

# 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:

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><b>*Athens Dr. High School</b> 1420 Athens Dr, Raleigh 27606 M-Th, 6:30 - 9:30 p.m. Krista McGivern, kmcgivern@wcpss.net 919-233-4050 x24921</p>	<p><b>Leesville High School</b> 8410 Pride Way, Raleigh 27613 M/Th 6:30 - 9:30 p.m. FALL: Connie Barrow, cbarrow2@wcpss.net Ingrid Legge, ilegge@wcpss.net SPRING: Christie Dobbin, cdobbin@wcpss.net Connie Barrow, cbarrow2@wcpss.net 919-870-4250 x24526</p>	<p><b>*Millbrook High School</b> 2201 Spring Forest Rd, Raleigh 27615 M/W, 6:30 - 9:30 p.m. Renee Patterson, lpatterson@wcpss.net Teresa Cronin, teronin@wcpss.net 919-850-8804 evening</p>
<p><b>*Reedy Creek Middle School</b> 930 Reedy Creek Rd, Cary 27513 Th, 6:30 - 9:30 p.m. Jim Stewart, jestewart@wcpss.net Ambika Persad, apersad@wcpss.net 919-460-3504 evening</p>	<p><b>*Sanderson High School</b> 5500 Dixon Dr, Raleigh 27609 T, 6:30 - 9:30 p.m. Rashunda Jennings, rjennings@wcpss.net Lisa Messick, lmessick@wcpss.net 919-881-4800</p>	<p><b>*Wake Forest High School</b> 420 Stadium Dr, Wake Forest 27587 T/Th, 6:30 - 9:30 p.m. Emily Adams, eadams@wcpss.net 919-554-8611 x23681</p>
<p><b>*Fuquay-Varina Middle School</b> 109 N Ennis St, Fuquay Varina 27526 T/Th, 6:30 - 9:30 p.m. Justin Viens, jviens@wcpss.net 919-460-3504 evening</p>	<p><b>Note:</b> All adequately enrolled sites are available during fall and spring semesters. Those marked by an * are available during the summer months as well.</p> <p> For detailed directions to the sites, please refer here: <a href="http://www.wcpss.net/adult-edu">www.wcpss.net/adult-edu</a>.</p>	



## Registration and Fees

Pre-registrants will register online, by phone, or email. We do not collect checks or take credit card payments. All payments are submitted to the provider on the first evening.

Online, phone, and web registration information will be submitted to the provider by automated email, indicating the student must pay on the first evening. **If the Provider has not received any emails about registrants, it means that no one registered for the course through Lifelong Learning with Community Schools.** The Provider must be present the first evening of class for possible walk-in registrants unless he/she notifies the Site Coordinator, all pre-registered students, and the Lifelong Learning Senior Administrator of cancellation **two business days** before the class start date.



## 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.

continue to next page



## 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. Note: Providers who require invoicing, must inform the Lifelong Learning Senior Administrator immediately upon receipt of the class roster.

### Class Advertising

Neither WCPSS nor WCPSS Lifelong Learning with Community Schools should be referenced in advertisements or publications as being the co-sponsor/sponsor of a course. Providers may list the school location of the class and registration information in advertisements and publications. Providers must send a copy of any advertising article/flyer to the Lifelong Learning Senior Administrator, Brian Thacker, by email [bthacker@wcpss.net](mailto:bthacker@wcpss.net) or fax 919-431-7611.



### Catalogs for Classes

Lifelong Learning with Community Schools publishes the catalog *Adult Evening Education* 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 advertised Provider also receives a copy of the catalog.



## 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. Note that there are open houses for each site. Providers should ask the Site Coordinator for the open house dates, to preschedule a make-up date.



## 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](http://www.wcpss.net).



## Other Questions

For more information visit us online at [www.wcpss.net/adult-edu](http://www.wcpss.net/adult-edu) then click on the Providers tab.

Please contact Senior Administrator, Brian Thacker at 919-694-0557 or send an e-mail to [bthacker@wcpss.net](mailto:bthacker@wcpss.net).