

PROGRAM GUIDE

Plainville Adult and Continuing Education

Spring 2019

NEW

Classes for everyone!



FREE: Adult High School Credit Diploma Program, Citizenship Preparation, GED® Preparation, Adult Basic Education, and English as a Second Language

NEW: Basketry, Start-up Business Basics, Digital Photography Fundamentals, MS PowerPoint, Guardian Angel Trusts, NYC Day Trip, and so much MORE!

www.plainvilleschools.org

(860) 793-3209

FUN & FITNESS

NEW! Digital Photography Fundamentals

Take better photographs! Gain a better understanding of lighting, composition, camera basics, discuss aperture and depth of field among other concepts. Please bring your digital camera.

Christine Petit of Le Petit Studio, LCC Tues., April 16,23,30, 2019 6-7pm
3-sessions Minimum 5/Max. 35 Rm 121 Fee: \$70

NEW! Basketry

Deb Strid will teach you how to weave a 6" bowl using a wood base. This technique is easy to learn. Bring home a beautiful and functional finished product. (no senior discount)

Wednesday April 10, 2019 5:30pm-8:30pm 1-session
🚲 **off-site:** Plainville Public Library: Conference Room Minimum 5/Max.6
Fee: \$55, then on April 10th, pay additional \$15 to the instructor for materials

NEW! Spring Twist Floral Arrangement

Create your gorgeous and whimsical Spring floral arrangement in a natural container, then combine with a springy plant. Welcome the season by bringing vibrant color and liveliness to your home!

Amy Oved Tuesday, April 16, 2019 5:30pm-7pm
1-session Minimum 6/Max.12 Rm 125 Fee: \$50

The Joys & Benefits of Essential Oils

Participants will receive an overview of the history and uses of essential oils. Learn how to choose quality products, and what oils can be used for, such as: practical recipes, beauty, cleaning, and more. Discover how oils can positively impact your daily living. Each participant will create a "Make & Take" essential oil product to bring home. 🚲 **off-site:** Plainville Public Library, Auditorium

C. Coughlin Tuesday, March 12, 2019 5:30-7:30pm
1-session Minimum 4/Max. 12 Fee: \$15

Zumba with Stacie

Every class feels like a party! Come join me to see what I mean. You don't have to know how to dance. Just move your body and follow my lead. Come try it. I guarantee you will have a blast while burning calories. I've been a Zumba instructor for 11+ years and I am certified in Group Fitness & Adult CPR/AED. - S. Silva-Gordon. Wear comfortable clothes and sneakers. Bring a towel and water.

Tuesdays & Thursdays March 5-April 4, 2019 6-7pm
9-sessions Minimum 12/Max. 35 PHS: Cafe 2 Fee: \$45

Tai Chi for Health

Focus on the practice of Tai Chi for Health and Fitness. The goal is to quiet the mind, relax the body, and improve health. Sessions will cover: Fundamentals of Practice, Qigong Stretching, Qigong for health, and Forms Practice.

Tuesdays March 5-April 30, 2019 6:30-7:15pm 8-sessions
Min.10/Max. 25 Fee: \$65 🚲 **off-site:** Middle School of Plv, small gym
150 Northwest Drive, Plainville
R. Godin is a Certified Health Preservation Association Instructor who has been trained by
Grandmaster Jianye Jiang in Taiji, Qigong for Arthritis, Qigong for Diabetes, and Medical Qigong.

CAREER ENHANCEMENT

NEW! Start-up Business Basics

The course will provide individuals with the resources and knowledge in starting a business. The course will also provide students with the fundamentals in learning how to develop a product from idea to commercialization.

Professor Norman Gray Mon. & Wed. March 25,27, 2019 5-7pm
2-sessions Minimum 1/Max. 25 Room 128 Fee: \$25

NEW! Grammar for Business Writing

Your message may be powerful but with poor grammar, it appears weak. It's time to be pro-active! Take matters into your own hands, and brush up on the basics, keep your job, and shake hands with success. This class was designed for high school graduates.

M. Bresnahan Monday through Thursday, May 20-23, 2019 3-4pm
4-sessions Minimum 1/ Max. 35 Room 125 Fee: \$55

NEW! Computer Basics for Beginners

Get introduced to your computer! Learn how to send an email, simple word processing with MSWord, how to use and search the internet, and become familiar with the Start Button and many more. Feel free to come with questions.

Lauren Rand Wednesday, March 27, 2019 5-7pm
1-session Minimum 5/Max. 12 Room 126 Fee: \$35

Foundations of Excel

Understand spreadsheet software. Utilize formulas, design charts, format spreadsheets, and learn to filter and sort data.

Andy Davis Tuesdays, April 23,30 2019 5:30-7pm
2-sessions Minimum 6/Max. 12 Room 126 Fee: \$60

YOUR IDEAL COURSE

DO YOU HAVE AN IDEA FOR A NEW COURSE?
CALL US AND WE'LL WORK TO MAKE YOUR DREAM COME TRUE!
(860) 793-3209

NEW! Math Boot Camp for High School Grads

Build your consumer and employability skills, and make your life easier. Review the basics, then apply your improved skills to every day life, including helping your kids with math homework.

M. Bresnahan Monday through Thursday, May 6-9, 2019 3-4pm
4-sessions Minimum 1/ Max. 35 Room 125 Fee: \$55

NEW! PowerPoint for Business and Students

Learn how to effectively use MSPowerPoint! You will learn how to create engaging multimedia presentations that include graphics, tables, transitions, and animation. In addition, you will learn how to confidently present when delivering a PowerPoint presentation.

Lauren Rand Wednesdays, April 3,17, 2019 5:30pm-7pm
2-sessions Minimum 5/Max. 12 Room 126 Fee: \$60

College and Career Readiness Tutor

Students from the mandated programs listed on PAGE 5, may drop-in weekdays from 4-5 pm and receive FREE, personalized services: help with coursework, college searches, career exploration, job searches, internship placement, application assistance, mock interview practice, Cultural Etiquette Workshops, and personalized clothing styling from *Pierrette's Closet*. 860.793.3209

LEGAL

NEW! Guardian Angel Trusts

While the vast majority have a firm grasp on what Wills are designed to accomplish, the magical world of Revocable Living Trusts remains a mystery for most of our community members. 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! What's more—these documents act as a blank canvass—anxiously awaiting the chance to reflect its creator's personalized wishes regarding gifts, timing and purpose of distributions, etc. This creates a unique opportunity to act as the "Guardian Angel" for our family members, even after we're gone. Our framework for learning will focus on a compare/contrast between Wills v. Trusts, and will blend in humorous examples to highlight the overwhelming benefits the latter can provide. An open-ended question and answer session will wrap up our time together.

Attorney Bryan M. Etter, Wiley Etter, LLC.

Wednesday, April 3, 2019 Room 121 5:30-7pm
1-session Minimum 5/Max. 20 Fee: \$15

FINANCE

Income Planning for Retirement

This class is designed for people who are looking to retire in the next 5 to 10 years. Students will learn about different avenues of cash flow to support them in retirement and how much approximately may be needed to retire.

Michael Alimo Monday, March 11, 2019 5:30-7pm
1-session Minimum 1/Max. 30 Room 121 Fee: \$15

How Money Works

Do you know the Rule of 72? Do you know the difference between fixed debt and revolving debt? Roth IRA vs. Traditional IRA? What life insurance is best? Do you know the three legged stool theory for investing? Learn all this & more! "How Money Works" book--provided free of charge.

Gene Callahan Monday, March 25, 2019 5:30-7pm
1-session Minimum 3/Max. 20 Rm 121 Fee: \$15

Changes in Social Security, Retirement

This class was created for students who will be retiring in the next 5 or 10 years. Students will learn about different filing options and how that will impact their retirement planning.

Michael Alimo Tuesday, March 12, 2019 5:30-7pm
1-session Minimum 1/Max. 25 Room 121 Fee: \$15

The Value of a High School Diploma

The path to financial success begins with a high school diploma. If you left school before earning your diploma, come back now. Turn to **page 5** and check out 3 different diploma programs. The Adult High School Credit Diploma Program may be customized to fit your schedule. Whether you're starting from scratch, or need a few credits to graduate, please give us a call: **860.793.3209**

FREE PROGRAMS

English as a Second Language (ESL)

All levels are welcome!

Adult Basic Education

Math / Language Arts instruction for non-diploma holders

GED® Preparation

Includes free practice tests

Adult High School Credit Diploma Program

Customized schedule to meet your needs

Citizenship Preparation

Includes sample test questions and interview practice

See page 5 for further details about these cost free quality programs offered at Plainville High School

DAY TRIP

NEW!

April 27, 2019 New York City

Treat yourself to a full Saturday exploring New York City on your own! Leave your driving worries back at home, as you board a comfortable motor coach, filled with like minded day trippers! Depart Connecticut at 7:00 a.m., then leave NYC at 5:00p.m. with your happy memories. A minimum of 25 registered passengers are required for Plainville High School to be the pick up/drop off location. If fewer day trippers register, then the pick up/drop off location will be at the New Britain Commuter Lot (opposite Target) Route 71, South of the West Farms Mall. A final itinerary will be mailed to you after April 2, 2019.

\$99 per person

Please register by April 2, 2019

- no senior discounts• no refunds• all sales final•
- assigned seating for your party may apply•
- minimum age is 18 unless accompanied by a parent•

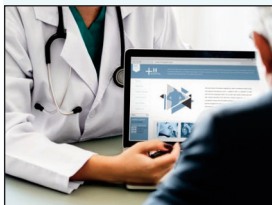
Do it your way!



EXCELLENT STUDENT BENEFITS

Benefits for students enrolled in the mandated programs include: one-on-one attention from a certified School Counselor, access to a Lending Library and Pierrette's Closet, New Britain Museum of American Art admission passes, Cost free GED® practice tests, Computer Lab featuring enrollment in the CT Virtual High School Program, tutoring, and MORE! **860.793.3209**

HEALTHCARE TRAINING AT PLAINVILLE HIGH SCHOOL



MEDICAL BILLING AND CODING

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance

reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry had almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding. This program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in ICD-10-CM. Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others. Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams. Students registering for this course should have or be pursuing a high school diploma or GED. **WIOA APPROVED**

Course Hours: 80 Hours NO SENIOR DISCOUNT

Student Tuition: \$1,899 (Textbooks Included)

March 4 – June 17, 2019 / Minimum 4 Students

Mondays and Wednesdays 4:00pm – 7:00pm

Registration Deadline: February 8, 2019



PHARMACY TECHNICIAN

The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2020. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion

pharmacies, community pharmacies and other healthcare settings. This high demand for pharmacy technicians is the result of a multitude of factors including the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians, and the aging population. Approximately 400,000 technicians were employed by 2018 to meet our nation's growing healthcare demands. This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's (PTCB) exam. Students registering for this course should have or be pursuing a high school diploma or GED.

WIOA APPROVED NO SENIOR DISCOUNT

Course Hours: 50 Hours + 80 Hour Externship

Student Tuition: \$1,199 (Textbooks Included)

March 5, – May 7, 2019 / Minimum 4 Students

Tuesdays and Thursdays 4:00pm – 7:00pm

Registration Deadline: February 8, 2019



CLINICAL MEDICAL ASSISTANT

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple health care settings. Medical assistants with a clinical background perform various clinical

tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities. The purpose of this program is to prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. Students who complete this comprehensive course would be prepared to sit for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national certification examination. In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Certified Medical Assistant (CMA), Nursing (LPN) or a Nursing (RN) program. Students registering for this course should have or be pursuing a high school diploma or GED. **WIOA APPROVED** NO SENIOR DISCOUNT

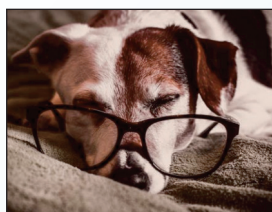
Course Hours: 140 Hours + 160 Hour Externship

Student Tuition: \$2,599 (Textbooks included)

March 4, 2019 – June 3, 2019 / Minimum 4 Students

Mondays through Thursdays 4:00pm – 7:00pm

Registration Deadline: February 8, 2019



VETERINARY ASSISTANT

Enjoy the rewards of working with animals! This exciting Veterinary Assistant Program can help students make a difference. The essential skills students will learn in this program will help them keep

animals healthy, care for them when they are ill, and assist veterinarians in their offices. This Veterinary Assistant program provides opportunities to individuals that will enable students to obtain the necessary knowledge and skills to succeed in an entry-level position in the field of veterinary technology. Through classroom lectures and hands on labs, students who complete this program would be prepared to assist veterinarians and veterinary technicians in providing quality animal care including: obtaining and recording patient information; the review of preparing patients, instruments and equipment for surgery; how to collect samples and perform certain lab procedures; dressing wounds; assisting in diagnostic and medical procedures; communicating with animal owners; and feeding and caring for animals. Students registering for this course should have or be pursuing a high school diploma or GED. (No exam is affiliated with training course)

Course Hours: 100 Hours NO SENIOR DISCOUNT

Student Tuition: \$1,899 (Textbooks Included)

March 4, 2019 – May 29, 2019 / Minimum 4 Students

Mondays / Wednesdays / Thursdays 4:00pm – 7:00pm

Registration Deadline: February 8, 2019

English as a Second Language (ESL)

This program is designed to assist students in a multi-level group atmosphere. With students who have little or no fluency in English, attention is given to learning the basic English skills that permit increased self-reliance in speaking the language. Students with this base knowledge increase fluency in speaking, reading, and writing. In addition, language structure, grammar, and punctuation are stressed. **No Cost**

Instructor: M. Smith, Plainville High School, Room 225
Mondays through Thursdays, 5-7pm
Spring Semester: February 4 - May 15, 2019

Citizenship Preparation

This is a competency-based program of instruction for immigrants who wish to become American citizens. This program assists those who would like help in preparing for oral or written citizenship tests; sample test questions will be available. Classes provide knowledge of American history, the U.S. Constitution, rights of citizens, and the structure and function of national, state, and local government.

Instructor: M. Smith, Plainville High School, Room 225
Mondays and Wednesdays 4-5pm **No Cost**
Spring Semester: February 4 - May 8, 2019

Adult Basic Education (ABE)

ABE is a competency based program of instruction for native or foreign-born English speaking adult students who need to develop fundamental skills. ABE offers structured practice in reading and English to survive in today's world, with communication stressed. Students will strengthen consumer and employability skills, as they are instructed in mastering basic operations of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, percents, and setting up numbers to solve problems. ABE may serve as a transition to diploma programs. This program includes weekly Computer Lab sessions. **No Cost**

Instructor: L. Butler, Plainville High School, Room 117
Mondays through Thursdays, 5-7pm
Spring Semester: February 4 - May 15, 2019

Adult Basic Education (PARC 101)

Develop skills for independent living, including safety measures. Students improve communication skills (conversation and telephone skills), basic consumer skills, (money, time, information) and functional reading skills. **No Cost**

Instructor: L. Butler, Plainville High School, Room 117
Mondays, 5-7pm
Spring Semester: February 4 - May 6, 2019

3 Ways to Earn a Diploma

Adult High School Credit Diploma Program

Earn credits for a high school diploma by taking courses at Plainville High School, plus transfer credits from any former schools. Experience in the military, community, home, or work may also qualify for up to five credits. Twenty two credits are required to graduate in specific subject areas. Students are goal orientated and self motivated. **No Cost. Enroll Today! (860) 793-3209.**

Begins: January 28, 2019/rolling enrollment

GED® General Educational Development Preparation

Prepares adult learners to pass the 4-part, computer-based GED® exam to earn a State of Connecticut diploma. Students receive instruction in each of four subject areas – science, social studies, math and language arts. In addition, students attend weekly Computer Lab sessions. Students acquire basic computer skills to take the exam, review the official website (ged.com, where students can access related exam information and exam registration procedures) and engage in supplemental virtual preparation courses.

L. Butler and K. Stewart, Plainville High School
Mondays-Thursdays, 5-7pm Room 223
Spring Semester: February 4 - May 15, 2019 **No Cost.**

National External Diploma Program (NEDP)

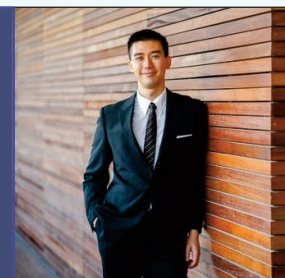
Designed for adults who have gained skills through life experiences and have demonstrated competence in a particular job, talent, or academic area. This self-paced program does not require classes. Alternatively, it provides a self-paced, one-on-one experience with a trained NEDP Assessor/Advisor, providing flexible meetings by appointment, to demonstrate complete mastery of skills. Program completion can vary, but averages six months to a year. *Federally funded by a grant in partnership with Bristol Adult Ed., the NEDP is a nationally certified program.* **Call (860) 793-3209. No Cost**

Accommodations on the GED® tests are available for qualified individuals with a disability. For more information, contact Jill O'Brien, (860) 793-3209. You may also contact Sabrina Mancini at the CT State Department of Education at (860) 807-2110.

Travelling Teacher

customized programs
delivered to your business

860.793.3209



Call Today!
(860) 793-3209

MORNING ADULT EDUCATION CLASSES

(including on-site childcare at no cost)

GED® Preparation, English as a Second Language, Adult Basic Education, Computer Lab, Lending Library, Museum Passes, eReaders, Career Exploration, Parent Education, and more!

Plainville Family Resource Network at Linden Street School

NEW ~ Mandatory Orientation February 4, 2019

Spring Semester: February 4 - May 22, 2019

Mondays, Tuesdays, & Wednesdays 9 - 11a.m.

ESL Family Language Lab: Wednesdays 11a.m. - Noon

Available through a federally funded grant in partnership with PFRN & Plainville Adult Education

*Celebrating 21 Years of Learning
and Growing with Plainville
Families. Building the Bridge
Between Home and School.*
Like Us on Facebook



**Linden Street School
69 Linden Street
Plainville, CT 06062**

**Phone (860) 793-6304 ext. 0
Fax (860) 793-3269**

The mission of Plainville Family Resource Network (PFRN) is to deliver nurturing multi-dimensional programs and services for all families, all children. Support provided by PFRN helps build strong home-school-community partnerships, healthy thriving families, and children who are ready to learn. PFRN provides high-quality educational experiences through age-appropriate fun activities, laying the foundation for future school success. Connecticut's Early Learning and Development Standards (CT ELDS) are used to guide lesson preparation to ensure the children are receiving the necessary knowledge and learning opportunities during the earliest years of development. Programs are designed for children birth through elementary school age as well as programs for parents, childcare providers, and relatives providing care for their family members.

Play & Learn Groups

"PLAY IS THE WORK OF CHILDREN"

Parent and child interactive Play & Learn Groups focus on early literacy and the social skills necessary for children to be successful in school. Through a combination of free play, age appropriate activities, and gently structured storytimes, children's love of learning and all areas of development are strengthened. Groups are held at Linden St. School Mon., Tues., & Wed. mornings 9:30-11:00am. Also, an evening group is available Mon. 6-7:15pm. All Plainville children birth to age 5 are welcome to attend with a parent, grandparent, or care provider. Call Donna Cavallaro (860)793-6304 ext.0

Evening Play & Learn Group for Working Parents

Enjoy a special evening focused on quality time with your child while meeting with other Plainville families. Creative play and storytime included, each Monday while school is in session, 6-7:15pm. Older siblings are welcome to join the fun!

Parents as Teachers

Parents as Teachers (PAT) program provides education and support to families, childcare providers, and relative care providers who have children ages pregnancy through 5. They are supported by PAT-certified parent educators trained to translate scientific research on early brain development into specific when, what, how, and why information for families. By understanding what to expect during each stage of development, you can easily capture the teachable moments in everyday life to enhance their child's language development, intellectual growth, social development, and motor skills. Home and personal visits available to meet the individual needs of each family or provider. Call the PFRN to schedule your first visit: (860) 793-6304 ext.0

Raising Readers Parent Book Club

Discover fun new ideas for exploring books with your child while adding to your home library. Childcare provided during club meetings. Tuesdays March to April 11:10 - 12:10pm. Call PFRN to register or for more information 860-793-6304 ext.0

New Date: May 11, 2019
www.plainvillefamilyfest.net

Child Care Providers

PFRN offers support to child care providers and relatives who care for young members of their extended families. Services include: professional development opportunities, lending library, field trips, resources/referrals for providers and their families. Care providers also have the opportunity to participate in the nationally renowned, "Parents As Teachers" program, with materials and resources for families. For those interested, call PFRN for guidance in learning the steps necessary to earn a Child Development Associate (CDA) Credential.

Preschool Developmental Screenings

Provided by Plainville Community Schools, this program is a developmental screen for Plainville children aged three to five, and will be held in October, December, March, and May. Your child will be observed in an informal fun atmosphere by a professional Early Childhood Team to ensure development is progressing smoothly. For additional info. contact your neighborhood school.

PreK Program for 4 year olds

Plainville Community Schools Preschool program is seeking Plainville students who will be 4 by January 1, 2019. The program will run 5 full days a week and will be provided for students of each of the three elementary schools. Transportation will be provided to and from students' homes and/or Plainville childcare providers. There will be a family fee and a sliding scale fee will also be available. Contact your home school for more information.

Summer Play & Learn Groups IT'S A JUNGLE IN HERE!

Daytime groups for families with fun opportunities for learning with a JUNGLE theme. Tues. & Thurs. 9:30-11:00am. Contact PFRN for more information about two "Evening In The Park," family gathering/storytelling events.

Sixth Annual Family Fest

Saturday, May 11, 2019 Join us for a free admission day of fun family activities and entertainment to be held at Linden Street School 10:30 - 3:30pm.

For more information contact PFRN or **www.plainvillefamilyfest.net**



Adult Education Includes Cost-free Childcare

- GED® Preparation
- English as a Second Language
- Adult Basic Education

Featuring:

- Computer Literacy
- Financial Literacy
- Lending Library and eReaders
- Museum Passes
- Career & Education Exploration
- School Counseling Support

Schedule:

Mandatory Orientation: February 4

February 4-May 22, 2019

Mondays, Tuesdays, Wednesdays

9am -11am

ESL Family Language Lab

Wednesdays 11am-Noon

~ Rolling Enrollment ~

**Call Today
(860) 793-3209**

Available through a federally funded grant in partnership with PFRN & Plainville Adult Ed.

clases de educacion para adultos
registre hoy (860) 793-3209

- preparacion de la ciudadania
- educacion basica para adultos
- preparacion para el GED®
- ingles como segundo idioma

Pierrette's Closet



Pierrette Plourde was a beloved Plainville resident who demonstrated and prioritized kindness in her relationships with her close-knit family and large circle of friends. In the spirit of her generous and sweet nature, the Plourde family has donated Pierrette's quality clothing, shoes, and accessories to Plainville Adult Education students, who may be in need of appropriate interview and career attire. "*Pierrette's Closet*" is an on-site resource, perpetually projecting goodwill, while equipping visitors (who, like Pierrette, may have put the needs of others before themselves) with outfits, inspiring confidence and success.

NEW! Pierrette's Closet Relief Fund

Plainville Adult and Continuing Education has received a \$500 donation from Roger Plourde, to establish the "Pierrette's Closet Relief Fund." The fund was created to honor the memory of Plourde's deceased wife, Pierrette, who passed away in 2016. The primary purpose of this fund, is to assist Plainville Adult Education's mandated program students, who are in need of temporary financial assistance. Adult education students may apply through a formal application process to receive assistance, capped at \$100. Funds are reserved to address immediate needs not supported through Adult Education funds, such as transportation or clothing. Jill O'Brien, Coordinator of Plainville Adult and Continuing Education commented, "Many women in our program have benefited from Pierrette's Closet, an on-site career-clothing donation resource. And now, thanks to Mr. Plourde's ongoing generosity, we will be able to help more students meet their academic and career goals, by making life's challenges a little easier." Those interested in donating to the fund, may contact Jill O'Brien at the Plainville Adult and Continuing Education Department: (860) 793-3209.

GREAT NEWS! Credit Cards Are Now Accepted.

Currently, we will accept credit/debit cards payments online: http://www.plainvilleschools.org/departments/adult_ed/registration
We do not accept credit card payments over the phone or in-person. The (non-refundable) convenience fee when using a credit card is a percentage rate fee, of 3.95%. If a course cancels, this convenience fee will not be refunded.
Please Note: No convenience fees will be charged for payments made via check, money order, or cash, using the Registration Form below.

PLAINVILLE ADULT EDUCATION Registration Form - Spring 2019

Name _____
Address _____
City/Zip _____
Phone _____
email _____

_____ Indicate if you are a Plainville Resident Senior Citizen (62 and over) then deduct 30% off of the advertised fee for any one program. Please Note: this discount does not apply to courses with "NO SENIOR DISCOUNT" specified in course descriptions, or to HealthCare Training.

Course _____	Fee \$ _____
Course _____	Fee \$ _____
Course _____	Fee \$ _____
Course _____	Fee \$ _____
TOTAL ENCLOSED	\$ _____

YOUR suggestion for a new course _____

Thank you for making your check payable to:
PLAINVILLE ADULT EDUCATION
Please photo copy as needed, mail form(s) with tuition to:
Plainville Adult and Continuing Education
47 Robert Holcomb Way Plainville, CT 06062

The instructors are hired to teach general concepts, not to provide specific advice to individuals. You should consult your own medical advisors before making any decisions based on examples used by instructors. All of our physical education courses may be strenuous. Therefore, consult a physician before enrolling. By enrolling in these courses you indicate that you have no physical condition that would make participation hazardous to your health.

INFORMATION: Enrichment Program Policy: Courses are offered on a self-sustaining basis. If the enrollment is insufficient to cover the cost of the course, the course will be cancelled and the fees received will be refunded. Allow 6-weeks for processing refunds. **No registration confirmation will be mailed to you.** Unless notified the contrary, assume that you are enrolled and your class will run as scheduled. In the event of a filled class or cancellation, every attempt will be made to notify you. **Refund Policy:** A full refund is given only when Adult Ed. cancels a course. Regrettably, no other refund requests can be honored. Please allow 6 weeks for processing. No refunds once classes have started. **Supplies/Materials:** may be required for some classes. **Room Assignments:** May be subject to change. **Certificates of Achievement:** Will be presented to all participants upon request. **Bad Weather Policy:** If the day school is cancelled, all continuing education classes are postponed to a later date. If an afternoon storm develops, check www.ctweather.com for official notices. **Location:** Classes are held at Plainville High School unless otherwise noted. **Who May Enroll:** Residents and Nonresidents ages 16 + unless otherwise indicated / Mandated Programs ages 17+ **Instructors:** Are certified teachers or other members of the community with special areas of expertise that they are qualified to share. If you have course ideas or would like to join the faculty, please call (860) 793-3209.

Plainville Adult and Continuing Education 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, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding Plainville Adult and Continuing Education's nondiscrimination policies should be directed to Jill O'Brien (860) 793-3209.

General Accessibility and Accommodation: All activities offered by Plainville Adult and Continuing Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Martha Smith (860) 793-3209

Sec. 10-73a. Adult education fees and charges; waivers. Adult education school activity fund. (a) Tuition or registration fees shall not be charged by any school district to adults enrolled in any adult class or program required under subparagraph (A) of subsection (a) of section 10-69. Registration fees may be charged by a providing school district or cooperating eligible entity to a cooperating school district for any adult residents of such cooperating district who are enrolled in any adult class or program of adult classes maintained by such providing school district or cooperating eligible entity and required by said section.

For additional program information, contact:

Jill O'Brien, Coordinator-Plainville Adult & Continuing Education
47 Robert Holcomb Way Plainville, CT 06062

860.793.3209

obrienj@plainvilleschools.org

Plainville Adult and Continuing Education
47 Robert Holcomb Way
Plainville, CT 06062
(860) 793-3209

LEARN2EARN
CONNECTICUT ADULT EDUCATION: The Pathway to Lifelong Learning
Like Us: www.facebook.com/learn2earnCT



Follow us on Twitter @PlainvilleAE
LARGE PRINT AVAILABLE

NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT # 416
FARMINGTON, CT
06032

Dr. Maureen Brummett, Superintendent of Schools

Sponsored by the Plainville Board of Education:

Lori Consalvo, Michael Giuliano, Deborah Hardy, Nicole Palmieri, Laurie Peterson,
Crystal St. Lawrence, Becky Tyrrell, Kathleen Wells, Foster White

S e t f o o t o n a p a t h w a y t o s u c c e s s

FREE Programs, Page 5

- Citizenship Preparation • Adult Basic Education • Adult High School: CDP
- English as a Second Language • GED® Preparation • External Diploma Program

