

## **WINTER REGISTRATION INSTRUCTIONS**

Registration for the winter session (January 9th - March 24th) will begin on Monday, November 28th and here is how it works.

Current students are only guaranteed a spot in their current level, day and time. If you would like to make a change either because you have been notified in writing that your child is eligible to move up a level or, due to personal reasons, we do our best to accommodate these requests, but these changes are **NOT GUARANTEED**.

If you have received *written* notification that your child should move to the next level (move-up notifications will be handed out no later than 11/22) **OR** if you would like to make a schedule change, follow these steps.

- **IMMEDIATELY** give us at least 3 choices for their next level or new day and time so we know what your preferences are.
- Re-register them for their current class which will guarantee them a spot in case there is not room to move. We will make these changes, if possible during Change Week and notify you.
- If there is not room for your child to move up, they will stay in their current level until there is an opening. Each session the lesson plans get progressively harder and your child will continue to be challenged at their ability level.

**Re-registration for current students can be done in person or over the phone with a Visa, MasterCard, DISCOVER or AMEX. New students must register in person.**

**November 28th - December 3rd is Priority Registration.** This is only for current students to re-register for their current class day, level and time even if they have been notified they are ready to move up or want to make a schedule change.

**December 5th - December 17th are Change Weeks.** We will do our best to accommodate all changes requested on the waitlists for current students who are moving up or requesting a schedule change.

**December 19th - December 22nd is Waitlist/Open Registration.** During this time we fill any openings with the children from class Waitlists.