Community Education Parent Handbook

Bryan County Schools – Community Education Office

Location: 1 Wildcat Drive, Richmond Hill, GA 31324
Phone: 912-459-5116
Website: https://gwces.bryancountyschools.org/o/comed

Program Overview

The Community Education Office offers a wide range of after-school and evening classes for children and adults. These programs empower learners to:

- Express creativity
- Expand knowledge
- Discover new hobbies and interests

Class Categories Offered

- Art & Performing Arts
- Music
- Driver's Education
- Martial Arts
- Language
- STEAM
- Sports & Fitness
- Gymnastics/Tumbling
- Outdoor Adventure
- Parent Night Out
- Adult Classes/Workshops
- Family Activities
- Academic Enrichment

Courses are taught by qualified instructors and may range from one-day workshops to multi-week or monthly sessions. Early registration is highly encouraged, as space is limited.

Our Goals

- Provide quality enrichment activities for children 18-months through adult and family
- Offer a safe, structured environment promoting responsibility, respect, and a positive attitude
- Employ professional, caring instructors to support student learning in group settings
- Complement the school curriculum through stimulating and creative activities

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Class Fees & Registration

Registration Fees

Fees include a **non-refundable registration fee**, which varies by class.

How to Register

Register online: CLICK HERE

Step-by-Step:

1. Create an account.
2. Set up your family profile.
3. Browse and register for classes.

A confirmation email will be sent upon successful registration.

Phone registrations are not accepted.

Registration is first-come, first-served and not guaranteed until confirmed.

Registration Policies

- The registering parent/guardian is responsible for all tuition payments.
- Schedule changes must be submitted in writing.
- Only the registering parent/guardian can update the authorized pickup list.
- Students will not be released to unauthorized persons. Legal documentation is required if restricting a biological parent.
- Attendance/pickup reports: $0.25 per page.

Fee Schedule & Payments

- **Single and One Series Session Classes:** Paid upon registration
- **Multi Series and Year-Long Classes:** Divided into **equal monthly payments**.
    - **Billing:** Email reminders sent before due dates.
    - **Payment Schedule:** Provided with registration confirmation.

Late Payments & Withdrawals

- Students may be withdrawn for non-payment.
- Late fees apply after the second class.
- Written notice required for withdrawal.

⏰ Late Pickup Fees

After Class Ends	Fee
0 – 15 minutes	$20
15 – 30 minutes	$30
30+ minutes	$40 *(Authorities may be contacted)*

❌ **No refunds for missed classes.**

🩺 Extended absences require a doctor's note for reentry.

Class Rules & Expectations

Student Eligibility Requirements

Students must:

- Follow directions without one-on-one support
- Behave appropriately in group settings
- Manage personal belongings and self-care needs independently
- Request permission to leave designated areas

Students must be toilet-trained to participate in all Community Education Programs.

Health & Medical Policies

Illness

- Children with contagious illnesses must stay home.
- Fever-free for 24 hours (without medication) before returning.
- Parents/authorized contacts must arrive within 30 minutes if the student becomes ill.

Injuries & Medical Emergencies

- Minor injuries are treated onsite.
- Parents are notified of serious or head injuries immediately.
- In major emergencies, 911 will be called and a staff member will accompany the child if a parent is unavailable.

💊 Medication Policy

The Community Education Program **does not** employ nurses and **does not administer medications** unless specifically agreed. Contact the Community Education office to discuss accommodations.

Requirements (if medication is allowed):

- Authorization Form completed by parent and healthcare provider
- Medication must be in original container
- Delivered and signed in by parent/guardian – **not the student**
- Separate medications must be provided for the school nurse and the Before/After School Program

Self-Administration of Asthma Inhalers:

Allowed with:

1. Parental and physician authorization
2. Written treatment plan
3. Emergency medical release

Arrival, Dismissal & Transportation

- Students **cannot remain on campus unsupervised** before class.
- Transportation may be arranged through the After School Program (4:00–6:00 PM where available).
- **Parents, siblings, and friends may not remain in classes, hallways, gyms or fields.**
- Students should arrive no earlier than **5 minutes** before class.

Discipline Policy

Community Education adheres to Bryan County Schools' behavior expectations.

Progressive Discipline Consequences:

Number of Infractions	Potential Consequence
3	Suspension – 1 day
4	Suspension – 2 days
5+	Suspension – 3+ days or removal from program

- Immediate suspension may occur for serious incidents.
- Suspended students are charged for the missed days.
- Bus infractions may result in dismissal from the program.

 Inclement Weather / Emergencies

If Bryan County Schools close due to weather or emergencies, **Community Education programs will also close**. Parents must have an emergency plan on file with the school.

 Additional Guidelines

- Please **do not send toys, electronics, or personal items**.
- Electronic devices must remain in backpacks unless approved by Community Education Director.
- Label all items: clothing, lunchboxes, backpacks, etc.

Community Education Office Hours

(During Bryan County School Sessions)

- **Monday–Thursday:** 8:00 AM – 6:30 PM
- **Friday:** 8:00 AM – 5:00 PM

 Contact Us

We value your feedback and questions!

Community Education Office

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