

## How will we teach in autumn 2022?

We will offer regular Mainhattan Music Together in-person-classes.

Families who register for the autumn semester will meet in the classroom for a 45 minute class each week. We will still keep the classes smaller than before COVID because we want to be able to keep distance if it will be required in autumn.

**If the teacher shows symptoms of a Covid-19-disease or has to stay in quarantine and we do not have a substitute, the in-person-class will be replaced with an online live class. Of course we will try to offer an extra class at the end of the semester, but we cannot guarantee rescheduling.**

**We will teach in the classroom as long as we are allowed to do so. If the government will change the rules and we are not allowed to teach in-person anymore we will switch to online classes. Then you will have a 30-minute online live class at your regular classtime and an additional video (about 15 minutes) per week.**

## Policies of Mainhattan Music Together

### Registration Policy

Families who join our classes for the first time are asked to fill in a page-long registration form, so we can submit your personal information to our computer system and are able to contact you properly. Naturally we treat this information confidentially and don't even dream of passing it on to anyone else without your consent. We will call you or write an email to confirm your registration.

As a family returning for a new semester of Music Together classes we already have all your personal details. Therefore, you can just send us an email to continue classes at the same time and location that you have been visiting the previous semester. **With this email you agree to our terms and conditions and you are properly registered for the new semester.** We will send you a confirmation mail and will also contact you if anything goes wrong and we need to offer an alternative class to you.

**Payment for the semester is due upon registering.**

### Make-up Class Policy

We want to see you every week, but naturally we understand that scheduling conflicts may occasionally arise. If you notify us (the office) in advance at least 24 hours before your class time that you won't be able to join us, your absence will qualify for a make-up. Our office will offer you a make-up session during one of our other classes as space is available on a first come, first serve basis. We will try to provide at least one in-person make up opportunity for every family.

In addition we will schedule four online live classes on Monday at 5 p.m. (the dates will be published in the beginning of the semester) and every family is welcome to join that classes.

### Refund/Cancellation Policy

If you notify us in writing **prior to the registration deadline specified on the registration form** that you need to cancel your registration, we'll refund your payment after deducting an administrative charge of 50 Euros.

While we hope, and expect, to hold each class we offer, we must reserve the right to cancel or postpone any session or program that does not meet our minimum participant number requirement. **We encourage you to register early since doing so reserves your space and also helps prevent class cancellations.**

If it becomes necessary for us to cancel an entire session or program, we'll notify you in writing and either refund your payment in full, or issue you a refund which is proportionate to the number of your class meeting times held by that point and the total number of planned meeting times for your class. Please keep in mind that the materials/access codes are part of the tuition- so the refund for one week without class will be 10 €.

## **Data Privacy Statement**

If you register for a class at Mainhattan Music Together, we request and save the following data in a database:

- first and last name
- postal address
- e-mail address
- phone number
- name of child(ren)
- date of birth of child(ren)

This information is used to create class lists, for email conversation, confirmation of registration and accounting. By registering for a class you agree with the above handling of your data.

### **Data subject's rights**

As a data subject you have the right to receive on request free information about which personal data has been stored about you and for what purpose. You also have the right to correct incorrect data and to restrict or delete your personal data. If applicable, you can also claim your right to data portability. If you believe your data has been processed unlawfully, you can file a complaint with the appropriate regulatory agency.

### **Deletion of data**

If your request does not conflict with a legal duty to store data (e.g. data retention), you have the right to delete your data. Data stored by us, if they are no longer necessary for their purpose and there are no legal retention periods, will be deleted. If deletion cannot be carried out because the data is required for legitimate legal purposes, data processing is restricted. In this case, the data is blocked.

### **Right of objection**

If you would like a correction, blocking, deletion of or information on your personal data that has been saved, or if you have questions regarding the collection, processing or use of your personal data or if you would like to revoke your consent, please contact the following e-mail address:  
fun (at-sign) mainhattanmusic (dot) de

### **External services**

For further services of Music Together, LLC like apps or newsletters please find their respective policies at <https://www.musictogether.com>