

# LITTLE LEAVES MUSIC

## Program Information & Enrolment Policy



**Little Leaves Sessions are designed for children aged 2-5 years old and introduce music by incorporating elements of song, movement, and play in a warm and fun environment.**

### Enrolling in Little Leaves

- Sessions run for approx. 40-45 minutes.
- Sessions are kept to a manageable size (capped at 10 children) to facilitate learning.
- Evergreen Music teaches in term blocks called 'seasons' which closely follows the NSW Public School calendar.
- Sign up is on a per season/term basis and children attend the same class, weekly for the season.
- Casual classes are not offered.
- A parent/carer is expected to remain in each session and are more than welcome to participate and share in their child's learning.
- Minimum enrolments are needed for a session to run. Contact will be made as soon as possible if the class you have chosen does not have the minimum enrolments.
- Children enrolled in one session block are automatically re-enrolled into the next session block, unless written communication is received.

### Fees & Payment

- Cost per session - \$20 (incl GST) per child.
- Fees are to be paid upfront in full to avoid late fees.
- Overdue invoices will incur an administration fee of \$15.00
- Siblings – if a second child (sibling) aged 2-5 years wishes to join the same session a sibling rate of 50 % of the full fee per session (ie \$10) is applicable.
- All payments are made to Evergreen Music (as agent). Session facilitator is unable to accept payment directly.
- Little Leaves sessions are not held on Public Holidays or School Holidays. Any lessons which fall on a public holiday within the teaching season will not be charged.

### Term 3 (Winter Season) Dates/Sessions

- Tuesdays: 9:30am and 10:30am
- Thursdays: 9:30am and 10:30am
- Sessions start 27<sup>th</sup> August through to 26<sup>th</sup> September

### Working With Children

- We are registered as an Employer under the NSW Working with Children guidelines and ensure that all our facilitators comply with the check.

### Etiquette in Sessions

- We kindly ask parents/carers to respect our facilitator and limit socialising (talking) during our sessions. Demonstrating engagement in sessions will help encourage children to be focused in class time.
- In the interest of hygiene and wellbeing, no food is to be consumed during our sessions.
- Many parents love to share what their little ones are learning. We value and are committed to each family's rights to privacy and ask that you consider this if photographing / filming your child in our sessions.

### Missed/Cancelled Sessions

- If your child is unable to attend a session, we require a minimum 2-hour notice (by email) to be eligible for a make-up class. Advising the session facilitator is not accepted.
- If your child is absent from a session and no notice provided, the session is forfeited and no make-up will be offered.
- Make-up classes must be made up within the current term or will be deemed as forfeited.

### Cancelling Enrolment

- If you wish to cancel your enrolment in Little Leaves, we require written notice up to 5 business days prior to the commencement of the Term/Season for a full refund (less a \$25 administration fee).
- No refunds are offered once a Term/Season has commenced.

### Evergreen Music Studios

11A, 9-13 Winbourne Road, Brookvale.  
We are located within the Winbourne Estate complex. Best entrance is via Sydenham Road and parking is available on site.