



FREQUENTLY ASKED QUESTIONS (FAQ)

Why is it called the "BEE Program"? "BEE" stands for Brownsville Elective Education. The Brownsville Elementary School mascot is the bee!

What are the goals of the BEE Program? The primary goals of the program are: *broad curriculum* (provide fun and educational classes not offered during the regular school day); *convenience* (courses are offered right after school (2:30 p.m.) at Brownsville); and *affordability* (rates are competitive and scholarships are readily available).

Who runs the BEE Program? The BEE Program is sponsored by Brownsville's PTO, a not-for-profit entity. A group of parent volunteers administers the program.

How are the BEE teachers and classes selected? The BEE Program Committee talks to parents, teachers, and children about classes to include. An annual survey to all Brownsville parents generates additional ideas. All prospective teachers are interviewed and must successfully complete an Albemarle County background check.

Are BEE teachers paid? Yes. The BEE Program strives to pay its teachers a competitive rate.

Does the BEE Program make a profit for the PTO? No. The BEE Program is designed to operate at a break-even level.

How do I pay for a BEE class? Please make all checks payable to the BEE Program and send them in an envelope marked for the BEE Program via backpack express. Please do not send loose checks.

Why do you need to have a Late Pick up Fee Policy? The BEE Program has to pay Brownsville staff to stay with children if they have not been picked up on time. Since we operate the BEE Program to break even, we lose money if we continuously have to pay staff for their time.

Why must we provide you with our contact information? Sometimes, BEE classes are cancelled at the last minute (i.e. the teacher is ill, the weather is bad) and we must be able to reach parents so they can provide direction for their children (i.e. go to BASE, ride the bus home, be picked up at 2:30). Please be sure you provide accurate contact information and respond as soon as possible if we contact you.

Are scholarships available? Yes, scholarships are available. You may request them when you register. In the first two years, the PTO funded scholarships. In recent years, the BEE Program has received grants from Emmanuel Episcopal Church in Greenwood to fund the scholarships.

What is the scholarship criterion? Financial need is a consideration but there are also scholarships awarded for merit. We encourage people to contact the Guidance Office to inquire about scholarships.

How does the Waitlist work? On our website, after registration opens and a class becomes full, you can click the **JOIN WAIT LIST** button. If a slot opens up for the class, wait list folks **ONLY** will receive an email announcing the vacancy. The slot will be held for wait listers for a day or two, and the first wait lister to respond affirmatively to the slot offer will receive it. If wait listers do not respond to the advance notice, the vacancy will be announced and opened to all.

How do I register for BEE classes? For your convenience and to reduce volunteers' workload, all registration is handled through the Brownsville PTO website, available through any computer (home, work, public library, etc.). **If you have web access, you must register online.** However, if you do not have access, you may sign up to receive a BEE registration packet in the main office, or send in a note to the BEE Program with your name, child's name and teacher, and a phone number. Make a request by August 27, and we will send you a paper packet via "backpack express". Copies will be available in the main office after August 27.

What is a Pay/Drop Deadline? All BEE class payments must be received by the class registration period's last day. Pay/Drop Deadlines are for classes that you register for that will occur in a different term. *Example: You registered for a winter term class during the fall term registration period. Payment for that winter term class is due no later than December 3.* Pay/Drop Deadlines are prior to our Registration Periods to allow BEEkeepers enough time to offer all vacancies to other children.

- o If you registered for a BEE class, you must pay by its corresponding term's Pay/Drop Deadline date, or your child will lose his or her space.
- o If you registered for a BEE class, but your child will not be taking this class, you must contact the Beekeepers at admin@brownsvillepto.org by the Pay/Drop deadline to drop the class, or you will be responsible for the class fee.
- o If you have already paid for a class, but your child will not be taking it, you must contact the beekeepers at admin@brownsvillepto.org by the Pay/Drop deadline to drop the class, or you will not receive a refund.

<u>Term</u>	<u>Registration Period</u>	<u>Pay/Drop Deadline</u>
Fall	August 31-September 9	September 9, noon
Winter	December 6-December 10	December 3, noon
Spring	March 21-March 25	March 18, noon

When may I receive my refund? The BEE Program is run by a group of parent volunteers. To keep the program's administration manageable, all refunds are held until the end of the school year, since most families sign up for additional classes and balances are then reapplied. However, if someone asks, we will try to accommodate the request.

