Enrichment Programming Policies

Communication

- Respond to **all** communication from the JWY office **within 24 hours**.
- CC Kara and Cathy on **all** email communication directly to/from an enrichment program
- Always follow-up with an **email**. *Never assume that a voicemail or text is enough if you're passing along new information, asking for a scheduling change or anything else that requires the office to take action on behalf of you or one of our enrichment programs.*

Professionalism

- Arrive at your enrichment location **at least 10 minutes ahead** of your scheduled start time.
- Be prepared - *know your set list, practice new songs, nail your transitions.*
- All additional work directly offered to you (i.e. birthday, event, lessons) **must be booked through JWY.**
- Wear your JWY t-shirt whenever possible!

Programming

- Each set list should include **at least 3 JWY tunes.**
- Use the Lesson Plan Book / Training Videos / Lesson Plan Outline (in the Quick Classroom Guide) accessed via the Teacher Resources Page on JWY.com.
- JWY Music Enrichment Programming Cornerstones:
  - ★ Engaging & Active
  - ★ Imaginative & Kid-Focused
  - ★ Original & Traditional Music Performed LIVE
  - ★ Designed to Integrate w/ School Curriculum
  - ★ FUN!

Absences / Vacations

If / when possible, we will always try to **substitute** or **reschedule** classes to ensure continuity of programming. Please **call or text Kara, Cathy & Shana** if you know you're going to be absent **within 24 hours** of the start time of your classes. Otherwise, please **email Kara & Cathy** in advance and we will find a sub or reschedule to a day/time you provide in the email as another option.

If transportation related, please attempt to find alternate transportation prior to contacting the office.