TCU Music Preparatory Division
Early Childhood Music
Fall 2006

Website: www.musicprep.tcu.edu
Coordinator & Teacher: Jennifer Heavyside
Telephone: 817.257.6134
E-Mail: j.heavyside@tcu.edu
Address: TCU Music Preparatory Program: TCU Box 297500, Ft. Worth, TX 76129
Assistant Coordinator & Teacher: Janis Janes
Telephone: 817.257.6935
Teachers: Julie Pummill Dean, Kim Reynolds, Brooke Whitehurst & Rachael Sauce
Assistants: Rachael Sauce, Joanna Fernandes & Laura Huffman

Parking
Please park in the lot on the corner of Cantey and Rogers streets. Additional parking is available in the lot on the corner of Rogers and McPherson. You do not need a TCU permit for these two parking lots. Please allow enough time to park and walk to the classroom. Periodically these lots may be closed for a funeral, university, or church event; when this is the case, please park in the TCU designated parking spots behind the University Baptist Church or in the visitor parking spaces in front of the Brown Lupton Student Center. You may also park behind the Moudy Building Saturdays and weekdays after 5:00pm. The Moudy Building is located on the Southeast corner of Cantey Street and University Drive.

Classroom
Classes meet in Ed Landreth Hall, Room B02 (in the basement area), which is located on the southwest corner of University Drive and West Cantey Street.

Restrooms / Stroller Access
There is a small restroom close to our classroom, and the first floors of Ed Landreth and Walsh Halls have additional restrooms. Elevator access for strollers is now available on the West Cantey entrance to Ed Landreth Hall through the Buschman Theatre Lobby area.
**Missed Classes / Makeup Policy**

Due to limited class space, we must have a strict policy concerning makeup lessons. Make-up classes will only be given for those missed due to illness or family emergency. Notification of absence must be received by 9:00am on the day in question in order to qualify for rescheduling and must be approved by the Coordinator. Classes missed because of appointments, vacations, or social activities will not be rescheduled.

**Bad Weather**

Notification of University closure will be posted at [www.tcu.edu](http://www.tcu.edu) by 6:30am on the day in question. You may also access this information through local broadcast media or by calling the TCU switchboard at 817.257.4636.

**Classroom Guidelines**

- Plan for only one adult to accompany each child to class. We assume that you have made childcare arrangements for your other children.
- Please refrain from disruptive conversation during the course of the class.
- Do not bring food or beverage into the classroom.
- Leave toys and strollers in the hall; designated shelves are available in the classroom for your personal belongings.
- Please step out of the classroom if your child misbehaves or is upset until the crisis is over.
- Prevent your child from running in the classroom. While we want the children to move freely around the room, we must minimize running for the safety of all participants.
- Please be quiet in the waiting area.
- Please do not take pictures or video during class. You may do this during Media Week (Dec. 4-9) and at Family Music Night (TBA).
- Any child with a contagious illness, enrolled or sibling, should not be brought to class.
- We reserve the right to excuse a child from class for disruptive behavior. Three such incidents will result in the termination of that child’s enrollment for the remainder of the semester.
What do we do in class?

Classes include singing, dancing and playing rhythmic instruments. These age appropriate activities involve children in experiences that will help them grow musically. Classes are informal and playful in nature and parental participation is encouraged. Since parents and children will be sitting on the floor, comfortable clothes are recommended.

Expectations

Be a model! Have fun! Participate! Your child's participation begins with you, so demonstrate that you are having a good time. Some children will only do the activities at home; do not be disappointed if they are reserved in the classroom. It is also very important for you and your family to play with music at home.

Please do not compare your child's participation with other children in class. Each child is different, and some prefer to observe than to participate but will likely want to repeat the activities at home. Do not force your child to participate. It is normal for children to disengage their attention during an activity, but your child's participation in class will increase as he/she is ready to join.

Cancellation Policy

Fall and spring enrollment is for 16 weeks. Summer enrollment is for 8 weeks. Registration fees are non-refundable and no tuition refunds will be given after August 21, 2006. Refunds will be considered only in exceptional circumstances at the discretion of the Director of the Music Preparatory Division.