

Bronx Bops



2024-2025

Class Policies & Procedures

Registration

Bronx School for Music can only reserve space for a student in any Early Childhood Music class when online registration has been received and a payment for classes has been made.

Class Confirmation

You will receive a registration confirmation upon completion of your online registration. You will receive a call about one or two weeks before the start of the semester with your class placement. If a mutually agreeable class time cannot be scheduled, a refund will be provided less the transaction fee.

Class Changes

Bronx School for Music will allow one class transfer without penalty.

Class Cancellations

Classes that are missed by students will not be refunded. Classes that are missed by faculty will be rescheduled to a later day or on the make-up day in the calendar. If students cannot attend a class, please call the administrative office as soon as possible. If space is available in other classes scheduled throughout the week, students may attend one class as a make-up. (See make-up policies below).

Make-up Classes

Although the Bronx School for Music does not offer make-up lessons for private lessons, we will provide opportunities for make-ups when feasible for Early Childhood Music students. Students who miss class due to illness will be allowed one make-up lesson in a semester. Students will be allowed to attend a different class that takes place during the week to make-up their missed lesson. If students cannot attend any of the other classes scheduled during the week or

if those classes are full, make-ups will not be possible. In order to maintain the quality for each of our classes, please be sure that you do not show up for a class unannounced and please email the administrative office if you would like to attend another scheduled class. **info@bronxschoolformusic.org**

If you have an unusual circumstance that causes multiple absences, please discuss this with the Registrar. It is important that your child attends class on a regular basis. We will do all that we can to help facilitate regular attendance.

Payments

- Payments for classes are due at the time of enrollment. Bronx School for Music cannot reserve space in any Early Childhood Music class unless online registration is completed.
- A \$35 Registration Fee is due at the time of registration and is charged at the start of every registration period.
- BSM only accepts credit/debit card (Visa, MasterCard, Discover, American Express) or zelle. To pay by Zelle, please call the administrative office to register and send transfer to **philip.kwoka@bronxschoolformusic.org**
- All late installment payments are subject to a fee of \$35.00.
- All accounts are periodically audited by BSM faculty and staff. Any discrepancies will be resolved as soon as they arise.

Refunds

- If a family needs to drop a class, BSM will refund the classes missed only if the class is dropped within the first 3 weeks of the semester. **There will be no refunds beyond this period.**
- Notice of withdrawal must be made in writing to the BSM Registrar. Email Registrar@bronxschoolformusic.org or info@bronxschoolformusic.org. If an email notification is not received withdrawal will not be recognized.
- Notifying a teacher in class does not count as withdrawal and refunds will not be granted.
- Tuition paid will be refunded in full if notice of withdrawal is received before the first scheduled lesson or class. Registration fees are non-refundable.

Weather Cancellations

To get the latest information regarding closures or cancellations due to inclement weather, please be sure to check your email regularly and to check our website.

Early Childhood Music Program Policies

- Please keep your child home if they have a communicable illness or an episode of vomiting, diarrhea, or fever 24 hours prior to attending class. Make-up classes are provided per child, per semester, as previously stated in the policies and procedures.
- Because we respect the special bond that often occurs within each class setting, we allow only those enrolled in our program to attend class. Grandparents, relatives, or special friends are the exception. Please check with your child's teacher prior to their attending class.
- Let's keep talking to a minimum and singing at a maximum! Keeping focused on the teacher and class activities will lead to success. Your child's music experience will benefit most from your modeling of musical behaviors.
- Cell phone/electronic device usage during class is not allowed unless previously discussed with your teacher and agreed upon by the other families in the class.
- Diapers should be changed only in the bathrooms.
- Keep food items out of the classroom. This includes paper coffee cups. Bottles, cups, or sealed travel mugs with secure lids are allowed.
- Running is for outside! Alternate ways to move are walking, galloping, dancing, skipping, wiggling, tiptoeing, etc.
- To maintain a respectful environment for all of our students, it is important that our hallways remain quiet.
- The pianos in our classrooms are beautiful examples of high-quality musical instruments. Please use this opportunity to teach your child how to respect instruments of this quality by following their teacher's example.
 - Gentle playing on the keys after class is permissible
 - Please do not set **anything** on the pianos, especially liquids
 - Please redirect your child from under the pianos and back into the open classroom

Release of Liability

As the legal parent, guardian, or signee, I release, indemnify and hold harmless Bronx School for Music Inc., its board member(s)/owner(s), managers, employees, contractors and agents ("Bronx School for Music Parties") from and against any and all liability, claims, demands and causes of action whatsoever, arising out of or related to any loss, damage, or injury, that may be sustained by the student and/or the undersigned, while in or upon the premises or any premises under the control and supervision of any of the Bronx School for Music Parties in route to or from any said premises.

The Bronx School for Music takes safety precautions very seriously. We ask that all parents comply with any instructions that our faculty and staff provide about entering and exiting the space carefully and safely.

Making the most of your Early Childhood Music Class

Arrive on time for your child to participate in the "Hello Song."

The ritual of the "Hello Song" signals to your child that class has begun. Exclusion from the "Hello Song" can sometimes make children feel disconnected from the rest of the group.

Children have different learning styles.

It is important to respect the fact that each of us, including our children, has different learning styles. Some children learn best through watching, some learn through listening, and others learn through moving. Most of us learn best through a combination of styles. Therefore, if your child needs to move while others are sitting, that's fine. However, your teacher may suggest that you also get up and move with your child in order to keep them engaged. Be a detective! Observe how your child takes in and processes information and then tailor your responses accordingly.

Each of our Early Childhood Music teachers at ACMS has had years of experience in working with children of all ages. If you need suggestions on how best to guide your child in these classes, please ask! It is proven that children whose parents actively participate in our classes are more tuned-in, more attentive, and therefore have more meaningful experiences. Thus, the key to

many discipline issues is parent participation. Because children learn best from those to whom they are most bonded, you are your child's best teacher. It is your job to sing, move, dance, and play instruments with joyful abandon! In doing so, you are giving your child permission to do the same.

Participate, participate, participate!

The design of our Early Childhood Music classes is based on the belief that you are your child's first and best teacher. Therefore, the success of your child's experience depends on YOUR involvement. These classes are not a passive experience, but rather a partnership between teacher and caregiver to provide the best experience possible for the children.

MOVE, Dance, Clap, Wiggle, *Play Instruments*, Tap, Sing!

If you are engaged and "in the moment," your child will have permission to do the same. Even if your child simply sits and watches, as some children do, respect that choice and concentrate on YOUR efforts. Remember, you are also a role model to the other children in the class. The children will watch for your reactions, so have fun!

Allow your child the space and opportunity to explore music in his or her own way.

Just as a child needs practice in holding a spoon, they also need practice in learning to hold an instrument. Please resist the urge to hold it for them unless they are very young infants.

For accurate pitch and rhythm to happen, audiation must occur. Audiation is the brain's ability to hear music without music being actively played. Audiation can occur more readily if there is silence between songs.

Ask questions!

Your child's teacher has a wealth of information and experience to help guide and teach you about your child's developing musical abilities.