



## About Our Faculty

- **Julie Holston-Quimby** holds a B.A. degree from Anna Maria College and an M.A. from Clark University. She completed an intensive early childhood music teacher training workshop with Music Together of N.J. during the summer of '97 and has attended several Early Childhood Music Association conferences and conventions.

Julie teaches on Thursday and Friday mornings in Auburn; and on Mondays in Sterling.

- **Beth LaBarre Gondek** holds a B.M. degree in voice performance and Music Education from Anna Maria College. She is a licensed Music Together teacher with experience in early childhood education. Beth teaches on Wednesdays in Strubridge; Thursday evening and Saturday morning in Auburn; and Thursday mornings in Worcester.

- **Alison Snyder** holds a M.Ed. in Children's Literature/Language Arts Education; and a B.A. in Elementary Education from Penn. State University. Alison completed an intensive Music Together training workshop during the summer of '06. Alison is a former adult voice student of PCMS; and former parent of two private instruction students.

Alison teaches on Tuesday mornings in Auburn.

- **Christine Taylor** holds a B.A. degree in Human Development, with a music minor, from U.Mass Amherst. Christine completed an intensive Music Together training workshop during the summer of '03. In 2007, Christine achieved the status of Music Together Certification (Level I) which focuses on skill development in classroom management and parent education. She is a former member of Salisbury Singers and has been active for many years in community theater.

Christine teaches on Wednesdays in Auburn which include a Music Together pre-school class; and PCMS' Creative Drama and Music program for elementary, middle and high school students.



**Music Together® for  
Young Children  
Ages Birth to Five Years**

**PCMS Program Handbook  
2008-2009 School Year**

**More than 10 classes from which to choose offered each week  
in Auburn, Sterling, Sturbridge and Worcester.**

**Fall 2008 Song Collection: Bongos**

**Winter 08/09 Song Collection: Bells**

**Spring 2009 Song Collection: Triangle**

**Sessions starting September, January and March.**

*Sarah Smongeski, Executive Director  
Karmen Bogdesic, Manager of Development  
Elaine Rynders, Office Manager / Registrar*

## Commonly Asked Questions

### **Participation Tips: Getting the Most out of Your Experience**

**Do I need to do anything special when I arrive for class?** Yes. While you do not have to be a skilled singer, we do ask that you come prepared to participate. You are the role model for your child. Your participation in movement and singing activities is key to your child's success.

**Will I have an opportunity to meet other families?** Yes but please plan on socializing before or after class in the lobby area (for Auburn classes) or other public space for satellite classes. This allows your teacher to keep class time centered around music-making and reduces extraneous noise which distracts young children from remaining focused and engaged as music-makers.

**My child isn't singing. Maybe he's not ready?** Classes often take several weeks to 'gel' as parents and children become better acquainted with the format of the program and as teachers periodically provide classroom tips on how to best support your child's musical development in class and at home. Children are still learning even when they don't participate as we might expect.

### **Registration Tips:**

**What is the best way to register?** Because class space is limited, registering on-line and paying with PayPal (you can set up a paypal account with any major credit card) via the School's web site; or registering in-person are the best ways to secure a space. Alternatively, you may complete a registration form (provided by the office in advance of the next upcoming session or printable from the school's web site) and mail or deliver it with full tuition payment. In addition to on-line payment with PayPal, we also accept personal checks or, if paying in person during office hours, cash. If paying in cash, be sure to secure a receipt from the office manager.

**Registration has just opened but my desired class is filled - is there a mistake?** No - occasionally, a class fills with continuing families prior to 'open registration'. If you are a returning family for the next session, make sure you enroll during the pre-set 'pre-registration' period. If you

**Antibiotics:** While ear infections are not contagious, the colds that often lead to them are. Even if your child has been put on antibiotics for some other infection occurring together with a cold, this does not make the cold any less contagious. Please use the same criteria listed here based on your child's symptoms if your child has a cold and is on antibiotics. If your child has been put on antibiotics for a strep throat, she may return to class after taking antibiotics for 24 hours.

**Fevers:** Please keep your child at home until it has been at least 24 hours since her last fever without the assistance of fever reducer medicines. Your child is the most contagious during the time she is feverish.

**Diarrhea or vomiting:** While these symptoms are most commonly caused by viruses rather than bacteria, they can have serious consequences, especially for infants and toddlers. Your child should not return to class until he has been free of both diarrhea and vomiting for at least 24 hours. If your child has a more significant infection such as chickenpox, measles, German measles (rubella) or whooping cough (pertussis), please check with your pediatrician about when she will no longer be contagious. The germs which cause most common infections can be transmitted by close airborne contact (face to face within roughly 3 feet) OR passed through hand to hand contact, as well as carried on clothes, toys, etc. Please wash your hands and those of your child before and after class or avail yourself of a waterless hand disinfectant such as Purell. If you are not sure if your child is contagious or not, please err on the side of caution and stay at home. People are often contagious for 24-48 hours before showing any symptoms. Therefore a child who appeared perfectly healthy in class could come down with a fever two hours later and may have unwittingly exposed the class. Obviously, this is unavoidable.

In summary: there is going to be exposure to germs no matter how careful anyone is or what the policies are. Any communal activity (for example storytime at the library, playgroup, new moms' group, church, etc.) lays us open to catching germs, which is not always bad. There is reasonable evidence suggesting that humans need to be exposed to germs at an early age to develop their immune systems. By following these guidelines, you can minimize the risk of infection being transmitted at our classes while also minimizing the need for unnecessary absences. \* \* \*

**Feedback/Evaluation:** PCMS circulates a class evaluation form toward the end of each session. Of course, if you do have any concerns at any time, please feel free to speak with your teacher or the Director. The policies currently in place have been developed over time, often in response to parent feedback.

**Class Session Cancellations:** Pakachoag Music School reserves the right to cancel classes due to insufficient enrollment. We will try our best to accommodate families registered in a cancelled class in a different class if space permits. If no space is available or you are unable to fit a different class into your schedule and a class is cancelled, a full refund or credit toward a future class will be given.

### **Regarding Health/Sickness Issues in Public Settings:**

*Please keep in mind the following points suggested by pediatrician and Music Together dad Ben Kruskal MD of Harvard Vanguard Medical Associates, based on the medical literature. (This information is made available courtesy of Music Together of Newton and Tri-Valley MT of California.)*

**Runny noses:** It is not correct to assume a clear runny nose is OK and green is not. The color of the runny nose does not help to determine how contagious a child is. It is more reliable to make a judgment call by the way the child is acting. If your child has slept poorly and is acting tired and grouchy along with the runny nose, assume he is sick enough to stay home. If the runny nose is a week old and your child is acting playful and active, she is likely healthy enough to attend. If your child's nose is runny enough that the mucus is being wiped on sleeves and/or classroom equipment it is best to keep him at home! Some children can have persistent runny noses of any color for weeks or months, which is often caused by allergies, and should not be contagious. Please check with the child's mother or your teacher if you are concerned about a child with a consistently runny nose in your class.

**Coughs:** A child with a frequent deep moist cough of less than 3 weeks' duration should stay home, especially if he is too young to cover his own mouth when he coughs. An occasional cough in an otherwise healthy-appearing energetic child is of no more concern than the cold that causes it. A persistent cough for more than 3 weeks in the absence of other symptoms is unlikely to be due to a contagious infection.

delay until 'open registration' you could get locked out of a class. Information on pre-registration dates will be provided to currently enrolled families prior to the close of one session/opening of next session.

### **Once I am enrolled, am I assured a space in the upcoming session?**

Yes - assuming that you register during the pre-registration period. How quickly you register will determine whether you are able to secure a space in the exact class desired.

Providing a 'second class' choice on your registration form also increases your chances for securing a space.

**How will I know if I secured the class of my choice?** Depending upon when and how you register, you will receive either a confirmation e-mail, post card or phone call approximately two weeks prior to the start of class. If your first class choice is full at time of registration, we will contact you immediately to confirm a second class choice.

**My first class choice is full. Can I be wait-listed?** Yes - but be sure to indicate when registering if you wish to be wait-listed. In most cases, we cannot wait-list you unless we already have a completed registration form with payment.

**I have a child under 9 months I'd like to bring with my older child - do I need to register my baby?** A child under 9 months (as of class start date) attending class with an older sibling is welcome in any class free of charge. Children under 9 months not accompanying an older sibling are welcome to register for an Exploring Music Together class.

**Do you offer summer classes?** Yes (pending teacher and building availability). For Summer program and registration information, call the office, check our web site in March, or watch for our Spring Newsletter.

**If I have to miss a class, can I get a credit, refund or make-up ?** PCMS is unable to provide credits or refunds for missed classes (including end-of-session teacher/weather make-ups). However, if you do miss a class, you may schedule one make-up for each child enrolled during your current session. Please read the refund/make-up section for more explicit information.

## Registration / Policies:

Please keep this information handy for reference.

**Priority Registration:** Priority registration is made available to registered families choosing to re-enroll for the next upcoming session. Information will be provided to registered families during class prior to the close of one session/opening of another.

**Refunds:** There is a \$20 non-refundable administrative fee built into all tuition fees. Unless a class is cancelled by PCMS, this means that there are no full refunds. Refunds minus the \$20 fee are given before the first day of class. After the first day of class refunds are made on a case-by-case basis. Refunds after the first class date of each session (whether or not a family is in attendance) will be limited to a maximum of \$75 which includes subtraction of a built-in service/materials fee. If you are able to return your materials in un-opened and new condition, PCMS will refund an additional \$30.

NO REFUNDS after the second week of classes.

**Class Cancellations & Make-Up Schedules:** In the event that class must be cancelled due to teacher absence or weather, one or more make-ups will be provided at the end of the session (prior to the start of the next upcoming session; or occasionally in consultation with class members, during a vacation week or holiday) as needed. Spring session make-ups may potentially proceed into June (depending upon class start/end dates) Please set these weeks aside as part of your schedule.

*In the event of teacher sickness, we will call you.* Do we have an up-to-date/ appropriate phone number to reach you (or a caregiver) prior to class? In most cases, we try to reach families at least 45 mins. prior to class start time (sooner if possible) in the event of last minute teacher sickness.

*In the event of snow or other inclement weather,* morning classes will be cancelled when public school is cancelled or delayed by 2 or more hours in the town in which classes are located. For public school delays of less than two hours, call the office at 508-791-8159. If morning classes are cancelled, a message noting cancellation will be posted on the school's answering machine by 8:00 a.m. Decisions regarding cancellation of Saturday morning classes, afternoon or evening classes will be made on a case-by-case basis without regard to school closings or delays. If an afternoon, evening or Saturday morning class is cancelled, notice will be given on the answering machine at least 90 minutes prior to class start time. **Please note:** If you call the school, and do not get an answer,

please call back in a few minutes. (If line one is busy, you will be bounced to line two and the answering machine will not pick up.)

**Family Sickness & Make-Ups:** In the event that you or a child is sick, you may request a make-up in another class of your choice. (An additional make-up for additional absences will be provided if space permits.) We ask that you schedule make-ups as soon as possible—within two weeks of your absence—during the current session rather than wait for the last few weeks of classes when space may be more limited. For families with more than one child enrolled and missing more than one class due to sickness, you may request an additional make-up.

## Additional Participation Information:

**Class Visits:** Children and parents interested in observing a class before registering may do so free of charge with permission of the director or office manager. If registered and you would like to bring an extra age-appropriate child to class, a fee of \$10 will be charged, assuming that space is available. Please check with the office before bringing extra children to class. PCMS is unable to accommodate non-age appropriate children visiting during class (as either participants or observers) except under special one-time circumstances and only if pre-approved.

**Snacks, Sippy Cups & Toys:** To avoid distracting other children, PCMS requests that snacks/drinks only be served outside of class and that children leave toys in the car. (A special stuffed animal is welcome). If using the lobby for snack time, please clean up crumbs/spills to avoid attracting ants.

**Building Use:** PCMS is fortunate to enjoy the use of the Pakachoag Church building courtesy of the Pakachoag Church. Please treat the building with respect and leave the waiting area (or other rooms) and materials used as found.

To ensure the safety of students, families and others that may be visiting the church building throughout the week, please drive slowly when entering and exiting the premises.

## **The “Dirty Instrument” Bucket:**

You should notice in your classroom a plastic bucket labeled “dirty instruments” - if your child places an egg shaker, stick or other object in their mouth, we ask that rather than return the item to the general collection, you set it aside in the bucket.