



Windsor Locks Adult Education

Experience the power of lifelong learning!

WindsorLocksAdultEd.org
860-292-5712
AdultEd@wlps.org

Thank you for your interest in joining Windsor Locks Adult Education! Please look over the following information to guide you on making your proposed class fit the needs of the program.

SCHEDULE – CLASSES MUST BE HELD WITHIN THESE DATES

Available days:	Mondays, Tuesdays, and Wednesdays
Available Times:	6:30 PM - 8:30 PM (The building must be empty by 9PM, please plan accordingly; no one is available to answer the door after 7 PM so classes must start on or before this time.)
Semester Start Date:	Monday, March 2, 2019
Semester End Date:	Wednesday May 20, 2019
Closed on:	April 13, 14, 15

Please make sure your class is not scheduled on dates the school is closed. DO NOT Schedule dates before or after the start and end dates, and no classes are to be held on Thursdays or Fridays.

CANCELLATIONS

If the school closes for bad weather or other reasons, we close as well. When in doubt check the district website wlps.org. Closings will be posted on our website and Facebook page. Closings are also posted on NBC Connecticut.

PAY

We pay a basic rate of **\$20/hr** to our teachers. You will be paid in one lump sum after ALL classes are over for the semester. You can also charge a “materials fee” if you are going to provide books, craft supplies, etc. **Most classes will need at least 5 students in order to run.**

ADVERTISEMENT

We will post the list of classes in a brochure that we mail out to residents of Windsor Locks and East Granby. Our brochure is posted on the district website as well as our website. We encourage you to publicize your class as well! Enrichment classes are open to all, regardless of where they reside, with no additional fees. Feel free to invite your out-of-town students!

REGISTRATION

You will know the status of your class the week after registration closes. At that time, I can email you a class list of your students and their contact information.

CONTACT US

If you have any questions, comments or suggestions, please contact me, Kristen Malone, Adult Education Administrative Assistant. My main office phone is **860-292-5712**, and my email is **kmalone@wlps.org**. Email is the best way to reach me, as my hours will vary throughout the year.

Thank you for your support and dedication. We could not have an Enrichment program without you!