

New Milford Adult Education

Winter/Spring 2022

**Adult High School, ESL and Enrichment
Learning Opportunities**

A community of lifelong learners, responsible global citizens and
champions of our own success!



<https://newmilford.coursestorm.com>

**388 Danbury Road
New Milford, CT 06776
860-350-6647 x 1170
adulted@newmilfordps.org**

Due to the ever-evolving nature of COVID-19, New Milford Adult Education will continuously monitor the local landscape. Safety precautions are in place to ensure the health and safety of all our students and staff. We are excited to have in person learning for our mandated programs! Everyone entering the building must wear a face mask, covering both nose and mouth. See the New Milford Public School website for the latest district plan for details as per state and federal guidelines.

As of this printing COVID continues to be active and we are, once again, placing enrichment programming on hiatus. We hope to be able to resume programs in the near future when conditions allow.

Eligibility for All Enrichment Programs

Enrichment classes are open to adults age 18 and over unless otherwise stated as in family programs. Residents of other districts are welcome with no additional out-of-district fee.

Eligibility for All Academic Programs

Students enrolling in these free classes must be residents of New Milford or Region 12, be at least 17 years of age, and do not have a United States high school diploma.

Statement of Nondiscrimination

New Milford Adult Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, 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.

Statement of Accommodation

All activities offered by New Milford are held in accessible locations. Accommodations for individuals with disability are available upon request.

Disabilities Contact Persons, Christine Martin and Elaine Donahue, 860-350-6647 X1170.

GED® Test Accommodation

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact GED® Registrar Christine Martin, 860-350-6647 x 1170 or you may contact Sabrina Mancini at the CT State Dept. of Education at 860-807-2110. Sabrina.Mancini@ct.gov.

New Milford Adult Education is in compliance with Connecticut General Statute 10-73a, there is no fee for registration, books or materials to any adult enrolled in the Citizenship, ESOL or high school completion programs.

Room Assignments

Room locations will be posted inside the building entrance. Unless otherwise noted, classes are held at New Milford High School.

There are many reasons to pursue Adult and Continuing Education; whether to advance at work, gain employment, enjoy a personal interest, expand your horizons, satisfy a curiosity, meet new people with common interests, make your world a safer or healthier place or make your life easier or more interesting, New Milford Adult Education has many options for you!

Welcome to the New Milford Adult Education Spring brochure of classes and activities!

If you are planning to complete a high school education or strengthen your English language skills, these are free to all our residents. In addition, we offer a variety of enrichment and general interest classes for community members. Browse through the brochure and register to experience the power of lifelong learning.

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ADULT EDUCATION CLOSURES

1/17 - MLK Day
2/21 - President's Day
4/11 - 4/15 - Spring Recess
5/30 - Memorial Day

OFFICE HOURS

Administrative:
Monday—Thursday; 2:00—8:30 p.m.
Friday by appointment

Guidance:
Tuesday and Thursday 4:00-8:30 p.m.

ADMINISTRATIVE STAFF

Christine Martin, Program Manager, GED Registrar
Joe Neff, Guidance Counselor & Career Specialist
Elaine Donahue, Secretary & Disability Contact

SCHOOL CANCELLATION POLICY



School Closures: Adult Education classes held at New Milford High School will not be held when schools are closed for vacations or holidays. These days can not be counted as a “business day” when needing to withdraw a registration or request a refund within the stated registration or refund policies. High school and ESL classes may be remote for teacher schedule conflicts, day school schedule conflicts or inclement weather.

Inclement Weather: If day school is closed or has an early closing due to inclement weather, there is no Adult Education enrichment that evening. High School and ESL may be remote. If inclement weather begins in the afternoon, please check the New Milford Public Schools website. Closing information will also be posted on TV channels 3, 6, and 8 as well as our Twitter page: @AdultEd_NM. Classes canceled due to inclement weather are made up by adding classes.



Whether you're looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. You'll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course and you'll be able to interact with them and with fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime.

Please note that online classes are for enrichment only and do not fulfill high school requirements or college prerequisites.

Through our partnership with ED2Go we are able to offer more than 300 great online courses & classes. Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. No wonder many strong friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussions, supplementary links, and more. You can complete any courses entirely from your home or office and at any time of the day or night.

www.ed2go.com/nmae

Course sessions begin on the third Wednesday of each month.

Visit the Online Instruction Center for more information.

Requirements: All courses require internet access, email, Adobe PDF plug-in and one of the following browsers: Mozilla Firefox, or Microsoft Internet Explorer (9.0 or above), Google Chrome or Safari.

Some courses may have additional requirements; those are noted in their description. **Unfortunately, no senior discount is available for online classes.** See catalog for cost of class.

Over 300 topics, including:

***ARTS AND DESIGN**

Photography // Web Design // Music Theory // Interior Design

***BUSINESS**

Computer skills // Start Your Own Business // Job Search Skills

***HOSPITALITY**

Event Coordinator // Catering

***HEALTH AND FITNESS**

Nutrition // Helping Elderly Parents // Medical Terminology

To get started:

Visit our Online Instruction Center: www.ed2go.com/nmae

Click the Courses link, choose the department and course title and select 'Enroll Now.' Follow enrollment instructions. Pay for your course, enter your email address and choose a password to enter the classroom. When your course starts, return to our online instruction Center and click the classroom link. To begin your studies, log in with your email address and enter your password.



FREE High School Completion Preparation

Register by phone to schedule an appointment; 860-350-6647
X1170

Students **MUST** be committed to attend class regularly, complete homework assignments weekly, participate in classroom activities and provide their own transportation to all programs.

All students have access to a guidance counselor for career and college planning.

Individuals wishing to enroll in the High School Diploma or GED® Test Preparation programs must meet the following criteria:

- *Must be 17 years of age or older
- *Must be officially withdrawn from day school
- *Must submit a copy of the official withdrawal form with parents signature (for students 17 years old)

Please bring an official transcript from all schools in which you were enrolled, as well as a copy of your withdrawal from day school.

Be prepared to take both a basic Math and English test and complete admission paperwork (approx. 45 minutes long) on the day you register.

CREDIT DIPLOMA GRADUATION REQUIREMENTS

A diploma candidate must accumulate 24 credits which include the following:

**English 4 credits
Math 3.5 credits
Voc Art 1 credit**

**Science 3.5 credits
*Social Studies 3 credits
Electives 9 credits

***Must include 1 credit of U.S. History; .5 credit of Civics.**

****Must include .25 credit of Orientation to Adult Education and .25 Portfolio.**

GED Preparation

(available through distance learning for qualified students)

To enroll in the GED® Test Preparation program, an adult must:

- *Achieve a score greater than or equal to a 236 on the CASAS GOALS Appraisal test
- *Register with GED.com
- *Understand they will be required to take and pass the GED Ready practice series of tests in order to sit for the GED

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Career Center for students!

Our goal is not only to prepare you for a job, but also to help you find a career! Our career specialist is available to assist students in the following areas:

Career Counseling

Guidance in career decisions and assessments available to insure the best educational path to success.

- Recommendations for Career Tech Diplomas and Industry Certifications to enhance employment skills.
- Resume building coaching to help you focus on your particular career choice.

Search for Jobs/Postsecondary Schools and trainings

- Career Center computers available to students for school search, job search, resume construction and on-line job applications.
- Job posting and announcement boards.
- Library and reference materials.



Enrollment for ESL classes is open, based on a first come, first served basis

Register at the Adult Education office, located in New Milford High School. Call 860-350-6647 x1170 for an appointment.

Students will take the placement test and register for classes.

ESL classes begin January 25th

ADVANTAGES TO LEARNING ENGLISH

Employment and Higher Wages – Bilingual workers are in high demand in today's job market. Learn English to increase your employability and provide a higher standard of living for your family.

Further Your Education – You can learn English and continue your education and career path at NMAE. Learning English, earning your high school diploma and taking classes in a career pathway does not have to be an unattainable dream! We can help you reach your goals by creating an educational plan and guide you on the pathway to college and career success.

ESL and Technology – Our ESL Program allows you to learn English through the use of technology. We can help you explore career and job opportunities in high demand.

Sense of Belonging – Learning English will allow you to expand your social network. You will be able to engage in conversations with your children, children's teachers, doctors, co-workers, and friends in the community.

Self-Pride – Learning English is an honorable choice! It takes desire and hard work; but once accomplished, your education and gained skills will create a pathway to your future.

The following classes and their material are offered FREE to the community.

ESL INTEGRATED SKILLS LEVEL 1

After successful completion of this course, students will be able to:

1. GRAMMAR – Identify the verb “be” in the simple present tense and recognize articles, adjectives, and nouns surrounding the verb “be” and identify other verbs, negatives, questions, and short answers in the simple present tense at the introductory level.
2. VOCABULARY – Match very simple definitions to basic vocabulary words from familiar themes (i.e. family, places, daily activities, colors, food, clothes, body parts, workplace).
3. LISTENING – Recognize main ideas and details from introductory level listening passages.
4. SPEAKING/PRONUNCIATION – Cite basic vocabulary words and sounds with correct intonation, construct basic yes/no questions, and state appropriate oral responses to simple questions.
5. READING/WRITING – Identify grammar and content from introductory level reading passages and construct simple sentences in writing using introductory level grammar and vocabulary.
6. WORKPLACE SKILLS- Understand the soft skills required to succeed in the workplace.

Tuesdays and Thursdays 6:45—8:45

Integrated Education and Training: Career/Technical Training options

available for **free** through a partnership with EdAdvance for Qualifying ESL students

Certified Nurse Aide

This 100-hour program includes 52 hours of classroom training and 48 hours of clinical experience in a critical care facility to help prepare students for the Prometric state certification exam. The curriculum includes:

- Communication and Interpersonal Skills
- Residents Rights
- Residents Independence
- Safety and Emergency Procedures including the Heimlich Maneuver, and
- Infection Control

Classes meet from 5:00-9:00 PM on Wednesdays at the EdAdvance office, 355 Goshen Rd in Litchfield or via distance learning and Thursdays from 4:00-10:00 PM at Valerie Manor in Torrington. Students must attend all classes to be eligible to sit for the certification exam.

Food Handler

The Food Handler certificate program is part of the ServSafe series from the National Restaurant Association. Students must pass a 40-question exam that covers:

- Basic Food Safety
- Personal Hygiene
- Cross-Contamination & Allergens
- Time and Temperature
- Cleaning and Sanitation

Classes meet for 16 hours from 6:00-8:00 PM on Mondays starting February 28 via distance learning.

Customer Sales and Service

Customer Service and Sales credential developed by the National Retail Federation focuses on entry-level retail sales and service and ensures that students have the skills and knowledge required for entry-level frontline work in the retail industry. Units include:

- Welcome to Retail
- Know Before You Sell
- Selling and Service
- Performing Your Best
- Workplace Readiness

Classes meet for 40 hours Tuesdays and Thursdays from 6:30-8:30 PM starting February 1 via distance learning.

Warehouse, Inventory, and Logistics

This certificate program developed by the National Retail Federation is for your students or employees who are interested in supply chains or working in warehouses, distribution or fulfillment centers. Topics include:

- How warehouses are designed and operated
- Practice calculating and explaining key performance metrics
- Safety measures
- Explore critical warehousing roles and how to succeed in those jobs.

Classes run for 5 weeks from 6:30-8:30 PM on Mondays for a total of 10 hours beginning February 28 via distance learning.

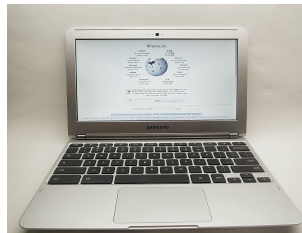
ESL INTEGRATED SKILLS LEVEL 2

After successful completion of this course, students will be able to:

- 1.) GRAMMAR - Apply the present continuous, simple past, future and present perfect tenses, possession, direct and indirect objects, linking verbs, quantifiers, comparatives, superlatives, more advanced modals and conditionals and identify passive voice at the beginning-mid level.
- 2.) VOCABULARY - Define mid level vocabulary words from familiar themes (i.e. health, sports, technology, work) and memorize more complex themes (i.e. phrasal verbs, irregular verbs).
- 3.) LISTENING - Recognize main ideas and details from mid level listening passages.
- 4.) SPEAKING/PRONUNCIATION - Cite mid level content and function words and sounds with correct intonation and create short conversation appropriate for the beginning - mid level.
- 5.) READING/WRITING - Identify grammar and content from mid level reading passages and construct sentences in writing using beginning - mid level grammar and vocabulary.
- 6.) WORKPLACE SKILLS - Explore skills essential to specific career pathways.

Tuesdays and Thursdays 6:45—8:45

ESL ONLINE AND DISTANCE LEARNING



Do you want to learn English? Can't come to class? Join the Distance Learning Program at New Milford Adult Education! The program is designed for students who are unable to attend classes, and for current ESL students that would like more practice outside the classroom. Study on your own time and practice reading comprehension, listening comprehension, grammar and vocabulary. Students must complete homework assignments every week. Meet with an experienced ESL teacher to check your progress, take tests, and get new assignments. We offer online courses, video's and workbooks. Improve your English skills in grammar, writing, vocabulary, reading, speaking, and listening. Learn English at your own pace with study-at home materials for all ESL levels. Some in person meetings/attendance will be required!

We offer Distance Learning online courses for beginning to advanced ESL students. Courses include: U.S.A. Learns and Putting English to Work.. Online students must meet with teacher via google classroom for classroom discussions, to complete work, complete the units, and take tests.

USA Learns

- **The First English Course** is designed for ESL beginner-level adult learners. The video-based activities are sequenced into 20 units of instruction in thematic topics. Activities in each unit build upon previously presented content
- **The Second English Course** is designed for ESL intermediate-level adult learners. Organized into five topics, this course uses a different video story with an instructive plot and interesting characters.
- **The Practice English Course** offers readings based on real-life news stories. Each story contains reading, vocabulary development, comprehension questions, and a writing prompt.
- **USA Learns Citizenship** prepares immigrants for all aspects of the naturalization interview, including: the steps to becoming a U.S. citizen; the N-400 interview practice; civics, reading and writing practice; the naturalization interview and new citizenship.
- **Skills for the Nursing Assistant** course teaches the language and academic skills to help you successfully communicate with patients and co-workers on the job. This course is ideal for students with English skills that are High Intermediate and above. It will help you prepare for a career as a Certified Nursing Assistant or other jobs in the healthcare field.

Putting English to Work

Putting English to Work (1, 2 & 3) combines Vocational ESL with life skills training designed to help students excel in the workplace, at home, in their families and communities.

This series of DVD lessons and accompanying workbooks uses real-life situations to teach ESL. Participants can use this independent study program to practice listening, speaking, reading and writing English. Lessons are grouped into 20 units (4 lessons per unit), each focusing on a different life skill. The corresponding workbook provides a review section at the end of each unit.



For more information on these programs please speak with staff at registration.

COMMUNITY CULINARY/HOSPITALITY OFFERING

SERVSAFE® FOOD SAFETY CERTIFICATION '22

No Senior Discount

Available

Become a Certified Food Protection Manager and become more valuable to your current or future employer or a better manager for your own operation. Food and customer safety are top priorities. Many municipalities require that every food service operation employ both a Qualified Food Operator (QFO) and an alternate. Their responsibilities not only include food safety, but staff training as well. Learn to prevent an outbreak of foodborne illness in your operation while earning your mandatory state QFO certification.

This class was developed by the National Restaurant Association Educational Foundation. Successful completion of the course and final exam, administered during the last class, will provide you with a Food Protection Manager Certification and wallet ID card. Certification is accredited by the American National Standards Institute (ANSI) - Conference for Food Protection (CFP). CT Food Safety Code requires at least one certified food operator per establishment. A textbook, to borrow only, will be available at New Milford High School in advance of class. Class fee includes Certification Exam.

Requirements: Valid picture ID and commitment to take text book home for study prior to class. ServSafe® Manager 7th Edition is used in class. www.plumsafety.net

Instructor: Rob Parrinello 2 Classes : 5:00 pm—9:00 pm \$215

Choose from 2 different sessions.

Session 1: Monday, 3/21 and 3/28 OR Session 2: Monday, 5/16 and 5/23



CERTIFICACIÓN DE SEGURIDAD ALIMENTARIA SERVSAFE®

(Esta clase fue desarrollada por la Fundación Educativa de la Asociación Nacional de Restaurantes)

A TODOS LOS PROFESIONALES DE SERVICIOS DE ALIMENTOS Y HOSPITALIDAD

No hay descuento para personas mayores disponible para estas clases de certificación

Conviértase en un Gerente Certificado de Protección de Alimentos y sea más valioso para su empleador actual o futuro o un mejor gerente para su propia operación. La seguridad alimentaria y del cliente son las principales prioridades. Muchos municipios requieren que cada operación de servicio de alimentos emplee tanto un Operador de alimentos calificado (QFO) como un suplente. Sus responsabilidades no solo incluyen la inocuidad de los alimentos, sino también la capacitación del personal.

Aprenda a prevenir un brote de enfermedades transmitidas por alimentos en su operación mientras obtiene su certificación QFO estatal obligatoria. Esta clase fue desarrollada por la Fundación Educativa de la Asociación Nacional de Restaurantes. La finalización exitosa del curso y el examen final, administrado durante la última clase, le proporcionará una Certificación de Gerente de Protección de Alimentos y una tarjeta de identificación de billetera. La certificación está acreditada por el American National Standards Institute (ANSI) - Conferencia para la Protección de los Alimentos (CFP). El Código de Seguridad Alimentaria de CT requiere al menos un operador de alimentos certificado por establecimiento. Un libro de texto, solo para pedir prestado, estará disponible en New Milford High School antes de la clase. La tarifa de la clase incluye el examen de certificación. **Requisitos: identificación válida con fotografía y compromiso de llevar el libro de texto a casa para estudiar antes de la clase. ServSafe® Manager 7th Edition se usa en clase. www.plumsafety.net.**

Fee \$ 215 Instructor: Elizabeth Ramos

Cada sesión del curso se lleva a cabo en dos (2) Lunas consecutivos de **5:00 p.m. a 9:00 p.m.**

SESIÓN 1: 2/28 and 3/7

Cada sesión del curso se lleva a cabo en dos (2) Lunas consecutivos de **5:00 p.m. a 9:00 p.m.**

OR SESIÓN 2: 4/25 and 5/2

Seating Availability: Registration for enrichment courses is on a first-come, first-served basis.

Registration Availability: Registrations are accepted once our brochure is available and our website is live.

Who May Enroll: Enrichment classes are **only open to adults age 18 and over** unless otherwise stated. Class fees must be paid in full prior to inception of any class. No one is permitted to attend class for one evening as a drop-in for an amortized rate. Registrations after a class has begun still require full registration fee. Residents of other districts are welcome with no additional out-of-district fee.

Senior Discount: A 10% discount is given to enrollees age 62 and over **for some classes**. When registering **Online:** Enter appropriate promo code: **seniorsF21** and hit **Apply Button** or it will not register. When registering **By Mail:** note **seniorsF21** on brochure registration form. **This discount does not apply to Certification Classes, Ed2Go Classes, Bundled Classes, Trips or classes with fees of \$35 and under.**

Email addresses are requested for all registrations so that all registrants can be contacted electronically if there are any course changes or cancellations.

Register Early. Please register at least 2 weeks prior to the start date of class to avoid course cancellation. If there are not enough registrations by the week before the class, the course may be cancelled.

Online registrations are available by visiting www.newmilford.coursetorm.com. Online payment is available via credit or debit card. A minimal fee applies. **Agreement to having read and understood our policies is required.**

Mail – In registrations can be made by filling out our registration form completely, **inclusive of your signature, indicating that you have read and agreed to our policies**. Payment is only available by check (made payable to New Milford Adult Education) and can be sent to New Milford Adult Education, 388 Danbury Road, New Milford, CT 06776.

Walk-In registrations can only be accepted during New Milford Adult Education business office hours Monday through Thursday from 3:00pm to 8:30pm. Fully completed registration forms, **inclusive of your signature, indicating that you have read and understood our policies**, must accompany payment.

Gift Certificates: Gift certificates are available upon request.

Fees: A \$25.00 fee will be charged for any returned check

Pay By Check! Save the credit card fees and pay by check. Print or download the registration form, fill it out and mail it with your check to: New Milford Adult Education, 388 Danbury Road, New Milford, CT 06776. Registration form is the last page of our brochure and can also be downloaded from the Adult Education page on the New Milford Public Schools website. <https://www.newmilfordps.org/adulteducation>

Cancelling your registration: Trips and Classes require a minimum number of attendants to run. Class refunds will only be issued if you withdraw your class registration *five (5) business days, prior to the course's scheduled start date *(**not including dates the school is closed**). If you wish to cancel within the allowable time frame, please do so by contacting us via email at adulthood@newmilfordps.org or by phone at 860-350-6647 x1170 during business hours. (see page 1)

No refunds can be given once a class begins. If a class is cancelled mid-stream, an amortized refund will be issued. A student's absence/s from a class does not result in a refund, credit or make-up.

Course Cancellations: Full refunds will be given if a course is cancelled by New Milford Adult Education due to insufficient registrations or unforeseen circumstances. Notification of cancellations will be sent electronically upon immediate notification of the former and *two (2) business days before the class was scheduled to begin for the latter. Classes missed due to inclement weather will be made up. If an instructor is not able to do so, an amortized refund will be given.

Bus Trips: Run rain or shine, and are non-refundable unless the trip is cancelled. Senior discounts do not apply.

**New Milford Adult Education
2022 ENRICHMENT REGISTRATION FORM**

*Indicates mandatory field

Name:		
Address:		
City:	State:	Zip
*COURSE TITLE:	*START DATE OF CLASS:	*COURSE COST:
<p>I have read, understood and agree to all the New Milford Adult Education Policies noted throughout catalog</p>		
*SIGNATURE		*DATE
<p>Enrollment Confirmations will be sent by email when registering for classes when an email address is provided. Confirmations can be mailed by U.S.P.S. when requested with a self-addressed, stamped envelope.</p>		

ONLINE REGISTRATION: www.newmilford.coursestorm.com

The New Milford Board of Education provides public education for children in grades Pre-K to 12 who are residents of the town of New Milford, CT. As part of its education program, the New Milford Board of Education offers vocational education and training to eligible students. As is the case regarding all of the schools district's programs and activities, all vocational opportunities are offered without regard to race, color, national origin, sex, disability or any other basis prohibited by law. For questions or complaints regarding the district's policy of non-discrimination, please contact the Title IX section 504 Coordinator :

Section 504 Coordinator; Title IX Coordinator for Students:

Holly Hollander, Assistant Superintendent // New Milford Board of Education // 50 East Street, New Milford, CT 06776 // 860-354-3235

Title IX Coordinator for Staff:

Human Services // New Milford Board of Education // 50 East Street, New Milford, CT 06776 // 860-210-2200