

Lifelong Learning Provider Guidelines

Read me!

Application Process for Lifelong Learning Instructors

Becoming a Provider requires the submission of a Course Intent Packet, course outline, and resume for each semester in which the Provider desires to teach. The information is then forwarded by the Lifelong Learning office to the Site Coordinator for approval. After approval, the Provider is notified and sent a contract to sign. He/she will receive two copies of the contract: one is to sign and keep; the other copy is to be signed and mailed to this address:

ATTN: Natasha Moore, Coordinator

WCPSS Lifelong Learning with Community Schools

110 Corning Rd, Crossroads II

Cary, NC 27518



The Provider must have a signed contract on file in the Lifelong Learning office before he/she may teach a course.

Hours and Locations of Classes

Community Schools Sites

<p>*Athens Dr. High School 1420 Athens Dr, Raleigh 27606 M-Th, 6:30 - 9:30 p.m. Allan Lovett, alovett@wcpss.net (919) 854-1666</p>	<p>*Knightdale High School 100 Bryan Chalk Ln, Knightdale 27545 M-Th, 6:30 - 9:30 p.m. Anthony Byrd, abyrd2@wcpss.net (919) 217-5411 evening</p>	<p>Leesville High School 8409 Leesville Rd, Raleigh 27613 M&W, 6:30 - 9:30 p.m. Andy Hunt, dahunt@wcpss.net (919) 870-4300 evening</p>
<p>*Millbrook High School 2201 Spring Forest Rd, Raleigh 27615 M-Th, 6:30 - 9:30 p.m. Keith Lindsay, wlindsay@wcpss.net Kim Acord, kacord@wcpss.net (919) 850-8804 evening</p>	<p>*Reedy Creek Middle School 930 Reedy Creek Rd, Cary 27513 M-Th, 6:30 - 9:30 p.m. Jim Stewart, jestewart@wcpss.net Ambika Persad apersad@wcpss.net (919) 460-3504 evening</p>	<p>*Sanderson High School 5500 Dixon Dr, Raleigh 27609 M-Th, 6:30 - 9:30 p.m. Debra Lassiter, dlassiter1@wcpss.net (919) 881-4805</p>
	<p>Note: All adequately enrolled sites are available during fall and spring semesters. Those marked by an asterisk are available during the summer months as well.</p>	<p>For detailed directions to the sites, please refer here: http://cs.wcpss.net/lifelonglearning.</p>

Registration and Fees

Registration forms and fees are collected through Lifelong Learning. However, late registrants who come on the first night of class will bring the fees and registration forms with them. Pre-registrants will register online or write a check in the Provider's name and send it, along with the registration form and payment, to

Lifelong Learning with Community Schools
Wake County Public School System
110 Corning Road, Crossroads II
Cary, NC 27518.

The payments received by mail will be accounted for and then forwarded to the Provider by USPS mail. Online registrant information will be emailed to the provider, indicating the student must pay on the first evening. **If the Provider has not received any checks or received any emails about online registrants, it means that no one registered for the course.** However, the Provider still must be present the first evening of class for possible walk-in registrants. Further, if the Provider decides to cancel because of low enrollment, the Provider must be present to explain the refund policy to pre-registered and walk-in students.

Community Schools Fees

For a single-night course, the Provider is responsible for writing a check payable to *Wake County Public School System Community Schools* at the end of the class in the amount of \$18.00 per student. For a multi-evening course, the Provider must write a check payable to *Wake County Public School System Community Schools* by the second evening of class in the amount of \$25.00 per student.

Class Rosters and Checks

The Site Coordinator for the school will supply the Provider with the class roster that he/she must complete. The Provider must then return the completed roster to the Site Coordinator. The Provider must pay the per-participant fee for a one-night course to the Site Coordinator on the evening of the course. The Provider must pay the per-participant fee for a multi-night course no later than the second evening of the course.

Class Advertising

Neither WCPSS nor WCPSS Community Schools should be referenced in advertisements or publications as being the co-sponsor/sponsor of a course. Providers may only list the school as the location of the class in advertisements and publications. Providers must send a copy of any article/flyer to be advertised to the Lifelong Learning Coordinator, Natasha Moore, by email: lifelonglearning@wcpss.net or fax: (919) 850-8981.



Class Schedules and Substitutes

If a make-up class is needed, the Site Coordinator must grant permission and an available site must be determined during the same semester. The Provider must notify the Site Coordinator in advance of any changes, including the names of substitute teachers.

Catalogs for Classes

Lifelong Learning with Community Schools publishes the catalog *Expand* every fall, spring, and summer. It provides interested students the course descriptions, times, dates, locations, and registration form for courses. It is distributed to every Wake County public library, all Wake County schools as well as several local businesses. Every Provider also receives a copy of the catalog.



Refund Policies

The Provider establishes the refund policy. Students must be made aware of the refund policy on the first evening of class.

Supplies, Materials, Copies, and Classrooms

Lifelong Learning with Community Schools provides space for classes. The Provider is responsible for furnishing all required materials, including copies. Further, the Provider is responsible for the care and use of the facility during the class meetings. All students must clear away their work and supplies after each class. The room must be left in a neat and orderly fashion, with lights off and outside doors locked, when appropriate. Neither the furniture nor the teacher's desk should be rearranged. Written material on the board when the instructor enters should remain on the board. If it must be erased, the Provider must rewrite the material on the board before exiting.



Inclement Weather

The Lifelong Learning with Community Schools program operates under Wake County Public School System's inclement weather procedures. If the school has been closed by Wake County Public Schools due to inclement weather, classes will not be held. For school closure information, check the Wake County Public Schools website: www.wcpss.net.

Other Questions

Please contact Natasha Moore at (919)-431-7400 or send an e-mail to lifelonglearning@wcpss.net.