

**Prelude Music
Music Therapy Registration Form**

Name of School/Company/ Institution:

Name of Contact Person:

Street

Email

City

Phone

Postal Code

Best way for us to get paid: (circle one)

- Cheque
- Online through quickbooks
- E transfer to nikita@preludemusic.ca
- direct deposit

I _____ agree to sign on with Prelude Music as for Music Therapy, for our agreed upon dates.

Signature: _____

Date: _____

Dates you would like therapy from:

Day of week: _____

Time: _____

Length: _____

Yes. No

Start date: _____ End Date: _____. OR Continuous until client cancels: _____

OFFSITE SERVICE AGREEMENT: INSTITUTIONAL & FACILITY POLICIES

This document outlines the standard operational, billing, safety, and scheduling policies governing all offsite music therapy and music education contracts provided by **Prelude Music** for schools, facilities, and non-educational institutions.

1. Group Roster, Needs & Safety Protocols

To ensure the safety, quality, and clinical efficacy of our sessions, offsite client organizations must adhere to the following setup protocols:

Group Updates & Rosters: Before the session takes place, the facility must provide:

- Updated group headcount
- Individual physical, cognitive, behavioural, or educational needs

Safety Screenings: Prior to beginning services, facility contacts must inform Prelude Music of any known safety concerns, potential behavioural risks, or relevant health considerations regarding participants. If necessary, appropriate facility staff must be present during sessions to provide support.

2. Payment Terms

Invoicing: Prelude Music will issue electronic invoices at the end of each calendar month. Invoices will reflect the total number of sessions that took place during that billing period.

Terms: Payments are due immediately upon receipt of the invoice.

3. Cancellation & No-Show Policy

A) Facility / School / Client Cancellations

Billing & No-Shows: If a facility, school, or client misses or cancels a session for any reason—including student illness, field trips, facility outings, or institutional scheduling conflicts— full payment for the session remains required.

No Refunds or Make-Ups: Prelude Music does not offer refunds, credits, or make-up sessions for sessions cancelled or missed by the facility or client.

B) Prelude Music / Therapist Cancellations

Notification & Make-Ups: If a Prelude Music therapist must cancel a session due to illness or emergency, the facility will be notified as early as possible. Prelude Music will make every reasonable effort to schedule a timely makeup session or adjust the monthly billing accordingly.

4. Schedule & Holiday Closures

Statutory Holidays: Prelude Music is closed on all recognized statutory holidays, and regular offsite sessions will not run on these days.

School Closures (Educational Institutions): Offsite school contracts will not be billed during regular academic breaks, specifically:

Summer Break

Christmas Break

Spring Break

In-Service Days: Schools must provide Prelude Music with a complete schedule of all planned inservice and professional development closure dates at the beginning of the school year to ensure proper master

scheduling and prevent accurate billing adjustments. These are exempt from being billed, so long as they are provided before the new school year starts, or at the start of your contract.

5. Contract Termination

Notice Period: Termination of an offsite contract prior to the specified end date requires a minimum of **30 days written notice** delivered to Prelude Music administration. info@preludemusic.ca.

Financial Obligations: Full payment obligations remain in effect for all scheduled sessions during the 30-day notice period.