

BARBARA LANGHORNE'S
"MUSIC MAKERS"
inc.
Established 1967
THAT SAYS A LOT!
Creative Music for Children ages 3 to 9



APPLICATION INFORMATION
FALL PROGRAM (September – May/June)

The information on these pages clarifies the "Barbara Langhorne's Music Makers" policies that most parents ask about.

In order to confirm your intention to register your child(ren) in our program, please be responsible for submitting a complete application package as soon as possible.

BEGINNING JULY 1 SCHEDULES ARE FORMED, BASED ON INPUT FROM THE PARENTS OF EACH AGE GROUP. We cannot make a timetable *until* we have enough information from all parents. If your information has not been received by the time we begin scheduling, then the timetable will be settled *without* your input. Groups will be formed out of necessity on a first-come first-serve basis.

Send completed applications and payment to Head Office location:

"Barbara Langhorne's Music Makers"
1-223 Bay St. S. Hamilton, ON L8P 3J2

Fax: 905-572-6966 Email: pamela@themusicmakers.ca Web: www.musicmakers.ca

A Complete Application Package includes:

1. "Barbara Langhorne's Music Makers" Application Form (page 2).
2. The "studio boxes" (pages 3, 4, & 5) and the "time chart" (where relevant~ page 6), for scheduling purposes.
3. The required payment for registration, lessons, and recorder & music book (where applicable. Please refer to the Fee Structure on page 7). Please refer to the Fee Structure on page 7. "Barbara Langhorne's Music Makers" does not expect to be invoicing anyone. ALL PAYMENTS ARE TO BE MAILED, TOGETHER, TO "BARBARA LANGHORNE'S MUSIC MAKERS" WITH YOUR APPLICATION. IF YOU CHOOSE TO APPLY VIA EMAIL/FAX, ALL PAYMENTS MUST BE MAILED TOGETHER IMMEDIATELY FOLLOWING SUBMISSION OF YOUR APPLICATION.
4. The completed and signed Return Slip (bottom half of page 9).

APPLICATION FORMS MISSING ANY OF THE ABOVE ELEMENTS WILL NOT BE PROCESSED UNTIL THEY ARE ALL RECEIVED.

- Fill in all information possible, to confirm your intent to attend classes. "Barbara Langhorne's Music Makers" personnel are not responsible for telephoning you to determine your needs.
- **AFTER YOU HAVE SENT IN YOUR APPLICATION, IF THERE ARE CHANGES TO BE MADE, A FOLLOW-UP CALL FROM YOU IS EXPECTED, IF NECESSARY.**
- TEACHERS DO NOT DEAL WITH ACCEPTANCE OF APPLICATIONS IN ANY FORM.
- VERBAL APPLICATIONS given to "Barbara Langhorne's Music Makers" personnel in class or over the phone will NOT suffice.

Barbara Langhorne's
MUSIC MAKERS
 Fall Application Form

DATE REC'D:
OFFICE USE ONLY

Your Child's Name: _____
 Month and Year of Birth: _____
 Age by Dec. 31, 2011 _____
 Parents' Names: _____
 Mailing Address: _____
 City or Town: _____ Postal Code: _____
 Telephone Number: _____ EMAIL ADDRESS: _____
 Surname and Initials as listed in the phone book: _____

Alternate Contact Numbers:

1. Medical Emergency Name: _____ Telephone Number: _____
2. Class Cancellation Name: _____ Telephone Number: _____

Where did you first hear of "Barbara Langhorne's Music Makers"? _____

Please Mark: **STUDENT HAS COMPLETED:**

- A Fall to Spring Program _____ (Please indicate last level completed: _____)
 A July to August Program _____ **OR** Is a new student _____
 A Winter to Fall Program _____ (Class, as a whole, starts January)

Note: Please fill in a **SEPARATE APPLICATION FORM FOR EACH CHILD**

Please list the other children in your family who are applying this year.

(Names and ages as of Dec. 31, 2011)

**** READ THE INFORMATION SHEETS CAREFULLY ****

If you have any questions, please call us at (905) 523-7631

E-mail: pamela@themusicmakers.ca Web: www.themusicmakers.ca

Please mark only YES or NO beside every studio location listed below. If there are studios that you would only go to under specific conditions, mark YES. You will have an opportunity to explain these conditions further on. Please be aware that:

1. If you leave any studio locations unmarked, you could be assigned to a class at that location.
2. When you say NO to a studio location you are telling us that even if this is the *only* location in which we can accommodate you, it will be *impossible* for you to attend the classes.
3. Please rate the studios in order of your preference, after you have marked YES.

STUDIOS:

LOCATION	YES	NO	RATING
Hamilton West Mountain			
Dundas			
Burlington South Central			
Oakville North-West Depending on teacher availability			
Milton Depending on teacher availability			
Mississauga Depending on teacher availability			

Child's Name: _____

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1. When filling in the following boxes, only mark the ones relating to the studio locations that you have said YES to on page 2.
2. The following are all the days and times that "Barbara Langhorne's Music Makers" considers when constructing the timetable. Many factors influence the decision. Your careful prioritizing and consideration of all possible days and times significantly affects the outcome of *everyone* involved. Please note: all classes are one hour in length.
3. Please be aware that when you say NO to a day or time, you are telling us that you would not attend a class on this day or time, even if this is all we can offer you.
4. If there are days / times that you *undoubtedly* would not come to, mark NO in each of these boxes.
5. For the days and times that you *would* come to, mark YES in each of those boxes. Feel free to number your preferences in all of the boxes where you have marked YES, if you wish. Leave no boxes empty. "Barbara Langhorne's Music Makers" cannot be held responsible if we have to make assumptions on your behalf.
6. If you can only attend some of the days / times / locations under specific conditions, please mark YES in the relevant boxes and make your requirements known on the lines provided below the boxes. If you have more than one child in the program, do not assume that they will be in the same class. Do not assume that they will be in the same studio or that they will be on the same day. If your children are returning students, do not assume that they will automatically have the same teacher again. If any of these arrangements are absolutely necessary, please mark this on the lines provided. If you have more than one child in the program and the conditions are the same, make sure that you note them on the other children's applications as well. There is no guarantee that we can fulfill every specific need. If you are inflexible, you narrow your chances of getting a suitable placement. Please ask only for *essential* arrangements.

Example "I would enroll for classes on the Hamilton West Mountain (as indicated on the location chart); however, both my children must be in the same class. Otherwise *only one* will be able to enroll." (In this case, please indicate **which** one!)

7. *Please do not use words like prefer, maybe, may, difficult, "iffy" or any other words that leave your position unclear. Be definite – "preferences" will not be interpreted as "requirements."*

Example, "I *prefer* my child to be in the same class as Bobby Smith."

If this means that your child NEEDS to come with Bobby Smith (for car-pooling reasons), then state this clearly – "Can *only come* when Bobby Smith comes."

8. When writing your **requirements** please use the words NOT, NO and ONLY.

Example, "Can only attend classes with Bobby Smith."

9. **"Barbara Langhorne's Music Makers" will consider Saturdays and 6:30 time slots at all studios in cases where groups of children indicate that this is the *only* day/time that they are able to attend.**

HAMILTON WEST MOUNTAIN

Start time:	10:00	11:00	1:15	2:15	3:30	4:30	5:30	6:30
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

Child's Name: _____

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DUNDAS

Start time:	10:00	11:00	1:15	2:15	3:30	4:30	5:30	6:30
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

BURLINGTON SOUTH

Start time:	10:00	11:00	1:15	2:15	3:30	4:30	5:30	6:30
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

BURLINGTON NORTH EAST

Start time:	10:00	11:00	1:15	2:15	3:30	4:30	5:30	6:30
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

Child's Name: _____

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If you have more than one child in the program, it is imperative that you consider the following question: How much time will you tolerate between your children's classes?

Consider that your children may, or may not, have their lessons at the same studio location and may, or may not, be on the same day. It is understood that back-to-back classes are possible but if this is mandatory or not acceptable at any studio location, this should be explained on the 'conditions' lines following the charts.

Below is a list of possibilities regarding the amount of time that could pass between your children's classes. Your careful prioritizing and consideration of all possible choices significantly affects the outcome. Please mark only YES or NO beside EVERY choice. Do not use any other words. Leave no choices unmarked.

"Barbara Langhorne's Music Makers" cannot be held responsible if we have to make assumptions on your behalf. If there are choices that you would only consider under 'specific conditions' mark YES and explain these conditions on the lines following the list.

For **example**, "*I will only bring my children to the program if classes are back-to-back" or "more than one hour apart."*

In your explanations, do not use words like *prefer, maybe, may, difficult, iffy, "not likely"* or any words that leave your position unclear. Be definite. Use the words NO, NOT & ONLY.

For **example**, "*I will not come if classes are back-to-back.*"

Preferences will not be interpreted as needs.

For **example**, "*I prefer back-to-back classes.*" If this means that back-to-back is the only arrangement that you will consider, then say so.

For **example**, "*Back-to-back classes ONLY, or none of my children will be coming.*"

There is no guarantee that we can fulfill every specific need. *If you are inflexible, you narrow your chances of getting a suitable placement.* Please ask only for essential arrangements.

For **example**, "*If my children's classes are going to be on the same day, then we will only attend if classes are at the same studio – otherwise only one child will enroll.*" (In this case, please indicate which child).

*** Please consider that if you say NO to one of the choices, you are telling us that even if this is the only arrangement that we can offer, you will NOT come once a week.**

**POSSIBILITIES REGARDING THE AMOUNT OF TIME
THAT COULD PASS BETWEEN YOUR CHILDREN'S CLASSES**

	YES	NO
1 HR. (Not including lunch)		
1 ¼ HR. (including lunch)		
1 ¼ HR. (Not including lunch)		
2 ¼ HR. (including lunch)		
2 ¼ HR. (Not including lunch)		
3 ¼ HR. (Not including lunch)		
3 ¼ HR. (including lunch)		
3 ½ HR. (including lunch)		
4 ½ HR. (including lunch)		
5 ½ HR. (including lunch)		
6 ½ HR. (Including lunch)		
Are you willing to come on separate days?		

CONDITIONS: _____

* If the conditions also pertain to other children, please specify in each application.

FEE STRUCTURE: FALL 2011

- Teachers will not accept payments of any kind.
- FAMILIES WITH THREE OR MORE CHILDREN ATTENDING “BARBARA LANGHORNE’S MUSIC MAKERS” CLASSES QUALIFY FOR A DISCOUNT. Please call the office for details: (905) 523-7631.
- Each of the following 4 tuition payments submitted for the year covers one term of classes (9 – 9 – 9 – 7 classes respectively.) The first tuition payment includes a \$25 registration fee*. Once the class schedule is formed, you will be notified by telephone and given the day, time, and start date.
*refundable if assigned class day & time does not match the application information on your form.
- **Lessons begin after Labour Day.**
- Children 5 & up (by December 31st 2011) require a music book and recorder (see below).

Please make cheques payable to “Barbara Langhorne’s Music Makers” and mail (see page 1).

FEES FOR ALL STUDIOS

To be submitted (together with the application, or following email/fax) dated as follows:

1. SEPTEMBER 1	recorder and book payment (see below)
2. SEPTEMBER 1	\$187.00
3. OCTOBER 1 or 15	\$162.00
4. JANUARY 1 or 15	\$162.00
5. FEBRUARY 1 or 15	<u>\$126.00</u>
	\$ 637.00 + recorder and book payment

<p>NOTE: January and February cheques must be dated for the New Year (2012).</p>

RECORDER AND BOOK PAYMENTS

“Music Makers” uses the same age criteria as the Board of Education as an initial guideline to determine the child’s placement in Levels 1 through 6. The child’s age will be calculated as of December 31st 2011.

BOOKS: Level 3:	\$9.00	(If recorder also required add \$11.50 TOTAL = \$20.50)
		<i>(Children turning 5, and <u>NEW</u> 6-year-old students.)</i>
Level 4:	\$11.00	(If recorder also required add \$11.50 TOTAL = \$22.50)
		<i>(Returning 6-year-olds, and <u>NEW</u> students 7 or more years of age.)</i>
Level 5:	\$10.00	(If recorder also required add \$11.50 TOTAL = \$21.50)
Level 6:	\$11.00	(If recorder also required add \$11.50 TOTAL = \$22.50)

RECORDERS: Your child will require a recorder in Levels 3, 4, 5 and 6. Please indicate on the Return Slip whether or not you have your own recorder. If no indication is made, you will be provided with one and invoiced for it.

“BARBARA LANGHORNE’S MUSIC MAKERS” CALENDARS

Most classes begin in September, with a start date determined at our discretion, and run for 34 weeks. Please do not call us to ask when classes will begin. When the start date is determined, you will be notified. *“Barbara Langhorne’s Music Makers” reserves the right to hold classes until the end of June.* Calendars are available at each studio in September. Please ask your teacher for one and use it to keep track of the classes held and/or cancelled by “Barbara Langhorne’s Music Makers”. This will enable you to determine the number of classes you have received by the end of the year. All holiday dates are crossed out in advance.

PLEASE NOTE: “Music Makers” classes **will** be held on P.A. Days.

CANCELLATION OF LESSONS

Because of the possibility of term extensions due to class cancellations, final class dates are not pre-determined on your “Music Makers” calendar. All Music Makers students receive a Graduation Certificate at the last class for completing each level. It is important to them that their loved ones be there to recognize their achievement. Teachers will have been assigning *individual parts* and rehearsing with the students since January. Please give them as much notice as possible if your child is unable to attend the last class of the year.

In the event of a class cancellation, we will make every effort to contact you as soon as possible by calling the phone numbers provided by you on your application form.

If a lesson is cancelled by “Barbara Langhorne’s Music Makers”, cross out that date on your calendar and do not count it as one of the 34 classes. Every attempt will be made to make up a lesson that is cancelled. If there have not been 34 classes by the end of the final term, **as a result of teacher unavailability**, you will be issued a cheque for the difference between classes paid for and classes received.

WITHDRAWALS AND REFUNDS

If you decide to withdraw your child’s application prior to the first class, please notify us **immediately (before September 1)**, so that your cheques (tuition and book/recorder, where applicable) can be returned to you.

If you are considering withdrawing your child during **the first term**, (9 weeks of classes), personal contact should be made with the teacher, to resolve any in-class issues first. If the matter cannot be dealt with in this manner satisfactorily, the parent must contact Head Office **before second term**. Following mutual discussion, if “Barbara Langhorne’s Music Makers” deems that withdrawal is necessary, then written notice, signed and dated by the parent must be provided, stating this intention. At that time, the remaining 3 cheques will be returned or refunded.

If you are considering withdrawing your child during **the second term**, (the **next** 9 weeks of classes), personal contact should be made with the teacher, to resolve any in-class issues first. If the matter cannot be dealt with in this manner satisfactorily, the parent must contact Head Office **before the third term**. Following mutual discussion, if “Barbara Langhorne’s Music Makers” deems that withdrawal is necessary, then written notice, signed and dated by the parent, must be provided, stating this intention. At that time, the remaining 2 cheques will be returned or refunded.

THERE ARE NO REFUNDS AFTER THE 18TH LESSON.

THERE ARE NO PARTIAL-TERM REFUNDS.

There are no refunds for classes missed by a student.

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“Barbara Langhorne’s Music Makers”
1-223 Bay St. S. Hamilton, ON L8P 3J2
Fax: 905-572-6966 Email: pamela@themusicmakers.ca Web: www.musicmakers.ca

NON-CASHABLE CHEQUES

THERE WILL BE A \$45.00 SERVICE CHARGE FOR EACH NON-CASHABLE CHEQUE. The service charge is to be added to the replacement cheque, and mailed to “Barbara Langhorne’s Music Makers”, as soon as you get bank notification of this problem.

Cut Along Line



RETURN SLIP

STUDENT’S NAME: _____

PARENT’S SURNAME: _____
(If different from child’s surname)

I have read and fully understand the information contained in these information sheets and accept the terms therein.

Date: _____ Parent’s Signature: _____

If your child is entering Level 3, 4, 5, or 6 this year, does he / she currently have a recorder for use in class? YES ___ NO ___ NOT APPLICABLE (LEVEL 1 OR 2) ___

Does your child have any **ALLERGIES OR MEDICAL CONDITIONS**? YES ___ NO ___

If “YES”, please indicate the specifics of the condition and whether or not the teacher might be required to administer medication of any kind in class: _____

***This Return Slip must be sent *with* the application form, fees and book/recorder payments**