

FAQ's ABOUT BRIARWOOD BALLET

REGISTRATION

At what age do you start students in your program?

The youngest classes we offer are for 3-year-olds who must be of age by September 1 and must be potty-trained.

How many students to you allow in each class?

Our 3-year-old classes are limited to 10 students per class and all other classes are generally limited to 12. Classes in the Enrichment and Intensive divisions may vary according to placement.

Who is considered a Current Student?

Any student who took classes with us the previous school year is considered current. All others, including those who skipped a year or started new with us in summer classes, is a new student.

I have one child who took last year and one who will be new. Do I have to come to both registration times?

If you have a Current Student, you may register any siblings at the same time during the morning registration hours.

May I register for a friend on registration day?

Yes, you may bring in one other family's forms and fees.

What if I miss registration day?

Registration opens on registration day, but that is not the only day you can register. We continue to enroll students up until December 1 as long as space is available.

May I mail in my registration? Fax? Register online?

You may mail your registration with the \$50 registration fee to: Briarwood Ballet, 2200 Briarwood Way, Birmingham, AL 35243. If received prior to registration day, it will be held for processing until there is a lull in the line on that day.

You can fax your forms to 205-824-8439 and then put your \$50 registration fee in the mail or drop by to pay. We do not offer a way to register online, but you can download the necessary forms to mail or bring by our office.

Is my class full?

We won't know for certain until all registrations have been processed. Some classes do close the first day of registration and we list on-site as soon as we know. Others we can't confirm until registration day has ended. We post closed classes on our website as they fill.

When will I know if I got my first choice for my child's class?

Around mid-July. We have to process all registrations received on June 22 to confirm class viability. You will receive confirmation by e-mail. You should check your spam filter to allow emails from LVAllen@briarwood.org so you don't miss any important notices from the Ballet Office.

We are new to Briarwood Ballet and my child is older than 4th grade. What class she should take?

All students 5th grade and older who are new to our program will need to take a placement class so our faculty can determine the proper class for them. To schedule a placement class, contact our school administrator Kathy Nolen for assistance. KNolen@briarwood.org

My child was placed in a class in the Enrichment or Intensive Division. Do we still need to register?

Yes. Placement is not equal to enrollment. Everyone who takes ballet classes with us has to fill out the registration form each year and submit with the \$50 registration fee to enroll.

BUT, you do not have to wait until June 22 to register. You can register at any time after you receive your placement letter. Please register before classes begin. We do not consider students to be enrolled without the paperwork and they are not included on roll sheets until officially registered. It can make things difficult for our faculty if students just show up on the first day of classes without being on their roll sheet.

Why do you do registration the way you do?

Our classes for age 3 – 4th grade are filled on a first come, first served basis. In order to be as fair as possible, we open it to everyone on the same day. We like to take in as many registrations as we can on opening day so we can adjust the schedule according to demand if possible.

Is there a deadline for registering?

December 1, 2010. Our spring production costumes are ordered in December and classes have progressed enough by that time that it would be difficult for someone to join that late.

What happens if my child is not put in a class by the time ballet begins?

If you like, we hold your registration form and check and wait to see if someone withdraws before December 1. You may also ask for the check to be returned and your registration cancelled.

How do I get my child on a waiting list?

You must fill out the registration forms and submit them. Students are placed on waiting lists in the order in which we receive their form, so if you wish to be on a waiting list, we encourage you to get the forms to us sooner than later. You would not pay the \$50 registration fee unless a space comes open for your student.

When will we find out which level we are placed in for next year?

Students who have been enrolled in our Enrichment and Intensive Divisions receive a letter in late May giving them their placement for the fall and telling them which summer class to take.

Students just completing the 4th grade will find out in late July which division they have been placed in for fall classes. If you know you will be continuing in ballet, you can submit your registration form and fee and we will enter the correct class once placement has been confirmed.

What if I have to withdraw my child before the end of the school year?

You must contact the Ballet Office and we can walk you through the withdrawal process. It is not sufficient to just tell your child's dance teacher. And, please, do not just stop coming to class. You will continue to be charged for subsequent quarters until you contact the office. Please see page 4 in the Student Handbook for more information.

FINANCIAL MATTERS

If I have a past-due balance, am I able to register for the next session?

We prefer that all outstanding balances be paid in full before a student continues in our program. You will have an opportunity to make payment at registration. You may contact our administrator Kathy Nolen to discuss this further. knolen@briarwood.org

May I write one check for registration fees and class fees, or for more than one child?

Yes, as long as it is notated on the memo line.

Can I pay the entire yearly tuition amount?

Yes!

May I write a check for a friend?

Yes, please indicate the student for whom you are paying on the memo line.

Who do I make my check out to?

Briarwood Ballet

Do you take credit cards for payments?

Sorry, we only take checks or cash.

Do you send statements or invoices?

No, we do not. We encourage everyone to check the current session's fee schedule and mark due dates on your personal calendar so you don't forget. A two week grace period is given after which a late fee is assessed. The current year's brochure and the Student Handbook both list a schedule of due dates. We also list upcoming due dates in our newsletters as well as reminder emails that come out prior to due dates.

GENERAL**Is the Ballet part of Briarwood Church or Briarwood School?**

Briarwood Ballet is a board-directed ministry of Briarwood Presbyterian Church. It is not a part of Briarwood Christian School.

What holidays does Briarwood Ballet observe?

We set our own schedule of days off from classes. We do not follow the exact same schedule at Briarwood School. There are quite a few days throughout the year when BCS does not have school or lets students out early that the Ballet still runs a regular schedule. Our calendar is listed on the website and in the current academic year's brochure.

What to you do in the case of bad weather?

If Briarwood School is in session (until 3:00 pm,) we close if they close.

If BCS has already let out for the day, we closely monitor the weather via radio and internet and follow the church's inclement weather procedures if they are warranted. Weather can vary widely in the greater metropolitan area. Some areas may be hit quite hard while our location may only see sprinkles.

If you drive in from an area that is experiencing severe weather or tornado warnings, we do not expect you to drive through that to get to Ballet.

We post updated info on the Ballet Office's outgoing message and sometimes on the website as we are able.