COMMUNITY EDUCATION POLICIES

ENROLLMENT

Class registration is on a first-come basis. We welcome anyone 18 years of age or older (exemptions are given from some instructors and listed in the class description.) to enroll in our Community Education Program. The enrollment deadline is three (3) days prior to the start of class. Our program is open to the entire community; we encourage residents of other districts to enroll in our classes.

- **By Mail:** Mail your completed form, including payment (check or money order), made payable to: Lewiston-Porter Central School District. Mail to: Lewiston-Porter Community Education Dept., 4061 Creek Road, Youngstown NY 14174. Please be aware there is a $35 fee for returned checks.
- **In Person:** 9 a.m. - 3 p.m. M -F, when school is in session, at the Lewiston-Porter Administrative Office, 4061 Creek Rd., Youngstown, NY 14174. Registration is ongoing and accepted all semester.
- **Online:** Registration is available for our classes at www.lew-port.com, Community page, Community Education.

WE DO NOT ALLOW WALK IN REGISTRATIONS AT THE CLASS LOCATIONS.

REFUND POLICY

Requests for refunds must be made in person or in writing and received no later than five (5) school business days prior to the start of class. Weekends and days that the school is closed are not considered business days. Make requests to the Lewiston-Porter CSD Community Education Dept., 4061 Creek Road, Youngstown, NY 14174. There will be a $8 processing fee applied to all refunds by the district. Please note that refund checks are issued twice a month by our business office. Refunds are based on the class status on the date in which you cancel, in accordance with the refund policy deadlines outlined. A class status change on a future date, will not result in an additional refund. Once registered, transfers of your registration and credit card payment, to another individual are prohibited. This policy is governed by both our third-party registration and credit card processing companies. Refunds will not be issued due to inclement weather if the district remains open for after-school activities. Emergency closings due to weather or otherwise will be announced on local radio/ T.V. stations. If the school district is closed, then all evening activities on that day will be canceled.

CANCELLATIONS

If the minimum enrollment is not met for a class to be held, you will be notified by phone or email within three business days of the class start date. You will be refunded for any class cancellations in full.

INSTRUCTIONAL STAFF

Our instructors are here to share with you a skill, talent or expertise that they possess. The opinions shared by the instructors are not necessarily the opinions of the Lewiston-Porter Central School District. Instructors are not required to be a certified teachers, although many have certifications in their own fields of expertise.

SCHOOL RULES

You must abide by school rules while on campus, and that includes a strict no smoking or e-cig/vaping policy. You will be asked to leave the campus, and we may remove you from enrollment for that semester. No refunds will be given.

CHILD POLICY

Many of our instructors have opened their classes up for underage children to register for classes when a parent/guardian is registered and attends the same class. Children must be in the care and direct supervision of their parents/guardian at all times, this includes all areas of the school and the classroom they are receiving instruction in. At no time shall children be on district property if not registered in a class. Parents/Guardians are also responsible for the behavior of their children at all times during instruction. Failure to abide by this policy will result in the removal of all parties involved from our program. There will be no refunds given in the event that this policy is enforced.

Community Education Contact Information:

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