



Greetings Families,

I hope this finds you and your loved ones doing well during these uncertain times. As we move forward, attached you will find our fall 2020 class schedule. Our fall class session will run for 14 weeks from September 14, 2020 through December 18, 2020.

At this time we are uncertain whether we will be able to open our buildings for on-site classes this fall. **On the registration form you will need to select if you are registering for:**

- ☐ On-site classes at FRA buildings ONLY **
- ☐ Online remote learning classes ONLY
- ☐ Both on-site and online classes

*** Please keep in mind that when registering for on-site classes, space is limited.*

Families and students will be informed once DDD has determined if services can re-open with on-site programs. Upon return to on-site services, in accordance with all CDC and state health regulations for opening, students will be required to wear face masks and FRA will follow all recommendations for the health and safety of all those attending classes or services.

FRA is committed to the health and safety of its students, staff, and families as we plan to re-open and assure that protocols, procedures, and supplies are in place to meet this commitment amid COVID-19 recommendations. Building modifications will also be in place to reopen.

Once completed, please send your fall registration paperwork to Alexa DellaMonica at frontdesk@frainc.org.

We hope to see everyone soon!

Sincerely,

Joanne Castellano
Program Director

FRA Adult Class Calendar

2020 – 2021 Class Calendar

September '20						
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 '20						
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 '20						
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 '20						
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 '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						

February '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						

March '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			

April '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	

May '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					

June '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			

July '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

August '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				

	SCHOOL CLOSED
	FALL SESSION (14 Weeks)
	WINTER SESSION (12 Weeks)
	SPRING SESSION (12 Weeks)
	SUMMER SESSION (8 Weeks)



NAME _____

Fall Session Registration September 14, 2020 - December 18, 2020

At this time we are uncertain whether we will be able to open our building for on-site classes this fall. Please select:

	On-site classes at FRA building ONLY **
	Online remote learning classes ONLY
	Both on-site and online classes

*** Please keep in mind that when registering for on-site classes, space is limited*

As we get closer to the start of the fall session, families and students will be informed once
DDD has determined if services can re-open with on-site programs.

TECHConnection GOODS AND SERVICE CLASSES

RED BANK	Please only choose ONE goods and service class per day		
MONDAY	Writing Essentials Amazing Stories	10AM-12PM	
	Fun with Microsoft Word Amazing Stories	10AM-12PM	
TUESDAY	Brain Fitness Games and more	10AM-12PM	
	What's News What's News	10AM-12PM	
WEDNESDAY	The Art of Digital Photography Picture This	1PM-3PM	
	Writing Essentials Amazing Stories	1PM-3PM	
THURSDAY	Surfing the Net Let's Go Surfing	1PM-3PM	
	Enjoy the Power of PowerPoint Animal Bytes	1PM-3PM	
FRIDAY	Fun with Microsoft Word Amazing Stories	10AM-12PM	
	What's News What's News	10AM-12PM	

BRICK	Please only choose ONE goods and service class per day		
MONDAY	Fun with Microsoft Word Amazing Stories	9AM-11AM	
	B CLASS Fun with Microsoft Word Amazing Stories	9AM-11AM	
TUESDAY	Brain Fitness Games and more	12PM-2PM	
WEDNESDAY	Writing Essentials Amazing Stories	9AM-11AM	
THURSDAY	Enjoy the Power of PowerPoint Animal Bytes	9AM-11AM	
	B CLASS Enjoy the Power of PowerPoint Animal Bytes	9AM-11AM	
FRIDAY	What's News What's News	12PM-2PM	

PREVOCATIONAL CLASSES

RED BANK	Please only choose one prevocational class per day		
MONDAY	Hospitality Service Basics Enjoying my Space	12:30PM-3PM	
	Self Advocacy in the Workplace Communicating in the Workplace	12:30PM-3PM	
TUESDAY	Financial Literacy Everyday Money Skills	12:30PM-3PM	
	Preparing for Employment Getting Ready for a Job	12:30PM-3PM	
	Job Related Social Skills Communicating in the Workplace	10AM-12:30PM	
	Exploring Employment in Visual Arts Self Expression	10AM-12:30PM	
THURSDAY	Team Building in the Workplace Coping with Work	10AM-12:30PM	
	Get Hired Getting Ready for a Job	10AM-12:30PM	
FRIDAY	Job Related Social Skills Communicating in the Workplace	12:30PM-3PM	
	Workplace Safety Coping with Work	12:30PM-3PM	

BRICK	Please only choose one prevocational class per day		
MONDAY	Self Advocacy in the Workplace Communicating in the Workplace	11:30AM-2PM	
	B CLASS Self Advocacy in the Workplace Communicating in the Workplace	11:30AM-2PM	
TUESDAY	Preparing for Employment Getting Ready for a Job	9AM-11:30AM	
WEDNESDAY	Exploring Employment in Visual Arts Self Expression	11:30AM-2PM	
THURSDAY	Team Building in the Workplace Coping with Work	11:30AM-2PM	
	B CLASS Team Building in the Workplace Coping with Work	11:30AM-2PM	
FRIDAY	Job Related Social Skills Communicating in the Workplace	9AM-11:30AM	

FALL SESSION: SEPTEMBER 14, 2020 - DECEMBER 18, 2020

RED BANK

MONDAY	
10AM-12PM	10AM-12PM
Writing Essentials Amazing Stories	Fun with Microsoft Word Amazing Stories
12:30PM-3PM	12:30PM-3PM
Hospitality Service Basics Enjoying my Space	Self Advocacy in the Workplace Communicating in the Workplace

TUESDAY	
10AM-12PM	10AM-12PM
Brain Fitness Games and more	What's News What's News
12:30PM-3PM	12:30PM-3PM
Financial Literacy Everyday Money Skills	Preparing for Employment Getting Ready for a Job

WEDNESDAY	
10AM-12:30PM	10AM-12:30PM
Exploring Employment in Visual Arts Self Expression	Job Related Social Skills Communicating in the Workplace
1PM-3PM	1PM-3PM
The Art of Digital Photography Picture This	Writing Essentials Amazing Stories

THURSDAY	
10AM-12:30PM	10AM-12:30PM
Team Building in the Workplace Coping with Work	Get Hired Getting Ready for a Job
1PM-3PM	1PM-3PM
Surfing the Net Let's Go Surfing	Enjoy the Power of PowerPoint Animal Bytes

FRIDAY	
10AM-12PM	10AM-12PM
Fun with Microsoft Word Amazing Stories	What's News What's News
12:30PM-3PM	12:30PM-3PM
Job Related Social Skills Communicating in the Workplace	Workplace Safety Coping with Work

PreVocational class
Goods & Service class

BRICK

MONDAY	MONDAY (B)	TUESDAY	WEDNESDAY	THURSDAY	THURSDAY (B)	FRIDAY
9AM-11AM	9AM-11AM	9AM-11:30AM	9AM-11AM	9AM-11AM	9AM-11AM	9AM-11:30AM
Fun with Microsoft Word Amazing Stories	*B CLASS* Fun with Microsoft Word Amazing Stories	Preparing for Employment Getting Ready for a Job	Writing Essentials Amazing Stories	Enjoy the Power of PowerPoint Animal Bytes	*B CLASS* Enjoy the Power of PowerPoint Animal Bytes	Job Related Social Skills Communicating in the Workplace
11:30AM-2PM	11:30AM-2PM	12PM-2PM	11:30AM-2PM	11:30AM-2PM	11:30AM-2PM	12PM-2PM
Self Advocacy in the Workplace Communicating in the Workplace	*B CLASS* Self Advocacy in the Workplace Communicating in the Workplace	Brain Fitness Games and more	Exploring Employment in Visual Arts Self Expression	Team Building in the Workplace Coping with Work	*B CLASS* Team Building in the Workplace Coping with Work	What's News What's News

Personal Information

Student Full Name

Date of Birth:

Gender:

MALE ☐ FEMALE ☐

Parent/Guardian Name:

Address:

Home & Cell Phone:

Email:

Support Coordinator:

S.C. Phone:

S.C. Email:

Budg. Start & End Date:

Emergency Contact #1:

Phone Number:

Emergency Contact #2:

Phone Number:

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 guardian by the courts. My son/daughter:

Self Guardian

Legal Guardian

Name of Guardian & Relationship:

Medical History

Cardiac Y ☐ N ☐ Seizures Y ☐ N ☐ Diabetic Y ☐ N ☐

Diagnosis _____

Accommodations:

Allergies

Medications and Doses:

Medical or Physical Concerns

Fears/Concerns/Behaviors (provide triggers for outbursts/behaviors and suggestions of best strategies to assist your child):

Payment

Payment Type (Please check):

☐ School Contact/School District

Case Manager: _____

Phone: _____

Email: _____

☐ DDD Service

Budget paperwork submitted: Yes ☐ No ☐

☐ Online payment

☐ Credit Card

Visa ☐ Master Card ☐ Discover ☐ American Express ☐

Credit card #: _____

Exp. Date: _____

Billing Address: _____

Zipcode: _____

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

☐ Check Payment

Check #: _____

Amount: \$ _____

**** Please make all checks payable to 'FRA' and mail to 210 Newman Springs Rd E., Red Bank, NJ 07701**

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

Print Name: _____ Signature: _____ Date: _____



TECH*Connection* Policy

Participants enrolling in the **TECH***Connection* adult classes must be able to participate in a meaningful way. Therefore, the following criteria are set to help determine in part if the applicant is appropriate for our classes.

Applicants must have the ability to accept and follow reasonable rules, follow directions and to behave respectfully toward others. They must have sufficient emotional and behavioral stability. Students must be independent at eating and toileting unless accompanied by their aid. Students must also have the interest, stamina and independent ability to participate in all aspects of the class which is either a 2 or 2.5 hour time period. If a student has the interest and stamina but requires additional support, they can attend class with their direct service person.

Prior to accepting registration into the class, students must come for a tour of the classes and the building, and must meet with the **TECH***Connection* Program Director. The Program Director will assess the person's skills, while the student/family will have an opportunity to see if the class is something that would be of interest to them and meets their needs and abilities. Entrance into class will be based upon the individual's appropriateness for the program and appropriate/available class openings, as determined by the Program Director. Students will be accepted into the program on a trial basis. Students' ability to follow rules, engage, and participate in all aspects of the class will be evaluated for permanent placement in the program.

Once enrolled, students must review and adhere to the class policy on interpersonal relations/bullying, as well as cell phone use. These forms must be signed before starting the class.

FRA

BULLYING POLICY

POLICY: No bullying will be tolerated in any FRA classes.

Someone is bullying when they:

- make negative, unkind or hurtful comments about another person in the class
- push or purposefully crowd out another student to make them feel unwelcome in our space
- refuse to sit, dance with or be near another student in order to be hurtful and to exclude them
- try to get others to join in and gang up against the targeted person
- are trying to make others feel unwelcomed, disliked or unacceptable in any way

If a student bullies another student in the class, the following consequences will happen:

1. At all times, after each incident, the bullying student must take responsibility for their behavior and apologize to the other person for being hurtful as well as to the classmates for making them feel uncomfortable.
2. On the first occurrence, the bullying student will be given information about why and how the behavior is hurtful and unacceptable. They will be told to leave the class for 15 minutes or until that student can participate cooperatively and be accepting of all classmates.
3. Classmates will be provided with support and education about the hurtfulness bullying causes. Classmates will be given language to support the person who is the target of the bully and instruction about how caring for others is important to all.
4. If the student uses bullying behavior again in the same class, that student will be asked to leave the class for the remainder of the session. This will result in a **FIRST WARNING**.
5. If the student again creates an episode of bullying in another class, the student will again be asked to leave for 15 minutes. This will result in a **SECOND WARNING**. Additional counseling about the offensive behaviors and the hurtful consequences will be provided to the offender. Group support will be offered to the person targeted.
6. If an episode of bullying occurs in a third class, the student will be asked to leave the class. This will be the **THIRD AND FINAL WARNING**. **THE STUDENT WILL THEN BE DISMISSED FROM THE CLASS FOR THE REST OF THE SEMESTER.**
7. If it is observed, known, or can be proven that another student is instigating or participating in any of these behaviors that student will have the same consequences.
8. Parents will be informed of the incident and about the concerns of the staff on an ongoing basis.

**I, _____ HAVE READ AND UNDERSTAND THE
POLICY ON BULLYING. I KNOW I HAVE TO FOLLOW THE RULES IN ORDER TO BE ALLOWED TO
STAY IN THE CLASS.**

STUDENT SIGNATURE: _____ DATE: _____

AGENCY REPRESENTATIVE: _____ DATE: _____

FRA

CELL PHONE POLICY

Policy: Cell phone use is prohibited during class

In FRA'S pursuit to instill good workplace habits in our adult students, and as part of our prevocational class experience, we are implementing job expectations within each classroom. Cell phones and other electronic devices are part of all our lives but we do not typically use them in our workplace environment unless we are on a break. If we must use them in our workplace environment it is typically only in the event of an emergency or urgent business. We are asking all students who bring electronic devices to our classes to keep them in their backpack, purse or jacket pocket during class time and only use them during lunch break.

Consequences for ignoring this policy:

If a student is repeatedly using a cell phone during class there will be a series of interventions to guide expected behavior:

- 1) *Level 1:* student will be reminded to put the cell phone in their backpack or jacket pocket.
- 2) *Level 2:* student will have to give their cell phone to the teacher upon arriving to class. The teacher will hold the phone at her desk.
- 3) *Level 3:* the student's phone will be held at the front desk to be returned to the student upon departing FRA for the day.
- 4) *Level 4:* the student will not be allowed to attend FRA classes unless they comply to our policy, or will not be allowed to bring the phone into the building.

I, _____ have read and understand the policy on cell phone use. I know I have to follow the rules in order to be allowed to stay in class.

Student Signature: _____ Date: _____

Agency Representative: _____ Date: _____



PossAbilities
for people
with disAbilities

Class Consent Form

I hereby give consent for my son/daughter
_____ to the following:

- ☐ Attend any class trips provided during the current session. As trips are scheduled, information and details will be provided. Students will bring home a notice of trip.
- ☐ Have son/daughter photo and/or video taken. Names will not be released. Prior approval will be sent before adding names.
- ☐ Utilize their cell phones during specific class, if needed for demonstration in the class.

Please list any exclusions below:

Parent Signature

Date

Early Childhood Development Programs • Family Support Services • Creative Recreation Experiences • Adult Programs

Phone: 732-747-5310 • Fax: 732-747-1896

35 Haddon Avenue, Shrewsbury, New Jersey 07702

www.frainc.org • www.techconnection.org

TECHConnection

TECH Connection – Goods and Services – Adult Classes

GOODS AND SERVICES can be utilized for a maximum of 3 HOURS A DAY to a MAXIMUM OF 10 HOURS PER WEEK.
This includes all the Goods and Services used with all providers under DDD budgets.
(Class names in red are DDD approved through the E/I-record)

Brain Fitness Games & more

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*

Enjoy the power of Microsoft PowerPoint Animal Bytes

Through a variety of computer 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 create slide presentations on a variety of interest based topics.

Goal: *Promote independence and life skills toward employment*

Excel for Life Advanced life skills

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*

Fun with Microsoft Word Amazing stories

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*

Possess the Skills of Microsoft Publisher Let's get creative

Through a variety of computer activities, students will practice using *Microsoft Publisher*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Possible activities include making booklets, signs and posters, greeting cards, calendars, and more.

Goal: *Promote independence and life skills toward employment*

Surfing the Net Let's go surfing

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.*

The Art of Digital Photography Picture this!

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*

Videography with Green Screen technology! Now showing!

Taught by *Unique Voice Films*

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*

What's News? 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*

Writing Essentials Amazing stories

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*

DDD ADULT Pre-Vocational Classes

Up to 30 hours per week for one year – DDD Approved

(Class names in red are DDD approved through the E/I-record)

Exploring Employment in Event and Party Planning Coping with Work

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 Jewelry Making Creating Products for Gifts or to Sell

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 Self Expression

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.

Exploring Employment in Woodworking Creating Products for Gifts or to Sell

Students will explore ways to make products from wood pallets. Students will be exposed to the steps of the woodworking process while creating useful, functional, and attractive products. Students will have opportunities to explore masonry shops and interact with workers in the field to gain a better understanding of the skills needed for employment in the field of woodworking.

Financial Literacy Everyday Money Skills

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 Getting Ready for a Job

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 Dress for Success

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 Enjoying my Space

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

Job Related Social Skills Communicating in the Workplace

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.

Preparing for Employment Getting Ready for a Job

In this course, students will practice appropriate interview skills. Students will practice and demonstrate appropriate interview etiquette, including dress, behavior, first impressions, and eye contact. Students will also develop a personal resume, practice completing job applications, identify ways to find jobs opportunities, and evaluate their personal job skills that are transferable to competitive employment.

Self Advocacy in the Workplace Communicating 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 Coping with Work

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.

Workplace Safety Coping with Work

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.