

Bryan
County
Schools

Committed to Excellence & Success in All We Do

Community Education

Explore. Learn. Grow.

PROGRAM INFORMATION: The Community Education Program provides educational, recreational and enrichment opportunities for the residents of Bryan County. Community Education allows participants to attend classes in their local community. A variety of classes are offered for children and adults with a staff of qualified instructors. The concept of community education is based on the principle that education is a never-ending process that should be available for learners of all ages, backgrounds and needs. The Community Education Program allows schools to become a place of learning for the entire community. The program encourages local citizens to share their many talents and resources as instructors. A full course schedule is available online at bryancountyschools.org/o/comed or pick up a copy at the Community Education office.



A diverse curriculum is available for children and adults of all ages with a staff of qualified, caring instructors. Approximately 900 students attend weekly classes that include art adventures, gymnastics, dance, piano, karate, Taekwondo, soccer, Snapology and other activities. Classes such as dance, gymnastics, piano, tennis, karate and others are on-going classes held on a continuing basis throughout the school year. Shorter term classes such as baby-sitting or quilt-making are scheduled for several sessions throughout the year. A recital or exhibition is planned for most of the year-long classes during the school year. Students will receive a confirmation letter informing them of the beginning date and time of their class.

REGISTRATION INFORMATION AND CLASS PLACEMENT: All registrations must be received and processed by the Community Education Office staff. Program instructors cannot accept registration forms or place a child in a particular class until the paperwork has been processed by the Community Education Office staff. Payment is not required until just prior to the first class. Some smaller specialty classes may require payment earlier to verify enrollment numbers. All registration forms are dated and timed upon receipt in the Community Education Office, and students are placed on class roles according to when they were received. Students are placed in classes either according to age or ability levels determined by the individual instructors. If a class is filled, students will be placed on a waiting list. Registration forms must be signed by a parent or legal guardian. Legal guardians must provide legal documentation of guardianship.

Registration information:

- Parents or legal guardian who register the student is responsible for payment of Community Education tuition
- Any requested changes to a student's Community Education schedule must be made in writing to the Community Education Office
- Changes in the names of personnel authorized to pick up a student can only be made by the parent or legal guardian who registers the student

FEE SCHEDULE AND PAYMENT INFORMATION:

- For convenience, class fees are divided over eight equal monthly payments for year-long classes.
- No billing will be sent aside from the class schedule
- A non-refundable, annual registration fee of \$25 per child is assessed for year-long classes regardless of the number of classes taken
- Community Education and ASP payments must be made on separate checks.
- Individual class descriptions and fees are listed in the class descriptions detailed on the Bryan County School's website (www.bryan.k12.ga.us)
- A yearly payment schedule will be attached to a student's confirmation of class enrollment.
- **Failure to keep Community Education and After School Program accounts current will result in a child being withdrawn from both programs.** Late fees will be assessed if payments are not received prior to the second class. Notice of withdrawal from Community Education classes must be made in writing to Community Education Office
- Late pick up fees will be applied as follows:
 - 0 – 15 minutes after class ends: \$15.00 (No courtesy pick-up)
 - 15- 30 minutes after class ends: \$20.00
 - 30 minutes or over - \$30.00 (Legal authorities may be called)

Refunds will not be made if a student is unable to attend a Community Education class. If a child is absent for an extended time due to an illness or injury, a doctor's note must be delivered to the Community Education Office before the child can return to the class.

CLASS RULES:

- Students may not remain on campus while waiting for a Community Education class to begin. Transportation assistance is available on a drop-in basis through the After School Program.
- Parents, siblings or friends are not allowed to remain in the student's Community Education class or hallways. Parent observation days will be scheduled periodically.
- Children should arrive no sooner than five minutes before the beginning of their class.
- Transportation to and from Community Education classes is provided to children enrolled in the After School Program when possible between the hours of 4:15 p.m. and 6:00 p.m.

Thank you for your support of the Community Education Programs. Comments and/or suggestions are always welcomed by calling the Community Education Office at 912-459-5116.

**Community Education Office
120 Constitution Way
Richmond Hill, GA 31324**