



2023/24 ITP ONLINE SIGN-UP SYSTEM AND POLICIES

Online sign-up form

The ITP sign up form for 2023/24 is available [here](#).

The times for the ITP sessions are as follows:

	Start	End
Session 1	Mon, Sept 11, 2023	Fri, Dec 1, 2023
Session 2	Tue, Jan 9, 2023	Fri, March 15, 2023
Session 3	Tue, Apr 2, 2023	Fri, May 31, 2023

Please submit separate applications if you have more than one child.

Signups for the Instrument Tuition Programme are ongoing. Parents may choose to sign up at any time during the school year. If a slot is available parents will be notified. If no slot is available, parents will be placed on a waiting list and notified once a lesson slot becomes available.

We recognise that in some cases, your child may not be able to be placed into their preferred ITP, due to limits on capacity. While we empathise with the disappointment this may cause, we hope you understand that ITP instructors are only able to accept a set number of students each year.

Payment

Invoices will be sent before the start of each ITP session, or in case your child starts during an ongoing ITP session, before the first day of lessons.

Prompt payment is greatly appreciated.

We will not charge if:

- the instructor cancels a class;
- your child misses an ITP due to school trips (overnight camps, ski trips, etc);

We will charge if:

- a regular school day is cancelled (e.g. due to snow); or
- Your child misses an ITP session because of sickness or for any other reasons.



Cancellation of Activity / Amendment of Offerings

We also reserve the right to amend this session's ITP programme or offerings based on local conditions, relevant guidelines from local authorities, medical advice, and other variables.

Student Behaviour

The same high standards and expectations of student behaviour also apply to ITP. Any disrespectful, disruptive or inappropriate behaviour may forfeit a student's place in the activity if such behaviour continues.

Attendance/Dismissal

ITP instructors will check for student attendance every week. If it is anticipated that a child will miss a lesson due to sickness or for other reasons, it is required that the parents contact the instructor beforehand. If the instructor is not contacted we reserve the right to charge in full for the missed lesson.

Contact Details

Please note that your contact details (email and phone) will be shared with ITP instructors for use in case of emergencies.

Thank you for your participation in our ITP programme. Please do not hesitate to contact us at music@montessorijapan.com if you have any questions.

Sincerely,
Max Randacher
MST Music Coordinator