

Wallingford

Adult & Continuing Education



Fall 2017



Website www.wallingfordadulthood.org
www.facebook.com/wallingfordadulthoodeducation



DEAR FRIENDS...



Welcome to Wallingford Adult Education's Fall brochure of classes and activities. If you are planning to complete a high school education, strengthening your English language skills these are free to all our residents. In addition, we offer a wide variety of enrichment and general interest classes for community members. Browse through the brochure and register to experience the power of lifelong learning.

For more information please visit, www.wallingfordadulthood.org

Sashi Govin, Director
Wallingford Adult Education

CONTACT INFORMATION

Adult Education Office at
Mark T. Sheehan High School

Telephone..... (203) 294-5932

Fax..... (203) 294-5981

Learning Center

Telephone..... (203) 294-3900

Fax..... (203) 294-3929

Wallingford Adult Education Website
www.wallingfordadulthood.org

Wallingford Adult Education Facebook
www.facebook.com/wallingfordadulthoodeducation

Wallingford Public Schools Website
www.wallingford.k12.ct.us

REGISTRATION

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CALENDAR

Immediately...

Registrations begins for General Interest Courses.
Wallingford High School registration; at the Learning Center, by appointment only, please call (203) 294-3900.

Monday, September 4

CLOSED – Labor Day

Tuesday, September 5

LEARNING CENTER OPENS
ESL registration begins.
ABE/GED®/NEDP/CDP classes begin.

Monday, October 9

CLOSED – Columbus Day

Tuesday, October 24

Noon – Wallingford Adult Education Advisory Council meeting at the Learning Center.

Tuesday, November 7

CLOSED – Election Day

Friday, November 10

CLOSED – Veterans Day

Monday – Wednesday

November 20 - 22
NO GENERAL INTEREST CLASSES

Thursday and Friday,

November 23 and 24
CLOSED – Thanksgiving Break

Wednesday, December 20

LEARNING CENTER CLASSES END

Monday, December 25 – Tuesday, January 2

CLOSED – Holiday Recess

Wednesday, January 3

Learning Center opens

Adult Education Programs at No Cost

The Wallingford Board of Education provides the following programs at no cost to Wallingford residents:

- Adult Basic Education
- English as a Second Language
- Citizenship
- High School Diploma
(Credit Diploma, National External Diploma Program and GED® Preparation)

These programs are in compliance with Connecticut General Statutes Section 10-73a(c) and there is no fee for textbooks and materials. Information on all programs is provided on pages 2-4 of this catalog. For more information, call 203- 294-3900.

HOW TO REGISTER?

Registration is ongoing throughout the year. Please contact the Wallingford Adult Ed Office at 203-294-3900 or stop in at Adult Learning Center (Train Station), 37 Hall Avenue, during the class times listed below. You must be 17 years of age and no longer enrolled in school.

GENERAL ACCESSIBILITY AND ACCOMMODATION: If you are a person with a disability who requires an accommodation in order to participate in any program or activity, please contact our School Counselor, Matthew Madruga at 203-294-3904 or mmadruga@wallingfordschools.org

ADULT BASIC EDUCATION

ABE classes improve fundamental academic skills and/or can help prepare an adult to earn a high school diploma. The classes help sharpen English expression, reading, spelling, writing, and math skills. Students work with computers, audio-visual material and printed text. You will learn in one-to-one and small group environments.

DAYTIME CLASSES: Monday – Thursday: 9:15 a.m. – 11:15 a.m.

EVENING CLASSES: Tuesday & Thursday: 6:00 p.m. – 8:00 p.m.

START DATE: Tuesday, September 5

CITIZENSHIP EXAM PREPARATION

Prepare for the US Citizenship exam. You will learn American history as well as the functions of our local, state, and federal government. You will receive help with the naturalization application and discuss typical exam questions.

EVENING CLASSES: Monday & Wednesday: 7:00 p.m. – 9:00 p.m.

START DATE: Wednesday, September 13

ENGLISH AS A SECOND LANGUAGE (ESL)

If you are new to our country, or if you want to improve your English, three levels of classes are offered that stress the life skills necessary to live and work in the United States. The sessions are for adults who want to learn or improve their reading, writing and speaking skills.

DAYTIME CLASSES: Monday – Thursday: 9:15 a.m. – 11:15 a.m.

EVENING CLASSES: Monday & Wednesday: 7:00 p.m. – 9:00 p.m.

START DATE: Monday, September 11

ESL / CIUDADANIA

Ofrecemos estas clases en ingles para estudiantes que desean aprender el idioma inglés o estudiantes que necesitan prepararse para el examen de la ciudadanía.

ESL (READING, WRITING AND PRONUNCIATION) FOR EVERYDAY LIVING

Do you want to improve your pronunciation and speak English more clearly?

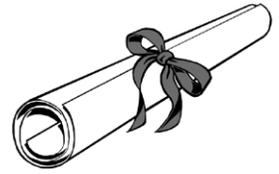
Do you want to practice reading? Do you want to learn how to write letters, emails, notes to your child's school and fill out forms? Intermediate and Advanced ESL learners are encouraged to join this lively course.

DAYTIME CLASSES: Friday: 9:00 a.m. – 12:00 p.m. (Noon)

START DATE: Friday, September 15



HIGH SCHOOL DIPLOMA



3 WAYS TO EARN YOUR DIPLOMA

1. WALLINGFORD ADULT HIGH SCHOOL CREDIT DIPLOMA

The Credit Diploma Program offers adults the opportunity to earn a high school diploma. Participants may earn credits through a combination of afternoon courses, documented work or training experience. Credits may be transferred from public or private high schools and state technical high schools. To receive this “traditional” diploma, you must earn 20 credits, including those you may have earned at your former high school. The Wallingford Adult High School Credit Diploma Program offers small classes and online courses. When all credits are completed, of which four must be in English, three in mathematics, two in science, three in social studies (including U.S. history and civics), and one in Vocational Education Arts, a diploma will be awarded. The program is open to all people who are at least 17 years or older, do not hold a high school diploma, and are no longer officially enrolled in high school. For more information about this diploma option, please call the Adult Education School Counselor at the Learning Center, Monday through Friday.

2. NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

Earn a Wallingford Adult High School diploma independently, through the successful completion of a series of assignments in a computer based format. Through this option students earn their high school diploma independently through the successful demonstration of life skill competencies as well as individualized competency. You will meet with an assessor periodically to help you reach your goals. NEDP is recommended for those 21 years of age who have acquired some of the life skill experiences needed for successful completion of the program.

3. PREPARATION FOR GED® TEST

This program prepares adult learners to pass the four-part, computer-based GED® exam to earn a State of Connecticut high school diploma. Students receive necessary instruction in each of four subject areas - science, social studies, math and language arts – plus the basic computer skills needed to take the exam. Instructors will also review the official website, ged.com, where students can access related exam information and exam registration procedures. To be able to register for the GED® exam, students must be at least 17 years old and officially withdrawn from school for six months. Students can begin the GED® registration process online at ged.com and complete the process in person at Wallingford Adult Education. Individuals with a documented disability who require accommodations to take the GED® test will use www.ged.com to apply for test accommodations.

DAYTIME CLASSES: Monday - Thursday, 9:15 a.m. to 11:15 a.m.

EVENING CLASSES: Tuesday and Thursday, 6:00 to 8:00 p.m.

Spanish GED® Preparation Class

Prepare to take the GED® test in Spanish. The course covers writing skills, science, social studies, math and language arts. Spanish GED®

EVENING CLASSES: Tuesday and Thursday, 6:00 to 8:00 p.m.

GED®

Ofrecemos esta clase en español para estudiantes que necesitan obtener el diploma de escuela superior en español.

GED® Test Accommodations:

Contact Myra Thistle, mthistle@wallingfordschools.org or

Sabrina Mancini CT State Dept of Education 860-807-2110

For more information about these diploma options please contact The Learning Center, (203) 294-3900.

SPECIAL PROJECTS

“These programs are supported by the Workforce Innovation and Opportunity Act, Title II - Adult Education and Family Literacy.”

ESL American Living

For students who regularly attend Intermediate or Advanced ESL classes and persons who have graduated from ESL, an American Living class is offered that provides additional study of current events, finances (money), basic writing, US history, computers, and how US government works and career awareness.

DAYTIME CLASSES: Monday & Wednesday, 9:15 a.m. – 11:15 a.m.

START DATE: Wednesday, September 13

Family Literacy

Parents of children enrolled in Prekindergarten and Kindergarten classes at Cook Hill, Highland, EC Stevens and Moses Y. Beach elementary schools may participate in language development and reading readiness activities at their child's school. Parents work on their own adult education lessons and spend time with their children on their grade level language development activities. Transportation between the Adult Education Learning Center and the elementary schools is provided.



Please call Wallingford Adult Education for additional information at 203-294-3900.

Exploration of Career Pathways

In order to provide qualified workers for careers in Science, Technology, Engineering and Mathematics (STEM), Wallingford Adult Education is ready to strengthen the workforce. The sessions are for diploma preparation students and students in the Advance ESL level. Class days and times to be announced.

KEY COMPONENTS:

- Basic skills instruction of Reading, Writing and Math,
- Develop “soft skills” such as understanding of ethics, team-work, and critical thinking skills.
- Individual career and education plan/profile.
- Potential employment opportunities and education training programs.
- Job shadowing opportunities and/or pre-apprenticeships.

Student Supports

ADULT EDUCATION PROGRAMS AND SERVICES:

Assessment and Placement

Counselors will administer and interpret tests of your abilities and interests, then place you in the right courses.

Career Counseling

Explore your abilities, interests, values, and knowledge of various careers; learn resume writing and interviewing skills.

Educational Counseling

Learn about college programs, vocational and technical schools, apprenticeships and other learning/training options.

Guidance & Counseling

FREE to all Wallingford Adult Education students, and to anyone considering becoming a student. Talk with a counselor about your educational goals and the life issues that affect them.

Enrichment and General Interest Classes

REGISTRATION

Registration can be made at any time during the semester. Do not wait until the last minute. Classes may be cancelled if enough registrations are not received five days prior to the starting date. Register for any course(s) as soon as our brochure is available, regardless of the course start date.

All classes are held at Mark T. Sheehan High School or other specified locations.

Registration information can be found on page 18. Registration form can be found on page 20. Make checks payable to: Wallingford Adult Education.

BOATING

Safe Boating & Personal Watercraft Safety Certification



A complete, updated safe boating certification course taught in one (8 hour) day. This class includes the newest requirement for towing skiers and tubes. Successful completion will allow the student

to purchase a Connecticut Certificate of Personal Watercraft Operation with Waterski endorsement, which enables them to operate any recreational vessel up to 65 feet in length, with some age restrictions of younger operators. An easy to understand classroom format is designed for students age 12 and over. **PRIOR TO TAKING THIS CLASS** each student should create an account online at <https://www.ct.wildlifelicense.com/internetsales>. Create an account if you don't already have one, and then print the page that includes your Conservation ID number and bring it to class. Once we have entered your score in the DEEP system you will use your account to purchase and print the certificate after the class.

Professional Marine Education Instructor
 Learning Center (Railroad Station)
 Saturday 8:30 a.m. - 4:30 p.m.
 1 Session October 7
 OR
 Saturday 8:30 a.m.– 4:30 p.m.
 1 Session November 4
 Each Session Resident \$65
 Each Session Non-resident..... \$70

COMPUTER TECHNOLOGY

Intermediate iPad Class for Seniors and Other Beginners.

Prerequisite: iPad for Beginners Course or experience using an iPad. Are you ready to learn more about your iPad? This class will teach you how to listen to music, read ebooks, take photos, and record video on your iPad. Learn how to control iPad settings and explore additional popular applications as well. If you have an iPad please bring to class. If you don't have an iPad, adult education will provide one during class.

P. Andersen Learning Center
 Thursday 3:00 – 8:00 p.m.
 2 weeks October 19
 Resident \$39 Non-resident \$44

Manage Files and Folders

Use Windows Explorer to learn how to set up folders to move or copy documents, pictures and music files. See how to transfer files to and from a Flash Drive.

J. Holcomb..... Sheehan
 Tuesday..... 6:30 – 8:30 p.m.
 2 weeks November 14
 Resident \$51 Non-resident \$56

Microsoft Excel for Beginners

Prerequisite: type at a reasonable speed and have basic computer skills. Microsoft Excel is a spreadsheet software program that works for personal or business use. Learn how to navigate through a spreadsheet, save and print worksheets, cell basics, modifying columns/row/cells,

Continued on next page

COMPUTER TECHNOLOGY

sort/filter, use basic functions, create formulas, create graphs, etc. Bring a USB flash drive if you want to save your work. Handouts provided.

M. Hatton Sheehan
Wednesday 6:00 – 8:00 p.m.
6 weeks September 27
Resident \$97 Non-resident \$102

Microsoft Word Introduction

You will learn how to create, save, print and format basic documents. Also how to edit, format, and insert a table or picture into a document.

J. Holcomb Sheehan
Tuesday 6:30 – 8:30 p.m.
3 weeks September 26
Resident \$65 Non-resident \$70

Microsoft Word Intermediate

Create, style and format multiple page documents. Create flyers and brochure style documents using bullets and numbering, headers and footers to insert dates and page numbers. Use a table to format with rows and columns. Insert a hyperlink to the internet. Create an Adobe PDF document from a Word document.

J. Holcomb Sheehan
Tuesday 6:30 – 8:30 p.m.
3 weeks October 17
Resident \$65 Non-resident \$70



CREATIVE ARTS

Beginner Knit and Crochet

Learn the basics of knitting or crochet. There will be three different scarf patterns to choose from. All supplies to be purchased at Country Yarns. \$20 kit that includes needles or hook, yarn and booklet.
L. Scarpa Country Yarns
Thursday 6:30 – 8:30 p.m.
4 weeks October 5
Resident \$89 Non-resident \$94

NEW! Faux Stained Glass

Beginner to advanced will be crafting faux stained glass framed art work. Each student will be able to choose from a variety of stencils to trace onto glass with faux leading, then color the entire piece with colored glass paint. Students are welcome to bring adult beverages and snacks.

A. Marquardt Catalyst Art Studio
Thursday 6:30 – 8:45 p.m.
1 session October 19
Resident \$35 Non-resident \$40

Introduction to Digital Photography

Beginner or intermediate photographers with any camera and any photo editing experience can learn to make fine photographs regardless of the type of equipment you own. Learn to use your camera, learn the basics of taking better photographs and learn the pure enjoyment of capturing the perfect image.

R. Godbey Sheehan
Wednesday 6:00 – 8:00 p.m.
6 weeks October 4
Resident \$95 Non-resident \$100

Knitting Techniques

Prerequisite: must know how to knit and Purl. Learn how to read a pattern, understand abbreviations, fix mistakes and use circular and double pointed needles. We can take the mystery out of knitting and have fun. Bring your scrap yarn and needles.

L. Scarpa Country Yarns
Thursday 6:30 – 8:30 p.m.
3 weeks November 2
Resident \$69 Non-resident \$74

CREATIVE ARTS

NEW! Learn to Make Stencils to Paint on Canvas

Students will learn how to select designs, make color separations, map layout, transfer designs and cut stencils. Learn to prepare the canvas, paint stencil on canvas and how to finish your project. Depending on stencil design selected by individuals, some work may need to be done at home. Consumable supply fee of \$15.00 payable to instructor first night of class. A supply list of materials to bring to class will be included in your class confirmation.

S. Regan Sheehan
 Monday 6:00 – 8:00 p.m.
 5 weeks October 2
 Resident \$69 Non-resident \$74

NEW! Wooden Pallet Door Sign

Beginner to advanced will be painting a wooden pallet sign. The sign will use neutral colors and will have your family name/or welcome written on it. Makes a great gift! Students are welcome to bring adult beverages and snacks.

A. Marquardt Catalyst Art Studio
 Thursday 6:30 – 8:45 p.m.
 1 session December 7
 Resident \$40 Non-resident \$45

NEW! Zephyr Shawl

Lets make the Zephyr Shawl. This is a Country Yarn original pattern. The sample can be seen at Country Yarns. All supplies to be purchased at Country Yarns.

L. Scarpa Country Yarns
 Thursday 6:30 – 8:30 p.m.
 3 weeks November 2
 Resident \$83 Non-resident \$88



FITNESS / YOGA

Yoga for Everyone

This course is for those new to yoga and also for those who have some experience. The class will build each week on poses introduced and go at the pace comfortable for the participants in the class. Participants will start with proper breathing techniques, basic poses “asanas” and end with deep relaxation. Wear comfortable clothing and bring a mat or towel and water.

S. Powers Sheehan
 Wednesday 6:00 – 7:30 p.m.
 10 weeks September 27
 Resident \$104 Non-resident \$109

Yoga Specialties

Each class will be offered for one night and will focus on a different area of the body. Sign up for one night or take two or all six. Wear comfortable clothing and bring a mat or towel and water.

Yoga for Beginners, October 16. Start your yoga journey with yoga terms and poses.

Yoga for Beginners II, October 23. This class will build on poses introduced in the first beginner class and offer some new ones at a pace to improve your techniques.

Yoga for the Back, October 30. The focus will be yoga poses “asanas”, warm ups, breathing and relaxation techniques to strengthen the muscles in your back which will help in alleviating current back issues.

Yoga for Athletes, November 6. Whether you are a runner, walker, swimmer or golfer, competitive athlete or a weekend warrior, yoga can benefit your body and mind with focus on flexibility and strength.

Yoga for Hips, November 13. Understand the principles behind why you have discomfort in your hips and learn some yoga poses that can assist in stretching and bringing comfort to this part of your anatomy.

Yoga Nidra, November 27. Yoga Nidra is an ancient form of guided meditation that will take you to the deepest level of relaxation. Participants are encouraged to bring a blanket and a pillow to assist in the promotion of full relaxation.

S. Powers Sheehan
 Monday's 6:00 – 7:30 p.m.
 6 weeks October 16
 Each Class Resident \$21
 Each Class Non-resident \$26
 Six Classes Resident \$75
 Six Classes Non-resident \$80

IN THE KITCHEN

NEW! Cooking and Baking with Essential Oils

Experience the use of essential oils in cooking and baking. These essential oils contain no alcohol, fillers, harmful chemicals, artificial colors or flavors, and can easily be added to your favorite recipes! We will be making Marinara sauce using basil essential oil, vegetable soup using turmeric oil and cupcakes with frosting made with lemon essential oil. After we cook, we eat! Material fee of \$18 includes the taste testing of everything we make. Consumable supply fee of \$10 for a sample of each essential oil used, paid to instructor. D. Kordorsky, Reg. Dietitian Sheehan
 Tuesday.....6:00 – 8:30 p.m.
 1 night..... October 10
 Resident \$29 Non-resident \$34

NEW! Soups, Stews and Chowders

In this hands-on class you will make RI Clam Chowder, Beef, Chicken and Veal Soups and Stews. Some of these will be made with a Pressure Cooker taking hours off of the cooking time. Consumable supply fee of \$30 for all ingredients, paid to instructor first night of class. R. Inzero..... Sheehan
 Tuesday.....6:30 – 9:00 p.m.
 3 weeks November 14
 Resident \$63 Non-resident \$68



LANGUAGE

NEW! American Sign Language I

This course is for beginners in American Sign Language. There are no prerequisites needed. The course will cover the finger alphabet, greetings, basic grammar and useful vocabulary in an immersion-like setting. K. Sanzo..... Sheehan
 Thursday.....6:30 – 8:30 p.m.
 10 weeks September 28
 Resident \$149 Non-resident \$154

Conversational Spanish I

Bienvenido! Anyone with an interest in learning to speak Spanish is welcome in this class. No previous background/ experience with the Spanish language is required or assumed. This class will focus mainly on oral Spanish, with less emphasis on reading and writing. We will also touch on culture and traditions in Spanish-speaking countries. This is a great course for anyone hoping to travel abroad to a Spanish-speaking country. There will be some short (optional) homework assignments to help you improve/practice on your own between class sessions. C. Aguiar Sheehan
 Thursday.....6:00 – 7:15 p.m.
 10 weeks September 28
 Resident \$107 Non-resident \$112

NEW! Conversational Spanish II

Prerequisite: conversational Spanish Part I or some recent study of Spanish grammar and vocabulary. Students should be comfortable with basic questions/ conversation in the present tense. Bienvenido! This course will be conversational-based, but will also dive into some more advanced vocabulary, sentence structure and grammar. The course will be driven by topics (temas), but will also have room for student input in the syllabus. Some (optional) homework assignments will be given to help students solidify their learning. Students will not be fluent by the end of the course, but will have a better grasp of the Spanish language and will be more comfortable speaking and understanding Spanish. C. Aguiar Sheehan
 Thursday.....7:30 – 8:45 p.m.
 10 weeks September 28
 Resident \$107 Non-resident \$112

MEDICAL CAREER PROGRAMS



Registration/Pretesting: Students interested in becoming a Certified Nurse Assistant, Medical Assistant, Phlebotomist or Triple Medical Specialist are required to pretest prior to admission.

- Registration Test Dates: Held at 5:30 p.m. at the Learning Center, Tues. August 8, Wed. August 16, and Wed. August 30.
- A non-refundable \$35 test and application fee required with reservation request.
- Please contact the Learning Center at 203-294-3900, immediately if you are interested in any of these courses. Class size is limited.
- Information to apply for the National Certification Test (NCCT) will be distributed upon completion of the Medical Assistant or Phlebotomy Programs.
- C. Berube, Coordinator, email cberube@wallingfordschools.org

Certified Nurse Assistant (CNA)

A CNA provides care for individuals with health care needs under the direction of a licensed practical nurse (LPN) or registered nurse (R.N.). It is an entry-level paraprofessional position in the health care industry. Upon successful completion of this 16 week program, the student will be able to sit for the Connecticut Department of Health Nurse Aide Competency Examination. The fee for the state certification exam is included in tuition cost. Tuition does not include physical exam, uniform and required textbook. Classroom instruction is held Tuesday and Thursday evenings from 5:30 – 9:00 p.m. for 16 weeks at Mark T. Sheehan High School. Scheduled clinical sessions from 5:00 – 9:00 p.m. at a state licensed long-term care facility. A pretest and interview are required for approval into this program.

Instructors: D. Kirychuk, RNBC and A. Colandrea, CNA

Required Textbook approximately \$60
Resident fee \$900
Non-resident fee..... \$925
Class begins Tuesday, September 12

Medical Assistant Training Program

The Medical Assistant Program prepares the individual for the responsibilities of the medical assistant in a medical office, clinic or hospital environment. The administrative program training includes: scheduling, billing, ICD-10 coding procedures, insurance form preparation and electronic

medical office computer skills. The clinical instruction includes: vital sign status, patient screening, basic lab and out-patient surgical procedures, phlebotomy skills, CPR/First Aid certification in adult/child/infant and pain management. Classroom instruction includes: Anatomy and Physiology of the human body, disease management, medical terminology and pharmacology. Career Development Life Skills include: resume assistance, interview processing, and the role of the interviewer and interviewee. At completion of classroom instruction, the student is also required to complete 160 hours of a clinical externship at an approved medical facility. The requirements for entrance into this program are: a pretest, knowledge of basic computer skills and Microsoft windows, an interview and high school diploma. A criminal records background check is mandatory. Upon completion of both the classroom and externship components the student will be awarded a certificate of completion and is eligible to sit for the National Competency Certification Test (NCCT). This course runs from September through June at Gaylord Hospital and Mark T. Sheehan High School. Class meets two nights a week, Monday and Wednesday evenings from 5:30 – 9:30 p.m. and every other Thursday 5:30 – 8:30 p.m.

Instructor: D. Kirychuk, RNBC

Required textbooks approximately \$300
Resident fee \$2900
Non-resident fee..... \$2950
Class begins Monday, September 11, 2017 or January 3, 2018

MEDICAL CAREER PROGRAMS

Phlebotomy Program

Phlebotomists obtain blood from patients for laboratory analysis. Students will learn to identify: potential venipuncture sites, the cellular components of blood and their functions, the mechanisms for anticoagulants, and necessary precautions for sample transport and infection control. A pretest, interview and high school diploma are required for approval into this program. Clinical and classroom instruction are required and held for 16 weeks Monday and Wednesday evening from 5:30 – 8:30 p.m. at Mark T. Sheehan High School.

Instructor: M. Benitez, CPT

Required Textbook and Lab fee \$100

Resident fee \$875

Non-resident fee \$900

Class begins Monday, September 18

Triple Medical Coding Program

Medical Terminology for the Serious Student: This course will unlock the mysteries of the medical language for all students who wish to communicate effectively in a medical career. This more detailed vocabulary is needed for coding.

Medical Billing and Coding: This course is designed for individuals interested in the growing field of medical billing. The student will learn how to translate ICD 10 CM and CPT coding and apply this knowledge to complete medical forms (CMS-1500).

Computerized Medical Office: This course uses SimChart to teach Electronic Health Record theory and application. After completing this course, students will be able to transfer their knowledge to similar office computer programs.

Classroom instruction is held Monday and Wednesday evenings from 5:30 – 9:00 p.m. at Mark T. Sheehan High School from October to March. A pretest, interview and high school diploma are required for approval into this program.

Instructor: E. Flynn, LMSW, MS

Required textbooks approximately.... \$300

Resident fee \$900

Non-resident fee \$925

Class begins Monday, October 2

MONEY MATTERS

Business Startup Boot Camp

Classes will guide an individual with planning and decision making details that go into starting and running a small business. The focus will be on entity selection, formation, and taxes; types of capital available; record-keeping and software; web commerce for entrepreneurs including creating a web presence and social media marketing. At the first class a textbook may be purchased at the approximate cost of \$30.

CPA Instructor..... Sheehan

Tuesday..... 6:30 – 8:30 p.m.

4 weeks September 19

Resident \$53 Non-resident \$58

Changes in Social Security and How It Will Affect Retirement Planning

When to collect Social Security may be the single most important decision you make in context of planning your retirement. This is a great opportunity to learn KEY CONCEPTS you need to know BEFORE applying for Social Security. Depending on your age, Social Security filing strategies may boost lifetime benefits and increase retirement income.

M. Alimo and D. Weyner Sheehan

Thursday..... 6:30 – 8:30 p.m.

1 night..... October 19

Resident \$27 Non-resident \$32

NEW! Don't Outlive Your Retirement Savings

Learn how a Home Equity Conversation Mortgage can benefit one in retirement.

R. Gonzalez..... Sheehan

Tuesday..... 6:00 – 7:30 p.m.

1 night October 3

Resident \$25 Non-resident \$30

Financial Strategies for Successful Retirement

Learn important money management concepts and issues that are important to people near retirement that include how to reduce pressure on your retirement income and which assets are appropriate for retirement income and which are appropriate for future generations. How to

MONEY MATTERS

make appropriate health care decisions, especially who will provide care, where you live and how you will pay for your health care. Material fee (optional) of \$30 is payable to instructor the first night of class. Spouse may attend for free.

S. Jacques Sheehan
Tuesday.....6:30 – 8:30 p.m.
3 weeks October 3
Resident \$39 Non-resident \$44

NEW! Guardian Angel Trusts

Open your eyes to an exciting Estate Planning tool most of us don't not know much about – Revocable Living Trusts. Most of us have a solid grasp on what a Will is meant to accomplish, while Trusts currently resides outside most of our comfort zones. The law allows for carefully drafted Trusts to protect money and other assets against Divorce, Lawsuits, Creditors, Bankruptcy and our loved ones' silly spending habits! These documents act as a blank canvass – awaiting the chance to reflect its creator's personalized wishes regarding gifts, timing and purpose of distributions. This creates a unique opportunity to act as the "Guardian Angel" for our family members, even after we're gone.

B. Etter, Esq. Sheehan
Tuesday.....6:00 – 7:30 p.m.
1 night..... October 10
Resident \$25 Non-resident \$30

NEW! How to Protect Yourself from ID Fraud and Scams

In this class the topics covered will include: Financial fraud and crime statistics; Protecting your information; Identity theft; Identity theft and your Social Security; Scams; Shopping for identity theft services; and safety tips.

M. Savenelli Sr. Sheehan
Wednesday6:30 – 8:30 p.m.
1 night..... September 27
Resident \$27 Non-resident \$32

Naked Retirement Workshop

Too many people start their first day of retirement with only a financial plan and nothing else. Explore a fun and creative approach to retirement that strips away the numbers and addresses everyday life in retirement. Learn how to replace your

work identity, stay socially connected, and remain physically and mentally sharp. Create a Naked Retirement Plan, build a retirement curious list, and change your retirement life forever by answering three revealing questions.

M. Argiro Sheehan
Tuesday.....6:30 – 8:00 p.m.
1 night..... September 26
Resident \$25 Non-resident \$30

Planning for Affordable Long Term Care

This course covers the entire spectrum of long term care planning. Topics include: How to protect your assets and income from an LTC illness; How the State of Connecticut views your assets and your income; How the use of trusts and gifting assets applies; How the CT Partnership works; LTC policies and return your premiums; This is an informational seminar with ample opportunity for individual questions.

A. Abrahamian Sheehan
Wednesday7:00 – 9:00 p.m.
1 night..... October 18
Resident \$27 Non-resident \$32

How To Make Sure You Can Retire

During this course you will learn about company's Pension, Taxes, the future of Social Security and how it will affect your retirement, 402(k)s, 403(b)s, IRAs and how to create your own Pension for your retirement needs. Whether you are single, widowed or married – join us for this revealing workshop on how to make and keep money even in these difficult times.

D. Mautte..... Sheehan
Thursday6:30 – 8:30 p.m.
2 weeks October 19
Resident \$35 Non-resident \$40

NEW! Understanding Your Credit File

Learn the basics of credit reporting and how to make it work for you. Topics include: How a credit file is built; Who uses credit reports; Types of credit reports; How to monitor your credit; and Credit scores –

Continued on next page

MONEY MATTERS

how they work and how to maintain an acceptable score.

M. Savenelli, Sr. Sheehan
Wednesday 6:30 – 8:30 p.m.
1 night October 4
Resident \$27 Non-resident \$32

NEW! How to Protect Your Business (Your Baby)

This course is designed to shed light on the options that business owners have to shield their “baby” from life’s invisible threats that are constantly lurking in the shadows. The law provides options to protect against a business partner’s death, injury or illness, or divorce, etc. Learn about a Buy-Sell Agreement to dictate the business’s ownership and value structure both now and in the future. Empower yourself with peace of mind.

B. Etter, Esq. Sheehan
Wednesday 6:30 – 8:30 p.m.
1 night November 15
Resident \$25 Non-resident \$30

PERSONAL ENRICHMENT

NEW! Be Tobacco Free QUIT Clinic

Join this weekly support group designed to help smokers in all stages of quitting, from contemplation to relapse prevention. Research has proven that long term quit rates are 2 to 3 times greater when a quit plan includes a combination of counseling, group support and FDA approved tobacco cessation medications. Participants will learn about medically approved methods of quitting, the proper use of medications, relaxation and stress reduction techniques, and strategies to cope with daily triggers and cravings without smoking. Program sponsored by the Meriden Department of Health and Human Services. Funding provided from the CT Tobacco and Health Trust Fund by the CT Dept. of Public Health.

G. Laut Sheehan
Thursday 5:30 – 7:00 p.m.
8 weeks October 5
Registration Fee \$25

PERSONAL ENRICHMENT

NEW! Gut Reaction – Natural Solutions for Normalizing Digestive Function

Do you have sensitivity issues with your digestive system? Do you live on over the counter or prescription medication to control you digestive symptoms? Discover what your pain and discomfort is really telling you. The solution lies in a few simple steps to restore your digestive function back to normal.

Dr. D. DeRosa, D.C. Sheehan
Wednesday 6:30 – 7:45 p.m.
1 night October 4
Resident \$21 Non-resident \$26

NEW! Health & Wellness Series

This series is provided as part of the Healthy Wallingford 2020 initiative. Speakers are subject matter experts from participating organizations. Each class will be offered for one night and will focus on a different aspect of health and wellness. Sign up for one, two or all six sessions.

Session 1, October 4: Important Legal Documents: Helping you and your parents prepare for the future with basic Estate Planning – George Guertin, Attorney.

Session 2, October 18: Just Breathe: Living with Chronic Obstructive Pulmonary Disease (COPD) – Susan Adams, PhD. VP of Alliance Integration, Masonicare.

Session 3, November 1: Exercise and Wellness for Better Health: Strength Building, Cardio, Weight Lifting, etc. – Moira Ethier, MSGR, OTR/L, Director of Rehabilitation Services, Masonicare.

Session 4, November 15: Medication Management; review your medical cabinet and ask about potential complications. – Jeffery Necio, RPh, Pharmacist, Masonicare.

Session 5, November 29: Recognizing Signs of Suicide/Question, Persuade, Refer (QPR) – Christelle Aube, South Central CT Substance Abuse Council.

Session 6, December 13: Fall Prevention for Elderly and how safety, balance, medical and exercise can be related. – Anne Bernick, MA, BSN, RN, Wallingford Health Department.

Masonic Medical Office Building
Wednesdays 6:00 – 7:30 p.m.
Registration Fee \$25

PERSONAL ENRICHMENT

NEW! Healthy Over-the-Counter Remedies Made with Essential Oils

Swap your over-the-counter headache, cough/cold and joint/muscle pain relief products for ones that contain no dyes, fillers, ingredients you can't pronounce or warnings! You will make a healthier version of all three, using only natural ingredients and the highest quality essential oils. Safe, cost effective and they really work! Please Note: These products and their use are not intended to substitute for the advice of your physician. Material fee of \$24 for all three products and their recipes, paid to instructor.

D. Kordorsky, Reg. Dietitian Sheehan
Thursday 6:30 – 8:30 p.m.
1 night November 2
Resident \$25 Non-resident \$30

Make Your Own Spa Quality Health and Beauty Products Using Essential Oils

Pamper yourself with spa quality body scrub, foot scrub, body butter, and hand lotion. You will make all four using natural ingredients and the highest quality essential oils of your choice. Make a set for yourself and one for a friend or family member. Gift wrapping available. Materials fee of \$32 paid to instructor, makes four products, additional sets for \$25.

D. Kordorsky, Reg. Dietitian Sheehan
Tuesday 6:00 – 8:30 p.m.
1 night December 5
Resident \$29 Non-resident \$34

Mindful Living for the Beginner

Mindfulness is a way of life with scientifically proven impacts on health, wellbeing and relationships, as well as an enhanced ability to concentrate. Learn compassion, how to tend to your anger and stress, ways to enhance your happiness and contentment. Mindfulness is about living in the present moment rather than catastrophizing or worrying about the future or ruminating about the past.

L. Lyons, M.S. Sheehan
Wednesday 7:00 – 8:15 p.m.
4 weeks October 4
Resident \$75 Non-resident \$80

NEW! Rediscover the Lost Art of the Foot Soak

Soaking one's feet is a soothing and pampering experience. You will make your own foot soak with a variety of salts and the highest quality essential oils of your choosing. Once done, we will take the plunge together, relaxing our tootsies in warm water, letting the salts and oils do their thing! Materials fee of \$18 for all products to make your personalized foot soak, paid to instructor. \$2 for a plastic basin, or bring your own.

D. Kordorsky, Reg. Dietitian Sheehan
Tuesday 6:30 – 8:00 p.m.
1 night October 3
Resident \$25 Non-resident \$30

NEW! The Three Surprising Reasons You Can't Lose Weight and Keep It Off

Are you constantly on a diet and beat yourself up because you can't find a plan that works, or one you can stick with. You will learn why low calorie diets make you fat; what your metabolism is secretly telling you about your weight; and the top three hidden causes of weight gain doctors don't talk about. Transform yourself through nutrition and lifestyle changes.

Dr. D. DeRosa, D.C. Sheehan
Monday 6:30 – 7:45 p.m.
1 night November 13
Resident \$21 Non-resident \$26

NEW! Wake Up Your Thyroid – Naturally Improve Thyroid, Energy and Metabolism

Are problems with your thyroid affecting your weight, sleep, or energy levels? Undiagnosed thyroid problems put you at risk for certain serious conditions including cardiovascular diseases, osteoporosis, depression, and even infertility. The only solution seems to be medications that will only, at best, give you temporary relief. The cure can be found within a few simple steps. Learn the two missing nutritional links no one talks about and simple steps you can take to promote balance in your thyroid.

Dr. D. DeRosa, D.C. Sheehan
Monday 6:30 – 7:45 p.m.
1 night October 23
Resident \$21 Non-resident \$26

SPECIALTY CLASSES

Basic Pistol Marksmanship

For recreational or personal safety the course covers marksmanship, various firearms, gun laws, and hands on shooting. Upon successful completion, you will receive a letter from an NRA instructor, necessary to apply for a state pistol permit. You must be age 19 or older to register for this course.

D. Lyman Blue Trial Range
Monday 6:30 – 8:00 p.m.
5 classes September 11
Resident \$159 Non-resident \$164

Getting Paid To Talk

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area. We'll discuss industry pros and cons and play samples from working voice professionals. You will have an opportunity to record a short professional script under the direction of the teacher. This class is a great first step for anyone interested in voice over field. For more information please visit: www.voicecoaches.com/gppt

Voice Coaches Sheehan
Monday 6:30 – 9:00 p.m.
1 night November 6
Resident \$40 Non-resident \$45

Golf Fore Woman 101

Beginner golf lessons for **women only** that covers the fundamentals of golf including full swing, short game, and putting. Students are asked to bring golf clubs if you have them, if you do not have clubs, clubs will be provided. It is recommended that students not buy new clubs before the class. Equipment will be reviewed and suggestions made about what clubs to purchase. Choose the session that best meets your schedule. Each session runs for 5 weeks consecutively.

Instructor Lyman Orchards Golf Center
Monday, Sept. 11 10:00 – 11:00 a.m.
Monday, Sept. 11 5:15 – 6:15 p.m.
Tuesday, Sept. 12 4:00 – 5:00 p.m.
Wednesday Sept. 13 5:15 – 6:15 p.m.
Thursday, Sept. 14 12:00 – 1:00 p.m.

Saturday, Sept. 16 10:00 – 11:00 a.m.
Each Session Resident \$101
Each Session Non-resident \$106

Golf! Men's Playing through the Front Nine

For the golfer with little or no golfing experience. In five one-hour classes, our coaches will cover everything you need to know to play your first or next round of golf. Students are asked to bring golf clubs if you have them, if you do not have clubs, clubs will be provided. It is recommended that students not buy new clubs before the class. Equipment will be reviewed and suggestions made about what clubs to purchase. Choose the session that best meets your schedule. Each session runs for 5 weeks consecutively.

Instructor Lyman Orchards Golf Center
Friday, August 25 12:00 – 1:00 p.m.
Tuesday, Sept. 19 11:00 – 12:00 p.m.
Sunday, Sept. 24 1:00 – 2:00 p.m.
Each Session Resident \$101
Each Session Non-resident \$106

NEW! Make Your Own Natural Household Cleaners Using Essential Oils

Household products made with the highest quality essentials oils and other natural ingredients are a safe, easy and effective way to clean and disinfect your home. They can even save you money! In this class you will make three products: an all-purpose liquid cleaner, a toilet bowl cleaner and a furniture polish. Materials fee of \$24, paid to instructor, includes all you need to make your essential oils cleaning products.

D. Kordorsky, Reg. Dietitian Sheehan
Tuesday 6:30 – 8:30 p.m.
1 night December 5
Resident \$25 Non-resident \$30

PSAT & SAT Prep

Lentz & Lentz has had proven results helping thousands of students of all ability levels to prepare for the PSAT and SAT. This 30-hour program is divided equally between English and math and covers all facets of the redesigned SAT and PSAT. Tuition includes course material, extra help at no charge, live make up classes, online

SPECIALTY CLASSES

downloads for review or as a supplement for missed lessons and complimentary spring refresher classes. The course features test-taking skills, grammar, reading interpretation, vocabulary, essay writing, speed-reading improvement techniques, advanced math, shortcut math, tip sheets and practice testing and grading sessions. For more information or to register call 1-800-866-SATS (7287) or visit www.LentzSATPrep.com.

Lentz & Lentz Instructor..... Sheehan
 8 sessions.....6:00 – 9:00 p.m.
 Course beginsMonday, September 11
 Fee.....\$395

NEW! Public Speaking 101

Have you always wanted to be able to speak, at ease, in front of a crowd? Were you once very comfortable public speaking, but now you feel a bit rusty? Or maybe you want to prepare yourself for work or continued education presentations? This course will answer questions such as why people have a hard time public speaking and will help participants to develop techniques strategies to overcome their fears of doing such. All students will have the opportunity to present material in front of a group.

C. Raynis..... Sheehan
 Thursday.....5:45 – 7:15 p.m.
 6 weeks October 5
 Resident \$75 Non-resident \$80



Replacement Window & Siding Workshop

Want to save on your heat and air conditioning bills and take advantage of incentive programs available? Low-E, Argon, Triple Pane, Wood, Vinyl? How much should I pay for good quality windows and siding? What type of siding would be best for my home? Vinyl Clapboard, Polymer Cedar Impressions or Hardie Plank? Compare products and prices and see how windows are properly installed! This workshop is a must for anyone thinking about having windows or siding replaced or doing the work themselves.

P. O'Doherty, Master Carpenter .. Sheehan
 Thursday.....7:00 – 9:00 p.m.
 1 night..... October 5
 Resident \$35 Non-resident \$40

NEW! The Safe and Effective Use of Essential Oils for Your Pets



Our furry friends can benefit from the safe and efficacious use of high quality essential oils. Come and learn which oils are safe for pets and which

ones should be avoided, the right oils and amounts for what ails your pet, preventive care using essential oils and more. Testimonials with before and after pictures will be available. Please Note: essential oils and their usage with pets is not meant to replace the advice of your veterinarian. Materials fee of \$5, paid to instructor for written material. Sample size oils will be available for purchase for \$3 each.

D. Korkorsky, Reg. Dietitian..... Sheehan
 Thursday.....6:30 – 8:00 p.m.
 1 night..... October 12
 Resident \$23 Non-resident \$28

TEEN DRIVER EDUCATION

Crossroads Driving School

Wallingford Adult Education through Crossroads Driving School offers Teen Driver Education at both Mark T. Sheehan and Lyman Hall high schools after the school day. The program will offer three options to obtain a State of Connecticut Driver's License.

(Student must be age 16 to start the course.)

- **Option 1 (Full Course)** includes 30 hours of classroom which includes the safe driving, drug and alcohol program, plus 8 hours of behind-the-wheel. Most insurance companies offer a discount if you take this full course. Driving sessions will be scheduled by the instructor. 15 sessions. Fee \$550.
- **Option 2 (Classroom – No Driving)** includes 30 hours of classroom which includes the safe driving, drug and alcohol program. No behind-the-wheel. 15 sessions. Fee \$290.
- **Option 3 (Safe Driving/Drug & Alcohol Program)** this 8 hour course fulfills the mandatory requirement of the State of CT for license applicants who choose a Home Training Program. Required for all drivers, including those over 18. 4 sessions. Fee \$150.

Required by State Law! A parent and student orientation and information class!

Students will not receive a certificate unless they, as well as at least one parent, attend this 2 hour orientation session (considered to be first class). If the student is 18 years old or older a parent does not need to attend but the student must attend. This orientation is included in the 30 hours of classroom time.

Mark T. Sheehan High School

Parent and student orientation session (this is considered first class) will be held on Thursday, September 28 from 6:00 – 8:00 p.m. Classes will be held Tuesdays and Thursdays, 2:30 p.m. to 4:30 p.m. Starting - Tuesday, October 3

Lyman Hall High School

AFTER SCHOOL: Parent and student orientation session (this is considered first class) will be held on Monday, September 25 from 6:00 – 8:00 p.m. Classes will be held Monday and Wednesdays, 2:30 p.m. – 4:30 p.m. Starting – Wednesday, September 27

NEW-NIGHT CLASSES: Parent and student orientation session (this is considered first class) will be held on Tuesday, September 26 from 6:00 – 8:00 p.m. Classes will be held Tuesday and Thursdays, 6:00 p.m. – 8:00 p.m. Starting – Thursday, September 28

Diane Stanley, Instructor

For more information about Crossroads Driving School visit www.crdrivingschool.com

TRAVEL

Explore the following Day Trips with Friendship Tours / The Ship Shop, as 2017 marks their 40th year of travel!

JFK Library, Centennial Celebration and Boston Harbor Cruise

The **John F Kennedy Library and Museum** is dedicated to the memory of our nation's thirty fifth president. In honor of President Kennedy's centennial, in May 2017 and JFK Library will unveil a special exhibition titled "**JFK at 100: Milestones and Mementos.**" Featuring a compelling selection of items from the JFK Library's collections, the exhibition will chronicle historic milestones in the President's career and administration, as well as events of his personal and family Life. • Time on your own for lunch at the new **EATALY** located in Boston's Prudential Center. Eataly is a vibrant Italian marketplace featuring an array of cafes, counters and restaurants. Eat & Shop! • This afternoon enjoy a **Boston Harbor Cruise**. Discover the historic and contemporary milestones of Boston's inner and outer harbors during this fun, informative, fully-narrated, 90-minute tour. From the hero tales of the Revolutionary War to the local legends of the sea, you'll be entertained and enthralled. Meet the Deluxe Motor Coach in the parking lot behind the Wallingford train station for a 7:15 a.m. departure.

Friendship Tours7:15 a.m. – 7:30 p.m.

ThursdaySeptember 21

Price \$109

TRAVEL

Newport Playhouse & Cabaret Restaurant “Dashing Through the Snow”

This unique dinner theatre is a favorite for locals and visitors since 1983. Enjoy a Great Buffet with wide variety of Salads, Hot & Cold Entrees, Desserts, Beverage. All food is prepared on the premises and enjoyed in the main dining room. After dining, take your reserved seats in the theater. After the Play, return to the dining room for the Cabaret Show! Dashing Through the Snow, a Jones Hope Wooten comedy. THE STORY: It's four days before Christmas in the tiny town of Tinsel, Texas, and a colorful parade of eccentric guests arrive at the Snowflake Inn. Trina, the harried yet upbeat innkeeper of this B&B, has more than she can handle coping with these nuttier-than-a-fruitcake lodgers. This Christmas comedy is more fun than a joyride in a one-horse open sleigh! Meet the Deluxe Motor Coach in the parking lot behind the Wallingford train station for a 8:00 a.m. departure.

Friendship Tours8:00 a.m. – 7:00 p.m.

WednesdayDecember 13 Price \$112

Collette is the only way to travel! As a guest of Collette you are treated like a VIP from start to finish. All you have to do is enjoy our one-of-a-kind blend of inclusive touring and first-class guest service.

**For a more detailed itinerary or information on how to sign up contact:
Gallagher Travel • 1 (203) 265-2856.**

Tuscany & the Italian Riviera

May 4-11, 2018

8 Days • 10 Meals: 6 Breakfasts, 4 Dinners

HIGHLIGHTS... Tuscan Estate • Florence • Choice on Tour • Siena • Tuscan Winery • Lucca • Pisa • Italian Riviera • Cinque Terre • Portofino

To learn more join us for an informational session on:

Tuesday, September 26, 2017, 6:30 p.m.

Mark T. Sheehan High School

142 Hope Hill Road

Wallingford, CT 06492

Please RSVP to Gallagher Travel:

1 (203) 265-2856



California Coast

September 30- October 7, 2018

8 Days • 10 Meals: 6 Breakfasts, 4 Dinners

HIGHLIGHTS... San Francisco • Choice of Cruise on San Francisco Bay or City Tour of San Francisco • Carmel-by-the-Sea • Monterey • 17-Mile Drive • Hearst Castle • Santa Barbara • Santa Ynez Wine Country • Hollywood • San Diego

Join us for an informational session to be announced in our spring 2018 brochure.



ENRICHMENT AND GENERAL INTEREST CLASSES

WAYS TO REGISTER

1. In person



Register weekdays from 8:30 am to 3:00 pm at the Adult Education office located at Sheehan High School (203) 294-5932

or the Learning Center located at the Wallingford Railroad Station (203) 294-3900.

2. By mail



Please use a separate registration for each student, even if you are registering together with your spouse or friends.

- You may register for up to four courses per registration form. If you are signing up for more than four courses, attach a second form.
- Photocopying the registration form is okay.
- Payment can be made by check or money order. A separate check or money order for each class is required. Make check payable to Wallingford Adult Education.

LITERACY VOLUNTEERS

If you can read, you can help!

Literacy Volunteers needs volunteer tutors in all the communities it serves to help adults learn to read and speak English. Just two hours of your time a week can make a big difference in someone's life!

Free training for new volunteer tutors is held three times a year. Go to www.lvagnh.org to fill out/send in a tutor application or call 203-776-5899 for more information.

PLEASE NOTE

Course Confirmation

A course confirmation sheet will be mailed to you. This sheet lists the room numbers of your classes and any materials you should bring with you to class.

Cut-off Dates for Course Registrations are...

One week prior to the date the class begins. OR two weeks prior to the start date if the course requires you to purchase a textbook.

Who Can Register?

Anyone age 17 or over. All registrations are processed in the order in which they are received. Exceptions to the age requirement are found in some courses. Registrations from Wallingford residents are processed before registration for non-residents opens.

Registering for Courses with Different Start Dates

If you want to register for more than one course, you may send all registrations and payments in together. However, we must receive the registrations one week prior to the date of the first class.

REGISTER EARLY!

Nothing cancels a good class quicker than everyone waiting until the last minute to register. If there are not enough registrations the week before the class begins, the course may be canceled. Calling on the day of the course will not resurrect it, **so please register early!**

GENERAL INFORMATION

Refund Policy

No refunds are given unless a course is canceled. A course may be canceled for insufficient enrollment, postponed or a change in instructors. If insufficient enrollment causes a class to be canceled, full tuition is refunded or a credit is given for future use. Materials and supplies purchased by you are excluded from refunds and credits. A request for refund must be made one week before the course begins. Please allow four to five weeks for the refund process.

Low Enrollment/Course Cancellations

A course with insufficient enrollment will be canceled one week before the starting date. Registered students will be notified by telephone or email if a course must be canceled. When enrollment is low and to avoid cancellations, the number of class sessions and/or course pricing may be adjusted.

Bad Weather/Class Cancellations

If Wallingford Public Schools close due to weather or school schedules, Adult Education classes are also closed. Cancellation announcements for evening classes will be made at approximately 4:00 p.m. on the following radio and television stations:

- WTNH-TV - Channel 8
- WTIC-TV - Channel 61
- WFSB-TV - Channel 3
- WVIT-TV - Channel 30
- WPLR 99.1 FM
- WDRC 1360 / AM 103 FM
- WTIC 1080 AM / 96.5 FM
- WRCH 100.5 FM
- Wallingford Public Schools TV: Ch. 19
- Or call 203-294-5932

Make-Up Dates

Canceled classes will be made up at the end of the scheduled run of the class. Check with your instructor about make-up dates.

Smoking/Refreshments

A non-smoking policy is in effect at all class sites indoors and out. Refreshments are permitted in designated areas, not in classrooms, hallways or lavatories.

Parking

At Sheehan High School, please use the rear parking lot. Illegally parked cars in designated emergency or handicapped zones may be ticketed by the Wallingford Police Department. All of our programs are handicapped accessible. Check with either of our offices for more specific information.

Locations

- Adult Education Learning Center, (Railroad Station), 37 Hall Avenue.
- Mark T. Sheehan High School, 142 Hope Hill Road.

SEARCHING FOR TALENT:

We are always seeking new ideas for new General Interest Courses. Need world language instructors and expertise in drawing, painting and crafts. Teaching certification is not necessary, just your skill and interest in a hobby or topic and a willingness to share your knowledge. Please contact:

Wallingford Adult Education
Barbara Kish
(203) 294-3900
bkish@wallingfordschools.org

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Like Us: www.Facebook.com/learn2earnCT

REGISTRATION

Date ____/____/____

NAME

First _____ Last _____

ADDRESS

Street _____

City _____ State _____ Zip _____

E-MAIL ADDRESS

_____ Your email address allows WAE to send announcements.

PHONE

Home _____ Work _____ Cell _____

INDICATE YOUR METHOD OF PAYMENT

Cash Check (# _____)

MAIL TO: Wallingford Adult Education
142 Hope Hill Road
Wallingford, CT 06492

PHONE: 203-294-5932
email: sgovin@wallingfordschools.org

CLASS DATE	COURSE TITLE	DAY	LOCATION	FEE

TOTAL DUE: _____

REMEMBER:
a separate check
for each class.

**Make checks payable to Wallingford Adult Education.
Refund policy refer to page 23.**



Wallingford Adult Education Staff...

Sashi Govin, *Director*

Matthew Madruga, *School Counselor*

Barbara Comstock, *Secretary*

Barbara Kish, *Secretary*

Wallingford Board of Education...

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Kathy Castelli

Jay Cei, Jr.

Amanda Doerr

Shauna Glidden

Karen Hlavac

Roxane McKay, *Chairperson*

Patrick Reynolds

Michael J. Votto, *Secretary*

Superintendent of Schools

Salvatore F. Menzo, Ed.D.

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Carol Berube

William Carter

Rosalind Gallagher

John Gawlak

Sashi Govin

Carol Halstead

Maria Harlow

Eloise Hazelwood

Amy Humphries

Thomas Moffo

Myra Thistle

STATEMENT OF NON-DISCRIMINATION:

The Wallingford Public School District is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

The Board of Education Coordinator for TITLE IX is Cindy Lavalette, Assistant Superintendent Personnel. Contact information is: 203-949-6508, mailing address is 100 S. Turnpike Rd., Wallingford CT 06492

The Board of Education Coordinator for TITLE VI and Section 504 is Melissa Iles, School Counseling Coordinator. Contact information is: 203-949-6531 and mailing address is 100 S. Turnpike Rd., Wallingford CT 06492.

The Adult Education Safe School Climate specialist is Sashi Govin, contact is: 203-294-3905, mailing address is 37 Hall Avenue, Wallingford, CT 06492

The Mission Statement of Wallingford Adult Education

Education is a continuing, life-long, learning process. It is the policy of the Wallingford Board of Education to provide a strong adult education program that will:

- enable learners to acquire the basic skills necessary to function in society;
- enable learners to continue their education through the level of secondary school completion;
- make available the means to secure training that will enable learners to become more employable, productive and responsible citizens.

Wallingford Adult Education will provide the necessary instructional and counseling services to learners so that they may successfully attain their goals.

Wallingford *Adult & Continuing Education*

Website www.wallingfordadulted.org
www.facebook.com/wallingfordadulteducation



Wallingford Public Schools
142 Hope Hill Road
Wallingford, CT 06492

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