Berlin Adult Education

SPRING 2020

Berlin Adult Education
139 Patterson Way
Berlin, Connecticut 06037
860.828.8135

Judy Michalski, Director
Mary Pacyna, Office Assistant

Free Classes: GED, English as a Second Language and Citizenship

ADMISSION: All enrichment and non-credit courses are offered to residents and non-residents who are 17 years of age or older. High School students may attend enrichment classes with the permission of the principal.

EARLY REGISTRATION DISCOUNT: If Berlin Adult Education receives your registration on or before **Friday, January 31, 2020**, you may reduce the course tuition fee by $2.50. Forms received after this date will not be eligible for the discount.

CLASS CANCELLATION: Unless otherwise noted, evening classes are held on days when Berlin Public Schools are in session. If schools are closed due to inclement weather, or for any other reason, an announcement will be made on NBC-30 and WFSB after 2:00pm.

REFUNDS: Refunds will only be given if, 1) Adult education cancels a class, or 2) a class is full. We cannot issue refunds if course dates are changed due to inclement weather. A voucher will be issued if a request is made in writing.

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REGISTRATION: All registrations for enrichment courses must be completed through the Adult Education office (no exceptions). Registrations will be accepted on a first-come, first-served basis. Mail-in registrations begin immediately. **Payment** must be included.

CONFIRMATIONS: Unless you are notified by phone or mail to the contrary, assume you are enrolled and your class will meet as scheduled. No written confirmation will be mailed to you. In the event that a class is canceled, every attempt will be made to notify you. Berlin Adult Education reserves the right to cancel courses due to low enrollment.

GENERAL ACCESSABILITY and ACCOMMODATION: All activities offered by Berlin Adult Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Judy Michalski at 860.828.8135.

PLACEMENT TESTING: GED, ABE and ESL placement testing will be held **Tuesday, Jan 21– Thursday, Jan 23, 2020 from 5:30-8:00pm**

SEXUAL HARASSMENT: The Berlin Board of Education prohibits sexual harassment or intimidation of its students and employees. Any student or employee who believes he or she has been the subject of discrimination/sexual harassment should contact the Adult Education Director at 860.828.8135.

STATEMENT OF NON-DISCRIMINATION: The Berlin Board of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and it does not discriminate in any employment practice, educational 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 Berlin Adult Education nondiscrimination policies should be directed to **Judy Michalski at 860-828-8135**

STUDENT REGULATIONS: Smoking or use of tobacco and/or alcoholic beverages is not permitted in any school building or on school grounds at any time.

No Classes: Feb 17 & 18, Mar 12 and April 13-16

Course Registration Form Spring 2020

Name: _____

Address: _____

Home/Cell: _____ **Work Phone** _____

Email: _____

Berlin Resident _____ **Non-Resident** _____ **Berlin Senior Citizen (65+)** _____

Courses	Tuition	Discount
1.		
2.		
3.		
4.		

Check or Money Order made payable to:

Berlin Adult Education
Berlin High School
139 Patterson Way
Berlin, CT 06037

Please cut out this form and mail it to Berlin High School at the address above.

MANDATED COURSES: ALL COURSES LISTED BELOW ARE FREE!

ENGLISH AS A SECOND LANGUAGE

Mondays and Wednesdays

Beginning	Room 1104	6:30-8:30pm
Intermediate	Room 1103	6:30-8:30pm
14 Weeks		**Begins January 27**

ESL classes can help you improve your English, reading and writing skills, give you conversational practice, and develop skills needed for employment, education or family and neighborhood life.

CITIZENSHIP CLASSES

Thursdays	Room 1105	6:30-8:30pm
10 Weeks		**Begins February 20**

This course is designed to prepare prospective United States citizens for the Naturalization examination.

GED/ABE CLASSES

Mondays	Social Studies	6:30-8:30pm
Tuesdays	Science	6:30-8:30pm
Wednesdays	Writing	6:30-8:30pm
Thursdays	Mathematics	6:30-8:30pm
14 Weeks		**Begins January 27**
	Room 1105	

These classes will prepare students for the GED test. Any resident who is at least 17 years of age and who has been officially withdrawn from school is eligible to enroll in the GED classes.

Berlin Adult Education is in compliance with CT General Statutes Sec. 10-73a and does not charge fees for registration, textbooks or materials used in mandated program areas.

BASIC SKILLS/TUTORING

Mondays – Thursdays

10 Weeks **By appointment**

The Basic Skills course offers skill enhancement in Mathematics and English language skills (reading, writing, spelling and grammar).

GED TEST REGISTRATION

GED Registrar: Judy Michalski

Please call 860.828.8135 with any questions that you may have, or stop by the Adult Education office on the first floor of Berlin High School.

Accommodations on the GED Test are available for qualified individuals. For further information, contact Judy Michalski at 860.828.8135 or GED Coordinator, Sabrina Mancini for the State Department of Education at 860.807.2110

Experiencing learning difficulties? If you need additional help with learning the course content, please speak with Judy Michalski, Director. Additional assistance is available to any student experiencing difficulty with any of the classes. Please call 860.828.8135.

Berlin Adult Education Enrichment Classes SPRING 2020

Art and Dance

Hip Hop Dance for Beginners

Deanna Roncaioli — Hubbard
4 Weeks — Wednesday
6:30-7:30pm — Feb 5-Feb26

Hip Hop dance is fun and great exercise! Each week we will learn an upbeat and fun routine. Absolutely no experience with any dance is required. Please wear sneakers and bring water.

Resident: $30 **Non-resident: $33**

Wine Glass Painting

M. Pacyna
J. Michalski — BHS Pottery
1 Week — Tuesday
6:00-8:30 — April 7

Cheers! Uncork your creativity! Bring your friends and join us for a fun-filled evening painting your own wine glass. From the seasoned painter to the novice, we're sure you'll have the perfect place to unwind and have fun. Step by step instruction and all materials will be provided for you. Create your own one-of-a-kind masterpiece. There will be some special surprises. Are you curious?

Resident: $15 Non-resident: $18

Art and Dance

This class is free

Berlin Historical Society Story Share

BHS Video Amphetheater
1 Weeks — Thursday
6:00-8:00pm — February 27

The Berlin Historical Society brings its acclaimed StoryShare to Berlin Adult Education with a program on Kensington Village; the history of how it began, and stories from the past. This is an interactive program where longtime residents are asked to bring THEIR memories of life in Berlin. For newer residents, it is an opportunity to learn about Berlin's history and ask questions about how we came to be. You will be treated to memories of the Yankee Peddler Days, Summer block dances, Uncle Miltie, the Kilby House, and much, much more.
Come join us and share your experience of Berlin

Health and Wellness

Gentle Yoga

Leah Maille — BHS Yoga Room
6 Weeks — Tuesdays
6:45:8:00pm — March 3-April 7

Experience peace in a slower-paced class for all levels. Classes include a variety of postures, pranayama (breathing techniques), and savasana (deep relaxation) to conclude the class. Bring a sticky mat and wear comfortable clothing. Bring props (strap and blocks) if you wish, but not mandatory.

Resident: $65 **Non-resident: $68**

Health and Wellness

Brazilian Jiu-Jitsu

Fernando Sabenca — BHS Yoga Room
6 Weeks — Thursday
6:30-8:00pm — Feb 6 to March 19
(no class Mar 12)

Learn how to defend yourself by applying the concepts of Brazilian Jiu-Jitsu with technique, leverage, and ground moves. Brazilian Jiu-Jitsu is a martial art, a sport and a method for promoting physical fitness and building character. Fernando Sabenca, holds a black belt in the sport and has won many competitions at all Levels.
Join our class and grow your confidence, improve your coordination, enhance your flexibility and release daily stress.

Resident: $70 Non-resident: $73

Perfume Crafting

Katie Marquis — Room 1700
1 Week — Monday
6:30-8:30 — April 27

Craft your own high-end perfume without chemicals (and no headaches) using essential oils such as Rose, Jasmine, Neroli, Bergamot, Frankincense and more. You can pick among fragrances to choose your signature scent. We will also learn how to use oils to reduce stress, improve sleep, focus, for skin and immune support, soothe muscles and joints, manage appetite and more. A fee of $25 is payable to the instructor for supplies.

Resident: $25 Non-resident: $28

Health and Wellness

Chemical Free Cleaning Hacks

Katie Marquis — Room 1700
1 Week — Thursday
6:30-8:30 — March 19

Feeling overwhelmed by going chemical free but not sure where to start? I'll teach you the best hacks to clean the natural way and save money using everyday ingredients and essential oils. We'll discuss what chemicals to watch out for, how to use essential oils, and how to incorporate them into your daily life for cleaning, You will have the opportunity to make four oil-infused cleaning products to take home. A $20.00 fee is payable to the instructor for supplies.

Resident: $25 Non-resident: $28

Retirement & Business

Understanding Trusts

Brendan Daly — Room 1106
1 Week — Wednesday
6:00-7:30pm — March 18

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, and Testamentary. In a nutshell, a trust is an ownership 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 will 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.

Resident: $25 Non-resident: $28

Retirement & Business

You Really Need to Have an Estate Plan (Learn Why)

Brendan Daly — Room 1106
1 Week — Wednessday
6:00-7:30pm — March 4

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 okay 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, 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 is a good chance that it needs updating because laws often change. All students will receive an easy-to-understand estate planning guidebook written by our attorneys

Resident: $25 Non-resident: $28

Medicare 101- Turning 65 Soon?

Rob Pun — Room 1106
1 Week — Tuesday
6:30-7:30pm — March 10

If you're turning 65 this year, you need to attend this informational class! Having difficulty understanding all of the Medicare materials arriving in your mailbox? You are not alone. Learn how and when to enroll in Medicare and how to choose the right plan that addresses your specific health needs. We will also discuss the very important Medicare Savings Program. All are welcome.

Resident: $25 Non-resident: $28

Berlin Adult and Continuing Education provides these courses as a public service and does not endorse or recommend any product or service mentioned in connection with these courses.

Berlin Senior Citizens:
Deduct an additional $2.00 per class
Early Registration Discount:
Deduct an additional $2.50 per class if your registration is received by January 31, 2020

Retirement & Business

Retirement Planning

Matt Kennelly — Room 1107
2 weeks — Wednesday
6:00-7:30pm — Mar18-Mar 25

Are you retiring… or thinking about retiring? Going to work every day and bringing home a paycheck is oftentimes the easy part. Turning your retirement savings into a paycheck down the road can be the hard part. People want to make sure they have enough money to live comfortably in retirement. How much money do you need to save, and what's the best place to save it? Have you thought about the best way to maximize your Social Security benefits? What's your game plan for medical insurance, and how will you pay for it? As people get ready to retire, these are some of the questions they're asking. This 2-week education enrichment course will address these questions and other topics related to planning for retirement.

Resident: $40 Non-resident: $43

Self Enrichment

Resume Writing

Nikki Sambitsky — Room 1106
3 weeks — Tuesday
6:30-8:30pm — Mar 3 to Mar 17

For most people, writing a good resume is tough and it takes time. A resume is a document that showcases your work experience, education and skills. In this course, you will learn what to write in a resume, what the format is and what skills to include in your resume. You will also learn how to write an effective cover letter to apply for a job.

Resident: $40 Non-resident: $43