

# East Windsor Adult Education

## Winter/Spring 2010 Session

sponsored by the

### East Windsor Board of Education

*Mr. Timothy Howes, Superintendent of Schools*

*Mr. Mark Paradise, Director of Adult Education*

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East Windsor Adult Education in partnership with Vernon's Regional Basic Adult Education and Continuing Education offers East Windsor residents a wide range of enrichment and adult education courses. These programs and courses are designed with busy adults in mind. At a variety of Vernon and East Windsor sites, residents are able to enroll in classes that will:

- \*Enhance the skills that will help you to improve your employability*
- \*Earn your high school diploma*
- \*Work on your literacy skills*
- \*Improve your English speaking and writing*
- \*Prepare to go to college*
- \*Study to earn your citizenship*
- \*Work to improve the skills needed for your current job*
- \*Take technology courses*

### **Courses & Programs Offered in East Windsor & Vernon:**

Adult Basic Education (Located at East Windsor High School)

Citizenship Classes (Located at Vernon sites)

College Transition Program (Located at Vernon sites)

EDP- External Diploma Program (Located at Vernon sites)

English as a Second Language (ESL) Classes (Located at East Windsor High School)

GED Preparatory Classes (Located at East Windsor High School)

High School Adult Credit Diploma Program (Located at Vernon sites)

Job Skill Training (Located at Vernon sites)

Technology Classes (Located at East Windsor & Vernon sites)

Teen Parent Program (Located at Vernon sites)

Workforce Preparation Program (Located at Vernon sites)

Worksite Education Program (Located at Vernon and/or East Windsor sites)

Adult Enrichment Classes (Located at East Windsor and Vernon sites)

This **East Windsor Adult Education** brochure, and all classes and programs that meet at various East Windsor sites can also be found online at: [www.eastwindsorschools.org](http://www.eastwindsorschools.org). Click on **East Windsor Adult Education Winter/Spring 2010** button on the left side of the page. The **Vernon Regional Adult Education** website can also be found on the East Windsor Public Schools website. Look for the **VRABE** button on the left side of the page.

You can also access information regarding **Vernon Adult Education** courses listed above and their enrichment courses at their website found at [www.vrabe.org](http://www.vrabe.org). You can call Vernon Regional Adult Basic and Continuing Education directly at 860-870-6000, ext. 139 or toll free at 866-564-2368. East Windsor residents also receive a **VRABE** brochure in the mail.

**East Windsor Adult Education and Vernon Regional Adult Basic Education** are members of the **Connecticut Association for Adult and Continuing Education (CAACE)**. All activities offered by East Windsor Adult Education and Vernon Regional Adult Basic and Continuing Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact **Mr. Mark Paradise**, East Windsor Director of Adult Education, 38 Main St., Broad Brook, CT, 06016, at 860-623-4488 X6148 to leave a voice mail message, or email: [mparadise@ewindsor.k12.ct.us](mailto:mparadise@ewindsor.k12.ct.us) (for courses offered only in East Windsor locations), or **Dr. Carl Mandell**, Regional Supervisor, Vernon Regional Adult Basic Education, 30 Park Street, Vernon, CT 06066 at 860-870-6000, ext. 139 or email at: [cmmandell@vernon-ct.gov](mailto:cmmandell@vernon-ct.gov), (for courses offered in Vernon locations).

In compliance with regulations of the Office for Civil Rights and with Equal Opportunity practices as determined by state and federal legislation, East Windsor Adult Education and Vernon Regional Adult Basic Education and Continuing Education, as a matter of policy, do not knowingly condone discrimination in employment, assignment, program or services, on the basis of race, gender, color, religion, national origin, age, sexual orientation, disability or related abilities to perform the duties of the position.

## General Information

*East Windsor Adult Education classes are held at the following locations:*

**Broad Brook Elementary School, Rye Street, Broad Brook, CT 06016**  
**East Windsor Middle School, 38 Main Street, Broad Brook, CT 06016**  
**East Windsor High School, 76 South Main Street, East Windsor, CT 06088**

This brochure can be found online at: [www.eastwindsorschools.org](http://www.eastwindsorschools.org). Click on the *East Windsor Adult Education Fall 2009* button. Information regarding Basic Adult Education classes, GED classes, ESL classes and other offerings through our partnership with Vernon Regional Adult Basic Education can be found by clicking the VRABE button on our website.

### General Registration Information

**1. Drop Off at East Windsor Middle School:** Fill out the registration form at the end of this brochure, and place it and your payment in a **sealed envelope**. Please label the envelope: *East Windsor Adult Education, c/o Mark Paradise*. Drop registrations off in the EWMS main office between 7:30am and 4:00pm. Please note that we can not be responsible for loose registration forms, cash or checks dropped off in the office. Please remember to put registrations and payments in a sealed envelope!

**2. Mailing Registrations:** To mail your registration, please send it to: East Windsor Middle School, c/o Mark Paradise, Director of Adult Education, 38 Main St., Broad Brook, CT 06016.

**3. Method of Payment:** Payment can be made by check, cash or money order. Please make checks payable to: [East Windsor Adult Education](#).

**4. Lab Fees:** Class tuition does not include the additional cost of books, materials, or lab fees, unless specifically stated in the course description. These fees are determined by the instructor and are listed within a course description if required. All lab fees are payable directly to the instructor on the first night of class.

**5. Course Cancellations:** Courses may be canceled if there are insufficient registrants necessary to run a class. If a class is canceled, registered students will be notified by telephone.

**6. Registration With Instructors:** Registration with instructors can not be accepted due to limitations in class enrollments. Classes with size limits are filled on a first come, first served basis.

**7. Returned Checks:** There is a \$25.00 fee charged for checks returned to the Board of Education office due to insufficient funds.

**8. Registration Confirmation:** No registration confirmation will be mailed to you. Courses will be held unless you are called due to cancellation.

**9. Children** are not allowed to accompany adults in classes.

**10. Smoking:** Smoking is not allowed in any school building or on school grounds, per order of the BOE.

**11. High School Student Participation:** High school students may participate in classes with the approval of the Director of Adult Education and the Principal of East Windsor High School.

**12. Discounts for Senior Citizens (62 and older)/Disabled :** Senior citizens and disabled individuals receive a discount of 25% off the usual registration fee on courses that list discounts. Non-resident senior citizens and non-resident disabled individuals are also allowed the 25% discount. Courses not subject to discounts are indicated in the brochure.

**13. Other Discounts:** Bring a friend/relative(s) to a class, and both students receive a 10% discount for that class.

**14. Class Cancellations Due to Inclement Weather:** The cancellation of classes due to inclement weather is posted at the East Windsor Public Schools website: [www.eastwindsorschools.org](http://www.eastwindsorschools.org), [www.cancellations.com](http://www.cancellations.com), and announced over AM radio stations WTIC and WDRC.

**15. Holidays and School Vacations:** Holidays and school closings that are observed by the East Windsor Public Schools are also observed by East Windsor Adult Education. Classes scheduled for the Middle School will not meet on: Feb. 8-12. All scheduled classes at all buildings will not meet on Feb. 15- 19, April 2, April 19-23, May 10, and May 31. *If day school is canceled or closed early for any reason, then all evening classes will be canceled as well.*

**16. Teacher Absence:** If an instructor is absent for any reason, he or she will notify class members and an additional class session will be added at the end of the semester to make up the missed class.

**17. Refund Policy:** East Windsor Adult Education reserves the right to cancel classes, change instructors, or make any modifications to insure the soundness of the program. Refunds will not be given because of a change of instructor. Refunds will be given only if the class you are registering for is already full or if a class is canceled.

**For Further Information Contact:** Mark Paradise, Director of Adult Education, email: [mparadise@ewindsor.k12.ct.us](mailto:mparadise@ewindsor.k12.ct.us); voice mail: 860-623-4488, x6148.

## General Academics

### **GED~ General Educational Development~ Prep for High School Equivalency Exam** *Sponsored by EWAE and VRABE*

**Course Description:** The GED test series is designed to offer students age 17 years or older and alternative route to a high school diploma. The **classroom based** course consisting of English, Writing Skills, Social Studies, Interpreting Literature and the Arts, Science, and Mathematics prepares students to take the State of Connecticut administered GED exam which is given monthly throughout the year. The GED preparatory class is open to students 16 or older and prepares students for the GED exam, but are not eligible to take the exam until they are 17 years of age or older and have provided documentation that they are no longer enrolled in school. The test is free for students under 21 years of age or veterans. There is a \$13 fee for those 21 and older or non-veterans. There is a \$13 retake or reapplication fee for those over 21. Accommodations on the GED test are available for qualified individuals with a disability.

*As of March 2008, VRABE has begun implementing an Orientation that all students contemplating a high school diploma must attend before beginning classes. The orientation Session is structured to inform the students of the three options they have to get a diploma, CDP (Credit Diploma Program - often referred to as evening school), NEDP (National External Diploma Program), and GED (General Education Development). At the sessions the programs are described and students participate in a goal setting activity. CASAS appraisal testing is also administered. Students will then schedule a one on one meeting with a counselor to develop a plan for achieving their diplomas. Further information can also be found at their website: [www.vrabe.org](http://www.vrabe.org). For registration and orientation information, please call 860-870-6000, ext. 139 or toll free at 866-564-2368.*

**Location:** East Windsor High School

**Room:** S~6

**Days & Times:** Monday & Wednesdays, class begins February 1, 2010, 6:00- 9:00 p.m.

**Tuition Fee:** This program is free of charge to all East Windsor residents, with the exception of the test fee of \$13.00.

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### **ABE~ Adult Basic Education** *Sponsored by EWAE and VRABE*

**Course Description:** Adult Basic Education classes are designed for the student who needs *additional skills prior to entrance into the GED preparatory classes*. Students work individually with the instructor on math and basic literacy skills. Instructional levels range from beginning literacy to pre-GED readiness. This focus of this class is basic literacy and math skills. *For more information and to register please call the Vernon Regional Adult Basic and Continuing Education office at 860-870-6000, ext. 139 or toll free at 866- 564-2368.*

**Location:** East Windsor High School

**Room:** S~6

**Days & Times:** Monday & Wednesdays, class begins February 1, 2010, 6:00- 9:00 p.m.

**Tuition Fee:** This program is free of charge to all East Windsor residents.

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### **ESL~ English as a Second Language** *Sponsored by EWAE and VRABE*

**Course Description:** Any student who wishes to increase their fluency in English may participate in ESL (English as a Second Language) classes offered in East Windsor. Your class placement is based on your level of English understanding. Students will practice speaking, listening, and writing with their classmates under the guidance of the teacher. Classes are small to allow for active participation. This is a wonderful opportunity to experience a variety of cultures. *For registration and orientation information, please call 860-870-6000, ext. 139 or toll free at 866-564-2368.*

**Location:** East Windsor High School

**Room:** S~4

**Days & Times:** Monday & Wednesdays, class begins February 1, 2010, 6:00- 9:00 p.m.

**Tuition Fee:** This program is free of charge to all East Windsor residents.

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### **CDP~ Credit Diploma Program** *Sponsored by EWAE and VRABE*

**Course Description:** The Credit Diploma Program offers students an avenue to successfully complete the State of Connecticut's requirements for high school completion. Academic classes are structured to meet the graduation requirements of the participating school districts and the needs of the students. In addition to granting credit for classroom courses, students may be awarded credits for a variety of life experiences. A Vernon Regional Adult High School Diploma is granted upon completion of the program.

As a local regional educational governing body, Vernon Regional Adult Basic Education is committed to preparing its graduates with the skills needed to be successful in the marketplace and in a variety of life settings. One of the ways VRABE is addressing these needs is by designing a curriculum to integrate skills that will enhance intellectual growth and maturity with course content. The outcomes are intended to become useful models for students upon graduation.

In alignment with the new designed curriculum, a Senior Graduation Project Course has been developed as a graduation requirement for all seniors across the region participation in the Adult High School Credit Diploma Program.

*As of March 2008, VRABE has begun implementing an Orientation that all students contemplating a high school diploma must attend before beginning classes. The orientation Session is structured to inform the students of the three options they have to get a diploma, CDP (Credit Diploma Program - often referred to as evening school), NEDP (National External Diploma Program), and GED (General Education Development). At the sessions the programs are described and students participate in a goal setting activity. CASAS appraisal testing is also administered. Students will then schedule a one on one meeting with a counselor to develop a plan for achieving their*

diplomas. This class meets at Rockville High School. Further information can also be found at their website: [www.vrabe.org](http://www.vrabe.org). For registration and orientation information, please call 860-870-6000, ext. 139 or toll free at 866-564-2368. This program is free of charge, and open to all East Windsor residents.

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### **NEDP~ National External Diploma Program** Sponsored by EWAE and VRABE

The National External Diploma Program (NEP) provides an alternative path to achieve a high school diploma for adults in the workforce who have acquired their academic skill through lifetime work experiences and have demonstrated competence in a particular job, talent, or academic area.

The National External Diploma Program offers **no classroom instruction**, but is a series of assessments. An adult who successfully completes the **portfolio assessment**, as required, is awarded a high school diploma.

The National External Diploma Program measures academic and life skills including~ Reading, Critical Thinking, Oral Communications Mathematics, Writing, Self Awareness, Consumer Awareness, Scientific Awareness, and Social Awareness.

The National External Diploma Program is considered an alternative to the GED or Credit Diploma Program for mature adults who are **self motivated and self directed**.

**Requirements:** When a student is admitted into the National External Diploma Program, diagnostic instruments in writing, reading, and math will be administered and required to be mastered. Students in the program must also demonstrate an individualized skill which might include advanced academic skills, home management experience, or documentation of a current trade or occupation.

There are no classes to attend and each applicant/candidate is assigned a one-on-one advisor/assessor. Students move at their own pace towards 100% mastery of 65 designated skills. Upon completion of requirements, students are issued a high school diploma by the local school board. The program can be completed in six months to a year, depending upon each individual. *To download the brochure for more detail, or to view a Powerpoint presentation, go to [www.vrabe.org](http://www.vrabe.org), and click on NEP- National External Diploma Program. The access buttons are at the bottom of the page.*

*As of March 2008, VRABE has begun implementing an Orientation that all students contemplating a high school diploma must attend before beginning classes. The orientation Session is structured to inform the students of the three options they have to get a diploma, CDP (Credit Diploma Program - often referred to as evening school), NEDP (National External Diploma Program), and GED (General Education Development). At the sessions the programs are described and students participate in a goal setting activity. CASAS appraisal testing is also administered. Students will then schedule a one on one meeting with a counselor to develop a plan for achieving their diplomas. Further information can also be found at their website: [www.vrabe.org](http://www.vrabe.org). For registration and orientation information, please call 860-870-6000, ext. 139 or toll free at 866-564-2368. This program is open to all East Windsor residents.*

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### **Citizenship** Sponsored by EWAE and VRABE

**Course Description:** These classes will prepare students for the test given to individuals desiring to become American citizens. Classes are held on Tuesday evening for seven (7) weeks. Students must be able to read and converse in English well enough to pass a listening appraisal test which is administered the first night of the class. *This classroom-based program provides instruction to foreign born adults who wish to become U.S. citizens. Persons completing this program are prepared to pursue citizenship through the prescribed Immigration and Naturalization Service process. Classes are offered twice a year - in fall Manchester High and in spring Rockville High School. For more information and to register, please call (860) 870-6000 ext 139. For more information please contact Vernon Regional Adult Basic and Continuing Education directly at 860-870-6000, ext. 139 or toll free at 866-564-2368. This program is free of charge, and open to all East Windsor residents.*

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### **Health Careers Prep Course~ Are You Ready to Excel as a Healthcare Professional?**

Vernon Regional Adult Basic Education's Exploration of Healthcare Careers is designed to assist you in meeting the academic expectations of the Connecticut Community College's health care curriculum and career pathway. Together, we will map out the required community college courses and pre-requisites, explore and research your career goals, refresh and practice a variety of academic skills, introduce you to test taking strategies, and complete an on-line science course! This intensive evening course meets for 6 hours per week. In addition to the weekly in-class assignments and homework, students are expected to attend a mandatory 3-hour Saturday tutorial, complete an on-line science project, and complete an individual career and educational plan. Applicants must be available for an interview, a required 2-hour orientation, and a 3-hour healthcare specific assessment designed to help you understand the academic areas in which you may require additional instructional support. Applicants must have a high school diploma, adult high school diploma, GED, or EDP. *This course is open to all East Windsor residents. Contact Christine Howard, Project Director, at (860) 643-2222, ext. 11 or via e-mail at [Christine.Howard@vernonct.org](mailto:Christine.Howard@vernonct.org)*

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**Distance Learning~** Vernon Regional Adult Basic Education is pleased to offer online courses to our students. The credit diploma courses are designed for students to take in conjunction with their on site courses in order to earn their high school diploma.

In addition, a GED online course is offered to help students prepare to take their GED. This open enrollment course may be taken in conjunction with an onsite course or on its own. *This course is open to all East Windsor residents.*

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**Collaborative Project~** As adult educators, Vernon Regional Adult Basic Education instructors recognized the need to explore this form of teaching and learning as an option for our students. In the fall of 2003, our Vernon region, along with Hartford, New London,

and Middletown Adult Education facilities entered into a collaboration with the *Connecticut Distance Learning Consortium* to design and pilot an *Orientation to Web-based Learning* course as well as 4 content area courses. As of 2008, there are a total of fifteen courses available to credit diploma students. Each course is divided into 2 sessions worth 1/2 credit each session. Each subject session is repeated at least once during the school year. There are four terms throughout the school year as well as a summer term. *This course is open to all East Windsor residents.* Students must contact VRABE for a detailed description of each, schedule and registration information. Please see the Courses link on the Adult Virtual High School website, [www.vrabe.com](http://www.vrabe.com), or contact Suzanne Scheffler by phone: 860-870-6000, ext. 139 or toll free at 866-564-2368.

***Special Program Opportunities for Families, Construction Worker OSHA~10 certification and Home Child Care Providers~*** Vernon Regional Adult Basic Education often partners with other non-profit organizations to offer specialized educational programming opportunities to adults in the area. There are presently 3 such programs within the region. East Windsor residents are eligible for this course.

**1. *Family Literacy Program***~ It's about learning together! Explore the *Family Literacy Program* offered through Vernon Regional Adult Basic Education. Together, we can help you and your family begin the journey to a brighter future. This 26-week *Family Literacy Program* is for adults who want to complete their GED, who want to improve their English, who want to enhance their parenting skills, who want to learn how to make teachable moments with their children, and who are interested in learning about community outreach programs and resources. This program will be held at the Indian Valley YMCA, located 375 Hartford Turnpike (Route 30), Vernon, CT. Vernon Regional Adult Basic Education (VRABE) together with the *Family Resource Centers (FRC's)* administered through *Eastern Connecticut Health Network (ECHN)*, *KidSafe*, and the *Indian Valley YMCA* will deliver instruction for a period of 26 weeks, 3-hours per day, Monday through Friday. The program will deliver GED classes two days per week (Monday & Tuesday) and ESL classes two days per week (Thursday & Friday). Each Wednesday all families will convene for parenting workshops, nutrition, *Raising Readers*, guest speakers, and field trips. Students will bring their children on their scheduled days and will participate in a multi-age early childhood program. Meals will be provided each day for all participants and their children. VRABE's *Family Literacy Program* will provide interactive literacy activities through the Parents and Children Together curriculum (PACT). This curriculum is designed to help parents learn how to teach their children. As parents participate in GED or ESL classes, their children will be engaged in developmentally appropriate activities facilitated by the YMCA staff. Please contact Svetlana Grishtaev, VRABE Family Literacy Program Coordinator Telephone: (860) 643-2222, ext. 19. This program is open to all East Windsor residents.

**2. *ESL For Construction Workers~ English as a Second Language (ESL) for Construction Workers with OSHA-10 Certification***~ This 12-week program is geared to individuals who work, or would like to work, in construction or related areas. Participants develop English language skills in addition to knowledge of construction concepts, job-site safety practices and regulations, and work-related communication skills. Some areas of focus for the course include construction vocabulary, safe use of tools and machinery, green building methods, career pathways in the construction field, teamwork and problem solving. Participants who successfully complete the program receive ***OSHA-10*** certification. Monday and Wednesday evening classes begin in fall and winter, and are held in Manchester and Hartford. This program is sponsored by Vernon Regional Adult Basic Education in partnership with the *Connecticut Puerto Rican Forum, Inc.*, and is part of the *Hartford Adult Literacy Project* funded by the *Hartford Foundation for Public Giving*. For information, please call 860-870-6000 ext.139 or 860-247-3227. This program is open to all East Windsor residents.

**3. *ESL for Home Child Care Providers~ English as a Second Language (ESL) for Home Child Care Providers***~ This 12-week program is geared to individuals who are seeking to become licensed by the state of Connecticut as a family day care provider, or are interested in refining their home business capacity. Participants will develop: English language skills; an understanding of some key child development concepts; a large repertoire of teaching and management strategies to use with children; and knowledge about setting up a business plan (including financing, taxation, and marketing). They also create a professional portfolio, which is a very useful tool for marketing their business to parents, and they are assisted with the process of applying for a CT home day care license. Saturday classes begin in fall and in winter, and are held in Manchester and Hartford. For information, please call 860-870-6000 ext.139 or 860-247-3227. This program is sponsored by Vernon Regional Adult Basic Education in partnership with the *Connecticut Puerto Rican Forum, Inc.*, and is part of the *Adult Literacy Project* funded by the *Hartford Foundation for Public Giving*. This program is open to all East Windsor residents.

***Attention Business Owners & Employers~ Three Great Free Opportunities!***

***These courses will increase productivity for your local business and help improve your employees educational goals!***

***WorkSite Education*** Sponsored by EWAE and VRABE

**Course Description:** This is an exciting opportunity for employers in our nineteen-town region to offer ESL, GED or technology classes at their work sites for their employees. Let us bring our programs to you! The curriculum will be customized to benefit both the employer and the employee. For more information and to register please call the Vernon Regional Adult Basic and Continuing Education office at 860-870-6000, X139, or Mark Paradise, East Windsor Adult Education Director at 623-4488, X6148 or [mparadise@ewindsor.k12.ct.us](mailto:mparadise@ewindsor.k12.ct.us)

**WorkForce Preparation** *Sponsored by EWAE and VRABE*

**Course Description:** This 10-week course allows participants to explore avenues toward entry or reentry into the workforce. Computer skills, career exploration, basic skills acquisition, ESL competencies (where applicable) and employability training provide the foundation for this course. Upon completion, participants will have created a career portfolio. *For registration information call 860-870-6000, ext. 139 or toll free at 866-564-2368, or Mark Paradise, East Windsor Adult Education Director at 623-4488, X6148 or mparadise@ewindsor.k12.ct.us*

**WorkPlace Education** *Sponsored by EWAE and VRABE*

This is an exciting opportunity for employers in East Windsor to offer ESL (English as a Second Language), GED (General Education Development), NEDP (National External Diploma Program), or technology and other basic skill classes *at their work sites for their employees*. Let us bring our programs to you! The curriculum will be customized to benefit both the employer and the employee. East Windsor Adult Education, through our partnership with Vernon Regional Adult Basic Education can provide workplace education and/or customized employee training on-site and off-site programs in the following areas listed below. *For more information, please call Program Coordinator Richard Welk at (860) 870-6060 ext. 24. This program is open to all East Windsor businesses and their employees!*

1. **Adult Basic Education (ABE)**~ This class focuses on basic literacy and math skills, and is designed for students who do not meet the minimum requirements for the GED (General Education Development) classes.
2. **General Education Development (GED)**~ This class offers employees an alternative route to a high school diploma. Classroom based courses in English, Writing Skills, Social Studies, Literature, Math, Science and the Arts, prepares students to take the Connecticut GED exam.
3. **The External Diploma Program (NEDP)**~ This class offers adults in the workforce an alternative path to achieve a high school diploma. The course offers no classroom instruction but is rather a series of assessments. An adult who completes the portfolio assessment is awarded a Vernon Regional Adult High School Diploma.
4. **The Credit Diploma Program (CDP)**~ This class offers employees an avenue to successfully complete the State of Connecticut's requirements for high school completion. Academic classes are structured to meet their personal graduation requirements. Students may be awarded credit for a variety of life experiences. A Vernon Regional Adult High School Diploma is granted upon completion.
5. **English as a Second Language (ESL)**~ Instruction is designed for working adults who have limited proficiency in the English language. The program is customized to meet employer and employee needs.
6. **Certified Nursing Assistant**~ This program offers the opportunity for individuals to enter the healthcare field. This program provides 125 hours of classroom instruction and clinical training in skilled nursing facilities.

**Employer Benefits**

- \*Increased productivity, reduced time per task and lower error rates
  - \*Enhanced employee retention and employee promotion
- \*Improved team performance and ability to understand, learn, and apply new information
  - \*Improved health and safety record
- \*Higher success rate in transferring employee within the company

**Customized Training Solutions**

- \*Smaller classes offer individualized attention
  - \*Needs analysis
  - \*Training is held at your site
  - \*Outcome oriented services
- \*Offering high school completion, reading, math, computer skills, college transition, English as a Second Language

**Employee Benefits**

- \*Improved employee morale and team performance
- \*Increased confidence leads to positive attitude towards change
- \*Improved capacity to think critically, solve problems, and become self directed learners
  - \*Ability to understand, learn, and apply information

*Individuals with a disability who require an accommodation in order to participate in any of the above listed General Academic classes, or when taking the GED exam, please contact LeRee King (Vernon contact) at 860-870-6060, ext. 14, or Mark Paradise, East Windsor Director of Adult Education: mparadise@ewindsor.k12.ct.us; or to leave a voice mail message call: 623-4488, X6148.*

## East Windsor Adult Education Enrichment Classes

### Arts and Crafts

#### ***Watercolor Painting***

**Course Description:** This class is a great favorite that we have offered for many years. Instructor Sally Johnson, an experience watercolor artist will give you one-on-one instruction in the fine art of watercolor and drawing. Watercolor is a versatile, but challenging art medium, and this course will cover many of the basic techniques. Students will learn how to handle and a variety of brushes, create watercolor washes, and develop textures and much more. Learning to work from photos and in addition to basic composition will also be covered. Exploration of watercolor as a printmaking and/or collage medium will expand the possibilities. Experimentation fosters the creative process and will be encouraged. Beginning or advanced students are welcome and students are encouraged to develop their own unique style. There will be a \$15.00 lab fee payable to the instructor for papers and extras. Students are expected to supply their own brushes and paints. Art materials will be available at the first class meeting. *This course meets on Tuesdays for 10 weeks.*

**Location:** East Windsor High School      **Room:** Art Room

**Class Meets:** Starting on Tuesday, February 9, 2010, 7:00- 9:00 p.m.

**Tuition Fee:** Resident- \$49.00, Non- Resident- \$55.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Sally Johnson

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#### ***Exploring Paper Collage and Mixed Media***

**Course Description:** The emphasis of this class is exploring the medium and discovery of materials to create art. Exciting techniques will be used to expand new creative possibilities. The materials range from exquisite hand decorated papers, tissue paper, newspaper or magazine photos and personal photos. There will be a \$10.00 lab fee payable to the instructor for materials and special papers provided. For a listing of these materials, please email instructor at: Kcarusopol@cox.net. *This course meets on Tuesdays for 8 weeks.*

**Location:** East Windsor Middle School      **Room:** Art Room

**Class Meets:** Starting on Tuesday, February 9, 2010, 6:00- 7:30 p.m.

**Tuition Fee:** Residents- \$39.00, Non- Residents- \$45.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Kimberly Caruso Poley

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#### ***New!~ Guided Discovery Painting***

**Course Description:** Awakening your creative spirit, intuitive painting abandons theory and tradition allowing you to come alive with your inner spirit and play! This is a unique opportunity to reconnect with your inner self/child and create in a different way. Emphasis is on process, not product. No art experience is necessary. The instructor's curriculum vitae include an Associates Degree in Design, a Bachelor of Arts in Interior Design, and is certified in Intuitive Painting by way of studying with Aviva Gold, and George Herrick. A lab fee of \$35.00 will cover supplies for this class (discounts do not apply to lab fees). This fee is payable to the instructor. You are welcome to visit Roberta at her website studios at: [www.rlmstudios.artfire.com](http://www.rlmstudios.artfire.com). *This class meets on Wednesdays for 6 weeks.*

**Location:** East Windsor Middle School      **Room:** Art Room

**Class Meets:** Starting on Wednesday, February 10, 2010, 6:30~ 8:30pm.

**Tuition Fee:** Residents- \$30.00, Non- Residents- \$35.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Roberta Mockus

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### Physical Fitness

#### ***Total Body Workout***

**Course Description:** This long time favorite class combines low and high impact aerobics, weight training, stretching and toning exercises that target problem areas. Participants should wear comfortable clothing and bring light hand weights. All fitness levels are welcome as each participant is encouraged to exercise at a level of intensity that is appropriate for them. After the initial starting date, students may join this class at any time on a pro-rated discount. *This course meets on Tuesdays and/or Thursdays for 12 weeks.*

**Location:** East Windsor Middle School      **Room:** Auditorium

**Class Meets:** Starting on Tuesday, February 23, 2010, 6:45- 7:45 p.m.

**Tuition Fee:** Residents- \$30.00 (one class/week) or \$50.00 (two classes/week), Non- Residents- \$35.00 (one class/week) or \$55.00 (two classes/week)~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Gilda Migliore

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### ***Relax With Yoga~ Kripalu Style***

**Course Description:** Come and learn about Kripalu Yoga with expert Diane Lemay! This long time favorite will help you increase your flexibility, relieve stress, and ease yourself through life's challenges. Learn yoga breathing and breath-work techniques, balance, meditation and focus. You will learn to exercise your body, mind and soul in this relaxing class. Class time is spent on various postures for about an hour followed by meditation and breath-work. This class is recommended for beginning and intermediate level students. *This course meets on Mondays and/or Thursdays for 10 weeks.*

**Location:** East Windsor High School

**Room:** D-4

**Class Meets:** Starting on Monday February 8, 2010, 6:30- 8:30pm.

**Tuition Fee:** Resident- \$35.00 (one class/week) or \$60.00 (two classes/week), Non Resident- \$40.00 (one class/week) or \$65.00 (two classes/week)~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Diane LeMay

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### ***Pilates for Posture***

**Course Description:** This Pilates class will assist you in finding the strength in your core to hold you up properly. The exercises you will be taught will help you lengthen your spine, by focusing on mid-back extension. Through these exercises, you will find that lengthening your spine will allow your vertebrae to breathe and encourage safe movement. Pilates is an exercise discipline that strengthens the area between the shoulders and the hips. This STOTT teaching method will instruct you in many sequential exercises and proper breathing coordination that will lead you to a strong, lean muscular type body. This exercising technique is one that can be used for life long fitness. The instructor is a certified AFAA Group Fitness Instructor; STOTT Pilates certified and has worked at a number of professional fitness centers. Students are asked to bring a personal exercise mat and a pillow to sit on. *This class meets on Wednesdays for 8 weeks.*

**Location:** East Windsor Middle School

**Room:** Auditorium

**Class Meets:** Starting Wednesdays, February 24, 2010, 5:45- 6:30 pm.

**Tuition Fee:** Resident- \$40.00, Non- Resident- \$45.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Angela DeMichele-Solak, AFAA Certified Group Fitness Instructor

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### ***Dynamic Yoga***

**Course Description:** This course is a more challenging form of Yoga. If you have previous Yoga experience, you will enjoy participating in this Yoga class based on breathing and movement. This class involves longer holdings of positions and *Sun Salutations*. Beginners are also welcome as the instructor will modify the class to suit your needs. Breath work and guided relaxation are also included at the end of each class. Please bring a mat, water, and comfortable clothing. Come and join this exciting course with *Samadhi's Yoga Alliance* trained instructor, Sarah Simmons. *This course meets on Tuesdays for 10 weeks. Students are welcome anytime and can pay a pro-rated fee based upon the number of classes that are left.*

**Location:** East Windsor Middle School

**Room:** Cafeteria

**Class Meets:** Starting Wednesdays, February 24, 2010, 6:00- 7:00 p.m.

**Tuition Fee:** Residents- \$30.00, Non- Residents- \$35.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Sarah Simmons

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### ***Zumba!~ The Exercise Craze Sweeping the Nation!***

**Course Description:** You've heard about it! Wondered about it! Now here's your chance to get in on the scoop and experience this revolutionary exercise program for yourself. *Zumba* is a new exercise program that is based on a wide range of dance steps. An example of the types of dance that you'll be exposed to are some of the most basic and international rhythms. How about learning some of the dance/exercise steps to Salsa, Merengue, Cumbia, Reggeton, Hip Hop, Belly Dancing, the Tango, the Flamenco and so much more? Your instructor has studied under the renowned creator of *Zumba*- Mr. Beto Perez. It is an easy, effective weight loss/control, and it's addictive! You will start slowly learning the basics for about 6 weeks. Then you will begin to master a number of step variations to keep things fresh and interesting for the last 6 weeks. This class is recommended for all ages, even seniors. It is recommended that you wear comfortable clothing, sneakers with no tread (such as tennis shoes that won't grip the floor) a towel, and water. *This course meets on Mondays and/or Fridays for 12 weeks. Students are welcome anytime and can pay a pro-rated fee based upon the number of classes that are left.*

**Location:** East Windsor Middle School

**Room:** Auditorium

**Class Meets:** Starting Mondays, February 22, 2010, 6:00- 7:00pm. and Fridays, February 26, 2010 from 5:00-6:00pm.

**Tuition Fee:** Residents- \$25.00~ one session per week, \$45.00~ two sessions per week, Non- Residents- \$30.00~ one session per week, \$55.00~ two sessions per week. ~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Kim Goulet

### **New! Abs & Jabs**

**Course Description:** Enjoy this 45 minute class combining simple kick-box moves for cardio work, with isolated abdominal and glute exercises to music. Students should wear breathable clothing and supportive sneakers. Bring a mat for the last 15 minutes of floor work. The instructor is AFAA Certified Group Fitness Instructor, and has worked at a number of professional fitness centers. *This class meets on Wednesdays for 8 weeks.*

**Location:** East Windsor Middle School

**Room:** Auditorium

**Class Meets:** February 23, 2010, 5:00- 5:45 pm.

**Tuition Fee:** Resident- \$40.00, Non- Resident- \$45.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Angela DeMichele-Solak, *AFAA Certified Group Fitness Instructor*

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## **Personal Enrichment & General Interest**

### **Basic Computer Skills**

**Course Description:** This course is appropriate for beginners/ intermediate computer students. You will learn how to navigate around the Windows environment, as well as be introduced to the three main programs of *Microsoft Office- Microsoft Word, Microsoft Excel, and Microsoft PowerPoint*. Instruction will include learning basic internet skills. This course meets on Thursdays for 10 weeks.

**Location:** East Windsor Middle School

**Room:** Computer Lab 1

**Class Meets:** Thursdays, starting February 11, 2010, 5:00- 6:30 p.m.

**Tuition Fee:** Residents- \$75.00, Non- Residents- \$90.00~ (Only 10% discounts apply *if* you bring a friend. No other discounts apply.)

**Instructor:** Thomas Tierney

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### **Changing Careers**

**Course Description:** This course will assist you in making informed and empowered decisions regarding career changes. With the tools this instructor can supply, you will be able to make confident transitions into rewarding new careers. Some of the many resources he will cover include personal coaching, search techniques, and mock job interview sessions to name but a few. The instructor has extensive experience in human resources/ training, mentoring, leadership training and skill enhancement training. There is a \$10.00 lab fee payable to the instructor for this course. This class meets for one session only.

**Location:** East Windsor Middle School      **Room:** Library

**Class Meets:** Tuesday, April 6, 2010, 6:00- 8:00 p.m.

**Tuition Fee:** Residents- \$29.00, Non- Residents- \$35.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Dorian Owens

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### **New! CPR/AED Certification**

**Course Description:** Sudden cardiac arrest strikes without warning. It knows no boundaries, claiming hundreds of thousands of lives around the world every year. Getting the hands on training you need, could save a life. This class will deal with training you how to do CPR. Every day, everyday people help save lives by performing CPR and using an automatic external defibrillator (AED). An AED is a small portable electronic device that analyzes the heart's rhythm and delivers a shock only if it is needed. Many schools and businesses now have this device onsite. This course is also for people that require an *American Heart Association* CPR/AED certification. Students will learn CPR, how to relieve choking, and the use of barrier devices on adult, children and infant victims. Students will receive a two year certificate from the *American Heart Association* upon successful completion of a skills test and a written exam. A text is included with the course tuition. This course meets for one session.

**Location:** East Windsor High School

**Room:** C-1 (Tech Ed. Room)

**Class Meets:** February 9, 2010, 6:00- 9:00 p.m.

**Tuition Fee:** Residents- \$45.00, Non- Residents- \$55.00 (No discounts)

**Instructor:** Jason Race~ CT Licensed Paramedic, *American Heart Association*

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### **New! Private Pilot Ground School**

**Course Description:** Ever think about flying an airplane? If so, then this course should be part of your flight plan! This 40 hour course will complete the pre-flight requirements for licensing and allow the student to sit for the FAA written test. Areas of study will include fundamentals of aviation, airframe and power plant information, instruments, meteorology, navigation and FAA regulations. This course has a \$115.00 text book payable to the instructor. A minimum of four students is needed to run this class. *This course meets for 14 sessions.*

**Location:** East Windsor Middle School

**Room:** E-4

**Class Meets:** Starting Wednesday, February 24, 2010, 6:00- 9:00 pm.

**Tuition Fee:** Residents- \$240.00, Non- Residents- \$250.00 (No discounts)

**Instructor:** David Bidwell, CFII ~ *Certified Flight Instructor-Instruments*

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### **Social Networking 101~ Intro to *Facebook, Twitter, LinkedIN* and More!**

**Course Description:** Participation in social networking has become an increasingly popular way for people, young and old, to stay in touch, communicate and network. People use social networks for numerous reasons: sharing common interests, re-connecting with college friends, finding new clients or business contacts, selling products or services, promoting causes or sharing common interests. Many sites come under the heading of 'social networking' but *Facebook, Twitter* and *LinkedIN* are probably some of the better known ones, and are the fastest growing and currently serve millions of customers worldwide. Once dominated by youth, social networking has become much more mainstream. Now, people in the 50+ age group is accounting for more than the under 18 age group! If you're not one of the 105 million Americans who are active in social networking and you're curious what it means to be 'friended' on *Facebook*, 'make connections' on *LinkedIN* or 'tweet' on *Twitter*, then this is the class for you! This presentation will introduce to the most popular social networks and provide an overview of their personality and purpose. We'll look at how each site functions and discuss how and why you may want to create your own profile. In addition, we'll briefly touch on some of the other social networking sites such as *YouTube, Delicious, StumbleUpon, Digg, and Flickr*. *This class meets for one session.*

**Location:** East Windsor Middle School

**Room:** Computer Lab 1

**Class Begins:** Wednesday, May 5, 2010, 6:00- 9:00p.m.

**Tuition Fee:** Residents- \$25.00, Non- Residents- \$30.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Marlene Gavens

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### **How to Start & Manage a Successful Small Business**

**Course Description:** This is a "nuts and bolts" course that covers important practical information on how to start and manage a small business. It will include proven methods in how to develop a simple but workable business plan- marketing, finance, advertising, record keeping, legal organization, and tax requirements. Management aids will be provided to students. *This class meets on Wednesdays for 6 weeks.*

**Location:** East Windsor Middle School

**Room:** A-1

**Class Meets:** Starting on Wednesdays, February 10, 2010, 6:30- 8:30 p.m.

**Tuition Fee:** Residents- \$39.00, Non- Residents- \$49.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Edward J. Jekot, Sr.

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### **Line Dancing**

**Course Description:** This course offers beginners the basics in line dancing. This is a great pastime and wonderful exercise. It is taught by a long time line dancing expert. Come on along and meet some new friends and have a lot of fun learning the latest in line dancing! *This class meets on Thursdays for 6 weeks.*

**Location:** East Windsor Middle School

**Room:** Cafeteria

**Class Meets:** Starting on Thursdays, February 24, 2010, 5:30- 6:30 pm.

**Tuition Fee:** Residents- \$39.00, Non- Residents- \$45.00~ The registration fee for residents and non-residents can be discounted by 10% per person, *if* a student brings a friend or relative. Discounts for any senior or handicapped student is 25%. They can benefit from an additional 10% discount *if* they bring a friend or relative.

**Instructor:** Millie Gagne

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### **Reverse Mortgages FREE!**

**Course Description:** This free one night seminar will explain all your questions about Reverse Mortgages- what are they... their options... and how they can benefit you! If you or a loved one are aged 62 or better!, then this class will be of great benefit to your future. You will learn how a Reverse Mortgage can provide the homeowner with tax-free proceeds as immediate cash, a monthly payment, line of credit or combination of these possibilities. The instructor will discuss the myths and misconceptions as well as the different options available through this government insured program. A wealth of information will be provided and questions will be welcomed. Knowledge is power! Come and learn the facts about this valuable financial tool. *This class meets for one session.*

**Location:** East Windsor Middle School

**Room:** Library

**Class Meets:** Thursday, March 3, 2010, 6:30- 8:30 p.m.

**Tuition Fee:** Free! [Registration for this course is required.](#)

**Instructor:** Karen Resch- Reverse Mortgage Specialist

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## New! Pet CPR Certification

**Course Description:** Pet first aid is the immediate care given to any pet that is injured or ill. If you are a pet owner, you may be interested in being trained in the necessary CPR skills and techniques of pet first aid. According to the *American Animal Hospital Association* (AAHA), 1 out of 4 pets could be saved if just one pet first aid technique is used before transporting the animal to the veterinarian. You can find more detailed information about this 2 year certification at [www.pettech.net](http://www.pettech.net). Upon completion of this course a 2 year certificate will be given to each participant. *This class meets for two sessions. The enrollment is limited to six students.*

**Location:** East Windsor Middle School      **Room:** Library

**Class Meets:** Wednesday, March 3, 2010 & March 10, 2010, 6:00- 8:00 p.m.

**Tuition Fee:** Residents- \$99.00, Non- Resident- \$105.00 No discounts are allowed for this course.

**Lab Fee:** A text must be purchased through the instructor for a cost of \$15.00.

**Instructor:** Janet Taylor, PetTech First Aid/CPR Instructor

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**Don't miss out on your favorite class by waiting to register. Classes without enough students to run the class will be canceled. Waiting until the last day to register might not save the class you are interested in. Sign up now!**

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Want to teach a class? Are you interested in teaching a course in the East Windsor Adult Education Program or know of someone who is? Remember- college degrees and teaching experience is not required. You can put that knowledge towards earning extra money! If you communicate well with adults and have a willingness to share your expertise with others then you should consider teaching a class.

Please contact: Mark Paradise, Adult Education Director, 860-623-4488, X6148

email: [mparadise@ewindsor.k12.ct.us](mailto:mparadise@ewindsor.k12.ct.us)

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For copies of the brochure or registration form visit us on the web at [www.eastwindsorschools.org](http://www.eastwindsorschools.org) and click on East Windsor Adult Education~ Winter/Spring 2010, or visit any of the schools or the Town Hall. For further information regarding the academic course offerings that Vernon Adult Basic Education supplies for East Windsor residents, please go to the East Windsor Website and click on **Vernon Adult Education** button.

## East Windsor Adult Education Gift Certificate

To: \_\_\_\_\_ From: \_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_\_\_  
Mark Paradise, East Windsor Adult Education Director

**Directions:** Mail completed certificate with your check or money order to: Mark Paradise, Director of Adult Education, c/o East Windsor Middle School, 38 Main St., Broad Brook, CT

©2010. The validated certificate will be returned to you in the mail. Please be sure to include your return address on the envelope!

## East Windsor Adult Education Winter/Spring Session Course Registration Form

Registrations with instructors will not accepted due to limitations in class sizes.  
Registration may be done by mail or dropped off in the main office at the East Windsor Middle School during regular school hours..  
All classes offered are on a *first come, first served* basis.  
Please print all information neatly.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Home
Cell

| Course Name | Day(s) & Time | Discounts (See individual courses if discounts apply.) |
|-------------|---------------|--------------------------------------------------------|
| 1. _____    |               |                                                        |
| 2. _____    |               |                                                        |
| 3. _____    |               |                                                        |
| 4. _____    |               |                                                        |

I am a resident of the town of: \_\_\_\_\_.

\_\_\_\_\_ I am a senior citizen (62 years of age or older), or disabled student.

\*Please include the name of the friend(s) that you are bringing to qualify for the 10% discount on certain classes.

**Payment Method**

Cash \_\_\_\_\_

Check \_\_\_\_\_

Money Order \_\_\_\_\_

Please make checks payable to: ***East Windsor Adult Education***

Total Payment Enclosed \$ \_\_\_\_\_

Mail completed form and payment to: East Windsor Middle School  
 Adult Education c/o Mark Paradise  
 38 Main St.  
 Broad Brook, CT 06016

Questions? email: mparadise@ewindsor.k12.ct.us phone: 860-623-4488, Ext. 6148, Mark Paradise, Adult Education Director

East Windsor Public Schools  
70 South Main Street  
East Windsor, CT 06088

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Carrier Route Sort

East Windsor  
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**East Windsor Adult Education Winter/Spring 2010 Brochure**

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**East Windsor Adult Education Winter/Spring 2010 Brochure**