



FREQUENTLY ASKED QUESTIONS (FAQ)

As of August 19, 2011

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 BEE teachers and classes selected? The BEE Program Committee talks to parents, teachers, and children about classes to include. Surveys to Brownsville parents generate 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 are not 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. *We allow one scholarship per child per term.* 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 Wait List work? On our website, after registration opens and a class becomes full, you can click the **JOIN WAIT LIST** button. An automatic email form will appear. You will need to include your child's name and grade in the message and hit send. 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? There are three registration periods--one for each of the three terms (Fall, Winter, Spring). 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.). **You must register online.** *Attempts to register, or join wait lists before the first day of registration will not be valid.* If you do not have

access to a computer, send in a note to the BEE Program through the main office with your name, child's name and teacher, email address, and phone number by Friday, August 26 for fall classes.

What is the BEE Honor System and Limited Registration? In response to concerns that BEE classes fill up too quickly, and to best serve the most number of students, **there will be Limited Registration for the first two (2) days.** Parents are asked to sign up their children for no more than two (2) classes per child on the first two days of registration. On the third day, you may sign up for as many classes as you like! You will be on the BEE Honor System, as the website will not restrict registration. Parents who sign up for more than their fair share on the first two days will create extra work for volunteer BEEKeepers, making them very, very cranky. We appreciate your cooperation.

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 November 30.* 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 are responsible for the class fee.
- 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.

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.

**BEE PROGRAM DATES & DEADLINES
2011-2012**

	FALL	WINTER	SPRING
Limited Registration	Monday, August 29	Monday, October 24	Monday, February 27
Open Registration	Wednesday, August 31	Wednesday, October 26	Wednesday, February 29
Pay/Drop Deadline	Wednesday, September 7, noon	Wednesday, November 30, noon	Wednesday, March 14, noon
BEE Term Begins	Monday, September 13	Monday, January 9	Monday, April 16
BEE Term Ends	Friday, December 16	Friday, March 30	Friday, May 25

