

# General Information

## Registration Information:

We recommend that returning students take advantage of priority mail registration. If you wish to insure registration in the same class as another student, please submit your registrations together. Please include a second choice class in the event that your first choice is unavailable. In person registration will take place Tuesday, 6/12/3 from 4:00 to 6:00 p.m. at 118 Greenfield Ave. Registration remains open and ongoing throughout the year, on a space available basis. Payment must be made at time of registration. We accept Visa and MasterCard in addition to cash or personal checks. All information must be submitted as indicated on the registration card and credit card payments are subject to bank authorization. Incorrect or incomplete information may delay the processing of your registration.

## Placement:

Typically, returning students automatically progress to the next level. Our general guideline is that students ages 3 to 9 are placed in class based on their age as of Dec. 1, 2009. Youth Company and upper level students receive placement information in their end of year assessment packets. New students 10 years and up (and those with prior ballet training) should call the school for placement information. Once you have determined your level, select your preferred day and time from the class schedule. Class sizes are limited, so please include a second choice in the event that your first choice class is unavailable. **Once you are placed in a class, your spot is guaranteed for the school year. You must notify the office in writing (email or snail mail) if your child discontinues or you will be responsible for tuition, regardless of if he/she attends, as we are holding the spot as a courtesy to you!**

## Dress Code:

Girls: Leotards and pink tights are required for all classes, Ballet 1 and up. No torn tights, please! No coverups (e.g. shirts, shorts).

Boys: Bike shorts or tights and fitted shirt.

Hair: Hair must be securely fastened away from face. Ballet 1 and up must have their hair in a classical ballet bun with hair net. Long hair-pins are best; elastic bands required- NO "scrunchies" as they do not secure hair properly.

Shoes: Ballet classes require slippers with elastic across arch of foot.

## Locations:

Classes are held at our primary studio at 118 Greenfield Avenue, San Anselmo, and our satellite studio at 2240B Fourth Street, San Rafael. Please see the 09/10 Schedule of Classes for days, times and locations of classes.

## Dance Demonstrations:

Our dance demonstrations are a highlight for the students and take place on two consecutive weekends in early June at the Playhouse in San Anselmo. Participation is encouraged. A demonstration fee is charged to cover the cost of the costume (which the child keeps) and two tickets to the performance. Additional information is sent with session 3 billing, students must be enrolled in sessions 3 and 4 to participate. All costumes are ordered by March 1st and if you discontinue after that date you are still required to purchase the costume. If you do NOT plan to participate, we ask for written notification.

## Parking & Traffic Safety:

Always allow sufficient time for parking and safe drop off of students. Do not double park or stop in the middle of Greenfield Avenue to drop off students. All families must adhere to the traffic safety rules as outlined on the registration card.

## Scholarships:

All requests for scholarships and scholarship renewals must be submitted in writing. Please request a financial aid application form and submit at registration.

## Communications:

We frequently use email to communicate with our families. Please be certain to provide a current, accurate email address on your registration card.