



Committed to Excellence & Success in All We Do

# Community Education

**Explore. Learn. Grow.**

**PROGRAM INFORMATION:** The Community Education Office offers a variety of after school and evening classes for children and adults of all ages. These classes were created to provide students with a positive outlet to explore their creativity, expand their knowledge, and find new interests and hobbies.

Community Education classes are taught by a staff of qualified instructors. Schedules for students' classes may vary from a one-day class to monthly or several week sessions. Classes such as art, dance, gymnastics, piano, soccer, Snapology, Taekwondo, violin, and tennis are held throughout the year. Early registration is encouraged since all classes have a maximum enrollment.



**Class fees:** A non-refundable registration fee is included in the class enrollment fee and varies by class.

Register online at <https://bryan.ce.eleyo.com>, a convenient, mobile-friendly online tool that allows you to manage your Community Education account from any device, including your smart phone or tablet. Parents/guardians will be required to enter a payment processing method to register. Auto-pay option is available for regular tuition payments.

1. To start, you will need to first **set up an account** at <https://bryan.ce.eleyo.com>.
2. Once that is done, you can continue, or log back in later, to set up your family profile. [View Eleyo instructions](#) to assist with this set up if needed.
3. The last step is to search and register for your child's class.

**Register as early as possible.** Registration for Community Education classes are accepted on a first-come, first-serve basis. Parents are encouraged to submit registrations early. No telephone registrations will be accepted for Community Education classes.

All registrations are date and time stamped in the order they are submitted. Students will be placed in classes in this order. Completing the online registration does not guarantee enrollment in a Community Education class. Confirmation will be emailed to you upon completion of registration. Community Education Office hours when Bryan County Schools are in session: Monday – Thursday: 8:00 a.m. – 6:30 p.m.; Friday – 8:00 a.m. – 5:00 p.m.

**Registration information:**

- Parents or legal guardian who registers the student is responsible for payment of Community Education tuition
- Any requested changes to a student's Community Education schedule must be made by contacting the Community Education Office
- Changes in the names of persons 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.
- Billing reminders will be emailed
- Non-refundable registration fees are included in enrollment fees and vary by class
- Individual class descriptions and fees are listed in the class descriptions detailed on the Bryan County School's website [www.bryan.k12.ga.us](http://www.bryan.k12.ga.us) or at [bryan.ce.eleyo.com](http://bryan.ce.eleyo.com).
- A 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 is available 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**