



(parent to fill in)
 Date Submitted
 ___ / ___ / 200 ___

An after-school program, run by parent volunteers to provide cost effective music, drama, dance and art tuition to students.

Enrolment Form

- 1 Read the **Conditions of Enrolment** attached to this form.
- 2 Fill out this form, indicating those activities your child is interested in.
- 3 Lodge the form with payment of the annual registration fee, at the School Front Office.
- 4 Enrol your child in the After School Care Program (See item #18 over)

<i>Student's Name</i>	Re-enrolment for 2010? (Tick if applicable) ->
<i>Parent's Name</i>	<i>Grade / Class Name</i>
<i>Parent's Email</i>	
<i>Phone</i>	(h) _____ (w) _____ (mob.) _____
<i>Dismissal</i> (Circle one)	<input type="checkbox"/> <i>Afters</i> <input type="checkbox"/> <i>Parent Pickup</i> <input type="checkbox"/> <i>Other</i> (please state) _____
<i>Names of siblings in Program (if any)</i>	

	Activity ⁽¹⁾	Number days in order of preference					Preferred tutor / other preferences (if known)	Tuition Fee ⁽³⁾
		M	T	W	T	F		
GROUP TUITION								
1	Example		1	3		2	Keith Brady – before 4.30 please	
	Introduction to Music (Kindie – Yr 2)							\$10
	Continuing Music ⁽²⁾ (Yrs 1 & 2)							\$10
	Drama (Yr 2 & above)							\$12-\$15
	Dance – Streetfunk (Yr 2 & above)							\$12-\$15
	Art (dry!)							\$15
	Music Craft (music theory made fun!)							\$10-\$15
	Group singing (Yr 2 & above)							\$10-\$12
INDIVIDUAL TUITION								
	Clarinet							\$25-\$30
	Flute							\$25-\$30
	Guitar							\$25-\$30
	Piano							\$25-\$30
	Recorder							\$25-\$30
	Singing							\$25-\$30
	Violin							\$25-\$30
	Drumming (Yr 2 & above)							\$22-\$28

(1) The Program's ability to offer these activities depends on the number of interested children and the availability of tutors and rooms.

(2) **Continuing Music** is for those children who have done **Intro to Music** and are not learning an instrument.

(3) Fees are indicative only and depend on size of class and qualifications/experience of the tutor.

HOW TO PAY

You must pay an **Annual Registration Fee** to register your child in the Program. This fee is **\$25** for the 1st child in the family, **\$20** for the 2nd sibling and waived for subsequent siblings. ENROLMENT IS NOT ACCEPTED WITHOUT PAYMENT.

CHEQUE:	Make cheque payable to ARANDA MUSIC PROGRAM	Amount Paid (circle one)	\$25	Other \$
DIRECT BANK DEPOSIT	BSB: 062 919 (Commonwealth Bank of Aust) A/C: 0092 4742 A/C name: Aranda After School Music Program REF: Use CHILD's NAME as reference on deposit	If paying by direct deposit, record receipt number & date of transaction here.		

IMPORTANT

- **Payment of this fee confirms your agreement to abide by the terms and conditions of the Aranda Music Program.**
- **Please read the Conditions of Enrolment overleaf.**

REMEMBER: FIRST COME, FIRST SERVED.

More information about the Program is available from <http://arandamusicprogram.org>, or by emailing aranda.music.program@bigfoot.com

Aranda Music Program - Conditions of Enrolment

1. The **Aranda Music Program** (The Program) is run by a sub-committee of the Aranda Parents' & Citizens' Association. The Program is **not** conducted by Aranda Primary School or the Department of Education.
2. The **Committee** is formed annually from volunteers. It determines Program policies and procedures, selects tutors, negotiates the tuition rates with tutors on behalf of parents, schedules lessons, liaises with the school on lesson location, and provides some equipment for the Program & School.
3. The **tutors** are self-employed specialists in their particular instrument, selected and engaged by the Committee. Tutors are required to have a police check before they can teach in the Program – however they are not supervised by the school during music lessons. Each tutor has a tutor coordinator who is a Committee member to administer student placement.
4. **Lesson times** - Lessons are offered between 3 and 6pm, Monday to Friday, to coincide with the After School Care Centre (Aranda Afters Association). The timetable is arranged taking into account tutor availability, student and parent time preferences, student age and music skills, sufficient students to make up a new class, and school space availability. No lessons are scheduled on public/school holidays.
5. **Enrolment Policy – first received – first enrolled** – Enrolments are accepted at the end of the school year for the following year or, at the latest, in the first week of first term. Enrolments during the year are possible, depending on vacancies. Enrolments are for the whole year, although invoices are issued each term.
6. **Registration Fee** – An annual registration fee is payable to the Program before any student is scheduled for lessons (payable for 1st and 2nd sibling with subsequent siblings exempt). This fee contributes to costs associated with room usage, administration, equipment and concert programs. Funds in excess of these costs are used, as determined by the Committee, to enhance the musical education of all students at Aranda Primary School. **A refund of this fee will only be considered if a student is unable to accept the time/day that they have been offered and has not commenced lessons.**
7. **Tuition fees** are payable direct to the tutor except in the case of some group activities where payment is made directly to the Program via the school office. The Committee will advise parents of tuition fees negotiated from time to time with tutors. Rates are set taking account of the experience of the tutor, the instrument and whether tuition is individual or in groups. Generally, rates are more than competitive with rates charged by private music teachers. Invoices for each term's lessons are usually issued the in 2nd last week of term for the next term. Payment is due 2 weeks from invoice date.
8. **Withdrawal from Program - Tutors and coordinators must be given 4 week's notice of withdrawal from tutelage** (2 weeks notice is sufficient for the class subjects such as drama, art etc). No refunds are made to students leaving the program during a term, except at the discretion of the tutor, and in the case of group tuition, at the discretion of the Committee.
9. **Non Payment of Tuition Fees** - If tuition fees are not paid within a reasonable timeframe to the tutor, the student's lessons, and those of any siblings in the Program, will cease until fees are paid.
10. **Additional costs** – Music and theory books or tape recordings are an extra cost for students. Tutors will either advise the books required or arrange a bulk purchase for their classes for which they will expect pre-payment.
11. **Student/Tutor Absences** –Tutors are not expected to provide make-up lessons missed by students for any reason. Tutors are expected to be at the school whether or not students arrive for their lesson. **Students are requested to advise their tutor or Coordinator if they expect to miss a lesson.** Tutors will make-up or give credit (on the next term's bill) for lessons they themselves miss. Students will be advised when a tutor is unable to attend lessons. Sick students and students absent from school because of illness should not attend their lesson. **No credit will be given for lessons missed by students for any reason.**
12. **Parent/tutor communication** - Students must bring a notebook to lessons to record practice notes and for any questions parents wish to raise with the tutor, or tutors with parents. The tutor's programs each afternoon are very tight and they cannot be expected to divert their attention from lessons. Tutors will be encouraged to provide periodic reports to parents.
13. **Instruments** - School pianos and electronic keyboards are used for keyboard and piano students. Other students must provide their own instrument and bring it to lessons. Keyboard/piano students should have access to a keyboard/piano at home for practice.
14. **Concerts** – Mid-year and end-of-year concerts are arranged at the school by the Committee.
15. **Entry/Access to the School for Lessons** – Entry to the school will be by the school front doors only. Students from the After School Care Centre should walk to the room in which their lessons will take place and immediately return to the Central area after lessons. Parents should collect their children promptly after lessons so as not to inconvenience tutors. Students or parents have no authority under this Program to be in areas of the school not designed for the Program.
16. **Exclusion of Students** – The Committee reserves the right to exclude students from the Program on health or behavioural grounds.
17. **Students attending the After School Care Centre** – Parents of children who attend the After School Care Centre must inform Centre staff of the day and time of their child's lessons, and of any subsequent change. Whilst After School Care staff remind children at roll call if they are having a lesson on that day, Afters is not responsible for making sure that children attend their lessons.
18. **Enrolment in After School Care** – The School Principal has requested that all Program students be enrolled in the Aranda After School Care Program. This is to cover emergencies such as a tutor being unavailable at short notice or a parent running late to pick up their child. In these instances the student can be sent safely to After School Care. Ensure that your child is enrolled in Afters, even if you do not regularly use the service. Forms for enrolment are available at the school front office.
19. The School Principal is the sole arbiter of any dispute arising between a parent and the Committee.

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More information about the Program is available from <http://arandamusicprogram.org>, or by emailing aranda.music.program@bigfoot.com