



Dear Families,

FRA hopes you are doing well and enjoying the summer. We are excited to offer more in-person classes at both locations this fall! Enclosed please find our fall 2021 class registration packet for the fall session which will run from September 13 – December 17, 2021.

We are in the process of streamlining our registration paperwork procedures. This will be the last time you will need to fill out all of these forms. Going forward we will hold on to a copy of this registration packet for our records. You will be able to notify us of any changes to personal information through email.

Fall class registration will close on Friday, August 27, 2021. Please complete Pages 10-14 and return them as soon as possible. Class space is limited. All classes are first come first serve.

Within a week of returning your fall registration, you will receive an email confirming receipt. After receiving the email confirmation, be sure to share your FRA class registration with your support coordinator. No student will be able to begin fall classes with FRA until their budget paperwork is approved. Any further communication about the fall 2021 class session will be sent to your email.

Completed registration packets should be sent to Alexa DellaMonica at adellamonica@frainc.org

Thank you!
Alexis Spektor
Adult Program Director

ADULT CLASSES

2021-2022

September '21						
Su	M	Tu	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		

October '21						
Su	M	Tu	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						

November '21						
Su	M	Tu	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				

December '21						
Su	M	Tu	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	

January '22						
Su	M	Tu	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					

February '22						
Su	M	Tu	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					

March '22						
Su	M	Tu	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		

April '22						
Su	M	Tu	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

May '22						
Su	M	Tu	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				

June '22						
Su	M	Tu	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		

July '22						
Su	M	Tu	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						

August '22						
Su	M	Tu	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			

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FALL	13 WKS	14 WKS	14 WKS	13 WKS	13 WKS
WINTER	13 WKS	15 WKS	15 WKS	15 WKS	15 WKS
SPRING	7 WKS	9 WKS	9 WKS	9 WKS	9 WKS
SUMMER	7 WKS	8 WKS	8 WKS	8 WKS	NO CLASSES



Closed/ Holidays

Fall Classes: September 13 - December 17, 2021

Red Bank In-Person Classes

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
10-12:30PM	10-12PM	10-12:30PM	10-12PM	10-12:30PM	10-12PM	10-12:30PM	10-12PM	10-12:30PM	10-12PM
Self Advocacy in the Workplace	Brain Fitness	Is there a job for me?	Enjoy the Power of PowerPoint	Creating Products for Gifts or to Sell	What's News	Financial Literacy	Excel for Managing Money	Exploring Employment in Jewelry Making	Writing Essentials
1-3PM	12:30-3PM	1-3PM	12:30-3PM	1-3PM	12:30-3PM	1-3PM	12:30-3PM	1-3PM	12:30-3PM
Excel for Life	Hospitality Service Basics	Surfing the Net	A Thyme to Cook	Fun with Microsoft Word	Communicating in the Workplace	Technology in the Home	Exploring Employment in Party Planning	The Art of Digital Photography	Workplace Safety

Brick In-Person Classes

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
9-11:30AM	9-11AM	9-11:30AM	9-11AM	9-11:30AM	9-11AM	9-11:30AM	9-11AM	9-11:30AM	9-11AM
Financial Literacy	Videography	Exploring Employment in Graphic Art	What's News	Understanding Workplace Expectations	The Art of Digital Photography	Exploring Employment in Visual Arts	Excel for Life	Job Related Social Skills	Brain Fitness
12-2PM	11:30-2PM	12-2PM	11:30-2PM	12-2PM	11:30-2PM	12-2PM	11:30-2PM	12-2PM	11:30-2PM
Writing Essentials	Exploring Employment in Party Planning	Excel for Managing Money	Team Building in the Workplace	Enjoying the Power of PowerPoint	Get Hired	Exploring Social Media	Health and Wellness on the Job	Fun With Microsoft Word	Romaine Calm

Online Classes

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
10-11AM	10-11AM	10-11AM	10-11AM	10-11AM	10-11AM	10-11AM	10-11AM	10-11AM	10-11AM
Brain Fitness	Excel for Life	Is there a job for me?	Exploring Employment in Graphic Art	Fun with Microsoft Word	What's News	Financial Literacy	Health and Wellness on the Job	The Art of Digital Photography	Writing Essentials
11-12PM	11-12PM	11-12PM	11-12PM	11-12PM	11-12PM	11-12PM	11-12PM	11-12PM	11-12PM
Hospitality Service Basics	Self Advocacy in the Workplace	Surfing the Net	Enjoy the Power of PowerPoint	Communicating in the Workplace	Understanding Workplace Expectations	Technology in the Home	Excel for Managing Money	Job Related Social Skills	Workplace Safety

Tech Connection

Goods and Services Classes

Goods and Services can be utilized for a maximum of 3 hours per day to a maximum of 10 hours per week. This includes all the Goods and Services used with all providers under DDD budgets.

Brain Fitness

Students will explore a variety of web based exercises and apps to engage in activities that strengthen memory, learning style, thinking and reasoning skills, and more.

Goal: *Promote independence and life skills toward employment by working on following directions, staying on task, understand sequencing, producing ideas and communicating effectively*

Focus: *Students will explore parts of the brain and their functions*

Enjoy the Power of Microsoft PowerPoint

Through a variety of computer activities, students will practice using *Microsoft PowerPoint*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Students will create slide presentations on a variety of interest based topics.

Goal: *Promote independence and life skills toward employment*

Focus: *Using MS PowerPoint students will practice editing, inserting pictures, and formatting presentations*

Excel for Managing Money

Throughout this course, students will practice ways to manage their money and keep track of their personal finances. Students will practice making a budget, using a debit card, and will gain skills to manage income and outgoing expenses. Students will also practice balancing a checkbook, purchasing items online, and ways to pay bills both through the mail and online.

Goals: *Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

Focus: *Using Google Sheets students will create simple formulas, work with functions, and practice ways to utilize sum, average, and count features*

Excel for Life

Through a variety of computer based activities, students will practice using *Microsoft Excel*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Students will schedule daily activities, deal with time management, and make and meet deadlines.

Goals: *Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

Focus: *Using MS Excel students will practice formatting cells, sorting and filtering data, and modifying rows, columns, and cells*

Tech Connection

Goods and Services Classes

Exploring Social Media

Students will explore the opportunities of various social media applications, such as Facebook, YouTube, Pinterest, and more. Students will use computers, iPads, and their personal devices to practice connecting with others, delivering information, and communicating online. Social media encompasses many different technologies and encourages communication from all involved.

Goals: *Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment. Promote community inclusion.*

Focus: *Students will use preexisting or newly created personal social media accounts to explore the basics of navigating, sharing, editing, posting, reacting, and responding to content on Zoom and Youtube.*

Fun with Microsoft Word

Through a variety of computer activities, students will practice using *Microsoft Word*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Through various projects and activities, students will practice copy and pasting, changing font size and color, inserting graphics, and much more.

Goal: *Promote independence and life skills toward employment*

Focus: *Using MS Word students will create new documents, explore text and formatting basics, and utilize hyperlinks, headers and footers*

Surfing the Net

Students will explore ways to search and navigate the internet while being mindful of virus protection. Students will gain experience in a variety of internet sites to build upon their specific interests. Students will also explore ways to research current events in the community and world using various internet resources.

Goals: *Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

Focus: *Students will learn the importance of internet safety and how to safely navigate social media platforms*

Technology in the Home

In this course, students will gain experience using a variety of electronic equipment including vacuums, washing machines, blenders, toasters, smoke detectors, etc. to promote and foster independence with these technologies.

Goals: *Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Increase safety in the home and environment. Decrease the need for other Medicaid services*

Focus: *Students will explore a variety of home cleaning technology to assist with and maintain a clean and organized space, technology may include washers and driers, dishwashers, vacuums, smoke and carbon monoxide detectors*

Tech Connection

Goods and Services Classes

The Art of Digital Photography

Students will practice taking pictures on a variety of devices including iPhones, tablets, and digital cameras. Students will explore the skills necessary for composition, cropping, and lighting. Using photos taken in class, students will then practice sharing photos on social media, storing photos on the computer, and creating digital photo books.

Goals: *Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

Focus: *Students will practice uploading photos taken in class and explore lighting concepts*

Videography

Students will practice writing casting, and filming short video projects. Students will also be exposed to basic digital effects including lighting, sound, filming and editing techniques using green screen technology. Students will use a variety of subject matters to create their own short film.

Goal: *Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community*

Focus: *Students will explore lighting, sound, and focus techniques while creating shorts*

What's News?

Students will utilize the internet to research current events involving world, community, environmental, political, sports, leisure, and entertainment news.

Goals: *Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

Focus: *Using Google News students will research current events*

Writing Essentials

Have fun with writing! Students will utilize computers, iPads, and pen and paper to gain stronger vocabulary, develop effective writing skills, and increase their desire to read.

Goal: *Promote independence and life skills toward employment*

Focus: *Using Google Docs students will practice writing letters, cover letters, business letters, and thank you letters*

DDD Adult Prevocational Group Classes

Prevocational group classes can be used up to 30 hours per week for one year – DDD Approved

A Thyme to Cook

Students will practice the skills needed for taking inventory, time management, team building, and computer skills in the culinary field. Recipes will be reviewed and selected to create a story board for a cooking demonstration. Students will then work together to produce a meal.

Communicating in the Workplace

Students will explore the strategies and skills needed to navigate job expectations and relationships as well as follow workplace rules and directions. Students will also explore the cases and consequences that lead to employee discipline and job loss.

Creating Products for Gifts or to Sell

Students will explore a variety of ideas and materials to create products that may be used as a gifts or items to sell. This process provides students with a sense of accomplishment when creating a product that is worthy of sale. Students will engage in activities that practice following directions, decision making, and understanding the worth and value of a product. Products may include labels, business cards, letterhead, note cards, greeting cards, photo calendars, or photo frames. All products will be created using computer software. After creating these products, students will practice packaging items for local fairs, flea markets, or to be given as gifts. Throughout this course, students will explore the skills and knowledge necessary for at-home businesses.

Exploring Employment in Event and Party Planning

Students will explore the party planning process. Students will practice creating invitations, decorations, preparing and serving food, and planning appropriate party activities. At the end of the semester, the class will plan and host an event for the community.

Exploring Employment in Graphic Art

Students will be introduced to the graphic design process while designing their own products. Students will have opportunities to explore graphic design shops and interact with workers in the field to gain a better understanding of the skills needed for employment in the field of graphic design.

Exploring Employment in Jewelry Making

Students will explore different jewelry making techniques as well as create a variety of jewelry such as necklaces, bracelets, and earrings. Students will also explore ideas for marketing, pricing, and selling these products online and at community events.

Exploring Employment in Visual Arts

Students will cultivate their talents and skills in the world of visual arts. Students will explore and practice making goods in the areas of ceramics, textiles, printmaking, and painting.

DDD Adult Prevocational Group Classes

Financial Literacy

The goal of this class is to provide students with the knowledge that will enable them to address money skills with independence. Students will complete activities where they practice and manipulate hourly wages, paychecks, time sheets, register skills, counting money, making change, budgeting, comparison shopping, reading receipts, and more.

Get Hired

Get Hired is part of *The Janus Employability Skills* program. In this course, students will explore skills necessary for gaining and maintaining a job. Students will be exposed to stories and situations about people who find and develop an opportunity to work and earn. These stories will prompt conversations and role play about what to do and what to say when you go out to look for work.

Health and Wellness on the Job

Students will learn about the impact of health and wellness on their personal lives and employment. Students will explore the ways that employment can be impacted by physical and mental health. Throughout the course, students will explore the importance of a healthy lifestyle, including the ability to manage stress and the impact that relationships have on personal health and wellness. Students will identify appropriate hygiene, grooming and appearance for the workplace. Students will also explore the importance of eating a balanced, nutritious diet and determine appropriate leisure/recreation activities and services available.

Hospitality Service Basics

Students will learn and practice transferable skills, including but not limited to, greeting customers, standards of workplace cleanliness, preparing table settings, and planning events.

Is there a job for me?

Students will explore their strengths, abilities, and interests to create a path towards employment. Exploration will also include identifying jobs in the community that might fit their unique abilities as well as considering self-employment as an option.

Job Related Social Skills

In this course, students will identify job responsibilities relating to appropriate dress, work schedules, and job duties. Students will practice following verbal instructions and directions from employers, managers, or co-workers. Students will also practice introducing themselves to others as well as ways to introduce other individuals to one another in a work setting. Throughout the course, students will also practice following directions in the workplace as well as giving and receiving compliments.

Romaine Calm!

Students will be exposed to basic culinary and hospitality skills, including a high standard of sanitary practices. Students will explore the skills needed for employment in hospitality and culinary establishments as well as work together to produce a meal.

DDD Adult Prevocational Group Classes

Self-Advocacy in the Workplace

Students will demonstrate an understanding of self-advocacy skills through understanding of one's disability, learning the rights and responsibilities defined by federal law pertaining to people with disabilities, and describe individual needs. Students will explore accommodations across multiple environments appropriate to their individual needs. Students will gain knowledge about accessing appropriate community service agencies based on individual needs.

Team Building in the Workplace

In this course, students will acquire skills necessary to function within a team. Students will practice ways to demonstrate the ability to communicate personal needs, wants, and pose questions within a team. Students will explore the steps necessary to complete a task within a team. Students will also practice appropriate way to solve a conflict within a team.

Understanding Workplace Expectations and Interactions

Students will learn skills related to creating and dealing with anger, anxiety, and stress in the workplace. Students will also be exposed to the skills needed to communicate and navigate social interactions, including consumer rights, customer service, and issues related to bullying or harassment from co-workers and others.

Workplace Safety

Throughout this course, students will gain knowledge and skills related to safety in the workplace. Students will demonstrate functional literacy skills for the workplace, identify safe working practices related to the workplace, learn of occupational safety practices in the workplace, and propose solutions related to unsafe work practices.



FRA Adult Program Registration

Fall Classes: September 13 - December 17, 2021

Have you been vaccinated against Covid-19? Yes No

Name _____

Red Bank In-Person Classes			
MONDAY	Self Advocacy in the Workplace	10-12:30PM	
	Excel for Life	1-3PM	
	Brain Fitness	10-12PM	
	Hospitality Service Basics	12:30-3PM	
TUESDAY	Is there a job for me?	10-12:30PM	
	Surfing the Net	1-3PM	
	Enjoy the Power of PowerPoint	10-12PM	
	A Thyme to Cook	12:30-3PM	
WEDNESDAY	Creating Products for Gifts or to Sell	10-12:30PM	
	Fun with Microsoft Word	1-3PM	
	What's News	10-12PM	
	Communicating in the Workplace	12:30-3PM	
THURSDAY	Financial Literacy	10-12:30PM	
	Technology in the Home	1-3PM	
	Excel for Managing Money	10-12PM	
	Exploring Employment in Event and Party Planning	12:30-3PM	
FRIDAY	Exploring Employment in Jewelry Making	10-12:30PM	
	The Art of Digital Photography	1-3PM	
	Writing Essentials	10-12PM	
	Workplace Safety	12:30-3PM	

Brick In-Person Classes			
MONDAY	Financial Literacy	9-11:30AM	
	Writing Essentials	12-2PM	
	Videography	9-11AM	
	Exploring Employment in Event and Party Planning	11:30-2PM	
TUESDAY	Exploring Employment in Graphic Art	9-11:30AM	
	Excel For Managing Money	12-2PM	
	What's News	9-11AM	
	Team Building in the Workplace	11:30-2PM	
WEDNESDAY	Understanding Workplace Expectations	9-11:30AM	
	Enjoy the Power of PowerPoint	12-2PM	
	The Art of Digital Photography	9-11AM	
	Get Hired	11:30-2PM	
THURSDAY	Exploring Employment in Visual Arts	9-11:30AM	
	Exploring Social Media	12-2PM	
	Excel For Life	9-11AM	
	Health And Wellness on the Job	11:30-2PM	
FRIDAY	Job Related Social Skills	9-11:30AM	
	Fun With Microsoft Word	12-2PM	
	Brain Fitness	9-11AM	
	Romaine Calm	11:30-2PM	

Online Classes			
MONDAY	Brain Fitness	10-11 AM	
	Excel for Life	10-11 AM	
	Hospitality Service Basics	11-12 PM	
	Self Advocacy in the WorkPlace	11-12 PM	
TUESDAY	Is there a job for me?	10-11 AM	
	Exploring Employment in Graphic Design	10-11 AM	
	Surfing the Net	11-12 PM	
	Enjoy the Power of Power Point	11-12 PM	
WEDNESDAY	Fun With Microsoft Word	10-11 AM	
	What's News	10-11 AM	
	Communicating in the Workplace	11-12 PM	
	Understanding Workplace Expectations	11-12 PM	
THURSDAY	Financial Literacy	10-11 AM	
	Health and Wellness on the Job	10-11 AM	
	Technology in the Home	11-12 PM	
	Excel of Managing Money	11-12 PM	
FRIDAY	The Art of Digital Photography	10-11 AM	
	Writing Essentials	10-11 AM	
	Job Related Social Skills	11-12 PM	
	Workplace Saftey	11-12 PM	

Personal Information

Student's Full Name _____

Date of Birth _____ Gender _____

Parent/Guardian Names _____

Address _____

Home Phone _____ Cell Phone _____

Parent/Guardian Email _____

Student Email _____

Support Coordinator Name _____

SC Email _____

SC Phone _____

Budget Start and End Dates _____

Emergency Contact Name _____ Phone _____

Emergency Contact Name _____ Phone _____

Participants must demonstrate the ability to accept and follow reasonable rules and to behave respectfully toward others. They must also have sufficient emotional/behavioral stability and independent ability to participate in all aspects of the program.

Name of Participant _____ Date _____

A person over the age of 18 is considered their own legal guardian unless someone else has been appointed by the courts.

Self Guardian _____

Name of Legal Guardian _____

Relationship of Legal Guardian _____

If your personal or contact information changes, you must notify FRA in writing.

Medical Information

Cardiac Y N Seizures Y N Diabetes Y N

Diagnosis _____

Accommodations

Allergies

Medications and Doses

Medical or Physical Concerns

Fears/Concerns/Behaviors (please provide triggers for behaviors and suggestions of best intervention strategies)

If your medical information changes, you must notify FRA in writing.

Payment Information

Payment Type (please check one)

School Contract/School District _____

Case Manager _____

CM Email _____

CM Phone _____

DDD Service

Budget paperwork submitted Y N

Online payment

Credit card

Visa Mastercard Discover American Express

Credit card # _____

Expiration date _____

CVC code _____

Billing address _____

Billing zipcode _____

I authorize a one-time payment of \$ _____ to be made to by card by FRA.

Check payment

Check # _____

Amount _____

Please make all checks payable to FRA and mail to 210 Newman Springs Road E, Red Bank, NJ 07701

NOTE: For security purposes we DO NOT/WILL NOT keep a record of your credit card information.

Print Name _____

Date _____

Signature _____

FRA Consent Form

As part of FRA programs, photos and videos will be created during various activities. FRA would like to use some of these photos and videos on our websites for promotional and educational publications. Please indicate your consent below.

Student's Full Name _____

Photo Release Consent:

- I hereby consent to and authorize FRA, to reproduce and use photographs/video/audio recordings, in any print, online, social media, social networking and audio/visual-based materials, as well as other promotional and educational publications as well as the FRA website.
- I do not approve of my student's photo or video being used in any format.

Class Trip Consent:

- I hereby consent that my student can attend any class trips. As trips are scheduled, information and details will be provided to parents and guardians.
- I do not consent to my student attending class trips with FRA.

Parent/Guardian Name _____

Date _____

If you wish to change your consent preferences at any time, you must notify FRA in writing.