

**Learning Can Be Fun (LCBF)
Summer Youth Program (rising grades K-12)
2017 FAQs**

Q. What information will I need to enroll my child?

A. To speed the registration process, please have the following information available before you begin the online registration process:

- Child's name
- Child's mailing address
- Child's date of birth
- Child's Social Security number (optional)
- Child's tee shirt size (Child S M L; Adult S M L XL)
- Parent/guardian name, address, phones
- Emergency contact(s) name and phone
- People authorized to pick up your child (name, phone)
- Health information (allergies, medical conditions, medical devices, etc.)

You will also be asked to read/accept the program authorization form, student code of conduct, and network user agreement during the registration process.

Q. How do I register my child online?

1. [Click here](#) to browse the list of Learning Can Be Fun Courses.
2. Add courses to your cart (including the \$29 lunch-hour *Storytime* class for your 5- to 12-year-old!)
3. Choose Create New Profile for your child, using **YOUR CHILD'S** name, date of birth, and other information (you may use parent's email address).
4. Proceed to checkout.

You will receive email confirmation and reminders. **NOTE:** If you are enrolling more than one child, you will need to set up a separate profile for each student. Once you've set up each student's profile – be sure to remember each user name and password – you may log back in at any time to add more courses.

Q. Do you accept phone registrations?

A. If you do not have access to a computer or the internet, you may certainly call our registration desk. However, please note that you will need all the information required for online registration/payment when you call. Also, because we will need to read the entire permission form (more easily viewed online) to you, the phone registration process will take longer than enrolling online. Also, because online registrations are processed in real time, it's possible that a class with openings when we answer your call may fill before we have time to complete your phone transaction.

Q: Do I need to pre-register my child, or may I do that the first day of class?

A: We strongly recommend registering early: classes fill quickly; and instructors may not have enough supplies for last-minute students.

Q: May I register my child now and pay later?

A. All registrations are on a first-paid, first-enrolled basis. We must receive payment in full AND a complete Authorization Form before we can register your child for a class.

Q. The class my child wants is full. Do you keep a waiting list?

A. Yes, the online registration system allows you to place your child on a waiting list when a class is full. If an opening occurs – or we are able to add another class section – you will be contacted. (Please be ready to pay in full by credit or debit card as soon as you are notified of an opening. Otherwise, we must move to the next name on the waiting list.)

Q. Are scholarships available for LCBF classes?

A: Thanks to the generosity of donors, BRCC offers some financial-need based scholarships. Call Continuing Education at 540/453-2215 for an application.

Q: My child is one year younger/older than the listed ages for the class, can he/she still attend?

A: The decision to let a child outside the listed age levels participate is contingent upon permission from both the program coordinator and the class instructor.

Q: If my child cannot attend his/her class, will I get a refund?

A: Refunds will be given if you withdraw your student no later than one week before the class starting date.

Q. Do you ever cancel classes?

A. We make every effort to hold all classes as scheduled. In the rare event a course doesn't meet minimum enrollment, we will contact you at least one week prior to the start date to select an alternate placement or request a refund.

Q: Where will I drop off my child for class?

A: The room, in which your child's class will be held, is identified by the building and room number (example Building T, room 210 will look like this: T210) You will find this number listed with the class description on the web, in the printed magazine, and on the receipt once you have registered ([see campus map](#)).

Q: Where do I pick up my child at the end of class?

A: Go to your child's classroom, where you will sign your child out each day. With advance written parental permission, older children may leave the classroom and meet parents outside.

Q: What if I'm running late and won't be able to pick up my child on time?

A: Parents are expected to make arrangements to pick up their child on time following each

class. If an emergency keeps you from reaching BRCC on time, please call Continuing Education at 540/453-2215 to alert a staff member.

Q: Are snacks provided?

A: The college does not provide snacks, although you may send one for your child. Please note that children enrolled in both morning and afternoon or day-long classes will need to bring a packed lunch (including drink) and snack, if desired, each day.

Q: My child is taking one class in the morning and another in the afternoon – is lunch provided and will he/she be supervised between classes?

A: The program does not provide lunch, and regulations prohibit BRCC from providing official supervision during the meal break. Children ages 5-12 may register for a \$29 *Storytime* class that meets from noon to 1 pm. *Storytime* students bring a bag lunch (with drink), and hear a different story each day, plus take part in an art activity. Each *Storytime* participant will be escorted by LCBF staff to the *Storytime* classroom from his /her morning class and to his/her afternoon session. Older children not enrolled in *Storytime* may eat their packed lunches in the Houff Cafeteria.