



## Registration Guide for 2018-2019

Registration for 2018-19 classes will begin significantly earlier this year! This change has been made in order to improve the registration process and to cut down the waiting time in the early morning lines. On **Monday, March 5<sup>th</sup> 2018**, we will begin **Re-Enrollment** for current students. This change to the re-enrollment date will help us adequately prepare for the First and Second Tier processes.

Please note that all registration paperwork must be received in person. Faxed, Scanned, and Mailed copies are not accepted.

### **NEW\* RE-ENROLLMENT** Current students ONLY

Begins Monday, March 5<sup>th</sup> at 12noon and ends Friday, March 9<sup>th</sup> at 6pm.

(NO NEED TO STAND IN LINE) Current Greenwich Dance Studio students are eligible to re-enroll in classes they currently take (same day, same time, same teacher). Students who are moving up a level (in the same style of dance) due to age and/or ability are also allowed to do so during this week. For those wishing to add LYRICAL, TECHNIQUE, CONTEMPORARY, or POINTE do not wait in the First Tier line. You will be contacted after re-enrollment with a personal invite if you are eligible.

### **NEW\* FIRST TIER** Current students add/change classes, and siblings

Begins Wednesday, May 23<sup>rd</sup> – Doors open at 6am Current Greenwich Dance Studio students who wish to add an additional class, or change classes, you must wait to do so until the new first tier of registration. If your child is eligible to move up, GDS will place her in the appropriate level, even if you have not specified this request. For those wishing to add LYRICAL, TECHNIQUE, CONTEMPORARY, or POINTE do not wait in the First Tier line. You will be contacted after re-enrollment with a personal invite if you are eligible.

### **SECOND TIER** Waitlisted from Fall 2017

Begins Tuesday, May 29<sup>th</sup> – Doors open at 6am  
For all students who were **waitlisted** for the 2017-18 session are eligible to register for classes.

### **THIRD TIER** New Students

Begins Thursday, May 31<sup>st</sup> – Doors open at 6am  
Registration is open to the public. Your registration form must be completed in its entirety.

#### **THIRD TIER DISCLAIMER:**

Typically, GDS classes fill up after First and Second Tier registration. However, being a part of Third Tier puts your dancer on appropriate lists for the next available spaces in current classes. In addition it provides you with Second Tier status the following registration year.

## WHAT TO EXPECT

Registrations will NOT be processed on the spot. However, every form will be dated and time-stamped so that GDS will be sure of the order in which they were received. Please anticipate a wait time due to the high volume of people, however, please know that having your form reviewed on the spot greatly benefits you and saves time in the long run.

If you are unsure of which level your child is, simply write the class name without the level. GDS will place your child in the appropriate level based on various factors specific to enrollment that year.

If you would like to check the status of your registration, please email our office manager, at [office@greenwichdancestudio.com](mailto:office@greenwichdancestudio.com) beginning July 1, 2018.

## HOW TO PAY

It is most helpful to provide a credit card number when signing up for classes. Occasionally checks are written out for an incorrect amount and thus cannot be processed. This slows down the registration process considerably. Therefore, if possible, please provide a VISA or MASTERCARD. If you need to pay with a check please make it out to Greenwich Dance Studio.

## WAITLISTS

Frequently, students are placed on waitlists because there is no room in the class of their choice. There is a benefit to being placed on a waitlist. In the chance that someone drops out of the class before it begins, or even while it is in session, we will call the next person on the waitlist to see if they would like to take the spot, provided it is within a reasonable start time in the year.

*NOTE: Anticipated Spring performance date is Saturday, May 18, 2019. Please mark your calendars to avoid conflicts.*