



Bloomfield Public Schools | Raising the Bar is Taking us Far

BLOOMFIELD CONTINUING AND ADULT EDUCATION PROGRAM



Spring 2019

Audrey Nathan - Director

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BLOOMFIELD ADULT AND CONTINUING EDUCATION PROGRAM

AUDREY NATHAN, DIRECTOR

BLOOMFIELD PUBLIC SCHOOLS

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Nondiscrimination:

Bloomfield Adult and Continuing Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in 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. Inquiries regarding the Bloomfield Adult and Continuing Education Program nondiscrimination policies should be directed to Audrey Nathan, Director, (860) 286-2637.

General Accessibility and Accommodation:

All activities offered by The Bloomfield Adult and Continuing Education Program are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Howard Dashefsky at (860) 286-2637.

General Educational Development (GED®) Test Accommodations:

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact Michael Bailey at 860-286-2637 or you may contact Sabrina Mancini at the Connecticut State Department of Education at (860) 807-2111.

No Charge for materials for mandated courses:

In compliance with Connecticut General Statutes Sec.10-73a there is no fee for registration, books or materials to any adult enrolled in the Citizenship, ESL or high school completion programs.

REGISTRATION

Academic and Leisure Time courses are open to individuals 17 years of age and older. Registration will be held Tuesday, February 5, 2019 and Wednesday, February 6, 2019 from 6:00 P.M. - 7:30 P.M. at the Carmen Arace Middle School. **Bring a #2 pencil.**

A State of Connecticut driver's license or Connecticut photo ID is required upon registration to qualify for residency. Please see page No. 8 for more information.

A 17 year old or 18 year old wishing to enroll in a mandated adult education class must have an official withdrawal slip from the last Connecticut high school they attended and an attestation from a guidance counselor or administrator of the school. Withdrawal forms for 17 years old must include the signed consent of a parent or guardian.

NO personal checks will be accepted. Please bring **EXACT AMOUNT** in cash, money order, or bank check.

Separate payments are required for each course.

Registration for the GED test: The last full week of each month (Monday, Tuesday and Wednesday).

CALENDAR

Classes begin: Tuesday, February 19, 2019

Classes end: Wednesday, May 8, 2019

No classes on the following dates: April 8, 9 and 10, 2019.

Bad weather cancellation: No evening classes will be held if day school and after school activities are cancelled due to inclement weather.

For Leisure Time Classes Only: Be sure to **CALL (860) 286-2637** within 24 hours of the first class meeting to confirm that the class will be held. A message will be on our answering machine.

TUITION

GED, ABE, or ESL students and American Citizenship courses are **free** to **Bloomfield residents**. Senior citizens age 65 and over may take **one Leisure Time course** by paying the service fee only (**excluding Computer, and Zumba courses**).

Tuition appears on the course summary sheet. The service fee covers the application fee, class supplies, brochure printing and mailing, and A-V equipment.

A FULL refund will be given for withdrawals prior to the first class meeting. NO refunds will be given after the first class meeting.

Connecticut State Diploma (GED)



The GED program is a FREE 10 week per semester course designed to review the five areas found on the High School Equivalency Examination. All materials will be provided for the participants. GED classes will meet three times a week: Monday, Tuesday, and Wednesday from 6:00 P.M. - 8:00 P.M.
Instructors: G. Sailor
M. Moulton

American Citizenship Preparation



This is a FREE program designed to prepare prospective citizens for the citizenship exam. Students will study United States History, and American Customs and Culture. All materials will be provided for the participants. This class will meet on Wednesdays for 8 weeks per semester from 6:00 P.M. - 8:00 P.M.
Instructor: H. Dashefsky



Adult Basic Education (ABE)

The ABE program is a FREE 10 week semester course designed to assist English-speaking adults in basic **Reading, Writing and Mathematics skills**. ABE classes will meet two times a week: Monday and Tuesday, from 6:00 P.M. - 8:00 P.M. Diagnostic testing is utilized to determine level of proficiency.
Instructor: G. Sailor

Counseling

All GED, ABE, or ESL students will be contacted by the Continuing Education Guidance Counselor to review their program of studies, test scores and to offer advice and information designed to assist in personal, academic or career growth.



English as a Second Language (ESL)

The ESL program is a FREE 10 week semester course designed to provide non-English speaking adults with beginning and intermediate English-speaking skills. All materials will be provided for the participants. ESL classes will meet two times a week: Monday and Tuesday, from 6:00 P.M. - 8:00 P.M.
Instructor: P. Nunes

Inglés como Segundo Idioma (ESL)

El programa de **ESL** es GRATUITO por 10 semanas por semestre. Este curso es para adultos con conocimientos básicos o intermedios del idioma inglés. Se proporcionarán todos los libros y materiales a los participantes. Las clases son los lunes y martes, de 6:00 P.M. a 8:00 P.M.
Instructor: P. Nunes



Mindfulness

Give yourself the gift of inner peace

Modern science has proven a mindful practice can improve your overall health and life. Come to find out how a mindful practice can improve your health and daily living by enlisting in an introduction class.

The class will teach the basic principals and techniques of developing mindfulness.

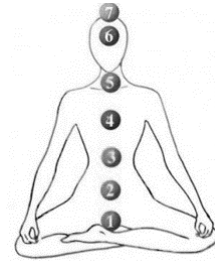
The class will teach health benefits of a mindful practice while reducing the stress of daily demands and conflicts.

Instructor: M. Donnelly



Zumba

Come join FLYY Fitness Healing & the Arts for Zumba® FLYY Style! Zumba® is a celebration of international dance and music. Zumba® sets include Salsa, Merengue, Cumbia and Reggaeton. Additionally, we have Hip Hop, Belly Dance, Mambo, Cha Cha and others! No need to know how to dance, or even have rhythm...just come and have fun! Sessions are 8 weeks for \$40 residents, \$50 non-residents. Not sure about it? Give it a try for a \$5 drop in. We know you'll have fun! Instructor: A. Valentine



Introduction to the Seven Chakras

Chakra is an old Sanskrit word that literally translates to wheel or disk. There are seven main chakras or energy centers in our bodies.

Immerse yourself in a seven-week chakra journey where you will learn the importance of opening and balancing each of your seven energy centers in order to help maintain a healthy vibrant self! All classes will end with a guided meditation focusing on the particular chakra we have discussed. Instructor: K. Diamond

LOOKING FOR NEW INSTRUCTORS!!

In an effort to continue to bring new and exciting courses to the Community, Bloomfield Continuing and Adult Education is always looking for new instructors to bring their talent to us. Certifications for certain classes may be required. If you have a particular skill and an interesting topic that you would like to share with other adults, please fill out the form below and mail it to:

Bloomfield Continuing Adult Education
390 Park Avenue
Bloomfield, CT 06002

Name _____

Address _____

City _____ State _____ Zip Code _____

E-mail _____ Phone: _____

Course Description: _____

Bring 5 people, get your course free!!

COMPUTER LITERACY COURSES

All people must pay full price for technology classes, including senior citizens
Each student is responsible for providing his/her own "USB Flash Drive"

Introduction to Microsoft Word

This course is designed to help the student feel comfortable using computers and to become productive using technology. With the use of computers and word processors, what used to seem impossible is now possible! Some of the skills that will be covered in this class are: typing and formatting a document; saving and opening a document for later use; editing, cut, copy and paste, spell check, tables and mail merge.

Class size is limited.

Instructor: BBV Consulting

Power Point

Learn Power Point in four weeks. You will be guided step-by-step in the creation of a presentation. Other topics include: using the master slide; creating charts, animations and transitions within your presentation; formatting techniques; inserting pictures into your presentation; and running the show. You must be mouse-proficient in order to take this class.

Class size is limited

Instructor: BBV Consulting

Microsoft Word 102 (Advanced)

This course will include: setting up a newsletter, utilizing text effects, Clip Art, Word Art, and enhancing E-mails.

Class size is limited.

Instructor: BBV Consulting

Microsoft Excel

This class is an introduction to Microsoft Excel. Learn how to do spreadsheets, mathematical problems, and much more. This program is being used more and more in today's business world as well as being utilized by individuals for home budgets.

Class size is limited.

Instructor: BBV Consulting

Smart Phone

Do you want to learn how to use your Smart Phone effectively for texting, e-mail, internet and all the valuable "apps" that are available?

Class size is limited

Instructor: BBV Consulting



Google Docs

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here is what you can do with Google Docs:

Upload a Word document and convert it to a Google document; add flair and formatting to your documents by adjusting margins, spacing, fonts, and colors; invite other people to collaborate on a document with you, giving them edit, comment or view access; collaborate online in real time and chat with other collaborators; view your document's revision history and roll back to any previous version; download a Google document to your desktop as a Word document; translate a document to a different language; and e-mail your documents to other people as attachments.

Class size is limited.

Instructor: BBV Consulting

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COURSE SELECTIONS

- For additional information call 860-286-2637.
- No evening classes if the day school is canceled or dismissed early.
- Bring photo ID and proof of Bloomfield Residency to registration.

CLASS/POSITION	STAFF	SESSIONS	DAY	BEG. DATE	TIME	TUITION	SERVICE FEE
ABE	G. Sailor	10 weeks	Mon.	Mon. Feb. 25	6:00-8:00 PM	FREE	FREE
GED Prep.	M. Moulton G. Sailor	10 weeks	Mon.-Wed.	Tues. Feb. 19	6:00-8:00 PM	FREE	FREE
ESL	P. Nunes	10 weeks	Mon. & Tues.	Tues. Feb. 19	6:00-8:00 PM	FREE	FREE
Citizenship	H. Dashefsky	8 weeks	Wednesday	Wed. Feb. 20	6:00-8:00 PM	FREE	FREE
Facilitator/ Data Administrator	M. Bailey						
GED Test Registrar	M. Bailey						
Office Manager	A. Frazier						

The first day of class for all NEW students is Monday, February 11, 2019 at 6:00 PM

State Assistance Available

Registration for the GED Test: The last full week of each month (Mon., Tues. and Wed.)

Do you need help in getting a job, developing a resume or exploring career options?
 Visit your **One Stop Center** (Connecticut Works) in Hartford at 3580 Main Street or call
 (860) 522-6550, extension 330.

The Education and Employment Information Center (EEIC) is a statewide referral service of the Connecticut Department of Higher Education. The EEIC hotline operates from 9:00 A.M. to 4:00 P.M. every weekday except holidays. A trained information specialist will either answer your question immediately or direct you to the proper source. They can tell you about educational offerings at all levels including college, adult continuing education and job training programs. They also provide career information, such as job descriptions and services designed to help you find a job. Hotline: 800-842-0229 and (860) 947-1810. E-mail: eeic@ctdhe.org.

PROOF OF RESIDENCY

Picture ID

1. Driver's License
2. State ID

If addresses do not agree with picture ID, applicant must bring an original of one of the following:

1. Utility bills: electric, phone, gas, cable
2. Rental agreement
3. Major credit card bill
4. Auto registration
5. Auto insurance

Envelope must have a current address, the name exactly as it appears on the picture ID (especially Jr. or Sr.) and must have a current postmark---one month or less.

COURSE SELECTIONS

(**Nonresident fee** for Leisure Time Course - an additional **\$10.00**)

- **Bring exact amount in cash or money order. No personal checks accepted.**
- Service Fee covers the Application Fee, Class Supplies, Brochure Printing and Mailing, the use of A-V Equipment and Rental Fees.
- For additional information call 860-286-2637.
- No evening classes if the day school is canceled or dismissed early.
- No refunds will be given after the first class meeting.
- Seniors' policy is on page 3.
- Bring photo ID and proof Bloomfield Residency with you to registration

LEISURE	TEACHER	SESSIONS	DAY	BEG. DATE	TIME	TUITION	SERVICE FEE
MS Word 101	BBV Consulting	6 sessions	Tues.	Feb. 19	6:00-8:00 PM	\$90.00	\$10.00
MS Excel	BBV Consulting	6 sessions	Wed.	Feb. 20	6:00-8:00 PM	\$90.00	\$10.00
MS Word 102	BBV Consulting	4 sessions	Tues. & Wed.	April 2	6:00-8:00 PM	\$60.00	\$10.00
Smart Phone	BBV Consulting	2 sessions	Tues.	April 23	6:00-8:00 PM	\$50.00	\$10.00
Power Point	BBV Consulting	4 sessions	Tues.	April 30	6:00-8:00 PM	\$60.00	\$10.00
Google Docs	BBV Consulting	3 sessions	Wed.	May 1	6:00-8:00 PM	\$60.00	\$10.00
Zumba	A. Valentine	8 sessions	Wed	Feb 20	6:30-8:00 PM	40.00	10.00
Introduction to the 7 Chakras	K. Diamond	7 sessions	Wed.	Feb. 27	6:30-8:00 PM	\$40.00	\$10.00
Mindfulness	M. Donelly	8 sessions	Wed.	Feb. 27	6:00-7:00 PM	\$40.00	\$10.00

Thank you for enrolling in Bloomfield Adult and Continuing Education. Be sure to check the Course Selection Table for the date of your first class. Call our office 860-286-2637, the Friday before the first class to see if your class is being held. A notice will be on the answering machine for classes being held.



ACADEMIC CALENDAR 2018-2019

<p>DAYS: 0</p> <p>4 Independence Day: schools and offices closed</p> <p>9-27 Summer Academy</p>	<p>JULY 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>DAYS: 21</p> <p>1 Observance of New Year's Day: schools and offices closed</p> <p>21 Martin Luther King Day: schools and offices closed</p> <p>23 Professional Development: early dismissal PreK-12</p>							
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<p>DAYS: 3</p> <p>27 Convocation</p> <p>28 Teacher Professional Development</p> <p>29 First day of school</p>	<p>AUGUST 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>DAYS: 18</p> <p>18 Presidents' Day: schools and offices closed</p> <p>19 Professional Development: schools closed</p>							
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<p>DAYS: 18</p> <p>3 Labor Day: schools and offices closed</p> <p>26 Professional Development: schools closed</p>	<p>SEPTEMBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>DAYS: 21</p> <p>27-29 Parent Conferences: early dismissal PreK-12</p>
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<p>DAYS: 22</p> <p>8 Columbus Day: schools and offices closed</p> <p>24 Professional Development: early dismissal PreK-12</p>	<p>OCTOBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>DAYS: 16</p> <p>8-12 Spring Recess: schools closed</p> <p>19 Good Friday: schools and offices closed</p> <p>24 Professional Development: early dismissal PreK-12</p>							
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<p>DAYS: 18</p> <p>6 Election Day: schools closed Professional Development</p> <p>21-23 Thanksgiving Recess: schools and offices closed</p>	<p>NOVEMBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>DAYS: 21</p> <p>15 Professional Development: schools closed</p> <p>27 Memorial Day: schools and offices closed</p>							
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<p>DAYS: 15</p> <p>5-7 Parent Conferences: early dismissal PreK-12</p> <p>24-31 Holiday Recess: schools closed</p> <p>24, 25 Observance of Christmas Eve and Christmas: offices closed</p>	<p>DECEMBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>DAYS: 7</p> <p>11 Projected last day of school (180th day): early dismissal</p>
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