrollment.

**Liability Waiver:**

The parent/legal guardian understands that participating in physical activities during music classes, even with proper supervision, may result in serious injury, illness, or even death. The parent/legal guardian hereby relinquishes the teacher of this class, all parties working with him/her, the facility hosting classes, the songwriters and producers, the makers and owners of all equipment and props used herein, and all other participants in these activities, of any liability whatsoever relating to their participation in these activities, and agrees to inform their instructors of any and all factors which may affect their child's ability to participate in these activities, including but not limited to, disabilities, illnesses, or injuries. The enrolling family understands that they participate in these activities at their own risk.

**Policies & Terms Agreement:**

By registering for this music class, the enrolling family agrees to follow all policies and procedures stated above. Non-compliance with these policies and procedures may result in termination of enrollment. The teacher has the right to update policies at any time.

Name of Child:

Date:

Location of Class:

Signature of Parent/Caregiver:

I grant Songbird Kids permission to use my child's likeness in a photograph or video in any and all of its publications, including but not limited to [www.songbirdkids.com](http://www.songbirdkids.com), social media, and print publications. Yes / No