



Needham Community Education

# ADULT PROGRAMS



## Needham Adult Education Catalog

***Summer enrichment  
programs for high  
school students,  
college students  
and adults!***

# Summer 2019

Register online at [www.schoolpay.com/link/S19Adult](http://www.schoolpay.com/link/S19Adult) or at 781-455-0400 x5 (Mondays-Fridays, 9AM-4PM)

## High School and College Prep Offerings

### HELP RELIEVE HUNGER: GREATER BOSTON FOOD BANK

Greater Boston Food Bank: 70 South Bay Ave., Boston; [www.gbfb.org](http://www.gbfb.org)

Ages: 16 and older

Instructor: Ken Lundberg, Pollard English Teacher

Earn 30 hours of community service credit volunteering at the Greater Boston Food Bank -- the largest hunger-relief organization in New England. The GBFB mission is to provide at least one healthy meal per day to everyone in need in eastern Massachusetts. Volunteers work in the warehouse, inspecting, sorting, and packing food and grocery products that will be distributed to local food pantries, shelters, youth programs, senior centers, and community meal programs.

Mr. Lundberg will commute both ways with the students and work alongside them. Participants will meet the instructor at the Needham Center Commuter Rail each morning. **Bring money for the train and lunch.** Check email the previous evening for updates. Limited to 6.

#### Session 1

**July 8-12 (approximately 8:30AM-4:30PM Monday–Wednesday; 8AM-1PM Thursday-Friday)**

**Fee: \$280**

#### Session 2

**July 15-19 (approximately 8:30AM-4:30PM Monday–Tuesday; 8AM-1PM Wednesday-Friday)**

**Fee: \$280**

### FULL SAT PREP COURSES

For the summer sessions of the SAT Prep courses, 8 of the 11 classes will take place during the summer. To ensure students get preparation and practice closer to the date when they take/retake the SAT test, the remaining 3 classes may be taken in a future NCE SAT Prep program. **Note:** Students should bring a pencil and calculator to each class.

*SAT Test Prep Coordinator: Brian Herrmann, NHS English Teacher*

#### WHY YOU SHOULD SELECT AN NCE TEST PREP PROGRAM:

**PRICE:** NCE test prep classes are 30% less than a comparable commercial offering.

**VALUE:** Low student/teacher ratio (average 8/1), and 3 practice tests included in the full test prep course.

**QUALITY:** Well-structured curriculum with seasoned instructors.

**RESULTS:** The majority of students see meaningful results.

**CONVENIENCE:** All classes are held at NHS.

**FAMILIARITY:** All instructors are current or retired NHS staff members.

**Location:** Needham High School, Rooms 452 and 455

**Mondays & Wednesdays**

**Dates:** June 24-July 22 (practice tests June 24 and July 15; no class 7/3)

**Time:** 5-7:30pm (5-9PM practice test dates)

**Fee:** \$665

Register online at [www.schoolpay.com/link/S19Adult](http://www.schoolpay.com/link/S19Adult) or at 781-455-0400 x5 (Mondays-Fridays, 9AM-4PM)

## Tuesdays & Thursdays

**Dates: July 30-Aug. 22 (practice tests July 30 and August 20)**

**Time: 5-7:30pm (5-9PM practice test dates)**

**Fee: \$665**

## COLLEGES TOURS

Grades 10-12

*Instructor: Renee Vasquez-Solis, Needham High School Guidance Counselor*

Join other students as NHS Guidance Counselor, Renee Vasquez-Solis, helps you to explore a range of colleges over three days. Learn the similarities and differences among colleges, and get a chance to compare types of schools (e.g. large/small, or private/state) and their settings (rural/suburban/urban). We will visit the following colleges and universities over the three days: **UMass-Amherst, Amherst College, UConn, Trinity College, University of Hartford (drive through only), University of New Hampshire, Southern New Hampshire University, Plymouth State (drive through only) and Saint Anselm (drive through only)**. At each college we tour, we will meet with admissions officers who will describe what it takes to get into their school, what majors and programs they offer, and how students spend their out-of-class time. Campus tours at each school will help you find out which schools have the kind of classrooms, dormitories, athletic facilities, libraries, computer facilities, student activities, etc., that appeal to you the most. After the visits, you will have a clearer picture of various types of schools, and what you're looking for in a school. It's not necessary that you are interested in the specific schools being visited; simply seeing the range of schools can help you zero in on what you want and need in a college. **Please note that the times listed below are approximate since the schedule of tours and info sessions is not yet finalized.** You will be contacted with a detailed itinerary, including specific departure and return times, at least at least a week before the program begins. Limited to 10.

**Dates: Tuesday, August 13-Thursday, August 15**

**Bus leaves from in front of the B-Gym entrance**

**Approximate times: 7:30AM-5:00PM**

**Fee: \$349**

## KICK START YOUR COLLEGE ESSAY

Rising high school seniors

*Instructor: Jane Hirschhorn, Private Writing Coach*

Summer is the best time for rising high school seniors to get started on their college essays. In this two-session course, students will be introduced to the purpose of the personal statement and be given opportunities to get started on their essay. The two sessions will be structured in the following way:

- During the **first session** (two hours), students will meet in a group to learn about how to write a standout personal statement and begin the writing process. Students should come to the first session prepared to write with a laptop, tablet or pen and paper. *Please note that the instructor will be unable to review drafts during class.*
- The **second session** (one hour) consists of a private writing coaching session after the student has completed a rough draft. **Note: Part 2 of the course will be held one-on-one with Jane Hirschhorn, an experienced college essay writing coach, either in her Newton office or via Skype.**

Jane Hirschhorn is a Boston-area private writing coach with more than 20 years of experience working with students both in her neighborhood and around the world. She has taught English in a variety of public and independent schools, including the Landmark School, a school for students diagnosed with learning challenges. For the past five years, Jane has worked with high school seniors on their college application essays. For more information about Jane, visit her website at [jbhtutoring.com](http://jbhtutoring.com). Limited to 12.

**Session 1: Monday, August 19 Time: 5:30-7:30PM @Needham High School, Media Center Classroom**

**Session 2: One-hour private session at instructor's Newton office or by Skype, to be scheduled with the instructor and held prior to September 30**

**Fee: \$155**

## **PORTFOLIO BUILDING NEW**

Grades 9-12

*Instructor: Jules Ellison, Professional Artist with an MA in Art Teaching and Owner of Art Spirit Creative Studio*

This program is for high school students who have a concentrated interest in drawing and painting and who wish to either build or strengthen a body of work. Juniors and seniors with intent to apply to art colleges may focus on producing a number of works to use in their application. Lessons will strengthen techniques and produce exciting work with an aim to show skill and variety. As students work in their own style, they will increase knowledge of line quality, perspective, color, value and narrative. Limited to 12.

**Dates: Monday, August 19-Friday, August 23**

**Time: 2:00-4:30PM**

**Location: Needham High School, Room 902**

**Fee: \$235**

## **COLLEGE RECRUITMENT PROCESS: STAY IN THE GAME!**

Parents or guardians of high school athletes (with or without their child)

*Instructor: Kim Chorosiewski, EdD, CSCS, CMAA, McMillan Education Consultant and Athletic Recruiting Specialist*

Spend an evening learning important tips for guiding your child through the college recruitment and application process, and beyond. Educational Consultant and Recruiting Specialist with McMillan Education, Kim Chorosiewski, is an experienced athlete, coach, athletic administrator and educator. She has advised student-athletes for over 30 years at all levels. The program will cover the following:

- Managing and understanding the stress
- College Recruiting and Application Process: Who, when and how
- Key Factors that College Admissions People Consider
- Case Studies of Recruiting
- College Planning and the Current Job Market

Limited to 20.

**Date: Wednesday, August 28**

**Time: 7:00-8:30PM**

**Location: Needham High School, Room 451**

**Fee: \$15 (parent) or \$20 (parent with child)**

## **VOLLEYBALL CLINIC-Half Day or Full Day** (For girls and boys)

Grades 9-12

*Instructor: David Powell, NHS Boys Volleyball Coach*

The Volleyball Clinic will provide players with the fundamental skills of the sport. Coaches will provide expert instruction in the latest techniques of serving, passing, setting, hitting, blocking and defense. We will focus on individual skills to make each camper a better volleyball player! We also will pay special attention to team offense and defense and will lead team-building activities. We want to give a chance to every student to experience what it means to be a part of a team and to be a great volleyball player. All skill levels are welcome. Each clinic will incorporate: individual skill development, games and scrimmages, individual and team awards. Limited to 60.

### **Half-Day**

**Date: Thursday, June 20-Friday, June 21**

**Time: 1:00-4:00PM**

**Location: Needham High School, Gyms**

**Fee: \$75**

### **Full-day**

**Date: Monday, June 24-Thursday, June 27**

**Time: 9:00AM-3:00PM**

**Location: Needham High School, Gyms**

**Fee: \$200**

Register online at [www.schoolpay.com/link/S19Adult](http://www.schoolpay.com/link/S19Adult) or at 781-455-0400 x5 (Mondays-Fridays, 9AM-4PM)

## **BASKETBALL SKILLS CLINIC (For girls and boys) NEW**

Grades 9-12

*Instructor: Michael Jackson, NHS Assistant Athletic Director*

In this new clinic, coached by Mike Jackson, Assistant AD and former Division I basketball coach, the focus will be strengthening and developing basic basketball skills. The major building blocks of the sport will be drilled and taught both offensively and defensively. We hope to challenge each athlete as well as create an inclusive, fun environment for all. If needed, participants will be grouped by age, ability, or gender. The goal is to have each athlete leave having learned how to play better individually or with a group, and also knowing which skills they should focus on and how to work on these skills on their own time. Limited to 75.

**Date: Monday, June 24-Wednesday, June 26**

**Location: Needham High School, Gyms**

**Time: 4:00-7:00PM**

**Fee: \$125**

## **Offerings for High School and College Students**

### **PERSONAL FINANCE 101 NEW**

High school-college

*Instructor: Ying Lin, Treasury Analyst, TripAdvisor*

As you prepare to enter college or the working world, you will want to know how to manage your personal finances and how to become financially responsible. In this interactive class, you will learn the basics of personal finance. Topics will include: how to open a bank account, managing account balances, applying for a credit card, managing your credit, how to complete payroll forms, the importance of credit scores, and how to maintain a strong credit score, how to apply for loans and much more. There will be plenty of time for questions. Limited to 15.

**Dates: 2 Mondays and 2 Wednesdays, June 10-June 19**

**Location: Needham High School, Room 451**

**Time: 6:00-7:30PM**

**Fee: \$75**

### **COOKING BASICS: PREPARE HEALTHY MEALS IN YOUR DORM ROOM! NEW**

Grade 11-college

*Instructor: Jen Tuttleman, MS, RD, SNS, Registered Dietician and Needham Food Service Nutrition Specialist*

Join us for a fun night of learning knife skills and basic cooking techniques, with a special focus on meals you can prepare in a dorm room. Since many students don't eat every meal in the dining hall, it is helpful to have ideas for quick and easy healthy meals and snacks that you can prepare yourself. Recipes we will prepare will include: no-bake energy bites, basic eggs in the microwave, microwaved coffee cup quiche, waffle iron sandwiches, and microwave cheesy broccoli and rice casserole. **Bring plastic containers and 2 coffee mugs so you can take home samples.** Limited to 15.

**Date: Wednesday, July 17**

**Location: High Rock School, Cafeteria Kitchen**

**Time: 5:00-7:30PM**

**Fee: \$69**

## Offerings for Adults (Including High School and College Students)

### **CAMPFIRE SING-ALONG** (For adults and families) **NEW**

Adults may bring 1-2 children aged 7 or older

*Instructor: Pam Steinfeld, Award-winning Songwriter, Guitarist, and seasoned Song Leader*

Do you remember the simple pleasure of singing around the campfire? NCE invites you to experience the joy again in this multi-generational funfest, complete with a fire pit, marshmallows and other treats. You will recognize most, if not all of the songs, with a repertoire that will include: Beatles songs, some Dylan, some classic American songs, and many more.

**Please bring a copy of "Rise Up Singing," which can be purchased at <https://singout.org/product/rise-up-singing-spiral/>.** Limited to 30.

**Dates: 4 Tuesday, July 9-30**

**Location: 1 Wingate Way, Needham**

**Time: 6:00-7:30PM**

**Fee (1 adult): \$59**

**Fee (1 adult with 1-2 children aged 7+): \$79**

### **SUMMER COMMUNITY BAND**

High school-adult

*Conductor: David Neves, Retired NHS Director of Fine and Performing Arts*

Directed by Dr. David Neves, retired Needham Public Schools Director of Fine and Performing Arts, the Summer Band rehearses on Tuesdays and Thursdays and performs as part of the *Arts in the Park* series at the Memorial Park Gazebo. Join other community musicians, from semi-professional to college and high school students, to play marches, classics, and popular favorites. **For questions about the music being performed or instrument needs, please contact Dr. Neves directly at [dneves@aol.com](mailto:dneves@aol.com).**

**Rehearsals: Newman School Auditorium**

**Concert: Memorial Park Gazebo**

**Dates: Tuesdays and Thursdays, June 20-July 16 (no rehearsal 7/4) Time: 7:00-8:30PM**

**Concert: Thursday, July 18 at 7PM Fee: \$40**

### **DRAWING FROM NATURE** **NEW**

High school-adult

*Instructor: Eddie Bruckner, Professional Artist and Certified Art Instructor*

Use the beauty of the nature around us as inspiration for your drawings! Drawing from nature involves careful observation combined with artistic expression. In this class, different methods of seeing and drawing will be explored in a series of exercises designed to create confidence, skill, and pleasure in the drawing process outdoors for artists of all levels. Each class will explore a new location in Needham. Capture the beauty of the outdoors in the summertime using graphite pencils and any additional dry drawing materials of your choice such as pastels, wax-based colored pencils, etc.

Instruction will include nature drawing exercises with ample time to work on individual landscape, botanical, or still life nature drawings in the dry drawing medium of your choice. Individual instruction will be provided with an emphasis on promoting self-expression. **A materials list will be posted by class title on the district website**

**[www.needham.k12.ma.us](http://www.needham.k12.ma.us) under Community Ed and Adult Ed. Bring a folding chair and water bottle.** Limited to 15.

**Dates: Tuesday, June 25-Thursday, June 27**

**Location: Various outdoor locations around Needham (TBD)**

**Time: 10:00AM-12:00PM**

**Fee: \$89**

### **WATERCOLOR WORKSHOP: Landscapes and Trees** **NEW**

High school-adult

*Instructor: Sally Meding, award winning Watercolor Artist and Instructor*

Register online at [www.schoolpay.com/link/S19Adult](http://www.schoolpay.com/link/S19Adult) or at 781-455-0400 x5 (Mondays-Fridays, 9AM-4PM)

In this workshop, you will study how to paint trees in the foreground/distance and how light/shadow effects them. You will learn to distill them into their most basic form (as a cone or sphere plus cylinder). Mixing good landscape greens (with color mixing recipes provided) and trunk/ branch structure of single leader and multiple leader trees will be covered. You will size/paint trees (single, group and forest) into the landscape to make them look proportional (1 point perspective) plus take a look at different types of foliage of trees (through the seasons, if time allows). **A materials list will be posted by class title on the district website [www.needham.k12.ma.us](http://www.needham.k12.ma.us) under Community Ed and Adult Ed. A \$6 materials fee is payable to the instructor in class.** Limited to 12.

**Dates: Tuesday, July 9-Thursday, July 11**

**Time: 1:00-4:00PM**

**Location (Tuesday and Wednesday): Needham High School, Room 219**

**Location (Thursday): Wellesley College Club, 727 Washington St., Wellesley**

**Fee: \$155**

## **WATERCOLOR WORKSHOP: Color Theory NEW**

High school-adult

*Instructor: Sally Meding, award winning Watercolor Artist and Instructor*

In this workshop, we will cover a brief history of color and how we perceive it, produce a split-primary color wheel, value scale and discuss tints, tones, shades and complementary colors. Goethe's color triangle and Itten's color star will also be studied. Focus will be on understanding the basic properties of color: hue, value, intensity and temperature and learn why is value the most important. And for watercolor only-granulating vs staining and transparent/opaque paint properties and when to use them and which ones will make muddy colors. Understanding simultaneous contrast and how that affects what we paint will be demonstrated. We will work with different limited color palettes, analogous, complementary, split complementary, triadic and tetradic using a simple design. **A materials list will be posted by class title on the district website [www.needham.k12.ma.us](http://www.needham.k12.ma.us) under Community Ed and Adult Ed. A \$15 materials fee is payable to the instructor in class.** Limited to 12.

**Dates: Tuesday, July 23-Thursday, July 25**

**Time: 1:00-4:00PM**

**Location: Needham High School, Room 219**

**Fee: \$155**

## **WATERCOLOR WORKSHOP: Beginning Abstraction NEW**

High school-adult

*Instructor: Sally Meding, award winning Watercolor Artist and Instructor*

In this workshop, we will choose one of the 6 main value patterns, one of the many design structures, discuss the elements and principles of design/composition to produce an abstract painting in watercolor in a planned manner (and if time) spontaneously also. The color palette will be limited and focus will be on shape, color and texture. Some texture materials will be provided, along with paint for spritzing. **A materials list will be posted by class title on the district website [www.needham.k12.ma.us](http://www.needham.k12.ma.us) under Community Ed and Adult Ed. A \$6 materials fee is payable to the instructor in class.** Limited to 12.

**Dates: Tuesday, August 6-Thursday, August 8**

**Time: 1:00-4:00PM**

**Location: Needham High School, Room 219**

**Fee: \$155**

## **SUMMER BOOK CLUB: Beyond the Beach Read NEW**

High school-adult

*Instructor: Max Hekler, Needham High School English Teacher*

Go beyond the "beach read" this summer and incorporate four foundational works of American literature into your summer reading. The list includes:

1. The Great Gatsby by F. Scott Fitzgerald (July 9 class)

Register online at [www.schoolpay.com/link/S19Adult](http://www.schoolpay.com/link/S19Adult) or at 781-455-0400 x5 (Mondays-Fridays, 9AM-4PM)

2. *The Natural* by Bernard Malamud (July 23 class)
3. *Their Eyes Were Watching God* by Zora Neale Hurston (August 6 class)
4. *Go Tell it on the Mountain* by James Baldwin (August 20 class)

The instructor will lead informal discussions of each book, delving into what makes each book a durable work of art, and exploring to what extent the central themes and conflicts hold up in our current American moment. Limited to 12.

**Dates:** 4 Tuesday, July 9, July 23, August 6 and August 20

**Time:** 3:00-4:30PM

**Location:** Needham High School, Room 751

**Fee:** \$99

## ZUCCHINI, ZUCCHINI, ZUCCHINI: WHAT TO DO WITH YOUR BOUNTY **NEW**

High school-adult

*Instructor:* Barbara Carroll-Conway, Needham Food Service staff member and Organic Gardener

Tis the season for an abundance of zucchini! Are you looking for new ways to use zucchini? Learn and prepare some delicious recipes, including: stuffed zucchini, zucchini noodles, zucchini chips and zucchini brownies. **Bring 4-5 zucchinis and plastic containers. An \$8 ingredients fee is payable to the instructor in class.** Limited to 10.

**Date:** Tuesday, August 6

**Time:** 6:30-8:30PM

**Location:** Needham High School, Cafeteria Kitchen

**Fee:** \$39

## TOMATOES, TOMATOES, TOMATOES: WHAT TO DO WITH YOUR BOUNTY **NEW**

High school-adult

*Instructor:* Barbara Carroll-Conway, Needham Food Service staff member and organic gardener

Tis the season for an abundance of tomatoes! Are you looking for new ways to use tomatoes? Learn and prepare some delicious recipes, including: Pennsylvania Dutch tomatoes, fresh marinara sauce, tomato salad and stuffed tomatoes. **Bring 12 tomatoes and plastic containers. An \$8 ingredients fee is payable to the instructor in class.** Limited to 10.

**Date:** Tuesday, August 13

**Time:** 6:30-8:30PM

**Location:** Needham High School, Cafeteria Kitchen

**Fee:** \$39

## LEARN TO SCULL

College-adult

*Instructor:* Dan Reid, Head Coach and Director of Rowing at Dexter Southfield School, and Former Captain of Harvard's Light Weight Rowing Team

Rowing is a lifelong sport that engages the whole body and mind to provide both mental and physical benefits. Sculling can be done in team boats as well as in singles. Unlike crew in which rowers use one oar each, scullers use two oars which makes the sport less taxing on the body. Get out and enjoy the calm and cool of early summer mornings on the Charles, learn a new sport, and have fun! Limited to 12.



**Dates:** Tuesdays and Thursdays (8 days total), July 9-August 1

**Time:** 6:00-7:30AM

**Location:** Dexter Southfield School Boathouse, 100 Bridge St., Dedham (next to Moseley's)

**Fee:** \$340

## **COUCH TO 5K** NEW

College-adult

*Instructor: Mark Healey, Pollard and High Rock Schools Science Director, passionate runner and experienced coach*

Set a new goal in your exercise routine--prep for the Jog Your Memory 5K race in Needham on September 15: <http://www.jogyourmemory5k.org/>! This program will provide the support and structure you need to jump start your exercise routine or to push it to new levels. Training sessions will be held twice a week for 10 weeks, and will be held rain or shine. So, lace up your running shoes, and have fun working toward the goal of successful completion of a 5K race. Limited to 15.

**Dates: 5 Tuesdays and 5 Thursdays, August 13-September 12**      **Time: 6:00-7:15PM**

**Location: Meet at the rear of Pollard Middle School, off of Glen Terrace**

**Fee: \$139 (does not include 5K registration fee)**

## **BEGINNING GOLF CLINIC FOR WOMEN**

@ Wellesley College's Nehoiden Golf Club

Ages: College-Adult

*Instructor: Nehoiden Golf Club Pros*

Even if you have never swung a club, this clinic will provide you with the skills and confidence to play golf. The program will include instruction in the development of a full swing, plus short game fundamentals: putting, chipping and pitching. On the 3rd day, participants will go out on the course to play some holes. **All equipment is provided.** Limited to 14.

**Dates: Tuesday, July 30-Thursdays, August 1**

**Time: 12:30-2:30PM**

**Location: Meet the group at the Wellesley College Club parking lot, 727 Washington St., Wellesley**

**Fee: \$269**

## **EASYOGA™ FOR OLDER ADULTS**

*Instructor: Steffi Shapiro, Registered Yoga Teacher*

EasYoga™ is a gentle form of yoga that is especially suited to older adults. Most of the exercises can be done while sitting in a chair or in a comfortable standing position. The gentle stretches and simple movements provide flexibility and strengthening for the neck, shoulders, abdomen and other parts of the body. They also help to release tension throughout the body. We will use simple breathing, concentration, and meditative exercises to relax the mind as well as the body. The various relaxation techniques can be practiced throughout the day and are a helpful way to combat insomnia. Come join us to experience how the practice More information can be found about EasYoga™ on the website [www.elder-yoga.com](http://www.elder-yoga.com). Limited to 35.

**Dates: 8 Tuesdays, July 9-August 27**

**Time: 9:00-10:00AM**

**Location: Center at the Heights**

**Fee: \$65**

## **BEGINNING BRIDGE: INTENSIVE PROGRAM** NEW

*Instructor: Jori Grossack, Master Bridge Player and Instructor*

Kick-start your introduction to the game of Bridge in this three-day intensive program. Modern Bridge has evolved into an exciting, fast-paced, and competitive partnership game. This is not your grandma's game! The emphasis in this beginning bridge class will be twofold--to lay the foundations of solid bidding and superb play of the hand in an easy to follow and entertaining format. You will have fun while exercising your brain! This beginning class is appropriate both for students new to bridge and also for those who have dabbled with the game in the past. Limited to 12.

**Dates: Tuesday, July 9-Thursdays, July 11**

**Time: 10:00AM-2PM (with a short lunch break)**

**Location: Needham High School, Room 451**

**Fee: \$145**

Register online at [www.schoolpay.com/link/S19Adult](http://www.schoolpay.com/link/S19Adult) or at 781-455-0400 x5 (Mondays-Fridays, 9AM-4PM)

# Program Policies

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**Confirmations:** Once you are registered, you will receive a confirmation email from Schoolpay, our online registration system. If no email is provided, you will not receive any confirmation.

**For mailed registrations,** if the class is full when the registration is received, NCE will call you immediately to let you know and you will be placed on the wait list.

**Canceled Classes: Sometimes an NCE class has to be canceled, due to low-enrollment or an instructor no longer being able to teach the class. When a class is canceled, all registrants will be contacted immediately by phone and will receive a full refund.**

**Refunds:** NCE will issue a full refund when a class is canceled. You may withdraw from a class and get a refund (minus a \$10 processing fee) if you notify us at least one week before the class start (**one month prior for the Help Relieve Hunger and the sports clinic programs**). **Unfortunately, we are unable to offer refunds or credits for withdrawals less one week prior to the start of a class.**

Refunds are made by check from the Town of Needham and may take up to four weeks to be processed.

**Wait Lists: If a class is full and you wish to be placed on the wait list, please contact NCE and provide a daytime number and email address so we can reach you if a space becomes available.**

**Scholarships:** Scholarships are available for Needham students who qualify for free/reduced lunch. Please call NCE for more information.

**Evaluations:** Evaluations will be handed out at the end of each course. Please take a few minutes to give us your feedback--we listen to what you say!

**Photos:** NCE uses photos from classes for NCE promotional purposes. If you do not want your photo used for NCE marketing materials, please inform the photographer.

**Holidays/ School Closings/ Inclement Weather:** Classes follow the Needham Public Schools schedule, unless noted in the class description. If the Needham schools have been canceled due to bad weather, the adult education classes will be canceled as well. Please check the Needham Public Schools website for information regarding weather related closings: [www.needham.k12.ma.us](http://www.needham.k12.ma.us).

**Participation of Minors in Adult Education Classes:** Parents, please be aware that if you register your under 18-year old son or daughter for an adult education class you are agreeing to the following:

***I hereby consent to my son's/daughter's participation in the Needham Community Education adult education program, the taking of photos of my child and/or promotion of the program and to his/her use of the Needham Public Schools facilities and equipment. I further agree to release and hold harmless the Town of Needham, Needham Public Schools and their employees, agents and assigns from any and all liability or expenses arising out of any incident involving, or any account of any injury to my minor child in connection with such a program accept full responsibility for all costs for any such emergency treatment. I agree to abide by all NCE policies.***



Summer 2019 Registration Form

Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

*Required for credit card payments*

Preferred Phone # \_\_\_\_\_ Email \_\_\_\_\_

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*I hereby consent to my son's/daughter's participation in the Needham Community Education adult education program, the taking of photos of my child and/or promotion of the program and to his/her use of the Needham Public Schools facilities and equipment. I further agree to release and hold harmless the Town of Needham, Needham Public Schools and their employees, agents and assigns from any and all liability or expenses arising out of any incident involving, or any account of any injury to my minor child in connection with such a program. I accept full responsibility for all costs for any such emergency treatment. I agree to abide by all NCE policies.*

Course Title	Section (if applicable)	Fee
	<b>Total:</b>	

**4 Easy Ways to Register**

**Online:** <http://www.Schoolpay.com/link/S19Adult>

**Phone:** Call NCE between 8:30AM and 4:00PM at 781-455-0400 x5

**Mail:** Send form and payment to NCE, 1330 Highland Ave., Needham, MA 02492

**Come in:** Register in person at NCE, between 8:30AM and 4:00PM, 1330 Highland Ave., 1<sup>st</sup> floor

*Checks should be made payable to NCE.*

Office Use: Tally \_\_\_\_\_ Batch # \_\_\_\_\_ Check # \_\_\_\_\_

**Mastercard, Visa or Discover (NCE cannot accept American Express)**

**Credit Card #:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_ **CVV Code:** \_\_\_\_\_

5-8-19

Register online at [www.schoolpay.com/link/S19Adult](http://www.schoolpay.com/link/S19Adult) or at 781-455-0400 x5 (Mondays-Fridays, 9AM-4PM)

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