



Proposal for Music Therapy Services  
2024-2025 School Year

Description of Services

- Keys for Success will provide weekly music therapy groups for students at Southgate Preschool

Scope of Services

- Keys for Success will provide two half hour music therapy groups, one for the AM class and one for the PM class
- If Keys for Success needs to cancel in-person services, alternate service delivery models (including but not limited to: rescheduling, remote services, substitute therapist, and/or resource programming for teachers) will be offered
- If Southgate Preschool needs to cancel in-person services, Keys for Success will offer alternate service delivery options and opportunities to reschedule if possible. The full daily rate will still be charged for any cancellations
- Services will occur weekly during school year: mid-late September 2024- May 2025, no sessions on scheduled school breaks
- Rate is \$200 per day (2 half hour groups each day plus set up and clean up time for each group); if one or both classes cancels, the full rate will still be charged. Services will be invoiced on a monthly basis. Full school year estimate- \$6,400 (for 32 weeks of group)

Responsibilities of Keys for Success

- Provide weekly music therapy groups
- Provide written quarterly updates for teachers and parents
- Provide a substitute therapist from Keys for Success in the case of absence by the primary therapist or schedule a day of makeup sessions within the same week, when possible
- All therapists will be board certified and remain in good standing with the Certification Board for Music Therapists
- Submit a monthly invoice for services billed to Southgate Schools
- Provide instruments and materials for student use
- Follow all Southgate and Keys for Success health and safety protocols

Responsibilities of Southgate Preschool

- Provide a safe, clean environment for music therapy groups
- Teachers and/or aides will participate in the groups as appropriate
- Remit payment to Keys for Success following receipt of monthly invoice
- Follow all Southgate and Keys for Success health and safety protocols

I agree to the above terms of the agreement

*Lindsay Menninger, MT-BC*

Keys for Success, LLC

7/9/24  
Date

Southgate Preschool

Date