

*Includes enrollment information for:*

- GED Prep
- The Children's Academy of Simsbury
- Simsbury Enrichment & Extended Day (SEED)
- Online Career Training
- Virtual Classes

*SEE REGISTRATION FORM ON PAGE 34 & 35*

Simsbury Department  
of Continuing Education

**LEARN**  
**for LIFE**



## DEPARTMENT OF CONTINUING EDUCATION

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### BOARD OF EDUCATION

Susan Salina, Chairman  
Todd Burrick, Vice Chairman  
Jennifer Batchelar, Secretary  
Lydia Tedone  
Jeff Tindall  
Brian Watson  
Sharon Thomas

### OFFICE STAFF

David E. Krum, Director  
Lorraine I. Wry, Administrative Secretary  
Sue Newton, Adult Supervisor  
Erin McCarthy, Youth Supervisor  
Karen LaClair, Acting State Mandated Supervisor  
Staff, State Mandated Assistant  
Roselie Polo, School Year Registrar  
Debra Schott, Secondary Supervisor  
Katie Bristol, Elementary Supervisor  
Shannon Gagne, SAA Director  
Karen Willis, SAA Administrative Assistant  
Nikki Mahan, Director, Youth Services, Children's Academy

### STATE CONSULTANT FOR ADULT EDUCATION & GED TESTING

Sabrina Mancini (sabrina.mancini@ct.gov)

### MISSION

Simsbury Department of Continuing Education offers to all ages the unique opportunity to fulfill, explore, revive, or continue the development of personal interests. It is the goal of the DCE to assist individuals seeking to enrich their lives and expand their horizons. Our philosophy is to provide a far-reaching **Learning for Life** program incorporating academic, vocational, career, travel, online, and enrichment courses for all age levels. DCE also offers preschool and our child care services program (SEED.) This year's fall brochure includes a wide range of activities for students. The brochure has been prepared to assist you in familiarizing yourself with the fall offerings. On behalf of the entire staff we invite you to share with your friends and neighbors the opportunity to develop potential capacities through our extensive program of continuing education.

### ADMINISTRATION

Matt Curtis, Superintendent of Schools  
Erin Murray, Assistant Superintendent for Teaching & Learning  
Sue Homrok-Lemke, Assistant Superintendent of Pupil Services  
Neil Sullivan, Director of Personnel  
Burke LaClair, Business Manager  
Andrew O'Brien, Director of Operations

### SEED STAFF (SQUADRON LINE)

Nikki Mahan, Director, Youth Services SEED  
Kelly Curtis, SEED Program Coordinator  
Susan Sams, SEED Secretary  
SEED Phone: (860) 408-6144  
FAX: (860) 651-3070

### DCE OFFICE HOURS:

Summer Monday-Friday 7:30AM 1:30PM  
School Year Monday-Thursday 8:30AM 4:00PM  
Fridays 8:30AM - 3:00PM  
Office closed daily from 12-1PM  
Evening hours (when classes are in session)  
Monday-Wednesday 4PM-8PM  
WEB SITE: [www.simsbury.k12.ct.us/dce](http://www.simsbury.k12.ct.us/dce)  
PHONE: (860) 658-3870  
FAX: (860) 651-2903

### ON-LINE REGISTRATION IS HERE!

## NON-DISCRIMINATION IN EDUCATION

### NON-DISCRIMINATION IN EDUCATION *POLICY 5116.1 NON-DISCRIMINATION (Students)*

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age or disability, subject to the conditions and limitations established by law.

### COMPLIANCES

#### Connecticut General Statutes 10-76 and the Individuals with Disabilities Education Act (IDEA)

Copies of Special Services Program Descriptions, Departmental policies and procedures, and the Town application for IDEA part B flow-through funds; and Federal and State Special Education Legislation are available for public inspection and review in each school office, in the central administrative offices, and in the office of the Director of Special Services.

#### U.S. Rehabilitation Act of 1973, Section 504

Non-discrimination on the basis of handicap in any federally assisted programs or activities. The Director of Personnel has been designated by the Board of Education as the person responsible for the administration of this policy within the regular administrative structure of the Simsbury School District. Parents/guardians or adult students having questions relating to discrimination on the basis of handicap in any school district program whether it be in evaluation, program accessibility, or program availability, should contact the building principal or Director of Personnel, Neil Sullivan. Phone: 860-658-3873; Email: nsullivan@simsburyschools.net. Grievance and due process procedures are available for resort by persons to prompt an equitable solution of complaints alleging actions in violation of this policy.

#### Non-Discrimination Title IV, Title VII, Title IX, Section 504, and the Americans With Disabilities Act

In accordance with Title IV, Title VII, Title IX, Section 504, and the Americans With Disabilities Act, it is the policy of the Simsbury Board of Education that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any school program including employment, because of race, color, sex, religion, national origin, sexual orientation, marital status, disability, or any other basis prohibited by local, state, and federal law.

#### Grievance Procedure

The Simsbury Board of Education has designated Neil J. Sullivan, Director of Personnel, as the compliance officer. The office is located at 933 Hopmeadow Street, Simsbury, CT 06070, and the telephone number is 860-651-3361. Email: nsullivan@simsburyschools.net

Each school has a person or persons who shall act as compliance coordinators. Their names are posted in the building and can be acquired by contacting the school secretary. It is the function of the coordinator to address questions/issues concerning compliance. In the event a person has raised a concern and is not satisfied with the coordinator's response, he/she has the right, within five working days of the coordinator's response, to file a written complaint with the building principal. The principal, upon reviewing the complaint, will render a written decision within ten working days. If not satisfied with the principal's decision, the complainant may, within five working days, refer the complaint in writing to the Director of Personnel who will review the case and render a decision within ten working days. Within five working days of this decision, the complainant may appeal, in writing, to the superintendent.

#### U.S. Department of Education Office for Civil Rights

The address for the Office for Civil Rights is:

Boston Office  
Office for Civil Rights  
U. S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-0111

### Want to Register for Classes Online?



In our ongoing effort to provide added convenience to our students and families participating in DCE programs, our department recently expanded registration and payment capabilities with MyPaymentsPlus.

Now in addition to traditional walk-in or mail-in methods of registration and payment, you can now register for classes online and use a credit card or echeck for payment. MyPaymentsPlus is easy to use and secure.

Go to **[www.simsbury.k12.ct.us/dce](http://www.simsbury.k12.ct.us/dce)** to create your MyPaymentsPlus account and take advantage of the convenience of online registration!\*

*NOTE: SEED & Children's Academy online registration/ payments are not included in the MyPaymentsPlus system. We apologize for any inconvenience.*

## GENERAL INFORMATION

**Registrations** may be made by mail, in person or through MyPaymentsPlus. Go to [www.simsbury.k12.us.ct/dce](http://www.simsbury.k12.us.ct/dce) to create your account.

**Mail-in Registration form** can be found at the back of this brochure. In addition to the course fee there is a \$3 non-refundable registration fee payable per registration and a \$10 non-resident fee. All fees must be paid in full at the time of registration.

**Material fees** are paid directly to the instructor at the first class (unless otherwise noted.)

**Senior citizens 65+** receive a 50% discount on one class per semester. Minimum fee is \$10. Discount does not apply to trips, material fees or if otherwise noted - "No Senior Discount" in course description.

**Registration confirmations** are not sent. If you don't hear from us, assume that you are registered.

### **Refunds will be issued under the following guidelines:**

**A full refund (class fee + registration fee)** if a class is cancelled

**A refund of the class fee** only for withdrawals prior to the first day of class

**50% refund of class fee** only for withdrawals from 1st day of class until the end of the first week.

**No refunds after the first week of the class has elapsed** This refund policy does not apply to travel programs. Travel functions require a substitute. DCE will attempt to keep a paid waiting list to alleviate problems. (Refunds for trips will be made only if a substitute can be found.)

**Fee for insufficient funds** will be \$20.

**Class cancellations** A class may be cancelled shortly before the start date due to insufficient enrollments. Please register early!

**Cancellations** due to emergency situations or inclement weather will be announced on WTIC (radio and TV stations), WFSB-3, NBC CT WVIT, FOX61 CT, and the town website. Classes will be rescheduled. If the public schools are cancelled or closed early, all afternoon and evening programs are postponed. The closures will also be on our answering

machine after 4 PM. Call 860-658-3870.

**Handicap Accommodations** All activities offered by DCE are held in accessible locations. Accommodations for individuals with a disability are available upon request to our office.

**Counseling Services** are available by appointment to assist students in program planning and in selection of courses to meet requirements for diplomas, employment, and/or college entrance. Career counseling is also available.

**Smoking Policy** of the Simsbury Board of Education is that smoking will not be permitted on school grounds at any time. Parking will be available in designated areas around the school buildings only. Please do not park in fire lanes or handicapped areas.

### **Injuries**

The Simsbury Board of Education is not responsible for personal injuries or losses. Please be cautious in areas where accidents might occur.

**Gift Certificates** are available for any continuing education class or travel program. They may be purchased at anytime at the DCE office. This attractive certificate is an ideal gift for any occasion.

Brochures are mailed to all households in Simsbury, West Simsbury, Tariffville, and Weatogue. They are also available at the Simsbury, Avon and Granby libraries.

Some of our courses are taught by people who are practicing financial planners, sales persons of investment products or services, or are actively involved in a business or profession that is related to the subject they teach. We endorse their ability as instructors, but make no comment as to their professional skills or abilities, or the value of any product or service they sell.

## GENERAL INFORMATION/STATE MANDATED EDUCATION/ESOL

### THE ENDOWMENT FUND

With the realization that education is a lifelong learning process in the development of each individual, the Department of Continuing Education was created by the Simsbury Public Schools Board of Education in 1980 with the intent of providing low cost educational programs to the community on a self-sustaining basis. Finding it extremely difficult to meet expenses without raising tuitions, DCE has created the Educational Endowment Fund for the purpose of assisting in the maintaining of quality continuing education programs for the residents of the town of Simsbury at reasonable rates.

#### CATEGORIES OF DONORS

<b>Contributor \$5.00</b>	<b>Supporter \$10.00</b>
<b>Patron \$25.00</b>	<b>Pillar \$50.00</b>
<b>Benefactor \$100.00</b>	<b>Educator \$500.00</b>
<b>Bequest \$1,000.00</b>	

### STATE MANDATED EDUCATION/ESOL

#### STATE MANDATED DIVISION

#### STATE MANDATED EDUCATION/ESOL

#### No Charge for Materials for State Mandated Courses

All Adult Education classes in the Mandated Division are available to individuals 17 years of age or older. The person should contact the State Mandated Supervisor to determine eligibility. The Simsbury Department of Continuing Education (DCE) is in compliance with Connecticut General Statutes Sec.10-73a and does not charge fees for registration, textbooks or materials used in mandated program areas. The DCE is a member of CAACE (Connecticut Association for Adult and Continuing Education).

#### Nondiscrimination

The Simsbury Department of Continuing Education (DCE) is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry,

marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding DCE's nondiscrimination policies should be directed to Karen LaClair, Interim Supervisor, at [klaclair@simsbury.k12.ct.us](mailto:klaclair@simsbury.k12.ct.us).

#### General Accessibility and Accommodation

All activities offered by Simsbury's DCE are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Karen LaClair, Interim Supervisor, at [klaclair@simsbury.k12.ct.us](mailto:klaclair@simsbury.k12.ct.us) or call the DCE office at (860) 658-3870.

#### PLEASE ARRIVE ONE HALF HOUR PRIOR TO THE 1ST CLASS STARTING TIME TO REGISTER!

#### ESOL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

These programs are for those students whose native language is not English.

#### The class is held 3 evenings per week, but exceptions can be made for those unable to attend all three.

**PRE-BEGINNER** – This course will prepare non-English speaking students for in-depth "Beginner" studies.

**MF-6 13 WKS. BEG. 9/14 HJMS  
4-5:30PM NO FEE  
(MONDAYS) MCALISTER**

**TF-4 13 WKS. BEG. 9/8 HJMS  
4-5:30PM NO FEE  
(TUESDAYS) MCALISTER**

**WF-6 13 WKS. BEG. 9/9 HJMS  
4-5:30PM NO FEE  
(WEDNESDAYS) MCALISTER**

**BEGINNER** – This course is for students who have a limited knowledge of English. The class will stress vocabulary, conversation and listening skills.

**STATE MANDATED EDUCATION/ESOL/GED**

**The class is held 3 evenings per week, but exceptions can be made for those unable to attend all three.**

**MF-4 13 WKS. BEG. 9/14 5:30-7PM (MONDAYS) HJMS NO FEE MCALISTER**

**TF-1 13 WKS. BEG. 9/8 5:30-7PM (TUESDAYS) HJMS NO FEE MCALISTER**

**WF-4 13 WKS. BEG. 9/9 5:30-7PM (WEDNESDAYS) HJMS NO FEE MCALISTER**

**INTERMEDIATE** – The course is for the student who has completed ESOL – Beginners. This class is for students to continue with additional written and conversational skills.

**The class is held 2 evenings per week, but exceptions can be made for those unable to attend both.**

**MF-5 13 WKS. BEG. 9/14 7-9PM (MONDAYS) HJMS NO FEE MARTOCCHIO**  
**WF-5 13 WKS. BEG. 9/9 HJMS**

**7-9PM (WEDNESDAYS)**

**NO FEE MARTOCCHIO**

**ADULT BASIC EDUCATION**

This program is for English speaking adults who want to improve their basic reading, writing and math skills. Students who successfully complete this course will have the necessary knowledge and background to enter the GED preparation classes.

**MF-1 13 WKS. BEG. 9/14 5-6:30PM (MONDAYS) HJMS NO FEE BERGMAN**

**WF-1 13 WKS. BEG. 9/9 5-6:30PM (WEDNESDAYS) HJMS NO FEE BERGMAN**

**ADULT STATE MANDATED EDUCATION/GED®**


**PLEASE ARRIVE ONE HALF HOUR PRIOR TO THE 1ST CLASS STARTING TIME TO REGISTER!**

**FACTS ABOUT THE GED® (General Educational Development) Test**

The standardized GED test is designed for those 17 years or older who do not have a high school diploma. However, individuals under 18 years of age should contact the State Mandated Supervisor to determine eligibility. To register for the test an applicant must be 17 years of age or older and no longer enrolled in school. Applicants 17 and 18 years old must submit documentation that they have either been withdrawn from school for at least six months, or that the class in which they entered (or would have entered) ninth grade has already graduated.

The test is free to those eligible applicants under 21 years of age as a result of State funding. An applicant 21 years of age or older and a non-veteran must pay an initial fee of \$13 to take the test. Only veterans and applicants under the age of 21 are exempt from fees. Veterans must have served at least 181 days of active duty at the time of registration.

**Want to Register for Classes Online?**

 In our ongoing effort to provide added convenience to our students and families participating in DCE programs, our department recently expanded registration and payment capabilities with MyPaymentsPlus.

Now in addition to traditional walk-in or mail-in methods of registration and payment, you can now register for classes online and use a credit card or echeck for payment. MyPaymentsPlus is easy to use and secure.

Go to **[www.simsbury.k12.ct.us/dce](http://www.simsbury.k12.ct.us/dce)** to create your MyPaymentsPlus account and take advantage of the convenience of online registration!\*

*NOTE: SEED & Children's Academy online registration/ payments are not included in the MyPaymentsPlus system. We apologize for any inconvenience.*



### **CITIZENSHIP & AMERICANIZATION**

This course is for individuals who wish to become citizens of the United States. Students will be assisted in preparing their citizenship application as well as being introduced to sample test questions. The curriculum will cover a brief history of the United States.

**TF-3 13 WKS. BEG. 9/8  
6:00-8:00PM  
(TUESDAYS)**

**HJMS  
NO FEE  
GOFF**

**ATTENTION  
WORLD WAR II  
KOREA  
VIETNAM  
VETERANS!**



**Your service to our country has earned you your High School Diploma.  
Under the Connecticut state statutes, it reads,**

**“A local or regional board of education may award a diploma to a  
veteran of World War II, Korea, or Vietnam pursuant to section 27-103,  
who left high school prior to graduation in order to serve in the armed forces of the  
United States and did not receive a diploma as a consequence of such service.”**

**Legislature amended the statute to include Korean & Vietnam veterans.**

**For more information, contact Karen LaClair at (860) 658-3870 or  
klaclair@simsburyschools.net.**

The new test consists of four sections: Math, Language Arts, Science, and Social Studies. The test is now only offered on computer at specified testing sites across Connecticut.

Our GED Test Preparation program offers small class sizes, a relaxed atmosphere, and essential instruction to help prepare individuals for the standardized test. The Department of Continuing Education is here to help individuals meet their educational goals. Information is available throughout the year, so do not hesitate to call DCE at (860) 658-3870.

### **General Educational Development (GED®) Test Accommodations**

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact Karen LaClair, Interim Supervisor, at [klaclair@simsbury.k12.ct.us](mailto:klaclair@simsbury.k12.ct.us) or call the DCE office at (860)658-3870. You may also contact Sabrina Mancini at the Connecticut State Department of Education at (860) 807-2110.

### **GED® TEST PREPARATION – ENGLISH**

This course is designed to prepare students for the GED® exam in the area of English, including writing skills and interpreting literature and the arts.

**MF-8 13 WKS. BEG. 9/14**      **HJMS**  
**5:30-7:30PM**                      **NO FEE**  
**(MONDAYS)**                        **SKIBA**

### **GED® TEST PREPARATION – MATH**

This course is designed to teach general math skills and prepare students for the GED exam.

**TF-5 13 WKS. BEG. 9/8**      **HJMS**  
**6:30-9PM**                        **NO FEE**  
**(TUESDAYS)**                      **ANDERSON**

### **GED® TEST PREPARATION – SOCIAL STUDIES/SCIENCE**

This course is designed to prepare students for the GED® exam in the areas of Science and Social Studies including U.S. and World History, Civics and Government, Economics, and Geography.

**WF-7 13 WKS. BEG. 9/9**      **HJMS**  
**6:30-9PM**                        **NO FEE**  
**(WEDNESDAYS)**                **SKIBA**

## **BUSINESS FINANCIAL & LEGAL**

### **ARE YOU ABLE TO LIVE WELL TODAY AND STILL SAVE FOR TOMORROW?**

Please join Cormier Financial Partners, A Private Wealth Advisory Practice of Ameriprise Financial Services, Inc. for **BALANCING LIFE TODAY AND DREAMS FOR TOMORROW**. During this seminar you'll learn ways to:

- Balance smart decisions about today with planning for tomorrow
- Plot your journey to retirement into manageable steps
- Maintain financial balance being prepared for risks and unexpected events

**TF-2 1 DAY BEG. 9/15**      **VIRTUAL**  
**7:00-9:00PM**                      **\$20**  
**(TUESDAY)**                        **CORMIER**

### **DO YOU HAVE ENOUGH MONEY TO LIVE THE LIFE YOU WANT IN RETIREMENT?**

Please join Cormier Financial Partners, A Private Wealth Advisory Practice of Ameriprise Financial Services, Inc. for **RETIREMENT ON YOUR TERMS**. During this seminar you'll learn ways to:

Live the life you want today, and in the future, by understanding the basics of developing a smart financial and investment plan  
 Identify risks that could throw your retirement plans off and track solutions that can help you protect what you have earned.

Create a meaningful legacy today – and for when you're gone

**WF-3 1 DAY BEG. 9/23**      **VIRTUAL**  
**7:00-9:00PM**                      **\$20**  
**(WEDNESDAY)**                      **CORMIER**

### **PLAN YOUR SOCIAL SECURITY WITH CONFIDENCE**

Do you know which strategy is best for you? When should you take your Social Security? How do you apply? What impact does your spouse's Social Security have on what you collect? This ninety-minute presentation covers not only the basics of Social Security but also reveals strategies for maximizing your benefits. We will discuss how to minimize taxes on Social Security benefits and how to coordinate your Social Security with your other



sources of retirement income. We welcome your questions about Social Security benefits as you explore your own personal options in making this financial decision.

**WF-16 1 DAY BEG. 9/16 VIRTUAL**  
**6:30-8:00PM \$15**  
**(WEDNESDAY) D'AGOSTO & YANNICH**

**TF-9 1 DAY BEG. 10/27 VIRTUAL**  
**6:30-8PM \$15**  
**(TUESDAY) D'AGOSTO & YANNICH**

### **HOW TO DRASTICALLY CUT COSTS IN DIFFICULT FINANCIAL TIMES**

If you are trying to drastically cut costs because your retirement plan or your savings plan has lost a lot of money or your income does not meet your expenses and you want to learn how to save 1000's of dollars, this course will greatly help you. Bev Nathan, who is strictly a consumer advocate, will explain how to save many thousands of dollars. To be discussed are ways to save money by investing on your own with no-load mutual funds or index funds, the benefits of credit unions, buying used and new cars wisely, buying home and life insurance wisely and methods to reduce your school and county taxes on your home. There are many other ways to save a considerable amount of money and these will be discussed in detail. Also 100's of money saving web sites will be discussed. Bev Nathan formerly worked at a credit union where she showed members how to drastically cut their costs. An optional material fee of \$20 is payable to the instructor.

**(NO SENIOR DISCOUNT)**  
**MF-12 1 DAY BEG. 11/23 VIRTUAL**  
**7-9:00PM \$49**  
**(MONDAY) B. NATHAN**

### **SECRETS THAT WALL STREET DOES NOT WANT YOU TO KNOW WHEN INVESTING YOUR MONEY**

Have you just come into some money or have some money to invest? This lively, fact packed seminar is a must for those who want to learn from strictly a consumer advocate, Richard Nathan. Since he is not a salesman and has nothing to sell you, he will be blunt and straightforward about

things that you are not supposed to know and were never taught in high school or college. You will be taught how not to be ripped off when buying or leasing cars, buying insurance, investigating long term care insurance, investing with or without financial planners and when investing in mutual funds on your own. After taking this course, you will have the confidence to invest on your own or be able to interview financial planners so you can find those who are truly working for you. You will learn how to stretch and save your hard earned money. IT IS TIME TO TAKE CHARGE OF YOUR MONEY!

**(NO SENIOR DISCOUNT)**  
**TF-19 1 DAY BEG. 11/24 VIRTUAL**  
**7-9:00PM \$49**  
**(TUESDAY) R. NATHAN**

### **SPECIAL NEEDS AND DISABILITIES: HELPING A LOVED ONE (OR YOURSELF) LIVE THE BEST LIFE**

Living with special needs or a disability is challenging for both individuals and care givers. The good news is this: there are lots of available public benefits, resources, and tools available to help. But the bad news is that these resources can be confusing and even hard to find. Come learn from a Connecticut special needs planning attorney who knows how to safeguard the more complex rights and interests of those with disabilities and special needs. You'll learn about housing options, employment, and public benefits. You'll also learn about valuable planning tools like ABLE accounts and special needs trusts that can help you preserve money and not jeopardize eligibility for public benefits. Whether you're caring for yourself or a loved one, you'll walk away with knowledge on how to create a financial plan that works now and in to the future. All students will receive an easy-to-understand disability planning guidebook written by our special needs planning attorneys.

**WF-17 1 DAY BEG. 11/4 VIRTUAL**  
**6:00-7:30PM \$15**  
**(WEDNESDAY) MASSE**

### **THE TRUTH ABOUT MEDICAID RULES AND LONG-TERM CARE COSTS**

Long-term care is necessary for a lot of people. But long-term care is expensive. VERY expensive.

You've likely heard horror stories of people losing their houses to pay for care. Or about nursing home costs being over \$13,000 per month. What's worse is the misinformed "advice" that is often heard through the proverbial grapevine:

- "It's OK to give away \$15,000 per year."
- "If your money is in a trust, it's safe."
- "You can just give your house to your kids."

These statements aren't necessarily true! Long-term care planning **MUST** be done the right way. If it's not, your assets might be at risk.

Come learn the truth from an experienced elder law attorney. You'll walk away understanding how you can properly protect your life savings. You'll also learn about Medicaid and how it can help you pay for long-term care costs. You'll learn strategies to protect money if a crisis arises. Medicaid's confusing rules, what it takes to apply, who can help you complete an application, and much more will be covered. All students will receive an easy-to-understand Medicaid and planning for long-term care guidebook written by our attorneys.

**RF-4 1 DAY BEG. 11/12 VIRTUAL**  
**6:00-7:30PM \$15**  
**(THURSDAY) DALY**

### **WHAT THE HECK IS A TRUST AND DO I NEED ONE?**

You've heard about trusts. But what exactly are they and what do they do for you? You've heard about the different types – Revocable, Irrevocable. Special Needs. Testamentary. In a nutshell, a trust is an ownership system between 3 people – The first person who gives the second person legal right to hold money (or other assets) for the third person who receives the money. Simple, right? Well...there's a little more to trusts than just that! In this course we'll explain how trusts are created, explain the different types of trusts, and go over who you should choose to participate. You'll walk away knowing how to use trusts to do things like... minimize and/or avoid taxes, protect assets and keep public benefits for loved ones with special needs, and how to avoid probate court. Whether you are new to trusts or even understand them well, you'll walk away understanding how to use these powerful planning tools to your advantage.

**RF-5 1 DAY BEG. 11/19 VIRTUAL**  
**6:00-7:30PM \$15**  
**(THURSDAY) DALY**

### **YOU REALLY NEED TO HAVE AN ESTATE PLAN (Learn Why)**

Did you know that if you don't create your own estate plan, some of your end of life decisions are dictated by the State of Connecticut? If you're OK with this, you really don't need to take this course! But if you would like to decide how your estate is divided, who is responsible for your care, who gets custody of your minor children and more...this course is for you! Come learn from an experienced elder law attorney about important documents EVERY ADULT should have. You'll learn about wills, trusts, powers of attorney (POA,) and healthcare directives. You'll walk away knowing what these documents are for, and what you need to do to create them. You'll also learn about the probate process and how it works. Even if you already have an estate plan, there's a good chance it needs updating because laws often change. All students will receive an easy-to-understand estate planning guidebook written by our attorneys.

**RF-6 1 DAY BEG. 10/29 VIRTUAL**  
**6:00-7:30PM \$15**  
**(THURSDAY) FORTUNE**  
**Q&A session will wrap up our time together.**

### **FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT**

This in-depth three session course offers retirees or people thinking about retiring the opportunity to plan for a comfortable retirement. You'll learn strategies designed to help generate a steady income, help protect your assets from erosion, reduce taxes, and provide a more secure retirement for you and your spouse. This seminar is designed for retired individuals and couples, and those planning on retiring in the next 5 to 10 years. You will also learn how to make best use of your employer's retirement plan, evaluate lump-sum distribution options, and help potentially reduce estate taxes through proper estate planning. You'll also learn about various types of investments such as mutual funds, ETF's, municipal bonds and tax-deferred annuities. In addition, we will cover Social Security, Medicare, and ways to provide for the costs of potential long-term health care. You'll learn about diversification and asset allocation to properly position your assets according to your objectives, risk tolerance, and prior investment experience. A spousal guest is included at no cost. There is no assurance provided that the financial

concepts and strategies discussed will provide investment success. Investments are subject to market fluctuation, risk, and potential loss of principal. Actual results depend on many factors as discussed in the seminar.

**(NO SENIOR DISCOUNT)**

**RF-2 3 WKS. BEG. 10/8  
6:30-9:00PM  
(THURSDAYS)**

**VIRTUAL  
\$50  
VALENTI**

**ESTATE SETTLEMENT: WHAT TO DO WHEN A LOVED ONE PASSES AWAY**

When someone passes away, often the responsibilities of settling the estate are placed upon the family or trustee that is charged with wrapping up all the final affairs. You'll learn about the legal process from what occurs in probate court to instances where the probate court may not be needed in wrapping up a decedent's estate. The instructor will also discuss steps to take right after death as well as practical pre-planning tips and common mistakes that can cause litigation.

**TF-11 1 DAY BEG. 10/13  
6:30-8:00PM  
(TUESDAY)**

**VIRTUAL  
\$15  
HAJOSY**

**INDEPENDENT LIVING, ASSISTED LIVING, SKILLED NURSING FACILITIES AND CONTINUING CARE COMMUNITIES. WHAT ARE THE DIFFERENCES? HOW TO CHOOSE THE RIGHT ONE? HOW TO PAY FOR YOUR CARE?**

Ever wonder about the different living arrangements and levels of care available to you as you get older? Come to this discussion led by local elder law attorney and University of Hartford professor, Rebecca A. Hajosy. She will discuss the differences between independent living, assisted living, skilled nursing facilities and continuing care communities. What are your options? How to choose the right one for you? What are the pros and cons? What are the costs? How do you afford them?

**TF-12 1 DAY BEG. 10/20  
6:30-8:00PM  
(TUESDAY)**

**VIRTUAL  
\$15  
HAJOSY**

**PROTECTING ASSETS AS YOU AGE**

We are traditionally taught throughout our lives that ownership of money and property is largely positive. Common sense, right? Not necessarily. As we age, our long-term health care needs often become the single largest threat to our financial

well-being.

Thankfully, with foresight on our side, there are several options that can be implemented which can help you preserve your assets over time. Each of the preemptive planning options discussed in this workshop can result in positive outcomes – probate avoidance, preservation of funds for the family, and a seamless transition into state funded programs to ensure proper medical care. But like most things in life, there are positives and negatives to each of the options.

Our framework for the workshop will focus on comparing/contrasting the different options you can enact to help protect your assets as you age. An open-ended Q & A session will wrap up our time together.

**MF-18 1 DAY BEG. 10/5  
6-7:30PM  
(MONDAY)**

**VIRTUAL  
\$15  
ETTER**

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**HOME AND GARDEN**

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**HOUSE PERFECT: ASK THE ARCHITECT**

Are you thinking of making small or large changes and improvements to your home? The home improvement shows on TV make it look easy but it rarely is. Receive valuable advice, hear helpful "lessons learned" and get answers to your questions from an experienced, local architect to help you achieve your perfect home. Learn how to take your unique project from inception, through the design and construction periods with an end result you are happy with. Also see successful "before & after" home projects that will inspire you.

**WF-21 1 DAY BEG. 9/30  
7-9PM  
(WEDNESDAY)**

**VIRTUAL  
\$20  
HENOWITZ**

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**PERSONAL ENRICHMENT**

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**HERBALISM AT HOME**

Teas and decoctions, tinctures and ointments – these terms aren't "kitchen witchery" or "magick potions;" rather they are old fashioned ways to bring plants into your life. Herbalism is the oldest form of medicine and belongs to and in the community. Herbs can support a healthy lifestyle, from immune boosters to stress busters. Anxiety soothers and sleep helpers. Explore what herbalism is,

## ADULT/PERSONAL ENRICHMENT

from DIY to ready-made. Wildcrafting to bulk buying – what are good resources, books to classes. How to choose what is best for you. In addition, you will learn beginning home herbal basics from a dual-certified clinical herbalist who has decades of experience. With this four-week overview, you will be able to make herbal remedies that fit you and your family's needs and have a clear path if you wish to study further. Class fee: \$75 Material fee: \$15 for textbook. (Check payable to Ravenswood Natural Health or cash given to the instructor.)

**WF-8 4 WKS. BEG. 9/22**  
**6:30-8:30PM**  
**(WEDNESDAYS)**

**VIRTUAL**  
**\$75**  
**THORNTON**

### **DNA ANCESTRY KITS: WHAT CAN THEY REALLY TELL US?**

Are you interested in, or have you tried, one of the DNA ancestry services – for example, Ancestry.com or 23andMe? They appear to, as one TV ad says, let you know if you should “trade your lederhosen for a kilt” based on your DNA that says you’re Scottish rather than German as you had thought. How should you interpret your results? What are the limitations of these services? How can the reports be misinterpreted? Why are these services sometimes referred to as “recreational genetics?” To accurately address these questions we will look at (a) how your genome really works, (b) some important aspects of human biological history, and (c) what we really mean by ancestry. Then I will answer the above questions in detail and show you how you can get the most from these services.

**WF-20 1 DAY BEG. 9/30**  
**6:30-8:30PM**  
**(WEDNESDAY)**

**VIRTUAL**  
**\$20**  
**PARK**

### **VOICE OVER**

If you've ever wondered how to begin in voice over part time, full time, or for supplemental or retirement income, this workshop is a great, upbeat, and most importantly, realistic first step. Our easy-to-access remote learning system will take you behind the scenes at Voice Coaches main studios, where we regularly produce voice over content for clients including Netflix, Discovery, HGTV, Disney, Lifetime, Nickelodeon, and many more. From audio books, training material, animation, and commercials to socially relevant content, television, and much, much more;

today's voice over field has become a great way to leverage your individual voice qualities and communication skill in a whole new way. This class also includes an opportunity to receive a brief one-on-one voice range and quality assessment with our instructor.

**(NO SENIOR DISCOUNT)**  
**MF-22 BEG. 10/12**  
**7:00-8:30PM**  
**(MONDAYS)**

**VIRTUAL**  
**\$25**  
**HAHN**

### **INSTANT GUITAR FOR HOPELESSLY BUSY PEOPLE**

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this class is being held online with ZOOM, you will be able to sit at home with your guitar and take this class without any pressure at all. And since the class includes an online book and online follow-up video lessons, you will be able to continue your practice and study on your own. An optional weekly online question and answer session is also included. Class is limited to 15 students for ages 13+. **(NO SENIOR DISCOUNT)**

Topics include:

- How chords work in a song
- How to form the three main types of chords
- How to tune your guitar
- Basic strumming patterns
- How to buy a good guitar (things to avoid)
- How to play along with simple tunes

**WF-13 1 DAY BEG. 10/28**  
**6:30-9PM**  
**(WEDNESDAY)**

**VIRTUAL**  
**\$59**  
**FURDON**

### **INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE**

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do – using chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this

## ADULT/RECREATION & HOBBIES

course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional weekly online question and answer session is also included. The course is partly lecture/ demonstration and partly hands on instruction.

**(NO SENIOR DISCOUNT)**

**TF-7 1 DAY BEG. 10/27**

**6:30-9:30PM**

**(TUESDAY)**

**VIRTUAL**

**\$59**

**FURDON**

### AYURVEDA APPROACH TO WELLNESS

Ayurveda, the science of life, is a 5,000 year old medical system with its foundation based on balancing one's inner qualities with those of the external environment. Digestion, sleep, and daily routines are Three Pillars of Ayurvedic health. Explore how simple modifications nurture the Pillars, and discover from within the essence of health when balance is restored.

**MF-2 1 WK. BEG. 10/5**

**7:00-9:00PM**

**(MONDAY)**

**VIRTUAL**

**\$20**

**GRAZIANI**

## RECREATION & HOBBIES

### INDOOR ROWING

Indoor Rowing is becoming the best way to get a full body workout that uses every major muscle group and doesn't stress your body with unnecessary impact to your joints and body. At the Zoo, the private class is on ergometers, indoor rowing machines and uses other light weight equipment to apply muscles in different directions. There is variety to each class and will always provide a challenge of cardio and strength. Age and level of fitness should not be a deterrent, as all levels of experience are welcome, and each rower can work at their own intensity. Wear comfortable clothing.

**(NO SENIOR DISCOUNT)**

**MF-14 6 WKS. BEG. 9/21**

**6:30-7:30PM**

**(MONDAYS)**

**THE ZOO**

**\$59**

**ROSOW**

**WF-9 6 WKS. BEG. 10/7**

**6:30-7:30PM**

**(WEDNESDAYS)**

**THE ZOO**

**\$59**

**ROSOW**

**WF-10 6 WKS. BEG. 11/18**

**6:30-7:30PM**

**(WEDNESDAYS)**

**\$59**

**ROSOW**

**MF-15 6 WKS. BEG. 9/14**

**9:30-10:30AM**

**(MONDAYS)**

**THE ZOO**

**\$59**

**ROSOW**

**WF-11 6 WKS. BEG. 9/16**

**9:30-10:30AM**

**(WEDNESDAYS)**

**THE ZOO**

**\$59**

**ROSOW**

**WF-12 6 WKS. BEG. 10/28**

**9:30-10:30AM**

**(WEDNESDAYS)**

**THE ZOO**

**\$59**

**ROSOW**

**MF-16 6 WKS. BEG. 11/2**

**9:30-10:30AM**

**(MONDAYS)**

**THE ZOO**

**\$59**

**ROSOW**

**ALL CLASSES HELD AT:**

**THE ZOO**

**SIMSBURY COMMONS**

### INSTANT GUITAR FOR HOPELESSLY BUSY PEOPLE

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this class is being held online with ZOOM, you will be able to sit at home with your guitar and take this class without any pressure at all. And since the class includes an online book and online follow-up video lessons, you will be able to continue your practice and study on your own. An optional weekly online question and answer session is also included. Class is limited to 15 students for ages 13+. **(NO SENIOR DISCOUNT)**

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- Basic strumming patterns
- How to buy a good guitar (things to avoid)
- How to play along with simple tunes

**WF-13 1 DAY BEG. 10/28**

**6:30-9PM**

**(WEDNESDAY)**

**\$59**

**FURDON**

**INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE**

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do – using chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional weekly online question and answer session is also included. The course is partly lecture/demonstration and partly hands on instruction.

**(NO SENIOR DISCOUNT)****TF-7 1 DAY BEG. 10/27****6:30-9:30PM****(TUESDAY)****VIRTUAL****\$59****FURDON****“PLATES” ZENTANTANGLE CLASS**

In this class experienced and novice Zentangle students will create a tile using an arc string filled with 4 Zentangle patterns. Students will also be using watercolor markers, colored pencils or watercolors to add a pop of color in the tile’s negative space. The goal is to create a visually pleasing tile that is relaxing and enjoyable to create.

**MF-21 1 DAY BEG. 10/5****7:00-9:00PM****(MONDAY)****VIRTUAL****\$20****MARKS****BEGINNER LATIN LOVE SERIES FOR COUPLES**

If you’ve been wanting to dance, now is the perfect time to learn! Our 6-week series will cover the basics of some of the most widely used social dances: the Hustle, Merengue, Bachata, and Salsa. Perfect for date night or to prepare for the eventual special event – it is never too early to start learning. Class size is limited, reserve your space today! **(NO SENIOR DISCOUNT)**

**TF-8 6 WKS. BEG. 9/29****7-8:00PM****(TUESDAYS)****FRED ASTAIRE STUDIO****\$200****CANTON****LANGUAGES****FRENCH BEGINNER**

Bonjour! Always wanted to learn French just for fun or for the dream vacation in France? Come to this fun beginner class where we will keep it simple and fun. We will start with easy words and walk our way to easy sentences. Merci

**MF-3 8 WKS. BEG. 9/21****6:30-8PM****(MONDAYS)****VIRTUAL****\$60****BOUCART****FRENCH INTERMEDIATE**

Whether you are planning a trip in France or just want to improve your conversation, you’ll enjoy the class with a native French speaking instructor. You’ll also gain cultural knowledge only an insider has. We will use some writing to visualize the conversations too. For the beginners, this class will be in French only.

**WF-2 8 WKS. BEG. 9/23****6:30-8:00PM****(WEDNESDAYS)****VIRTUAL****\$60****BOUCART****ADVANCED FRENCH**

This class is a continuation of the Fall '19 class. We will work on French only conversations, vocabulary and conjugations. For literature we’ll read “Le Petit Prince” by Antoine de St. Exupery. If you are interested, the instructor would gladly email you the book so you can be prepared.

**RF-7 8 WKS. BEG. 9/24****6:30-8:00PM****(THURSDAYS)****VIRTUAL****\$60****BOUCART****EXPLORE OUR WEB SITE AT:****[www.simsbury.k12.ct.us/dce](http://www.simsbury.k12.ct.us/dce)****ANY QUESTIONS? CALL (860) 658-3870****PLEASE SEND IN YOUR DOWNLOADED****REGISTRATION FORM****& CHECK TO:****DEPT. OF CONTINUING EDUCATION****155 FIRETOWN ROAD****SIMSBURY, CT 06070**

# Don't just find a job... Start a CAREER!

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## Simsbury Department of Continuing Education

### ONLINE CAREER TRAINING PROGRAMS

Online Career Training Programs can start you on a path to an in-demand profession. You can begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a Certificate of Completion.

#### PROGRAMS ARE AVAILABLE IN THESE AREAS:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green
- Career Online High School

**REQUIREMENTS:** Must have Internet access, email, Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.

#### **1-on-1 Instructor**

Assistance from expert instructors

#### **Externship**

Opportunities available for many programs

#### **Flexible Schedule**

Study anytime, anywhere—complete in 3 to 6 months!

#### **Affordable**

Payment plans available

#### **Books Included**

All materials included in cost

#### **Certification**

Most programs lead to industry certifications

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Email [snewton@simsbury.k12.ct.us](mailto:snewton@simsbury.k12.ct.us)

**ONLINE CAREER TRAINING PROGRAMS**

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework you will receive a Certificate of Completion.

**Program Features**

24 hour access

All textbooks and materials included

Courses start anytime

Prepare for industry certification

One-on one instructor assistance

Certificate upon successful completion

Certification exam vouchers included

Programs are available in the following areas:

Arts and Design

Business

Computer applications

Computer Programming

Construction and Trades

Health and Fitness

Hospitality

Information Technology

Legal

Language

Career on-line High School

Writing

Teacher Professional Development

View the complete list of programs at our website: <http://careertraining.ed2go.com/simsbury>. Or email [snewton@simsbury.k12.ct.us](mailto:snewton@simsbury.k12.ct.us).

The course descriptions below are a sample of the Career Training programs offered in our on-line catalogue. Go to <http://careertraining.ed2go.com/Simsbury> to see the entire list of courses offered.

***Pharmacy Technician***

Learn the skills you need to become a pharmacy tech in a hospital or retail setting. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification. 330 HRS

***Paralegal***

In this program, you'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and

more. Your training will prepare you for a national certifying exam to further prepare you for a career as a legal secretary or paralegal. 300 hrs

***Administrative Medical Specialist with Medical Billing and Coding***

Prepare for a high demand career as an administrative medical specialist as you prepare to earn national certifications in medical billing and coding that will make you an asset to any medical office 300 hours

***Certified Wedding Planner***

Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events!

In this program, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This program allows you to earn your certification as a professional wedding planner and will give you an opportunity to put your new skills to work in an optional internship.

***Certified Home Inspector***

The Home Inspection Online Training Program covers the principal components of home inspection procedures and processes. You'll learn how to create a home inspection report that will detail the home's condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, and the framing and foundation.

This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers

***HVAC Technician NATE Service Core*** (voucher included)

A program covering the CORE knowledge areas of HVACR and preparing a student to take the North American Technician Excellence (NATE) Core Certification Exam. The NATE Core Certification provides the basics for entry-level and early career technicians and is a stepping stone to becoming a HVACR Certified Technician. The Core exam covers the foundational areas of safety, tools, basic construction, using basic science, achieving desired conditions, taking temperature and humidity measurements, and basic electrical.



## **WELCOME**

These instructor facilitated courses are highly interactive and can be taken entirely over the internet. This allows you to take courses whenever and wherever it is convenient for you. Each class runs for 6 weeks and has an available 10 day extension period. A new session of each class begins every month.

All courses require internet access and either Internet Explorer or Mozilla Firefox. Most classes are MacIntosh compatible.

The course descriptions below are just a sample of the over 300 courses included in our online catalogue. To obtain more specific information on courses offered, visit our website at [www.ed2go.com/simsbury](http://www.ed2go.com/simsbury). To get more detailed information on enrollment procedures and how the classes are structured, click on the "help" tab on the home page.

### ***Accounting and Finance***

Accounting Fundamentals I and II  
Quickbooks and Peachtree  
Personal finances/investments

### ***Business***

Business communication  
Business Software  
General business skills  
Grant writing  
Management and leadership  
Non-profit  
Project management  
Sales and marketing  
Start your own business

### ***Computer Applications***

Microsoft: Excel, Word, Access, Outlook, PowerPoint, Project, Publisher, Windows 7 and 8  
Computer programming  
Dreamweaver, Flash, InDesign, Photoshop, Illustrator  
Photoshop Elements 8,9, and 10  
Quickbooks  
Peachtree 2012

### ***Design and Composition***

Adobe software  
Digital photography  
Graphic design  
Multi media  
Web design

### ***Health Care and Medical***

Alternative medicine  
Careers  
Health information management

### ***Personal Development***

Arts  
Children, parents, family  
Digital photography  
Health and wellness  
Job search  
Personal enrichment  
Personal finance and investments  
Test Prep  
World Languages: Spanish, Italian, French, Japanese

### ***Technology***

Computer fundamentals  
Computer programming  
Database management  
Graphics and multimedia design  
Networking and communications  
Security  
Web technology

### ***Writing and Publishing***

Business writing  
Creative writing  
Grant writing  
Publishing



All courses require internet access and either Internet Explorer or Mozilla Firefox. Most classes are Mac compatible.

Arts & Design

Construction & Trades

Language

Business

Health & Fitness

Legal

Computer Applications

Hospitality

Math & Science

Test Prep

Computer Science

Information Technology

Teacher Professional Development

Writing

**Over 300 courses to choose from!**



## WRITING AND PUBLISHING

### Writing Essentials \$115

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level

### Beginning Writer's Workshop \$99

Get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles.

### Writing for Children \$99

Join a published children's author and discover how you can transform your book idea into a finished product.

### Beginner's Guide to Getting Published \$115

If your goal is to become a published freelance writer of fiction or nonfiction, this comprehensive course will help you guide your work into the hands of an editor.

### Effective Business Writing \$115

Improve your career prospects by learning how to develop powerfully written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

### Resume Writing Workshop \$115

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews.

### Grammar Refresher \$99

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

### Research Methods for Writers \$115

Learn the most efficient and effective methods to conduct research for any writing project.

### Creative Writing Value Suite \$299

Spark your creativity and get writing with this group of courses. You'll cover everything from creative writing techniques to editing your work. Includes Beginning Writer's Workshop, Writing Essentials and Key to Effective Editing.

### Business and Marketing Writing \$115

Learn how to write great marketing copy to improve your company's image and your chances of getting hired or promoted

## ACCOUNTING

### Accounting Fundamentals Series \$199

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. Includes Accounting Fundamentals and Accounting Fundamentals II. Each course can be purchased separately for \$115

### Accounting Fundamentals \$115

Gain a marketable new skill by learning the basics of double-entry bookkeeping, how to analyze and record financial transactions and more.

### Quickbooks 2019 Series \$199

Small business owners should be using Quickbooks to manage invoices, pay bills and track expenses. If you want to take control of your business finances this course will teach you the accounting softwares more advanced features. This series contains both introduction to and intermediate Quickbooks. Each program can be purchased separately for \$129

### Performing Payroll in Quickbooks 2015 \$115

Learn how to use QuickBooks 2015 to create paychecks, pay taxes, produce job costing reports, and generate forms and reports quickly and easily

## BUSINESS AND MANAGEMENT

### Project Management Fundamentals Series \$199

In this group of project management online classes you'll be introduced to the fundamentals of project management, tools for success, and high speed management tactics.

### Project Management Fundamentals \$115

In the fast growing field of project management, you'll become an indispensable

member of your team by discovering and mastering the concepts you need to plan, implement, control and close any type of project.

**Administrative Assistant Fundamentals \$115**

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

**Mastery of Business Fundamentals \$115**

Acquire practical business experience in strategic planning, management, and finance without enrolling in an MBA program.

**Business Finance for Non-Finance Personnel \$115**

This course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions

**Using Social Media in Business \$115**

This course will give you an understanding of what social media is and how you can use it to grow your business. Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+ to expand and promote your business.

**COMPUTER APPLICATIONS**

***Please refer to our on-line catalog for information on other computer software, earlier versions, and more advanced levels of the software described below.***

**Microsoft Office 2019/365 Value Suite \$324**

Includes Introduction to Word 2019, Excel 2019, and PowerPoint 2019.

**Each of the above programs can be purchased individually for \$129.**

**Intermediate MS Word 2019/Office 365 \$129**

By the end of the course you will know how to create and organize tables, manipulate graphics, and merge spreadsheets, amongst other functions, to turn Word into a simple desktop publishing tool.

**Introduction to Microsoft PowerPoint 2019/Office 365 \$129**

This course will help you learn to use Microsoft PowerPoint 2019/Office 365 to create professional-quality slide presentations that grab attention and make your message memorable from start to finish.

**Microsoft Excel 2019/Office 365 series \$324**

Includes Introduction to, Intermediate and Advanced Excel 2019.

Each of the above programs can be purchased individually for \$129.

**Microsoft Access 2019/Office 365 Series \$225**

Learn how to organize, edit, manage and report data. Includes Introduction to and Intermediate Access 2019

**Intermediate Access 2019/Office 365 \$129**

Do you want to take your Microsoft Access skills to the next level? In this course, you'll master more advanced techniques for this powerful database program and build an entire database project from scratch.

**Adobe Value Suite \$299**

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software. Includes Adobe's Introduction to InDesign CS6, Illustrator CS6, and Photoshop CS6. Each of the above programs can be purchased separately for \$115.

**Introduction to Illustrator CS6 \$115**

This course includes hands-on lessons and assignments that will challenge your creativity and growing skill as you learn to design

and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

**Introduction to Windows 10 \$115**

From finding files and folders, to organizing and editing photos, to managing files on external drives, you will learn everything you need to know about getting the most from this operating system. And since security is important, you will also learn how to protect your files, as well as how to protect and update Windows 10.

**Introduction to Microsoft Project 2019/Office 365 \$129**

Learn to effectively plan, implement, and control projects using Microsoft Project 2019/Office 365. This course will help you master the basics to create and share a project schedule, track costs and resources, produce reports, and resolve problems to keep your projects on track.

**Basic Computer Skills Suite \$299**

Learn essential computer skills for the 21<sup>st</sup> century workplace, including how to troubleshoot PC issues! This series includes Keyboarding, Computer skills for the Workplace and PC Troubleshooting.

**Computer Skills for the Workplace \$115**

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. The focus will be on practical applications for software most common to the workplace.

**Computer Science**

**Computer Networking Suite \$299**

Learn the fundamentals of networking and prepare for a career in an exciting and fast growing field. Includes Introduction to Networking, Intermediate Networking and Wireless Networking.

**Introduction to Networking \$115**

Learn to perform basic computer networking tasks such as DSL connectivity, configuring connections to an ISP and creating a private

network. This course explains computer networking basics in easy-to-understand terms, using concepts common to everyday, non-computing experience

**Introduction to PC Security \$115**

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world.

**Introduction to PC Troubleshooting \$115**

Don't spend your hard-earned cash on PC repairs that you can fix yourself with a little troubleshooting knowledge. This course takes you step-by-step through typical hardware and operating system problems and gives you the skills you need to solve them as you learn to maintain and optimize a Windows PC.

**Understanding the Cloud \$115**

Learn everything you need to truly understand the cloud—including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

**Introduction to Programming \$115**

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

**Introduction to SQL \$115**

By the end of this course, you'll have a solid working knowledge of structured query language. You'll feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database; and gather significant statistics from data stored in a database.

**Introduction to Java Programming \$115**

Get comfortable programming with Java while gaining skills from an experienced Java programmer. This course provides you with easy-to-understand examples and plenty of

skill-building exercises using the latest version of Java to give you confidence as you learn programming

### **Introduction to Python 3 Programming \$115**

Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

## **DESIGN AND COMPOSITION**

### **Photographing People with your Digital Camera \$99**

Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple.

### **Mastering Your Digital SLR Camera \$99**

Take your photography to the next level with your digital SLR by learning how to master lenses, apertures, shutter speed, exposure settings and more!

### **Secrets of Better Photography \$99**

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations. You'll also learn how to choose the best photographic equipment for your needs.

### **Discover Digital Photography \$99**

You'll learn the basics of digital photography, including equipment, software, and practical uses. We'll discuss different types of digital cameras. And we'll help you decide what type of equipment fits your needs.

### **Introduction to Photoshop CS6 \$115**

Learn how to use Photoshop CS6 to edit photos and create original images. Lessons contain detailed, step-by-step instructions that you'll have no trouble following—even if you've never used a computer graphics program before!

### **Introduction to InDesign CC \$115**

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials and more.

### **Creating WordPress Websites \$115**

Learn how to use WordPress, a popular Web design tool, to quickly and easily create attractive blogs and interactive websites

### **Creating Web Pages \$115**

Create and post your very own web site on the internet using HTML in this extensive, hands-on six week course

### **Photoshop CC for the Digital Photographer \$99**

Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images workshop.

### **Travel Photography for the Digital Photographer \$99**

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

### **Introduction to Digital Scrapbooking \$99**

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques

### **Photographing Nature With Your Digital Camera \$99**

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

## **LANGUAGES**

### **Speed Spanish Series \$299**

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency. Includes speed Spanish, Speed Spanish II and Speed Spanish III.

### **Speed Spanish \$115**

You'll learn six easy recipes for gluing Spanish words together to form sentences. In

no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. *iQué Bueno!*

### **Spanish for Medical Professionals**

**\$115**

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases

### **Beginning Conversational French \$99**

This course will teach you how to communicate easily and comfortably with those who speak French using practical, common phrases. Cultural information is also included.

### **Instant Italian \$99**

In this course you'll learn how to ask directions, book a room, order a meal, and much more-in Italian. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included.

### **Conversational Japanese \$99**

In each lesson, you'll learn useful conversational phrases and vocabulary words. Guided by a native Japanese instructor, you'll also gain cultural knowledge only an insider has.

### **Discover Sign Language \$99**

Discover the fun of learning sign language and using your hands to communicate with Deaf people

## **GRANT WRITING AND NONPROFIT MANAGEMENT**

### **A to Z Grantwriting \$115**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### **Advanced Grant Proposal Writing \$115**

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

### **Get Grants! \$115**

Learn how to develop successful, fundable grant proposals from experts in the field. Over the 6-week course you'll be shown step-by-step the process of grant proposal

writing, whether you are tackling a federal grant, one from a national private foundation or a smaller grant from your local foundation.

### **Marketing Your Nonprofit \$115**

This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. You'll also learn how to persuade the media to communicate your organization's message and further its ideals and goals.

### **Nonprofit Fund Raising Essentials \$115**

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

### **Introduction to Nonprofit Management \$115**

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

## **HEALTHCARE**

### **Explore a Career as a Pharmacy Technician \$115**

In this course, you'll take a look at the many job settings and career paths open to you if you become a pharmacy technician. In addition, you'll master the skills you need to get an entry-level position as a pharmacy tech or clerk

### **Medical Terminology: A Word Association Approach \$115**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### **Explore a Career in Medical Coding \$115**

In this course, you'll learn how to use the *CPT manual* and the *ICD-9-CM* to find medical codes for any disease, condition, treatment, or surgical procedure. This knowledge will help prepare you to work almost anywhere in the medical field.



**Explore a Career as an Administrative Medical Assistant \$115**

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding

**Become a Veterinary Assistant \$115**

This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals.

**Explore a Career in Medical Transcriptions \$115**

Take your first step toward a lucrative career as a medical transcriptionist! In this course, you'll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings.

**START YOUR OWN BUSINESS**

**Marketing Your Business on the Internet \$115**

In this course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity.

**Creating a Successful Business Plan \$115**

Turn your business ideas into a solid plan for financing and long-term success. Using all the major components of writing a business plan, you will complete your own first draft.

**Start Your Own Small Business \$115**

Learn how to take your dream of starting a business and put it into action.

**Start and Operate Your Own Home-Based Business \$115**

Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed!

**PERSONAL DEVELOPMENT**

**How to Get Started in Game Development \$115**

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for

different audiences and platforms.

**Introduction to Statistics \$115**

This course provides you with the skills and knowledge you need to start analyzing data. You'll explore how to use data and apply statistics to real-life problems and situations.

**Drawing for the Absolute Beginner \$99**

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

**Human Anatomy and Physiology \$115**

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

**Stocks, Bonds, and Investing: Oh, My! \$99**

The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues.

**Introduction to Interior Design \$115**

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

**Mastering Public Speaking \$115**

Learn the secrets of effective public speaking and small group communication.

**Blogging and Podcasting for Beginners \$99**

Learn how to create your very own blog and add a podcast, too, using the tools that you already have available on your computer

**Genealogy Basics \$99**

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

**Music Made Easy \$99**

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

**Merrill Ream Speed Reading \$99**

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

**Intro. to Natural Health and Healing**  
**\$99**

Learn how to promote wellness, balance, and health in all aspects of your daily life.

**Real Estate Investing**      **\$99**

Build and protect your wealth by investing in real estate. This course provides straight talk about real estate that will help you profit from the tremendous opportunities available to investors right now.

**Personal Finance**      **\$115**

Protect your assets and discover how best to achieve all your financial goals. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You'll develop a retirement savings plan, and you'll be better prepared to make large purchases and plan for taxes. You'll learn the essentials of household bookkeeping, record-keeping requirements, and much more.

**Test Preparation**

**SAT/ACT Test Prep Series Parts 1 and 2**      **\$199**

Individual parts may be purchased for \$99 each

**GRE Test Prep Series Parts 1 & 2**  
**\$199**

Individual parts may be purchased for \$99 each

**LSAT Test Prep Series Parts 1 & 2**  
**\$199**

Individual parts may be purchased for \$99 each

**ASE Technician Tests \$29.95**

**Small Business Suite \$299**

Master the skills and develop the knowledge you need to fulfill your dreams of creating, building and marketing your own business.

**Financial Analyst Suite \$395**

Master the skills and develop the knowledge you need to be successful as in Accounting and Business Analysis.

**Nonprofit Management & Grant Writing Suite \$395**

Learn everything you need to know to enter the world of non-profits and writing grant proposals. Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. Learn to prepare grant proposals that get solid results for your favorite organization or charity.

**Medical Office Basics Suite \$395**

In this program you'll learn the knowledge and skills you need to jump start your career in a variety of medical offices. This multi-course program includes Medical Terminology, Medical Math skills, Compliance of Health Insurance Portability and Accountability Act (HIPAA), and Spanish for Medical Professionals.

**New Manager Suite \$299**

Learn how to be an effective manager or supervisor by developing leadership skills that can help you gain the respect and admiration of others. You will also learn how to master the basics of business and organizations, the people skills required to motivate and delegate, the tools for solving problems and resolving conflicts, and the basics of communicating effectively.

**ASE Technicians Tests 2.0 and H 1-8 \$29.95**

With more than one billion people using the Microsoft Office suite worldwide, Microsoft Word is the most popular word processing software. This course bundle will introduce Microsoft Word 2019 and teach you how to use its advanced features.

Each course within the Microsoft Office 2019 Value Suite will introduce you to the basic features and functionality of Microsoft's 2019 software.



## Why Should You Enroll Your Child?

- ♥ **Educational Opportunity**—All-day opportunities for young children prepare them better for school, both socially and academically.
- ♥ **Small Class Size**—Student to faculty ratio does not exceed 8 to 1.
- ♥ **Student Support**—One teacher and at least one teacher assistant is present in each class, with support staff (nurse, social worker, etc.) readily available.
- ♥ **Communication**—Parents/Guardians will receive regular updates on their child's progress, including progress reports 3 times per year to inform parents/guardians about the student's social-emotional development, physical development, and readiness skills.



The Department of Continuing Education (DCE), in cooperation with the Simsbury Public Schools, offers quality preschool programs beginning in September of each year. **The Children's Academy of Simsbury** is an expansion of the Preschool programs that have been offered for the last 40 years.

## Our Philosophy

Children learn through active exploration of their environment. We believe that children should be given developmentally appropriate activities/materials and opportunities to explore, experiment, make choices, pursue interests, and solve problems. We believe that play should be child directed and teacher supported. We believe that intervention should occur within natural settings and in meaningful situations.

## Our Programs

Our Preschool program is located at Squadron Line School. We offer full-day and half-day preschool options at this location. These programs are multi-age (3- and 4-year olds), inclusive classrooms comprised of children of all abilities and backgrounds. Five-year old children not in kindergarten are eligible to participate.

## Our Curriculum

The goal of the Children's Academy program is to help children become independent, self-confident, inquisitive learners. We follow the *Creative Curriculum for Preschool*, which is aligned with the Connecticut Early Learning and Development Standards (ELDS). Assessment is focused on nine domains of learning: Social-Emotional, Physical, Language, Literacy, Cognitive, Mathematics, Science and Technology, Social Studies, and the Arts. Each day, children will participate in activities and use materials that:

- ♥ enable them to become enthusiastic and confident learners by letting them try out their own ideas, experience success, solve problems, ask questions and use words to describe their ideas
- ♥ foster the development of social skills necessary for personal self-worth, lasting friendships and group participation
- ♥ enhance each child's motor skills so that they feel confident about what their bodies can do
- ♥ prepare each child for life-long learning through school readiness activities

40 Years of Quality Preschool Programs—  
**Enroll Your Child Today!**

# 2020-2021 REGISTRATION FORM

## Squadron Line School



Registration Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_  M  F

Birthdate: \_\_\_\_\_

**Ethnicity\*:** Hispanic/Latino  Yes  No

**Race:**  American Indian/Alaskan Native  Asian  White

Black/African American  Native Hawaiian/Other Pacific Islander

Language first spoken by child: \_\_\_\_\_ \*See shaded box below

Spoken at home by family: \_\_\_\_\_ for definitions of ethnic-

Spoken at home by child: \_\_\_\_\_ ity and race categories.

Child's Resident Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Name of Nearest Neighbor: \_\_\_\_\_ Tel.: \_\_\_\_\_

(in case of emergency when parent is not available)

Father's Name: \_\_\_\_\_

Father's Home Address: \_\_\_\_\_

Father's Email Address: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_

Father's Place of Employment \_\_\_\_\_

Business Phone

Home Phone

Cell Phone

Mother's Name: \_\_\_\_\_

Mother's Home Address: \_\_\_\_\_

Mother's Email Address: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_

Mother's Place of Employment \_\_\_\_\_

Business Phone

Home Phone

Cell Phone

Name of previous school (including nursery school): \_\_\_\_\_

Location

Number of Years in School

Name of Family Doctor: \_\_\_\_\_

Telephone

Anything else you want us to know about your child? (See below.)

Physical/Health (speech, allergies, vision, etc.) \_\_\_\_\_

Social/Emotional (shyness, fears, etc.) \_\_\_\_\_

Special Interests \_\_\_\_\_

Other \_\_\_\_\_

Please check (✓). The child lives with:

Father  Mother

Both parents  Step-parent

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

Guardian

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

### Brothers

Name	Age	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Sisters

Name	Age	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Other Members of Household (grandparents, aunts, uncles, etc.)

Name	Relationship
_____	_____
_____	_____
_____	_____

Name	Relationship
_____	_____
_____	_____
_____	_____

Name	Relationship
_____	_____
_____	_____
_____	_____

### Definition of Ethnicity Categories

**Hispanic/Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

### Definition of Race Categories

**American Indian/Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand and Vietnam

**Black/African American:** A person having origins in any of the black racial groups of Africa

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Federal Guidance Regarding Identification of Race/Ethnic Categories:** Per federal guidelines, all students must be assigned to an ethnic and racial group for analysis purposes; therefore, all children must be identified answering Yes or No to the ethnicity question and by selecting one or more of the racial categories provided above. In the case of elementary and secondary students, if a parent or guardian will not select a category, appropriate school personnel should select a category for the student based on observation.

To qualify for enrollment your child must be age 3 prior to December 31 of the current school year.

# Class Offerings & Tuition

## Squadron Line School

3- and 4-Year Olds\*

Indicate your choice with a check (✓)

		Code	Session	Time	Tuition
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-1A	MWF	9:00am-11:30am	\$2,795
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-1	TR	9:00am-11:30am	\$1,863
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-1B	M-R	9:00am-11:30am	\$3,727
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-1C	M-F	9:00am-11:30am	\$4,660
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-2A	MWF	9:00am-1:00pm	\$4,109
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-2	TR	9:00am-1:00pm	\$2,739
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-2B	M-R	9:00am-1:00pm	\$5,479
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-2C	M-F	9:00am-1:00pm	\$6,848
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-3A	MWF	9:00am-3:00pm	\$6,165
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-3	TR	9:00am-3:00pm	\$4,109
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-3B	M-R	9:00am-3:00pm	\$8,220
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	PSQ-3C	M-F	9:00am-3:00pm	\$10,275
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	KRP-4	MWF	12:00pm-2:30pm	\$2,795
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	KRP-5	TR	12:00pm-2:30pm	\$1,863
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	KRP-6	M-R	12:00pm-2:30pm	\$3,727
<input type="checkbox"/> 1st Choice	<input type="checkbox"/> 2nd Choice	KRP-8	M-F	12:00pm-2:30pm	\$4,660

\*5-year-old children not in kindergarten are eligible to participate.

- A **NONREFUNDABLE** registration fee of \$30 is required for **all** students.
- A \$100 deposit is required from any student wishing to hold a spot in the coming school year.
- A 5% discount will be offered if tuition is paid in full before start of school year.
- Children **MUST** be toilet trained prior to entering the program.
- Tuitions include activity fees for field trips for students only.
- Minimum of 4 students to run each class.

### Extended Care Hours Available

	AM Extended Care Hours 8:00 - 9:00 am	# Days Per Week		PM Extended Care Hours 3:00 - 5:00 pm
10C	\$148/month	5	11C	\$293/month
10B	\$121/month	4	11B	\$237/month
10A	\$90/month	3	11A	\$180/month
10	\$64/month	2	11	\$121/month

Families will be billed on a monthly basis.  
 There are no extended hours on early release or late start days.  
 There are no credits/makeup days for student absences.  
 For more details on this program, please visit the Children's Academy website.

#### DAYS ATTENDING MORNING EXTENDED HOURS:

(Please circle all that apply.)

Monday    Tuesday    Wednesday    Thursday    Friday

#### DAYS ATTENDING AFTERNOON EXTENDED HOURS:

(Please circle all that apply.)

Monday    Tuesday    Wednesday    Thursday    Friday

#### START DATE:

First day of Preschool OR \_\_\_\_\_  
 Fill in the blank if applicable.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



[www.simsbury.k12.ct.us/seed](http://www.simsbury.k12.ct.us/seed)

**SEED PROGRAM OFFICE**

44 Squadron Line Road  
Simsbury, CT 06070  
(860) 408-6144  
Nikki Mahan, Director  
Kelly Curtis, Program Coordinator

**CENTRAL SCHOOL**

after school care (until 5:30 p.m.)  
(860) 658-8601

**LATIMER LANE SCHOOL**

after school care (until 5:30 p.m.)  
(860) 658-6286

**TARIFFVILLE SCHOOL**

after school care (until 5:30 p.m.)  
(860) 658-8614

**TOOTIN' HILLS SCHOOL**

after school care (until 5:30 p.m.)  
(860) 658-5543

**SQUADRON LINE SCHOOL**

before school care (from 7 a.m.)/  
after school care (until 5:30 p.m.)  
(860) 658-9165

## SEED Mission Statement

*SEED provides a fun, safe, educational, and enriching environment for every child. Warm and friendly staff nurture children to increase their cognitive abilities and foster self-esteem, while developing team spirit with a sense of cooperation and fair play. The SEED character traits of respect, responsibility, and kindness are the framework for the success of our program. SEED strives to create a seamless continuum of support and education for Simsbury elementary students.*

## SEED Curriculum

The SEED curriculum consists of a variety of daily activities for the children enrolled. This includes but is not limited to active play, arts and crafts, table games, puzzles, and science and math activities. Family Fun Nights and exciting field trips supplement the curriculum and create unique opportunities for playing and learning. Additional enrichment programs, including Global Art and Fit4Fun, are also part of the afterschool program. For additional program details and schedules, please see [www.simsbury.k12.ct.us/seed](http://www.simsbury.k12.ct.us/seed).

## Snow and Vacation Days

Snow and Vacation days are offered at Squadron Line School and pre-registration is required. Participation in the SEED before and/or after school program does not guarantee a spot on a snow or vacation day. Parents/Guardians are responsible for dropping off and picking up their children at Squadron Line School. Each vacation and snow day has its own special theme with plenty of activities for the children to choose from all day long, including but not limited to indoor group games, outdoor free play, active play, arts and crafts, and much more! Check out our website for updates on any field trips that are scheduled for the vacation days. Children will be provided with breakfast and a PM Snack. Each participant should bring appropriate gear for snow days and field trips, a brown bag peanut-free lunch and plenty of smiles! Program is open from 8am–6pm. Most field trips arrive back at SQL by 3:30pm. For a full list of fees, please see our webpage at [www.simsbury.k12.ct.us/seed](http://www.simsbury.k12.ct.us/seed).

Due to the regulations and guidelines for the reopening of schools, SEED is unable to offer Vacation/Snow day programming at this time.

### TUITION FEES 2020-2021 School Year

	PM Care	
5 days .....		\$360
4 days .....		\$290
3 days .....		\$220
2 days .....		\$150
1 day .....		\$80
	AM Care	
5 days .....		\$185
4 days .....		\$150
3 days .....		\$115
2 days .....		\$80
1 day .....		\$45
Vacation/Snow Day .....		\$50/day

## How to Register (2020-2021 School Year)

1. Go to [www.simsbury.k12.ct.us/seed](http://www.simsbury.k12.ct.us/seed)
2. Download and complete the registration form and forward it along with a \$100 deposit (checks made payable to SEED) to our office:  
SEED Program  
44 Squadron Line Road  
Simsbury, CT 06070
3. For any questions regarding registration, please contact the SEED office at (860) 408-6144.

Registration for current SEED families will begin the week of 8/4/20 and will open to new SEED families on 8/14/20.

# Children Grow With SEED!

# WANTED!

## DEPT. OF CONTINUING EDUCATION INSTRUCTORS

Dept. of Continuing Education's Program is looking for knowledgeable, excited instructors eager to teach adult & children's classes.

Some suggestions might be:

FOR ADULTS:

Foreign Languages  
Arts & Crafts  
Business & Finance  
Cooking  
Home Decorating  
Technology

FOR CHILDREN:

Foreign Languages  
Technology  
Exercise

Please mail this application to: The Dept. of Continuing Education  
155 Firetown Road, Simsbury, CT 06070

### Department of Continuing Education Instructors Application Form

Name \_\_\_\_\_  
Address \_\_\_\_\_ Email Address \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Courses you would like to teach:

\_\_\_\_\_  
\_\_\_\_\_

Brief description (if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Please send me a Course Proposal Form.

Please call DCE for an appointment.

Contact me next semester.

I can't teach anything, but would like to see you offer:

\_\_\_\_\_  
\_\_\_\_\_

Please call my friend, as he/she might be interested in teaching a course in \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home & Cell Phones \_\_\_\_\_

Course Code	Title	Teacher	Weeks	Start Date	Time	Locale	Cost
-------------	-------	---------	-------	------------	------	--------	------

## MONDAY

MF-1	ABE	Bergman	13	9/14	5-6:30 PM	HJMS	no fee
MF-2	Ayurveda Approach to Wellness	Graziani	1	10/5	7:00-9:00PM	VIRTUAL	\$20
MF-3	Beginner French	Boucart	8	9/21	6:30-8 PM	VIRTUAL	\$60
MF-4	ESOL Beginner	Mcalister	13	9/14	5:30-7 PM	HJMS	no fee
MF-5	ESOL Intermediate	Martocchio	13	9/14	7-9 PM	HJMS	no fee
MF-6	ESOL Pre-Beginner	Mcalister	13	9/14	4-5:30 PM	HJMS	no fee
MF-7	CANCELLED						
MF-8	GED English	Skiba	13	9/14	5:30-7:30 PM	VIRTUAL	no fee
MF-9-11	CANCELLED						
MF-12	How to Drastically Cut	B. Nathan	1	11/23	7-9 PM	VIRTUAL	\$49
MF-13	CANCELLED						
MF-14	Indoor Rowing	Rosow	6	9/21	6:30-7:30 PM	The Zoo	\$59
MF-15	Indoor Rowing	Rosow	6	9/14	9:30-10:30AM	The Zoo	\$59
MF-16	Indoor Rowing	Rosow	6	11/2	9:30-10:30AM	The Zoo	\$59
MF-18	Protecting Your Assets	Etter	1	10/5	6-7:30 PM	VIRTUAL	\$15
MF-19	CANCELLED						
MF-20	CANCELLED						
MF-21	"Plates" Zentangle Class	Marks	1	10/5	7-9PM	VIRTUAL	\$20
MF-22	Voice Over	Hahn	1	10/12	7:00-8:30PM	VIRTUAL	\$25

## TUESDAY

TF-1	ESOL Beginner	Mcalister	13	9/8	5:30-7 PM	HJMS	no fee
TF-2	Are you Able to Live Well.	Cormier	1	9/15	7-9PM	VIRTUAL	\$20
TF-3	Citizenship	Goff	13	9/8	6:00-8:00PM	HJMS	no fee
TF-4	ESOL Pre-Beginner	Mcalister	13	9/8	4-5:30 PM	HJMS	no fee
TF-5	GED Math	Anderson	13	9/8	6:30-9 PM	HJMS	no fee
TF-6	CANCELLED						
TF-7	Instant Piano	Furdon	1	10/27	6:30-9:30 PM	VIRTUAL	\$59
TF-8	Latin Love Series	Fred Astaire Studio	6	29-Sep	7-8PM	Canton	\$200
TF-9	Plan Your Social Security	D'Agosto/Yannich	1	10/27	6:30-8PM	VIRTUAL	\$15
TF-10	CANCELLED						
TF-11	Estate Settlement	Hajosy	1	10/13	6:30--8:00PM	VIRTUAL	\$15
TF-12	Independent Living...	Hajosy	1	10/20	6:30-8:00PM	VIRTUAL	\$15
TF-19	Secrets of Wall Street	R. Nathan	1	11/24	7-9 PM	VIRTUAL	\$49



Course Code	Title	Teacher	Weeks	Start Date	Time	Locale	Cost
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### WEDNESDAY

WF-1	ABE	Bergman	13	9/9	5-6:30 PM	HJMS	no fee
WF-2	Conversational French	Boucart	8	9/23	6:30-8 PM	VIRTUAL	\$60
WF-3	Do You Have Enough Money	Cormier	1	9/23	7:00-9:00PM	VIRTUAL	\$20
WF-4	ESOL Beginner	Mcalister	13	9/9	5:30-7 PM	HJMS	no fee
WF-5	ESOL Intermediate	Martocchio	13	9/9	7-9 PM	HJMS	no fee
WF-6	ESOL Pre-Beginner	Mcalister	13	9/9	4-5:30 PM	HJMS	no fee
WF-7	GED SocSt/Science	Skiba	13	9/9	6:30-9 PM	HJMS	no fee
WF-8	Herbs for Healthy Living	Thornton	4	9/22	6:30-8:30 PM	VIRTUAL	\$75
WF-9	Indoor Rowing	Rosow	6	10/7	6:30-7:30 AM	The Zoo	\$59
WF-10	Indoor Rowing	Rosow	6	11/18	6:30-7:30PM	The Zoo	\$59
WF-11	Indoor Rowing	Rosow	6	9/16	9:30-10:30AM	The Zoo	\$59
WF-12	Indoor Rowing	Rosow	6	10/28	9:30-10:30AM	The Zoo	\$59
WF-13	Instant Guitar	Furdon	1 DAY	10/28	6:30-9:00PM	VIRTUAL	\$59
WF-14-15 CANCELLED							
WF-16	Plan Your Social Security	D'Agosto/Yannich	1	9/16	6:30-8:00 PM	VIRTUAL	\$15
WF-17	Special Needs...	Masse	1	11/4	6-7:30 PM	VIRTUAL	\$15
WF-18 -19 CANCELLED							
WF-20	DNA Ancestry Kits	Park	1	30-Sep	6:30-8:30PM	VIRTUAL	\$20
WF-21	House Perfect	Henowitz	1	30-Sep	7:00-900PM	VIRTUAL	\$20

### THURSDAY

RF-2	Financial Strategies	Valenti	3	10/8	6:30-9:00 PM	VIRTUAL	\$50
RF-3	CANCELLED						
RF-4	Truth About Medicare	Daly	1	11/12	6-7:30	VIRTUAL	\$15
RF-5	What is a Trust?	Daly	1	11/19	6:00-7:30PM	VIRTUAL	\$15
RF-6	You Really Need to Know	Fortune	1	10/29	6-7:30 PM	VIRTUAL	\$15
RF-7	Advanced French	Boucart	8	9/24	6:30-8 PM	VIRTUAL	\$60

## Registration Information

- Registrations may be made by mail, in person, or through MyPayments Plus.
- Make check payable to DCE. Mailing address is 155 Firetown Rd., Simsbury, CT 06070
- Senior citizens 65+ receive a 50% discount on one class per semester. **Minimum fee is \$10.00.** Discount does not apply to trips, materials fees, or if otherwise noted as “No Senior Discount” in course description.
- Materials fees are paid directly to the instructor on the first night of class unless otherwise specified.
- Registration confirmations are not sent to you. You will be notified by phone or via email if for some reason the registration is not accepted.
- A class may be cancelled shortly before the start date due to low enrollment. Please **register early** to avoid cancellations.



## Registration Form

Name _____	HomePhone _____
Address _____	Bus. Phone _____ Cell _____
City _____	Zip Code _____ E-Mail _____
<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident (Add \$10.00 registration fee)
<input type="checkbox"/> Senior Citizen (50% discount— <b>Minimum fee is \$10.00</b> )	<input type="checkbox"/> Student has a current IEP program at school.
<i>PLEASE NOTE: Any information regarding disability accommodations through an Individualized Education Plan (IEP) or Section 504 Plan should be communicated directly from the student's family to the teacher.</i>	

COURSE CODE	COURSE TITLE	FEE
	Non-Residents add \$10.00	
	Non-Refundable Registration Fee	+ \$3.00
	Endowment Fund Donation	
	<b>TOTAL DUE</b>	<b>\$</b>

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Simsbury Department of Continuing Education  
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Simsbury, CT 06070

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