

Q: As a returning student, do I need to register on the first day?

A: The first day of registration is **NOT** the only day for returning students to register. This day is scheduled to give our loyal, returning customers the opportunity to register for the high-demand classes before being closed out to new students. It is **NOT** necessary to register on the first day. This is the fairest way to ensure that everyone has an equal opportunity to get into the high-demand classes. If you do not feel that the classes you are registering for are in high-demand, then you may register on another "open registration" day at your earliest convenience.

Q: How long is the average wait time for the first day of registration?

A: It should be noted that it is common to wait in line for up to, and sometimes exceeding, 2 hours on the first day of registration. We are hoping by providing these frequently asked questions, it will cut down on the wait time, as it is *not always necessary to attend the first registration day.*

Q: What can I do to make the registration process easier and more efficient?

A: To make the process move quicker and serve you more efficiently, we have posted the schedule and registration/medical release forms on our website. You can review the schedules online to become familiar with the class days and times that were recommended for and that you are requesting.

Also, please make sure to have your registration postcard with you. Each student's class recommendation is listed on the postcard. *Without this postcard, additional time is required to look up the placement that was recommended for your dancer.* Recommendations are based off of the class that the student took last year. This does not mean that you cannot switch to a different genre.

The registration forms can also be printed out for your convenience. Please make sure to print and complete all pages of all forms posted on the website **PRIOR** to coming to the studio to register.

A registration/medical release form is required for *each student.*

Additional forms that require the signature of a Parent/Guardian will be distributed at the studio at the time of registration.

Checks or Cash (exact amount) are the quickest forms of payment.

Q: Will there be additional forms to fill out and sign when I arrive at registration?

A: Yes

Q: What should I bring on Registration Day?

A: Patience 😊 Please bring with you a completed registration/medical release form for *each student* that can be printed from our website. All families should be prepared to supply a payment of the registration fee plus the **first** and **last** month's tuition. A Parent/ Guardian should be present at registration in order to complete all of the necessary paperwork. Please be prepared with your health insurance information including: Insurance company name and policy or ID number. **If you are a returning student, you should also bring your registration postcard with the recommended classes for placement.**

Q: What forms of payment are accepted?

A: We accept Cash, Check, Visa, MasterCard, Discover and American Express. Payment plans for the year may be set up during registration. Adjustments to your payment plan can be made throughout the year. *Keeping a credit card on file with our office is **highly recommended** to prevent late fees.* Please see the emjaez Dance Studio brochure for more details on payment plans and tuition policies.

Q: What is the EXPRESS Registration Lane?

A: The Express Lane is designed to cater to our returning students/families who are strictly signing up for the recommended classes listed on the registration postcard. You must have your postcard with you in order to utilize the Express Lane. *Students and parents in the Express Lane may **ONLY** register for the classes listed on the postcard, or an entry-level class in the appropriate age group.* You may also use the Express Lane if you are a returning student that is changing genres of dance and going into an entry-level class. This lane was designed for families that are completely familiar with all classes, placement, teachers and procedures at emjaez. Please be familiar with the schedule as class days and times change from year to year. The schedule and instructors are subject to change.

The Express Lane is tailored to seasoned emjaez families not in need of the personal attention of the director. If any of the above causes any questions or concerns, please do not use the Express Lane.

Q: Can I register a new child in the EXPRESS Lane while registering a current student?

A: Yes. Students and parents in the Express Lane may register for the classes listed on their postcard or an entry-level class in the appropriate age group.

Q: Can I register another family in the EXPRESS Lane?

A: Although it is preferred that each Parent/Guardian register their own child to complete the necessary paperwork, we do understand that scheduling conflicts can arise. Therefore, as long as they are registering for the classes listed on the postcard you may register another family. **You must have their postcard with you in order to register in the EXPRESS Lane along with completed/signed registration forms and payment.** Please note that a parent or legal guardian will need to complete/sign additional required forms **prior** to the first day of classes.

Q: How do I know my child is being placed in the appropriate class?

A: All instructors have the child's best learning ability in mind. All students will be placed in the appropriate level of classes according to the teacher's recommendation. The studio faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child. Class placements as determined by Mary Jo are final.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged only to lose their passion for dance. Others respond to the challenge of being in a class with students who are proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. Each child progresses differently. Some children stay in the same level for three years or more while others may move to the next level after one year. Comparison with other students is never a good way to judge your child's progress. We ask that you place your trust in our qualified professionals. Students will be evaluated

during the first month of classes and any necessary changes will be made the following month. Parents/Guardians should refrain from discussing class placements with emjaez instructors before or after classes.

Q: Why isn't online registration offered?

A: In order to ensure that every student is placed in the correct classes and that all questions are answered thoroughly, we feel it is best to conduct registration in person. This personal attention to each family guarantees correct placement, and assures a confidence in the students, parents, and teachers that registration is complete, correct and will result in an easy, efficient, and successful dance year.

Q: What if I am unable to print the registration/medical release forms?

A: Registration/medical release forms will also be available at the studio for your convenience. Please be prepared with your health insurance information including: Insurance company name and policy or ID number.