



Community Services

Forest Hills Public Schools

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www.enjoylearning.com

Course Proposal Information

Welcome to Forest Hills Community Services. We are excited about our upcoming program, and your class is a welcome addition to our diverse selection of courses. To ensure a good working partnership among administrative staff, instructors, coaches, and students, please read the following carefully.

About Community Services

Forest Hills Community Services is part of Forest Hills Public Schools. The Community Services program is a learning network that offers a wide variety of enrichment courses, seminars, and sports designed to give adults and youth opportunities to meet new people and learn new skills. Forest Hills is committed to the philosophy that community-based education enriches the life of the community and the people who live there.

Our classes are open to people of all ages, and residency in Forest Hills is not required. Students participate in our courses because they want to learn to do something new and/or meet people with similar interests. Teaching through Forest Hills Community Services is a very effective networking/marketing opportunity. We do not require enrichment instructors to have teaching degrees or certification, although certification is required for some classes. Adults who have skills or knowledge they would like to share are invited to submit course proposals. Instructors are responsible for developing their own courses and materials. The Community Enrichment Supervisor will arrange for a space within the community for the instructor to teach his/her class.

Courses and special programs are scheduled year round. You may design and schedule a course that lasts an entire session or one that is shorter in length. Due to busy lifestyles, we find that the shorter courses are much more convenient for participants. The exceptions to this rule are language, fine arts, and the more intensive programs. In partnership, we can develop exciting programs that appeal to the broadest range of students.

Writing Your Proposal

The best instructors are those who love their subject and want to share their knowledge and enjoyment of it. If you think that you meet these qualifications, the next step is to submit a proposal. It is important to make your course sound appealing and to communicate clearly and concisely what you will be teaching. Successful course descriptions increase enrollments. The course proposal is comprised of:

Title

A good course title can mean the difference between a course that zooms off the charts and one that does not live up to its potential. The purpose of the title is to attract the reader's interest. Keep the title simple or catchy; long or complex titles tend to confuse, and dull titles will not capture the reader's eye. Ask the reader a question. Use the word "you" in the title. This makes it personal and involves the reader. Keep it positive.

Description of what you will be teaching

Your course description should be enticing and interesting. The narrative should be written in the second person ("you"). The description should be factually complete and accurate, and should provide solid information about the course so people can decide whether it will serve their needs.

Instructor biography

Your biography should be 15 to 30 words in a paragraph underneath the description. Qualifications can be stated in terms of experience. It is also nice to include your interest or motivation in teaching the course. Please attach the names, addresses, and phone numbers of three references.

The Supervisor reviews all proposals. Upon acceptance, an interview will be scheduled. During the interview, we will discuss your proposal in detail. The pay scale, contract information, course dates, times, and logistics will be discussed at this time.

What can the Forest Hills Community Services Program offer you as an instructor?

Your experience as a Forest Hills instructor gives you visibility within our Community Services catalog, which is delivered to every resident in Forest Hills Public School district. If you have your own business or are in a private professional service to the public, being a Forest Hills enrichment instructor offers you a new clientele resource; however, we do not allow "sales pitches" or in-class advertisements of your company or office. We provide a vehicle for the display of your talent and expertise.

Instructor compensation. The district requires all new instructors to complete a W-9 form (one time only) and submit a copy of your driver's license on a yearly basis. Instructors/coaches working with youth must be fingerprinted before working with children. For each program that is offered, a Contracted Service Agreement or a Supplemental Contract will be given. Your signature is required for compensation at the conclusion of your program.

What Instructors Need to Know

Class Lists and Attendance

Instructors have the option of accessing class rosters and email addresses from our department web site www.enjoylearning.com. Instructors also may pick up class rosters at the front desk of Community Services before the start of class. Class rosters can also be sent via email, if needed.

Supply Lists

If you are furnishing a materials or supply list, please provide us with a clean copy so we are able to communicate all necessary information to your students upon enrollment.

Materials Fee

You are responsible for collecting any materials fee at your first class. This fee would cover the costs of any supplies that you provide to the students. Our office does not collect this fee.

Printing

If you need copied material for your class (more than 20 copies), you may use the Forest Hills Schools Printing Service. Please plan and allow 5-7 working days for printing. Printing requests can be made with your Enrichment Supervisor.

Publication Changes

Any changes (e.g. location, time, date, course content) made to your class after the publication of the Community Services brochure may result in low enrollments or refunds, causing a class to be cancelled. If an emergency arises, please notify a Community Services staff member of any changes.

Course Cancellations

If your class enrollment does not meet the minimum number required, the class will be cancelled. Community Services will contact students in the event of cancellation due to low enrollment and will issue refunds. We will make every effort to transfer students into your next class.

Class Withdrawals and Cancellations Policy

Minimum enrollment in most classes is eight students. Cancelled classes entitle the participant to a full refund. Please allow time for processing. At times, we must postpone or relocate classes. Changes, while unavoidable, are kept to a minimum. If the participant withdraws from a course up to three full working days in advance of its starting date, he or she will receive a refund minus a \$10 processing fee, or a full course credit to be used within one year of the date of issue.

Satisfaction Guaranteed Policy

We are proud of the quality of our classes and programs. However, if any student has any concerns about a class or the manner in which it was conducted, encourage the student to contact our office at (616) 493-8950. If we cannot resolve the situation, a Community Services credit will be applied to the students account. Credits must be used within one year before they expire.

Absences

If you are ill or unable to teach, we ask that you inform us as soon as possible. If you have a problem fulfilling your contracted obligations, we ask that you inform our department as soon as possible. We would like your assistance with notifying the students when possible.

Severe Weather Policy

If Forest Hills Public Schools is closed due to inclement weather, the Forest Hills Public Schools Community, Aquatic Center, and Senior Center also will be closed. All Community Services classes and activities will be cancelled for that given day. If Forest Hills Public Schools experiences a two-hour delay in the morning, all classes and activities for adults that begin before 9:45 a.m. will be cancelled. All classes that begin at 9:45 a.m. and after will run as scheduled on that given day. If inclement weather occurs during the school day, a decision to cancel evening classes and activities will be made by approximately 2 p.m. Check local TV, or call 616-493-8950. We will attempt to re-scheduled canceled classes for a later date.

Seasonal Timelines and Deadlines for Quarterly Publications

Fall

Class Dates: September – December (approximately 14 weeks)
Deadline: late May (to submit classes)

Winter

Class Dates: January – March (approximately 12 weeks)
Deadline: late September (to submit classes)

Spring

Class Dates: April –June (approximately 9 weeks)
Deadline: late December (to submit classes)

Summer

Class Dates: June –August (approximately 10 weeks)
Deadline: late February (to submit classes)

*For specific dates and class forms, contact your Supervisor.

Community Services Staff

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| Julie Davis | Assistant Superintendent for Finance |
| Jean Kubiszewski | Senior Enrichment Supervisor, jkubiszewski@fhps.net |
| Melissa Hinken | Adult Enrichment Supervisor, mhinken@fhps.net |
| Nikki Weber | Youth Enrichment and Sports Supervisor, nweber@fhps.net |
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| Deb Zbikowski | Finance Secretary |