How do I sign up for class?
Call (314) 289-4318. If we do not answer, please leave a short message with your name and phone number. Please speak clearly. If we don’t call back the next day, call again!

New Students: Call (314) 289-4318 to sign up for a class. We will make an appointment to meet you and help you fill out Continuing Education paperwork. If you have a guardian, you need permission to become a student. Your guardian must sign papers before you start class.

When and where are classes?
Classes are at Paraquad. The Registration Instruction page has dates and times of your class.

Will I get the class I want?
Some classes fill up very fast. Call as soon as registration starts to try to get the class you want!

Do I have to pay to take class?
You can register for one 8-week class and one 6-week class this semester. DD Resources (DDR) helps pay for your class and transportation on the Paraquad bus.

Why do I have to pay a supply fee for some classes?
We charge fees for some classes to help pay for supplies. In Cooking class, the fee helps pay for the food you cook and eat. In Boyfriends and Girlfriends class, you will get to keep the book you use. In Greeting Cards class, you keep the cards you make at the online store.

Who can take class?
You can take Continuing Education classes if:
• You live in St. Louis City
• You are 18 or older
• You are not in high school
• You have a diagnosed and documented developmental disability that is attributable to:
  o Intellectual Disability
  o Cerebral Palsy
  o Autism
  o Epilepsy
  o A learning disability related to brain dysfunction
• You have a substantial functional limitation in at least two of the following life areas:
  o Self-care
  o Understanding and communicating language
  o Learning
  o Self-direction
  o Living independently or being economically self-sufficient
  o Physical mobility
Your disability must have appeared before you were 22 years old and reflect your need for individually planned and coordinated services throughout your life or for an extended period.
Paraquad Continuing Education

Transportation Information – St. Louis City
First Semester – March through June 2020

You should try to find your own way to class. If you cannot find a way to class, Paraquad can give rides to students who are eligible.

**Evening Class Dates**

- **Monday (Purple)**
  - March 16 - May 4
  - &
  - May 11 - June 15

- **Tuesday (Green)**
  - March 17 - May 5
  - &
  - May 12 - June 16

- **Wednesday (Red)**
  - March 18 - May 6
  - &
  - May 13 - June 17

- **Thursday (Orange)**
  - March 19 - May 7
  - &
  - May 14 - June 18

**Important Instructions about Transportation**

- Paraquad gives rides to students who live in St. Louis County and St. Louis City in the highlighted areas.

- In March, April, May, and June Paraquad picks up North County on Monday Night, North City on Tuesday night, South City and South County on Wednesday night, and West County on Thursday night. South city routes are south of Interstate 64. North city routes are north of Interstate 64. Look at the map to confirm which night of class you will come on.

- You can take class on any night you want. But if Paraquad does not come to your area on that night, you will have to find your own way to class.

- You are not eligible to ride the Paraquad bus for free if you have a direct staff or support person who receives funding to provide your transportation. Contact us for information or to get our Paraquad transportation rates.

- If you do not show up for your ride two times and did not call off ahead of time, you will not be able to get free transportation on the Paraquad bus.
• If you cannot come to class, you must call off with transportation before 3pm on the night of your ride. To call off, you must tell transportation at (314) 289-4278.

• If you take a day class, tell us if you need transportation when you register.

• If we cancel class because of bad weather, we will call you to let you know. We try our best to cancel class during hazardous weather conditions. If you want to know if we will have class, you can call (314) 289-4200 before 5pm.

Paraquad Continuing Education
Class Descriptions – St. Louis City
First Semester - March through June 2020

<table>
<thead>
<tr>
<th><strong>Computers</strong></th>
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<tbody>
<tr>
<td><strong>Beginning Computers</strong></td>
<td>Blue Class – 8 weeks</td>
</tr>
<tr>
<td>Get more comfortable using the computer. You will practice typing and using the mouse. Your teacher will show you what the icons on the computer are for. And you will learn to use Google to find things on the internet.</td>
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</tbody>
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| **Advanced Computers** | Blue Class – 8 weeks |
| Learn to use more Google Apps, increase your typing speed, and improve your internet research skills. You will access your personal Google account to utilize Drive, Docs, Slides, Photos and Keep while you work on your individual project. **You must get approval from the teacher to take this class.** |

| **Typing** | Yellow Class – 6 weeks |
| This is a computer class just for typing. Your teacher will help you improve your typing speed and accuracy. You will use home-row typing techniques on our computers and laptops. |

<table>
<thead>
<tr>
<th><strong>Hands-On Workshops</strong></th>
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<tbody>
<tr>
<td><strong>Money (Snack Shop)</strong></td>
<td>Blue Class – 8 weeks</td>
</tr>
<tr>
<td>Get hands-on practice using your money skills. You will run the Paraquad snack shop at break time. This includes ordering snacks for class within the budget, making sales, counting back change, counting the money after sales, and keeping financial records. The profit from sales goes toward the graduation party! <strong>You must get approval from the teacher to take this class. Class size is limited.</strong></td>
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</tbody>
</table>

| **Gardening May-June** | Yellow Class – 6 weeks |
| If you enjoy being outside then gardening is the class for you! In this class, we will focus on learning about different types of plants, how to care and maintain plants, and the overall benefits that plants can provide. Don’t be afraid to get a little dirty! |
Book Clubs

Stuart Little

Blue Class – 8 weeks

*Book Clubs are for everyone with any kind of reading skill!* We will be reading Stuart Little, a book about a mouse born to a family of humans in New York City with his parents, older brother George and Snowbell the cat. Stuart Little is no ordinary mouse; he is full of adventure. What will be Stuart’s greatest adventure?

Cooking

Everyday Meals

Blue Class – 8 weeks

Bring a big appetite for tasty meals you can fix any night of the week. Learn to properly and safely prepare food, handle knives and use kitchen appliances. *Class size is limited to 5 students. Classes fill up quickly!* Supply Fee: $15 to pay for food

Baking

Yellow Class – 6 weeks

Potpies, pizza, cookies, and casseroles – this class is all about baking. Learn to properly and safely prepare food, handle knives and use kitchen appliances. *Class size is limited to 5 students. Class fills up quickly!* Supply Fee: $10 to pay for food

Social Skills

Boyfriends and Girlfriends

Blue Class – 8 weeks

This class is helpful if you have never dated before and want to find someone special. It is also useful if you already have a boyfriend or girlfriend and want to make sure your relationship is healthy, safe and fun. We will talk about what to do when you have a crush on someone, how to tell if a person likes you, who is an appropriate dating partner and who is not, how to handle rejection, what to do when you want to break up, how to respect your partner’s boundaries, and what sexual feelings are. We use the book, “Boyfriends and Girlfriends” by Terri Couwenhoven, M.S. Supply Fee: $10 to pay for the book you will keep

Stress Less

Yellow Class – 6 weeks

Stress Less will focus on learning different techniques to manage stress in a healthy way. You will learn what makes you stressed and how to manage it to live a focused and positive life. In this class we will explore intentional breathing, meditation, and working with clay to reduce triggers of stress.

Tell Me About Yourself

Yellow Class – 6 weeks

Would you like to feel more confident meeting new people? Then Tell me about yourself is a great class for you. This class will focus on learning how to introduce yourself, making new friends, and knowing the appropriate amount of personal information to share. With these skills you will feel more confident in the community.

Job Success

Yellow Class - 6 weeks

Are you currently employed? If so this is a great class to take. In Job Success you will learn how to make professional workplace relationships with co-workers and supervisors, what is appropriate and inappropriate for workplace environments, learn how to handle and resolve conflict, dressing for success, and finding transportation.
Paraquad Continuing Education

Registration Instructions
First Semester – March through June 2020

Instructions
1. Pick one class from the blue box. Choose either the evening or day class.
2. Pick one class from the yellow box. Choose either the evening or day class.
3. Registration starts on Monday February 3 and ends on Thursday February 13. Call (314) 289-4318 to sign up for class.
4. If you ride the Paraquad bus, we will remind you which night you have class.

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<th>Daytime Class</th>
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</tr>
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<tr>
<td>Monday-Thursday</td>
<td>11 a.m. – 1 p.m.</td>
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</tr>
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About Paraquad Continuing Education
Adults with developmental disabilities attend classes at Paraquad to improve their skills and work on their academic, vocational and independent living goals. Students set individual goals at the beginning of the course, and instructors help them make progress on their goals during class sessions. Most classes are free, up to the maximum allotted hours, and transportation may be available. If a class has a fee, it will tell how much it costs in the catalog.

Code of Conduct
Respect: Paraquad staff, classroom instructors and drivers will respect students, family members and support staff. Students, family members and support staff are expected to respect other students, classroom instructors and Paraquad staff. When we respect each other, we show that we respect ourselves and people we represent.
Problems: If you have a problem at class or on the bus, you should tell the classroom instructor, driver, site leader or program director right away. We are here to help.

Non-Discrimination Policy: Paraquad Continuing Education services are available to people without regard to race, color, religion, national origin, sex, disability, age, military or veteran status, sexual orientation, gender identity or any other factor prohibited by law.

Support and Accommodations
Accommodations: Paraquad will provide reasonable accommodations such as an interpreter, class materials in large print, adaptive computer equipment, and so on. Please ask for the accommodation when you register so we can have it ready when class starts.

Support Staff: If you get 24-hour residential support, the support staff must stay in the building and be available to you during class hours. Your staff must stay in one of our waiting rooms while you are in class with the other students. We ask that your support staff be respectful of the requests and directives of the Paraquad site leader while on the premises.

Required Paperwork
New Student Program Intake: If you need paperwork signed, a Paraquad staff will schedule a meeting with you to get all the papers signed and to explain the program. You are required to meet program eligibility before you can start classes.

Guardianship: If you have a guardian, Paraquad needs a copy of the legal guardianship papers for your file. Guardians must sign paperwork from time to time. This paperwork may be mailed to the guardian with a postage-paid return envelope or it may be hand-delivered. All paperwork needs to be returned as soon as possible so you can continue to take classes.

Students with DMH Waivers
Transportation Restrictions: Students who receive certain services through Waivers from DMH (Department of Mental Health) may not be eligible to receive free transportation services from Paraquad.
Choice of Class Restrictions: Students who receive certain services through Waivers from DMH (Department of Mental Health) may not be eligible to take certain classes, such as Cooking or other Independent Living Skills type classes.

Priority of Registration: Students without Waivers from DMH (Department of Mental Health) may receive priority registration over students with Waivers, should class sizes exceed capacity or funding dictate such practice.