

HEAD OFFICE
Shop 5,
Southridge Shopping Centre,
343 Mackenzie Street,
Toowoomba, Q 4350.

Phone: 07 4635 9329
Mobile: 0416 077 917
Website: www.kidsdiscover.net
Email: info@kidsdiscover.net



Kindermusik®

Presented by the ABC Music & Me
ABC Music & Me
Singing. Moving. Learning.

ABN 68 096 946 109

IMPORTANT THINGS TO KNOW FOR ORDERING

- **Orders** for home kits are due by the **8th of the month** prior to the month in which they will be used. Eg... if you need your home kits for February, deadline for orders is 8th January. Once ordered, orders cannot be changed. If you have a child that you need to add to the list after the 8th of the month, you will have to wait until the following month to purchase home materials. Please note: it is a breach of regulations to have a child involved in ABC Music & Me lessons if no home materials have been purchased.

Methods of Ordering:

- Telephone - Please phone us on 07 4635 9329 and place your order by telephone.
- Email - Please email us at info@kidsdiscover.net
- Fax - please note that we do not have fax facilities.
- **Payments** for home kits are due when ordering. Without payment, home materials cannot be ordered or sent. Once ordered, orders cannot be changed.

■ **METHODS OF PAYMENT:**

Direct Deposit: Bank account name: Kids discover
 Bank account BSB: 638-060
 Bank account # 9680543
 Bank type: Heritage Building Society

Credit Card: Once we have your credit card details on file, we can then process your order as soon as we have the numbers for that month.

Cheque/Money Order: Cheques need to have reached the office and be CLEARED

by the deadline date (8th of each month). If they arrive late or have not had 3 business days to clear, then home kits will not be posted for that month. For this reason, direct deposit or credit card are preferred.

- **Postal Address for cheques and money orders:**

Kids Discover
46 Cranley Street
Toowoomba, QLD., 4350.

- **Delivery of Home materials**

Home materials will be delivered to your centre during the last week of each month so you will have materials ready to be distributed to the children with the first lesson of the new month. If in a child care setting, alternatively, you could send them home on the 1st of the month, prior to the first lesson.

- **Returns**

If you encounter a faulty CD or instrument, please telephone our office so we can arrange a replacement for you. Returns must be made within 14 days of goods being shipped out to you.

- **Sign up Sheet**

Please find a parent sign up sheet at the following page:

<http://www.kidsdiscover.net/abcmusic/pdf/signupsheet.pdf>

- **Suggestions for collecting payment**

- Monthly - have a sign up sheet and envelopes and have parents pay separately via a specially marked envelope.
- Quarterly - Have parents pay fees quarterly. New students who decide to enrol in the program could pay the remainder of the quarter (either 2 months or 1 month depending on when they join)
- Add to fees - Payments could simply be added to their current fees and listed separately. This creates less administration work but may not work depending on how that works in with deadlines for ordering.