



## Policies and Procedures

2016 - 2017

[www.kiddykeyscharlotte.com](http://www.kiddykeyscharlotte.com)

### KiddyKeys® of Charlotte Academy of Music Programs and Policies 2016-2017

#### Enrollment

The Academy is pleased to add new students whenever space is available. A student is enrolled for a specific class day/time and is financially responsible for one Session. Full refunds will be given in case of insufficient enrollment. Enrollment does not recur automatically. A student must re-enroll for each Session.

#### Photo Release

Any photographs, audio or videos taken of students at Charlotte Academy of Music's KiddyKeys® classes or events, or other Academy classes or events may be used in promotional publications, social media pages or press releases. There will be no compensation for the release. However, parents may choose to exempt their students from media publications by notifying the Academy in writing at the time of enrollment.

#### Class Protocol

A weekly class summary will be sent via email so that parents are kept up-to-date on the music concepts, motor skill development activities and life lessons covered. Parents of students at Charlotte Academy of Music are asked to remain in the reception area during each KiddyKeys® class.

#### Student Absence

If a student is absent, the student is welcome to attend a different class day/time the same week at Charlotte Academy of Music provided there is space available. Parents must [Email](#) Charlotte Academy of Music to request and receive confirmation on any makeup opportunity.

#### Inclement weather

All KiddyKeys® classes canceled due to inclement weather or teacher absence will be made up.

*Charlotte Academy of Music Students:* In the case of inclement weather, the Executive Director will make a decision whether the Academy will be open. Closing notices will be posted on the Charlotte Academy of Music website.

*Daycare/Preschool Students:* In the case of inclement weather, KiddyKeys® classes will be canceled if the daycare/preschool is officially closed.



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