



Community Education

Spring 2020 Course Schedule

- Spring Class Schedule
- P-H-M Summer Camp Information
- Learn to Swim Information

www.phmschools.org
574.258.9568

Lifelong Learning

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for Detailed
Instructions

Register and pay online

- Visit them P-H-M Web Store at **phm.revtrak.net**
- Click on the “**Community Education**” button
- Select your class(es)
- Register for your class(es)
- Create an account
- Make a payment using an **eCheck, Discover, VISA, or MasterCard debit/credit card**. There is a 3.49 percent fee for using this service.
- Receive and print your receipt

Phone-In

Phone in your registration **Monday–Friday from 8 a.m.–4 p.m. to (574) 258-9568**. The Community Education office is **closed from 12:30–1:30 p.m.** Please have your course name and payment information ready.

Walk-In

You may register in person at our office located in the Educational Services Center (just north of Penn), **55900 Bittersweet Road, Mishawaka, IN**. Office hours are **Monday–Friday from 8 a.m.–4 p.m.** The Community Education office is **closed from 12:30–1:30 p.m.** You can leave your registration form and payment with the receptionist during this time.

Mail-In

Fill out the registration form on page 23 and mail it with your check, money order or purchase order information.

Mail to: P-H-M Community Education, 55900 Bittersweet Road, Mishawaka, IN 46545.

Payment Information

Payment must be submitted at the time of registration. We accept cash, check, money order or purchase order at the Community Education office. *Instructors DO NOT accept payments. A \$20.00 fee will be charged for processing checks returned for insufficient funds.*

You do not need to live within the P-H-M school district to take or teach our classes.

Introduction to Personal Computers

This introductory hands-on computer class is designed for the beginning computer user who wants to acquaint themselves with personal computers and their applications. In the most basic terms you will be introduced to word processing, spreadsheets and more. You'll learn formatting, exchanging files and other basic functions. **Enrollment is limited. You will need to bring a USB flash drive to class to save your work. This course is very helpful for those with no prior experience on a computer. Prerequisite: None.**

- Dates:** Four Mondays
March 9, 16, 23, 30
- Time:** 6:00 – 8:30 p.m.
- Fee:** \$75/\$65 senior citizens
- Location:** Penn High School, Room 137
Use Entrance L (a door code will be issued)
- Instructor:** Beth McCool, experienced instructor

Intermediate Personal Computers

Know the basics but want to learn more about how your personal computer works, then this hands-on class is for you! Learn a wide range of programs and improve your computer knowledge. This class will help you gain the confidence to move on to more complex computer programs you would like to learn. **Enrollment is limited. You will need to bring a USB flash drive to class to save your work. Prerequisite: Introduction to Personal Computers or equivalent experience.**

- Dates:** Four Mondays
April 13, 20, 27
May 4
- Time:** 6:00 – 8:30 p.m.
- Fee:** \$75/\$65 senior citizens
- Location:** Penn High School, Room 137
Use Entrance L (a door code will be issued)
- Instructor:** Beth McCool, experienced instructor

Introduction to Excel®

Learn the basics of this powerful spreadsheet program. This class will cover how to enter and manipulate data, use common formulas, and create a variety of charts and more. Excel® provides tools for data analysis, list keeping and calculations and more. **An electronic instructional manual is provided and included in the course fee. You will need to bring a USB flash drive to class to save your work. Enrollment is limited. Prerequisite: Introduction to Personal Computers or equivalent experience.**

- Dates:** Four Tuesdays
March 10, 17, 24, 31
- Time:** 6:00 – 8:30 p.m.
- Fee:** \$90 (includes electronic manual)
- Location:** Penn High School, Room 137
Use Entrance L (a door code will be issued)
- Instructor:** Beth McCool, experienced instructor

Intermediate Excel®

Build on your basic Excel® skills by learning how to format your spreadsheets, link multiple spreadsheets together, test data entry and organize your spreadsheet data and more. **An electronic instructional manual is provided. Enrollment is limited. You will need to bring a USB flash drive to class to save your work. Prerequisite: Introduction to Excel or equivalent experience.**

- Dates:** Four Tuesdays
April 14, 21, 28
May 5
- Time:** 6:00 – 8:30 p.m.
- Fee:** \$90 (includes electronic manual)
- Location:** Penn High School, Room 137
Use Entrance L (a door code will be issued)
- Instructor:** Beth McCool, experienced instructor



Chicago Flower & Garden Show Bus Trip

The Chicago Flower and Garden Show-Focus on Flowers, which is held at Navy Pier, offers something for everyone. Come be wowed with the gardens, how-to workshops and instructional seminars that will give you a reason to enjoy the greener side of Chicago. You will experience every facet of horticulture so stop by the Farm to Festival area to experience horticulture fun for all ages.

From the intricately designed gardens, to hands-on demonstrations and workshops with industry professionals on hand to provide gardening and greening advice and offer tips to turn your thumb into a green thumb. The garden will present space designs that incorporate container gardening, urban agriculture, pollinators and safe digging awareness. Check out the “She Shed” display that can translate into your own yard. You will find Chicago’s first blush with spring to be invigorating.

The show will offer interactive gardening workshops, garden gourmet cooking demonstrations, as well as free educational seminars that will range in topics and skill levels from novice to expert.

The fee includes transportation and admission to the show. The bus will leave Penn promptly at 8:00 a.m. and return around 9:30 p.m. Payment for this trip must be received at the time of registration. No refunds will be given after payment is received.

- Date:** One Saturday, March 21
- Time:** 8:00 a.m. – 9:30 p.m.
- Fee:** \$55 per person
- Departure::** Penn H.S., north parking lot

Woodfield Mall and IKEA Bus Trip

Spend the day at the largest shopping center in the Chicagoland area. With nearly 300 of the finest stores and restaurants you can be sure you will find exactly what you are looking for at Woodfield and then take the free trolley to IKEA right across the street!

Enjoy stores such as Abercrombie, Aeropostale, Ann Taylor, Armani Exchange, Banana Republic, Bare Minerals, Bath & Body Works, Buckle, Charlotte Russe, The Cheesecake



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Factory, Chico's, Coach, Dry Goods, Eddie Bauer, Forever 21, Hollister, JCPenney, Justice, Lego, Lord & Taylor, Macys, Michael Kors, Nordstrom, Pink, Rainforest Cafe, Sears, Sephora, Sperrys, Tilly's, Wet Seal, White House/Black Market, and Zumiez all under one roof.

The bus will leave promptly at 8:00 a.m. and return around 9:30 p.m. Payment for this trip must be received at the time of registration. No refunds will be given after payment is received. Please try to register prior to February 9. Seats may still be available after this date.

Date: One Saturday, April 25
Time: 8:00 a.m. – 9:30 p.m.
Fee: \$40 per person
Departure: Penn High School, north parking lot

Discover Scuba

February 25 is a one-night experience held before the scuba diving instruction course *for people 10 years and older* who would like to try scuba. Take advantage of this exciting opportunity for finding out what scuba diving is all about.

Come to a question-answer session and video in the classroom before going to the pool area. Just bring a bathing suit, towel and locker padlock and the rest will be provided.

Date: One Tuesday, February 25
Time: 6:30 – 9:00 p.m.
Fee: \$10
Location: Penn High School, Room 165 and Pool
Use Entrance D
Instructor: Hart City Scuba, certified instructor



Scuba Diving Instruction

Scuba diving is fun and easy to learn and anyone in good health, reasonably fit and comfortable in the water can learn to dive. **People ten and older may take this course.** Course is the PADI OPEN WATER COURSE, the first level of scuba certification and your entry into the adventure of the underwater world. Course includes academics, diving in the pool where skill development will take place and actual scuba diving in an open water environment. **The course is performance based, so you will have as much time as needed for skill development.**

The academic portion begins when you are ready, so through self-study you will be able to learn at your own pace. Study materials include your student kit consisting of a book and DVD. **Due to the course format it is required that you contact the dive facility PRIOR to the start of class** to ensure that all students have the proper study materials and paperwork. Course fee includes everything a student diver will need for completion of the course except personal equipment. **Personal equipment includes mask, fins, snorkel and booties. Participants should also bring a bathing suit, towel and locker padlock to each class.**

After registering and paying for the class, you must call Hart City Scuba at 574-264-3528.

Dates: Two Tuesdays/Two Thursdays
 March 10, 12, 17, 19
Time: 6:30 p.m. – 9:30 p.m.
Fee: \$250 (includes study materials)
Location: Penn High School, Room 163 and Pool
Use Entrance D
Instructor: Hart City Scuba, certified instructor

Basic Fundamentals of the Golf Swing

This class will teach the basics, help you with the proper grip, stance and swing. You will enjoy learning the fundamentals of the sport and also learn how to improve your game. Whether you're a beginner or an experienced golfer who just wants to take a few strokes off his/her game, this class will suit your needs. Discussion will be held during class on some necessary and optional equipment needs.



The first class will last 90 minutes. All other classes will be 60 minutes in length. Driver only is required. For those without clubs, Michiana Golf can supply you with the necessary equipment.

Dates: Five Mondays
 April 13, 20, 27
 May 4, 11
Time: 6:00 – 7:00 p.m.
Fee: \$90
Location: Michiana Golf Academy
 1915 N. Merrifield, Mishawaka, IN
Instructor: Don Wiseman, GSED

Scoring Shots

Mastering the short game is one of the most challenging aspects of golf. Join Don for a five-week course on chipping, putting, lob shots and sand shots. **This program is intended for anyone, beginner or experienced, who is looking to**

improve their game. Please bring putter, pitching wedge and 7 iron to class. For those without clubs, Michiana Golf can supply you with the necessary equipment.

Dates: Five Mondays
April 13, 20, 27
May 4, 11

Time: 7:30 – 8:30 p.m.

Fee: \$90

Location: Michiana Golf Academy
1915 N. Merrifield, Mishawaka, IN

Instructor: Don Wiseman, GSED

Cardio Drumming at Bittersweet

Cardio drumming combines dance and rhythm for fun, high-energy workouts which can best be described as a combination of drum, line and modern dance. Unlike many other workout activities, cardio drumming never gets dull. In addition to hitting the ball in syncopation, participants click the sticks in the air, jump and run in place and many other moves you will replicate in all different types of songs, from country and rock to oldies and pop. All fitness levels are welcome.

Participants should bring a yoga ball, a bucket and a pair of drumsticks to each class. Also bring a water bottle and wear comfortable athletic clothing and athletic shoes. Class is designed for adults and children 13 years and older. Class meets twice a week for a total of 10 classes per session. Class is not held on a few dates due to school closings or prior scheduled events.

Choose one or both of the sessions offered.

Dates: Ten Mondays/Wednesdays per Session

SESSION I
March 2, 4, 9, 11, 16, 18, 23, 25, 30
April 1

SESSION ii
April 13, 15, 20, 22, 27, 29
May 4, 6, 11, 13

Time: 6:15 – 7:15 p.m.

Fee: \$30 per 10 class session or \$55 for both sessions

Location: Bittersweet Elementary School, Gym
Use Entrance C (a door code will be issued)

Instructor: Cheryl Burnett, experienced fitness instructor

Barre at Elm Road

Barre is a series of movements that strengthen the entire body and ensures that no muscle is overlooked. With a combination of functional strength, dance, Pilates and yoga, we use body weights and light equipment as resistance to focus on alignment and optimal posture, while enhancing body awareness, coordination, balance and overall strength. You do not need a dance inspired background to be able to Barre. All fitness levels welcome!



Participants should bring a folding chair, light dumb bell and a water bottle and wear comfortable clothing and athletic shoes with low tread to each class. Class is designed for adults and children 15 years and older. Class meets one night a week for a total of 7 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Seven Tuesdays
March 3, 10, 17, 24
April 14, 21, 28

Time: 6:15 – 7:15 p.m.

Fee: \$35

Location: Elm Road Elementary School, Gym
Use Entrance F (a door code will be issued)

Instructor: Nicole DeWitt, certified instructor

Zumba Dance at Elm Road

Come join this fun class that is a high intensity interval training workout driven by the science of synced music motivation. An exciting and effective fitness program that uses more traditional fitness moves for a more athletic conditioning-style workout. With easy to follow moves you will work up a sweat. It's fun, easy and effective.

Participants should bring a water bottle, towel, mat, and wear comfortable clothing and athletic shoes with low tread to each class. Class is designed for adults and children 16 years and older. Class meets one night a week for a total of 8 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Eight Thursdays
March 5, 12, 19, 26
April 2, 16, 23, 30

Time: 6:15 – 7:15 p.m.

Fee: \$40

Location: Elm Road Elementary School, Gym
Use Entrance F (a door code will be issued)

Instructor: Nicole DeWitt, certified instructor

Kettlebells at Elsie Rogers

Learn how to use a kettlebell and what a kettlebell can do for you and what muscles it works. You'll also learn to use other fitness equipment and techniques. Kettlebells work the

whole body and also the core to build a strong midsection. Whether you want to increase lean muscle mass, tone up your muscles, or lose weight you can increase your overall fitness and burn up to 800 calories or more in 20 minutes of hard intensity workouts and see quick results. Does not stress the joints while providing both cardio and strength training.

Participants should bring a water bottle, towel and wear comfortable clothing and athletic shoes to each class. Please eat 2 hours before class and do not come to class on an empty stomach. Class is designed for adults and children 16 years and older. Class meets one night a week for a total of 7 classes. Class is not held on a few dates due to school closings or prior scheduled events.

- Dates:** Seven Tuesdays
March 3, 10, 17, 31
April 14, 21, 28
- Time:** 6:15 – 7:00 p.m.
- Fee:** \$35
- Location:** Elsie Rogers Elementary School, Gym
Use Entrance F (a door code will be issued)
- Instructor:** Julie Dozier, certified instructor

Functional Fitness at Elsie Rogers

This is a fitness class like no other. Sixty minutes of pure get-your-body-into-shape, heart-pumping exercise to take you to the next level! This class is for everyone, no matter your fitness level, whether you need to lose pounds or inches, sculpt and tone, or need a new fitness challenge to get you out of your same old workout routine. Best of all, you will become healthier. You will do circuit style workouts and body weights to train to utilize all body parts to get a total body workout.

Participants should bring a floor mat, dumbbells (8, 10 and 12 lbs), water bottle, towel and wear comfortable clothing and athletic shoes to each class. Class is designed for adults and children 16 years and older. Class meets one night a week for a total of 4 classes per session. Class is not held on a few dates due to school closings or prior scheduled events.

Choose one or both of the sessions offered.

- Dates:** Each session is 4 Thursdays
SESSION I
March 12, 19, 26
April 2
SESSION II
April 16, 23, 30
May 7
- Time:** 6:15 – 7:15 p.m.
- Fee:** \$25 per 4 class session or \$45 for both sessions
- Location:** Elsie Rogers Elementary School, Gym
Use Entrance F (a door code will be issued)
- Instructor:** Matt Kensell, certified instructor



Pound Fit at Northpoint

Pound provides the perfect atmosphere for letting loose, getting energized, toning up and rockin' out! Using lightly weighted drumsticks made for exercising, Pound transforms drumming into an incredibly effective way to work out. It is a full body workout that combines cardio, conditioning, and strength training with yoga and pilates-inspired movements. Designed for all fitness levels.

Participants should bring a yoga mat, blanket or towel, a water bottle, and wear comfortable clothing and athletic shoes to each class. Class is designed for adults and children 16 years and older. Class meets one night a week for a total of 4 classes per session. Class is not held on a few dates due to school closings or prior scheduled events.

Choose one or both of the sessions offered.

- Dates:** 4 class sessions on Mondays
SESSION I
March 9, 16, 23, 30
SESSION II
April 13, 20, 27
May 4
- Time:** 6:15 – 7:15 p.m.
- Fee:** \$25 per 4 class session or \$45 for both sessions
- Location:** Northpoint Elementary School, Gym
Use Main entrance
- Instructor:** Eric Koch, experienced instructor



Yoga at Northpoint

Learn Hatha yoga fundamentals emphasizing breathing techniques and postures. You will learn the fundamentals of mindful breathing, proper postural alignment to build strength and flexibility, stress reduction and relaxation. Learn how blocks and straps can help modify poses to accommodate individual needs and abilities. The class is designed for all fitness levels and body types.

Participants should bring a yoga mat, blanket or towel, and a water bottle and wear comfortable clothing and athletic shoes to each class. Class is designed for adults and children 16 years and older. Class meets two nights a week for a total of 20 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Twenty Mondays/Wednesdays
 March 2, 4, 9, 11, 16, 18, 23, 25, 30
 April 1, 13, 15, 20, 22, 27, 29
 May 4, 6, 11, 13

Time: 7:30 – 8:30 p.m.

Fee: \$55

Location: Northpoint Elementary School, Gym
Use Main entrance (a door code will be issued)

Instructor: Dennis Orosz, certified instructor, E-RYT200
 RYT500, Hanuman's Leap Yoga LLP

Water Aerobics/Aqua Groove at Penn

This fun water exercise class focuses on both cardiovascular and strength benefits. Whether you're trying to maintain your current level of fitness or reach a new level, the added benefit of training in water makes our aqua workouts safe and fun without impact to the joints. Even people who suffer from arthritis may want to give this class a try!

Class may use resistance tools that include buoyant water weights and noodles. Because of their low-impact format, aqua aerobics classes are suitable for every fitness level and is a very popular way to exercise for seniors, people who are overweight and those who are recovering from injury.

Participants should bring a towel, a water bottle and a locker padlock. Water shoes and water belt are optional. Class is designed for adults, and children 12 years and older may enroll with an adult. Class meets two nights a week for a total of 19 classes. Class is not held on a few dates due to school closings or prior scheduled events. Locker rooms will open at 7:30 p.m.

Dates: Nineteen Tuesdays/Thursdays
 March 3, 5, 10, 12, 17, 19, 24, 26, 31
 April 2, 14, 16, 21, 23, 28, 30
 May 7, 12, 14

Time: 7:45 – 8:40 p.m.

Fee: \$65/\$60 for senior citizens

Location: Penn High School, Pool
Use Entrance D

Instructor: Nicole DeWitt, certified instructor

Yoga at Prairie Vista

Learn Hatha yoga fundamentals emphasizing breathing techniques and postures. You will learn the fundamentals of mindful breathing, proper postural alignment to build strength and flexibility, stress reduction and relaxation. Learn how blocks and straps can help modify poses to accommodate individual needs and abilities. The class is designed for all fitness levels and body types.

Participants should bring a yoga mat, blanket or towel, and a water bottle, and wear comfortable clothing and athletic shoes to each class. Class is designed for adults and children 16 years and older. Class meets one night a week for a total of 10 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Ten Mondays
 March 2, 9, 16, 23, 30
 April 13, 20, 27
 May 4, 11

Time: 6:05 – 7:05 p.m.

Fee: \$45

Location: Prairie Vista Elementary School, Gym
Use Entrance F (a door code will be issued)

Instructor: Dennis Orosz, certified instructor, E-RYT200
 RYT500, Hanuman's Leap Yoga LLP



WERQ Dance Fitness at Prairie Vista

Join this fun class that is the wildly addictive cardio dance fitness class based on pop, rock and hip hop music. An exciting and effective total-body workout where the warm up previews the dance steps in class and the cool down combines yoga-inspired static stretching and balance poses.

Participants should bring a water bottle, towel, and wear comfortable clothing and athletic shoes with low tread to each class. Class is designed for adults and children 15 years and older. Class meets one night a week for a total of 10 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Choose one of the sessions offered.

Dates: Each session is 5 Mondays

SESSION I
 March 2, 9, 16, 23, 30

SESSION II
 April 13, 20, 27
 May 4, 11

Time: 7:15 – 8:15 p.m.

Fee: \$30 per 5 class session or \$55 for both sessions

Location: Prairie Vista Elementary School, Gym
Use Entrance F (a door code will be issued)

Instructor: Nicole DeWitt, certified instructor



Register and pay online at
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Barre at Prairie Vista

Barre is a series of movements that strengthen the entire body and ensures that no muscle is overlooked. With a combination of functional strength, dance, Pilates and yoga, we use body weights and light equipment as resistance to focus on alignment and optimal posture, while enhancing body awareness, coordination, balance and overall strength. You do not need a dance inspired background to be able to Barre. All fitness levels welcome!

Participants should bring a folding chair, light dumb bell and a water bottle and wear comfortable clothing and athletic shoes with low tread to each class. Class is designed for adults and children 15 years and older. Class meets one night a week for a total of 4 classes per session. Class is not held on a few dates due to school closings or prior scheduled events.

Choose one or both of the sessions offered.

Dates: 4 class sessions on Wednesdays

SESSION I

March 4, 11, 18, 25

SESSION II

April 15, 22

May 6, 13



Time: 7:15 – 8:15 p.m.

Fee: \$25 per 4 class session or \$45 for both sessions

Location: Prairie Vista Elementary School, Gym
Use Entrance F (a door code will be issued)

Instructor: Nicole DeWitt, certified instructor

Beginning Tai Chi Bang Stick for Flexibility and Strength at Schmucker

The Tai Chi Bang Stick is a unique method of training the joints and tendons. Like Qigong and Tai Chi, the movement of the Tai Chi Bang Stick is rooted in the feet, powered by the legs, directed by the waist and observed by the eyes. It is not widely known, even though it is a fast and efficient method for developing stronger and more flexible muscles and joints.

Some of the benefits from practicing Tai Chi Bang are: Improved hand strength for gripping and turning movements (like opening lids and turning a tight faucet). With continued practice it helps correct and prevent overuse

injuries by strengthening the ligaments and tendons. Develops focus and attention skills, increases awareness of your joints, center, dan tain and spiral energy. Also develops hand, arm, leg and core strength and improves the physical conditioning of joints and ROM for the shoulder, elbow and wrist.

Tai Chi Bang sticks will be provided for class use only. Students should wear comfortable loose-fitting clothing and flat soled shoes to each class. Class is designed for adults and children 13 years and older may enroll with an adult. Class meets one night a week for a total of 10 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Ten Mondays
March 2, 9, 16, 23, 30
April 13, 20, 27
May 4, 11

Time: 6:00 – 7:00 p.m.

Fee: \$45

Location: Schmucker Middle School, LGI
Use Entrance C (a door code will be issued)

Instructor: Lawrence Erpelding, certified instructor

Pilates with Body Sculpting at Schmucker

Learn basic Pilates mat exercises and how to lengthen muscles and work core abdominal muscles to sculpt a strong, streamlined physique. Pilates focuses on proper body alignment and symmetry, core strengthening and overall flexibility. Through sustained balancing and flexibility movements and focused mental awareness, learn to control your body and mind for improved health, energy, posture and ease of movement.

Participants should bring a floor mat, water bottle, and wear comfortable clothing and athletic shoes to each class. Class is designed for adults and children 16 years and older. Class meets one night a week for a total of 4 classes per session. Class is not held on a few dates due to school closings or prior scheduled events.

Choose one of the sessions offered.

Dates: 4 class session on Wednesdays

SESSION I

March 4, 18, 25

April 1

SESSION II

April 15, 22, 29

May 6

Time: 6:30– 7:15 p.m.

Fee: \$25 per 4 class session or \$45 for both sessions

Location: Schmucker Middle School, LGI
Use Entrance C (a door code will be issued)

Instructor: TBA, certified instructor

5 Element Yang Style Taiji at Schmucker

This style combines the flow of Yang Style Taiji, meditative circles of Baqua, the mindful deep breathing of Qigong and is constructed upon the five elements: Fire, Water, Wood, Metal, and Earth.

These forms are relatively short and easy to learn and encompass all the benefits associated with Taiji. The 5 element forms contain within them the wisdom of nature that is needed to nourish us on our endless journey along the path of the tao..

Students should wear comfortable loose-fitting clothing and flat soled shoes to each class. Class is designed for adults and children 13 years and older may enroll with an adult. Class meets one night a week for a total of 10 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Ten Thursdays
March 5, 12, 19, 26
April 2, 16, 23, 30
May 7, 14

Time: 6:00 – 7:00 p.m.

Fee: \$45

Location: Schmucker Middle School, LG1
Use Entrance C (a door code will be issued)

Instructor: Lawrence Erpelding, certified instructor

Cardio Drumming at Walt Disney

Cardio drumming combines dance and rhythm for fun, high-energy workouts which can best be described as a combination of drum, line and modern dance. Unlike many other workout activities, cardio drumming never gets dull. In addition to hitting the ball in syncopation, participants click the sticks in the air, jump and run in place and many other moves you will replicate in all different types of songs and genre'. All fitness levels are welcome.

Participants should bring a yoga ball, a bucket and drumsticks to each class. Also bring a water bottle and wear comfortable athletic clothing and athletic shoes. Class is designed for adults and children 13 years and older. Class meets two nights a week for a total of 18 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Eighteen Tuesdays/Thursdays
March 3, 5, 10, 12, 17, 19, 24, 26, 31
April 2, 14, 16, 21, 23, 28, 30
May 7, 12

Time: 6:15 – 7:15 p.m.

Fee: \$55

Location: Walt Disney Elementary School, Gym
Use Entrance C (a door code will be issued)

Instructor: Kori Woods, experienced fitness instructor

Women's Self Defense

Students will learn about the combat mindset of "Mama Bear" mentality in this very important class. Learn solutions to being vigilant and aware of surroundings. You will be shown how to escape common grabs, choke holds, attacks and how to counter attack in order to get away. This will be done by learning where to strike specific pressure points and other vulnerable areas of the body.

Wear athletic, comfortable clothing and athletic shoes. Please do not wear any jewelry to class. Bring a water bottle and small towel to each class. Class is designed for adults and children 17 years and older.

Choose one of the sessions offered.

Dates: **SESSION I** — One Tuesday, March 10
SESSION II — One Tuesday, April 21

Time: 6:30 – 8:30 p.m.

Fee: \$20 (per 1 class session)

Location: Bittersweet Elementary School, Gym
Use Entrance A (a door code will be issued)

Instructor: Richard Freeman, Policeman, certified instructor and Security Consultant

AARP Safe Driver

This certified course will refresh and update driver skills. While anyone is welcome to participate, the course targets drivers over 50 years old. There will be discussion on changes in vehicles, roadways, and changes in your own bodies. Learn how medications, substances, as well as hearing and vision changes affect driving ability. Learn new techniques for turns, roundabouts, right-of-way, intersections, sharing the road, managing blind spots and more. Learn safe driver strategies to help reduce the chance of having accidents. Check with your insurance company as some companies provide a rate discount for those completing this course.

This is a classroom discussion course as there will be no actual driving. Class is designed for adults over 50 years old. Bring AARP membership card (if applicable) and your Driver's License to first class.

Dates: Two Tuesdays
April 21, 28

Time: 6:30 – 8:30 p.m.

Fee: \$10
(Plus a \$15 fee due to instructor at 1st class for AARP members/\$20 fee for non members)

Location: Penn High School, Room 165
Use Entrance D

Instructor: Marie A. Blunt, certified instructor

Basic Home Canning Classes

Learn the basics of canning your own foods in these fun one day hands-on class. Learn food safety while canning your vegetables and fruits in their peak seasons. Understand the difference between canning in water



Register and pay online at
p hm.revtrak.net

bath and a pressure canner, and the importance of the differences. Come learn the many tricks the instructor has to share! **You will take jars of product home with you**

All materials are included. Class is designed for adults and children 14 years and older may enroll with an adult.

Choose one or both sessions offered.

Dates: **SESSION 1** — Water Bath Canning
One Wednesday, March 11

SESSION 2 — Pressure Canning
One Wednesday, March 25

Time: 6:30 – 8:30 p.m.

Fee: \$20 (per 1 class session)
or \$35 for both classes

Location: Penn High School, Room 134
Use Entrance L (a door code will be issued)

Instructor: Amy Lara, certified instructor

Instant Pot 101

Want to know what the rave is all about? See first hand how this pressure cooker and slow cooker all-in-one works. It is electronically controlled and designed to consolidate cooking and prepping of food into one device a “multicooker.” Join us to learn tips and tricks along with a few favorite recipes for you to use at home. Come ready to snack on what you make.

Date: One Thursday, March 19

Time: 6:30 – 9:00 p.m.

Fee: \$20

Location: Penn High School, Room 134
Use Entrance L (a door code will be issued)

Instructor: TBA, experienced instructor

Think Like A Writer

This is an introductory course for beginner writers or even seasoned writers can find this useful as a refresher course.

The purpose of this workshop is to impart concepts and skills to engage with our environment and ourselves through a creative writers lens. This workshop aims to have participants use exercises to jumpstart their writing and bring them to a new way of thinking and practicing their craft. *Bring pen and notebook/paper to each class. Class is designed for adults and children 13 years and older.*

Date: One Tuesday, March 24

Time: 6:30 – 8:00 p.m.

Fee: \$20

Location: Penn High School, Staff Dining
Use Entrance D

Instructor: Zakia Khwaja, experienced instructor

Building a Writing Strategy

This course is for writers who want to have a plan for their writing journey. It will enable beginner or seasoned writers to take a long term view, putting strategies in place that create an enabling environment for their creativity to flourish.

Far from stifling the creative process, a strategic framework can help writers direct their craft and efforts better. By the end of the 2 hour class, writers should have a rough outline of their personal writing strategy. *Bring pen and notebook/paper to each class. Class is designed for adults and children 15 years and older.*

Date: One Tuesday, April 21

Time: 6:30 – 8:30 p.m.

Fee: \$20

Location: Penn High School, Staff Dining
Use Entrance D

Instructor: Zakia Khwaja, experienced instructor

Digital Photo Solutions

Do you take photos? Where are they? We will cover a variety of solutions and get you thinking about a way to rid you of photo chaos. It doesn't matter if you have printed photos, photos on your memory card, photos on your computer — wherever your photos are — there is a solution for you!

The solutions are quick and simple and allow you to share, celebrate and enjoy the memories you've captured! This informational class is a must for anyone who takes photos. As an added bonus you will also learn a few tips on how to take better photos. *Bring your camera and your camera's instruction booklet to class.*

Date: One Monday, March 16

Time: 6:30 – 9:00 p.m.

Fee: \$10

Location: Penn High School, Staff Dining
Use Entrance D

Instructor: Kay Crum, experienced instructor

Memories of Your Past

Remember your family getting together and playing home movies and slides to share family memories. Maybe you also had photo albums and boxes of photos. What happened to all of those items? Perhaps, you are the family keeper of these old media types. The stories captured in these items may make you laugh, cry, smile and wonder. The problem: you're missing out because you have no way to view, share and enjoy these memories.

This class will cover a variety of options – you choose which is right for you. If you do nothing – these memories will be lost forever. So come to this session and see how easy it is to preserve and transform your items into today's technology so these memories can live on for future generations.

NEW

NEW

We will discuss reel to reel, home movie cassettes including vhs, vhs-c, digital 8, Hi8, MiniDV, printed photos, slides, negatives and photo albums. This informational class is a must for anyone who values family memories. Get ready to love, laugh and relive your past again!! You are welcome to bring some of your vintage media with you – get your personal questions answered.

Date: One Monday, March 30
Time: 6:30 – 8:30 p.m.
Fee: \$15
Location: Penn High School, Staff Dining
Use Entrance D

NEW

Instructor: Kay Crum, experienced instructor

Chalk Creations with Cheryl

Join this fun DIY workshop and make a keepsake sign or other home decor using silkscreen transfers and chalk paste. Various designs will be available each week, so no two keepsakes will be the same. Sign up for one session, or all four sessions!



Inspirational, seasonal and other themed transfers will be available to use. Students will purchase supplies from the instructor at each class. Your supply fee with the instructor will be \$10 per session. Class is designed for adults and children 13 years and older. No experience is necessary.

Dates: **SESSION I**
 One Tuesday—March 10
SESSION II
 One Tuesday—March 24
SESSION III
 One Tuesday—April 14
SESSION IV
 One Tuesday—April 21
Time: 6:30 – 8:30 p.m.
Fee: \$15 (per class session) or \$50 for all 4 sessions
Location: Penn High School, Room 164
Use Entrance D
Instructor: Cheryl Walsh, experienced instructor

Jelly Roll Quilt

A fun, simple and quick way to make a quilt!. A great class for novice or beginner quilters. Have you seen those interesting fabric rolls at the fabric store? They're called jelly rolls and are strips of 2 1/2" coordinated fabric all cut out and ready to sew. There are dozens of ways to sew these together, one of the most interesting being the 1,600" quilt. *Sewing machines will be available to use during class or you may bring your own to each class. You will be bringing some basic sewing supplies all the classes: pins, scissors, thread, cutting mat, rotary cutter, and of course the jelly roll of fabric.*



Prerequisite: Basic sewing knowledge. Class meets one night a week for a total of 8 classes. Class is not held on a few dates due to school closings or prior scheduled events.

Dates: Eight Tuesdays
 March 3, 10, 17, 24, 31
 April 14, 21, 28
Time: 7:00 – 9:00 p.m.
Fee: \$65
Location: Penn High School, Room 248
Use Entrance L (a door code will be issued)
Instructor: Becky Szeles, experienced instructor

Beginning Calligraphy

Calligraphy is a visual art related to writing. It is also described as the art of giving form to signs in an expressive, harmonious and skillful manner. It is the design and execution of lettering with a broad tip instrument, brush or other writing instruments. Modern calligraphy ranges from functional inscriptions and designs to fine-art pieces where the letters may not be readable. In this creative class you will learn the foundational hand and capitals with a broad edge pen to begin your journey into the art and styles of calligraphy including but not limited to and how to create your own announcements and invitations, font and logo design, graphic design, memorials, maps and many other written works.

Students will purchase supplies from the instructor at the first class. Class is designed for adults and children 16 years and older.

Dates: Three Thursdays
 March 12, 19, 26
Time: 6:30 – 8:30 p.m.
Fee: \$30
Location: Penn High School, Room 166
Use Entrance D
Instructor: Angie West, experienced instructor
 member of Michiana Calligraphy Guild



Babysitter Basics

This class is designed to prepare you for the responsibilities that come with child care including activities to keep children busy, safety, answering phones and the door, simple first aid, and more. Learn about setting fees, looking for babysitting jobs and common courtesies involved in babysitting.

Class is designed for boys and girls 11–15 years of age who are interested in babysitting. Bring a doll for practicing skills during class. A snack is provided. A certificate of achievement will be awarded to each student upon successful completion of all class requirements.

- Date:** One Saturday, March 28
Time: 8:00 a.m. – 12:30 p.m.
Fee: \$35 (*A snack is provided*)
Location: P-H-M Educational Services Center
Use Main Front Entrance
Instructor: Linda Meeks, R.N.



Register and pay online at
p hm.revtrak.net

Art Adventures for Young Children

What could be more fun than working in a variety of media to create drawings and paintings of fun things like animals, landscapes and buildings and more. Young children, *age five to eight years of age*, will be introduced to drawing and painting techniques and be introduced to the joys of making art. *Students should wear clothing that is OK to get messy or bring a paint shirt.*

- Dates:** Four Thursdays
 March 12, 19, 26
 April 2
Time: 6:05 – 7:05 p.m.
Fee: \$35 (supplies included)
Location: Elsie Rogers Elementary School,
 Project Activity Room
Use Entrance F (a door code will be issued)
Instructor: Amy Prince, experienced instructor and
 Art teacher

Art Explorations for Young People

This class is designed for children *ages 9 to 11 years old* and provides an introduction to drawing and painting techniques including color theory and perspective. Students will use a variety of materials including crayons, colored pencils, watercolors and chalk pastels. Various projects will include animals, landscapes and buildings with both drawings and paintings as the finished projects. Instruction geared to the interests and the experience of the students who enroll. *Students should wear clothing that is OK to get messy or bring a paint shirt.*

- Dates:** Four Thursdays
 March 12, 19, 26
 April 2
Time: 7:10 – 8:10 p.m.
Fee: \$35 (supplies included)
Location: Elsie Rogers Elementary School,
 Project Activity Room
Use Entrance F (a door code will be issued)
Instructor: Amy Prince, experienced instructor and
 Art teacher



WSI Certification Class (Water Safety Instructor)

The purpose of the course is to train candidates to teach the many levels of swim instruction. The American Red Cross Water Safety Program teaches people of all ages and abilities to swim and be safe in, on and around the water. You will need to understand the basic strokes of swimming and diving and you must be 16 years old on or before the last scheduled day of the course to be eligible for the program. You must attend every class to receive certification. No exceptions will be made.

Come to the classroom for class instruction and then class will go to the pool area later. Just bring a bathing suit, towel, and locker padlock. The rest will be provided

Dates: Seven classes
March 31
April 2, 14, 16, 21

Time: 6:30 – 9:30 p.m.

Fee: \$175

Location: Penn High School, Room 165 and Pool
Use Entrance D

Instructor: Greg Stone, certified instructor/American Red Cross Water Safety Instructor Trainer



Preparation for the SAT

The SAT test will be administered at Penn High School on Saturday, March 14, 2020. Students taking this course will learn test-taking strategies and review material including sample questions. The SAT will have sections on critical reading, writing and mathematics. The writing section will include a student-written essay and multiple-choice questions. This class will help students feel prepared and ready to do their best.

Each student will receive a Barron's SAT workbook. Please bring calculator to Math class. Class meets two days for a mathematics review and two days for an English review, for a total of four classes. No book fee refund after February 24.

Dates: **Four total classes**
Two Tuesdays for English review
March 3 and 10
and
One Thursday and one Wednesday
for Math review
March 5 and 11

Time: 3:45 – 5:45 p.m.

Fee: \$65 (includes workbook)

Location: Penn High School, Room 152 (Tuesday classes)
and Room 119 (Wednesday classes)
Use Entrance D

Instructor: Scott Thompson and Deanna Forbes,
experienced instructors/Penn HS teachers



Register and pay online at
p hm.revtrak.net

PRO Swimming

PRO Swimming is a non-profit swim club sanctioned by USA Swimming. It is an age group swim team that swims three to six days a week at Penn where children from age six through high school have the opportunity to swim competitively in meets. PRO Swimming is not a “learn to swim” program; swimmers must be able to swim the length of the pool (25 yards) in order to qualify. PRO Swimming is a way to make friends who love to swim fast, have fun in the water, and improve technique in all swimming strokes. Evening practices are at Penn High School with different practice levels offered.

To learn more about PRO Swimming, visit www.pennaquaticclub.com. If you have any questions, please use the Contact Us tab on the website.

Penn Lifetime Fitness Center

The Lifetime Fitness Center is located on the second floor of Penn High School. **Please enter through Door G. Must show a valid ID to enter the fitness center.** Come use the walking track and other special features offered. Fitness Center Staff can develop a personalized workout for you. Pickleball is now being offered at the fitness center. It is a new quickly growing sport that is being played on Tuesdays and Wednesdays from 6:30 – 8:30 p.m. Beginners and advanced players welcome. **The Fitness Center is available to P-H-M School Corporation students, families, community members, and staff.** A valid ID must be shown.

Fees: Community Members are not charged a fee effective July 24, 2017.

For more information call the Fitness Center office at 254-2870.

Mornings (Monday–Friday)

Center open to Penn students, P-H-M staff and P-H-M Community members Monday–Friday, 5:45 a.m.–7:45 a.m.

Evenings (Monday–Thursday)

Center open to Penn students and P-H-M staff only from 3:17 p.m.–5:30 p.m. Center open to Penn students, P-H-M staff and P-H-M Community members from 5:30 p.m.–9:00 p.m.

Walkers Only—Basketball courts are closed Monday–Thursday, 5:30 p.m.–6:30 p.m. Half courts are available for P-H-M Community, as well as Penn students, 6:45 p.m.–8:45 p.m.

Fridays

Center open to Penn students and P-H-M staff only (closed to community members) 3:30 p.m.–5:30 p.m.

The fitness center will be closed on Friday nights when there is a Penn home football game.

Saturdays

Center open to Penn students, P-H-M staff and P-H-M Community members from 8:00 a.m.–12:00 p.m.

Open Swim Dates
Spring 2020
February 24–July 15

Fall 2020
September 14–October 7

Community Open Swim

Community Open Swim is available to P-H-M students, families, community members, and staff only. Lifeguards are on duty but parents must supervise their children. *Children in grades 8 and under must be accompanied by an adult.* You should bring a towel and locker padlock (P-H-M is not responsible for lost or stolen items).

Dates: **Mondays and Wednesdays**
Spring 2020

February 24–July 15

Fall 2020

September 14–October 7

(Closed on recess days and holidays)

Time: 7:00–9:00 p.m.

Location: Penn High School, Pool, Enter Door D



There is no fee to attend
P-H-M Open Swim.
You just need
to live within the
P-H-M district.



P-H-M SchoolMessenger provides timely alerts to parents

The SchoolMessenger system is designed to automatically notify parents about school closings or delays, student safety as well as notices about important school activities. SchoolMessenger will not replace current school communication methods. Principals and teachers will still be accessible and will continue to communicate in a variety of ways.

SchoolMessenger notification services are provided by Reliance Communications. P-H-M parents can learn more and set their contact preferences by going to <https://www.phmschools.org/parents/schoolmessenger>.

REGISTER EARLY!

Waiting until the last minute to register could result in missing out on a great class. It could be full or cancelled due to lack of participants.

Are you a potential instructor?

Is there a class you would like us to offer?

Do you have a talent or skill you'd like to share?

P-H-M Community Education is always looking for fresh, new classes to offer! It is very easy to do this!

Have a hobby or something you're great at such as meal planning or baking/cooking a traditional dish? Share this love with others by teaching them through Community Education.

Learn how you can teach a class or share your dream class ideas! It's great for the community and rewarding for the instructor.

Contact the Community Education office at (574) 258.9568 or jforkner@phm.k12.in.us

You do not need to live within the P-H-M school district to take or teach our classes.



Community Education

P-H-M Super Kids Camps

Super Kids Camps offer elementary-age children an opportunity to explore and experience art, music, science, and physical fitness in a fun, relaxed atmosphere. Super Kids Camps are open to children who will be entering grades 1–6 in the fall. Super Kids Camp is offered from 9:00 a.m. to 12:00 p.m., Monday through Friday. Campers enjoy four camp activities daily as they rotate from each activity with their friends every 45 minutes. The cost of Super Kids Camp is \$40 per child per camp. Summer registration forms will be available and online registration will begin in April.

Building Science and Design

**Instructor—Mrs. Mindy Shenk,
Teacher at Horizon Elementary School**

Campers will utilize a variety of skills as they work together to design and build bridges. They will learn about different types of bridges, how they work and then use the information to build bridges from paper, popsicle sticks, and K-Nexs.

Creativity with Music

**Instructor—Mrs. Candace Cussen
Teacher at Horizon Elementary School**

Every child loves music and this program will foster those innate musical talents. Campers will learn a variety of fun, silly songs that are traditional at summer camps throughout the country. Students will make their own musical instruments out of a variety of new and recycled objects.

Horizon Elementary School

June 22–26

Prairie Vista Elementary School

July 13–17

Bittersweet Elementary School

July 20–24

Artistic Expressions

**Instructor—Becky Brown,
Teacher at Penn High School**

The emphasis is on creativity and exploring the visual world with a variety of activities including drawing, painting, color, and design. Students will have a great time while participating in projects that provide a foundation in artistic expression.

Fun with Fitness

**Instructor—Mrs. Kim Strowig
Teacher at Bittersweet Elementary School**

A healthy focus on recreation and fitness round out the camp experience with numerous team games including soccer, and many throwing and dribbling activities. The emphasis is on non-competitive, active fun in large and small group settings.

P-H-M Theater Camp

This one-week, half-day camp is designed for students entering grades 5–8 who are interested in performance and stage work or those who just want to build self-confidence. Camp will be filled with fun activities including games, exercises, improvisations and scene work.

- Participate in creative games and exercises designed to build confidence and imagination.
- Create improvisational skits and games to help increase individual spontaneity.

Penn High School-Studio Theatre

Session I: June 22–26

Session II: July 27–31

- Work together in groups on small plays with the purpose of creating fun characters and stories.
- Enjoy a fun, creative, spontaneous atmosphere that builds confidence and nurtures stage skills.

The camp is \$80 per student and includes a t-shirt.

Summer registration forms will be available and online registration will begin in April.

Camp Invention

Northpoint Elementary School

June 15–19

A week-long summer enrichment program for children entering grades 1–6. The Camp Invention program instills vital 21st century life skills such as problem-solving and teamwork through hands-on fun! Visit www.campinvention.org to register.

Learn to Swim 2020 Information



Penn-Harris-Madison Community Education is offering three sessions of Learn-to-Swim classes at Penn High School. Children must be at least four years old and toilet trained. Each two-week session includes ten classes of 30 minutes each. Classes during Session I are Tuesday thru Friday the first week and then Monday thru Friday the 2nd week. Sessions II and III run daily Monday thru Friday for both weeks of each of those sessions.

The following class times are offered for each session:

**8:00 a.m., 8:40 a.m., 9:20 a.m., 10:00 a.m.,
12:30 p.m., 1:10 p.m., 1:50 p.m., 2:30 p.m.**

Each child will be tested on the first day of class and will be placed in one of the Red Cross swim levels. In order to receive certification at the end of each session, children must attend testing on the first day.

Registration Guidelines

- You may view more up-to-date registration information about Learn to Swim later this spring by visiting the Community Education web page at www.phmschools.org/p-h-m-community-education and also at the PHM Web Store at phm.revtrak.net. Information will be listed in March for you to view, but registration will not begin until Monday, April 13 at 10:00 am.
- The cost is \$40 per two-week session per child.
- Class size is limited and time slots will be filled on a first-come, first-served basis.

**Session I:
June 9–19**

**Session II:
June 22–26 and July 6–10**

(no classes 7/29 —7/3)

**Session III:
July 13–24**

- Parents of four-year olds will be required to show a birth certificate for the child at the time of registration. **The day you register a 4 year old child you must email a copy of the birth certificate to jforkner@phm.k12.in.us.** If the birth certificate is not received within 24 hours, your registration will be canceled and a refund will be sent to you. A child must be 4 years old by the date of the session(s) you are enrolling them in. No exceptions.
- Refunds, minus a \$10 processing fee for each registration, will be made upon return of the registration card. If you cancel from a session the swim registration card(s) must be received in our office at least **two business days prior to the start of the session you are cancelling.**
- A \$5 processing fee will be charged for all transfers.

For more information, call the Community Education office at 258-9568 or email jforkner@phm.k12.in.us.



Finding Your Way Around P-H-M

Bittersweet Elementary School Classes

Bittersweet School is located directly behind the Educational Services Center just north of Penn High School on Bittersweet Road between Jefferson and McKinley Avenue. **Use the main entrance for all classes.**

Elm Road Elementary School Classes

Elm Road School is located on Elm Road just south of Dragoon Trail in Mishawaka. **Use the south side entrance to the gymnasium for all classes.**

Elsie Rogers Elementary School Classes

Elsie Rogers School is located on Currant Road just south of McKinley in Mishawaka. **Use Entrance F (to the right of the main entrance) for all classes.**

Northpoint Elementary School Classes

Northpoint is located on Cherry Road just north of State Road 23 near Adams Road in Granger. (Mary Frank Elementary School is to the southeast of Northpoint Elementary School.) **Use the main entrance for all classes.**

Penn High School Classes

The entrances for some of the community education classes at Penn will be from the **Jefferson side parking lot (using entrance L for computer and quilting classes)**. Parking is available in the parking lot in front of the school for the Dance Room, Fitness Center, scuba and water aquacize class. **Participants may park in the north lot and enter directly into the pool and gymnasium area (Entrance D) at the north end of the building.**

Prairie Vista Elementary School Classes

Prairie Vista is located on Brick Road between Fir and Gumwood Roads in Granger. **Use Entrance F (to the right of the main entrance) for all classes.**

Schmucker Middle School Classes

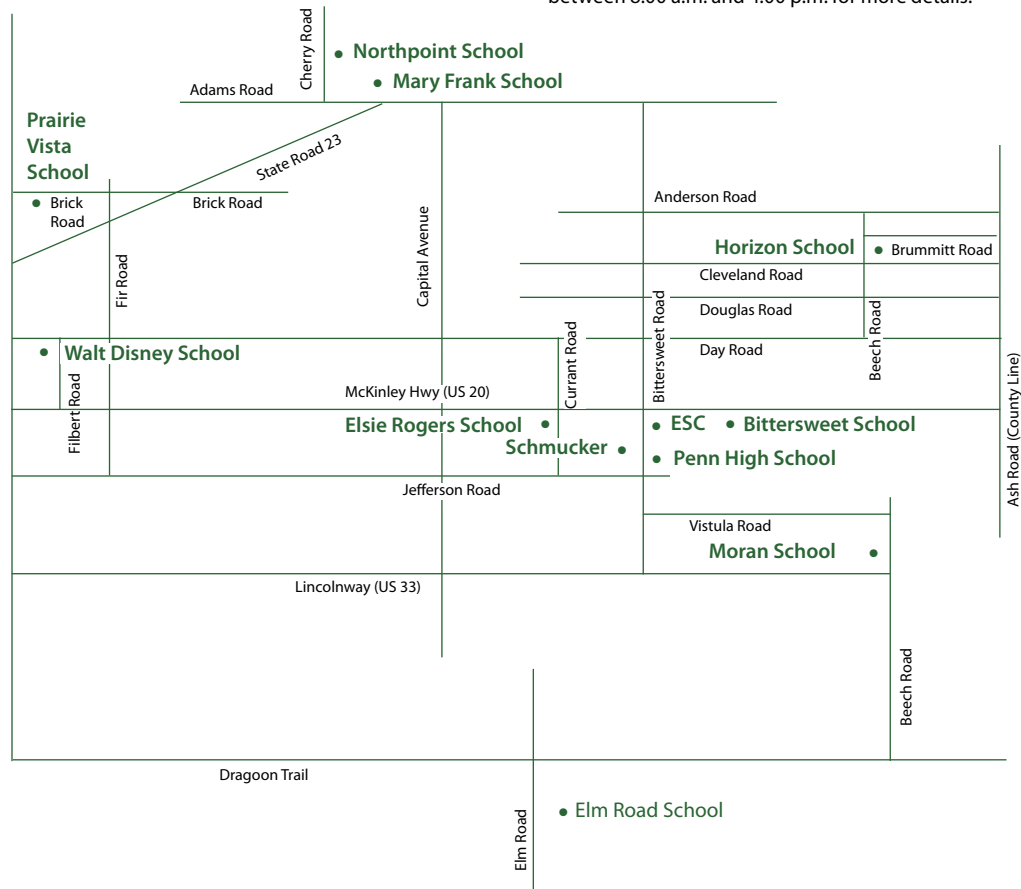
Schmucker Middle School is located across the street from Penn High School on Bittersweet Road. **Use Entrance C (to the left of the main entrance) for all classes.**

Walt Disney Elementary School Classes

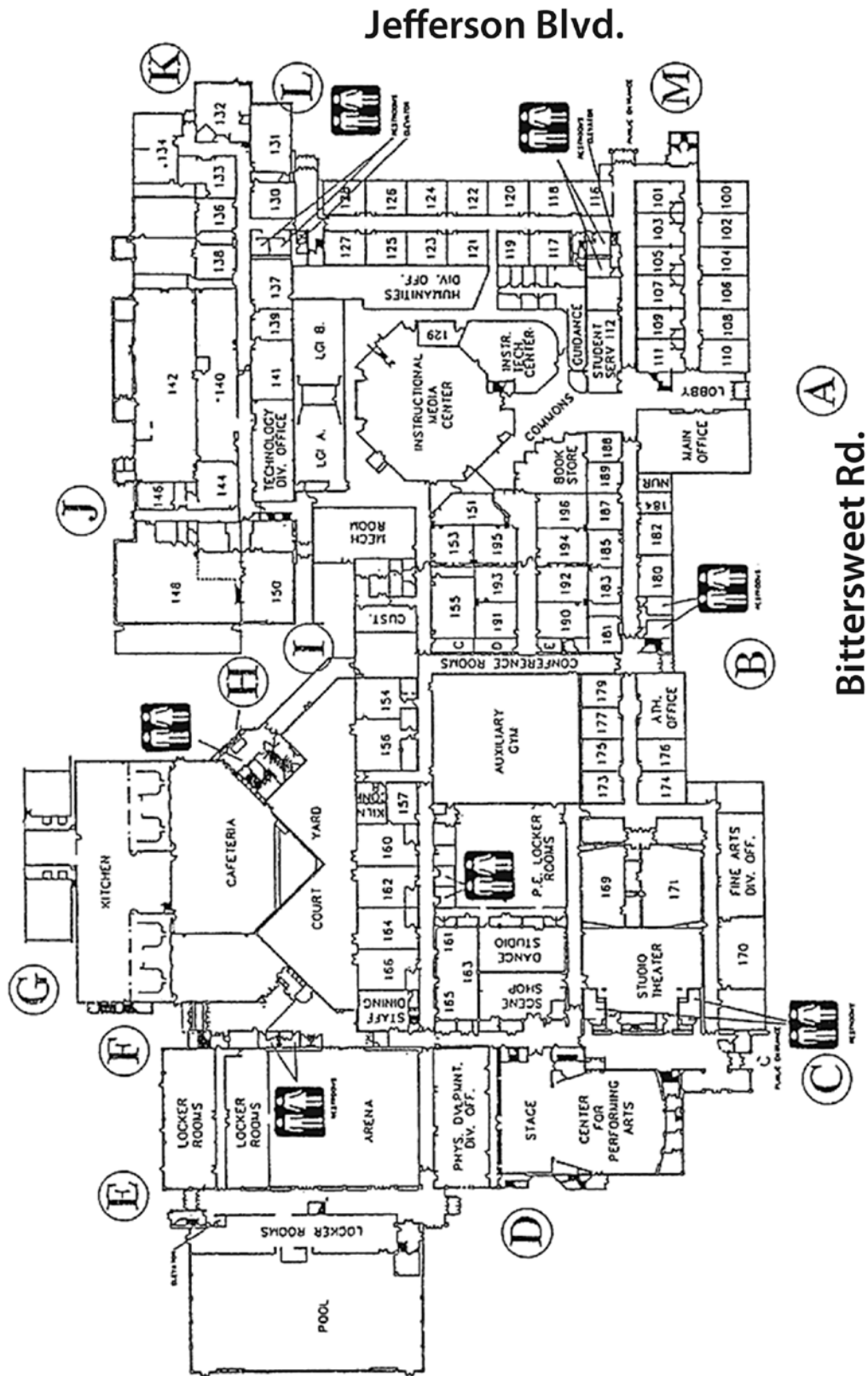
Walt Disney Elementary School is located at the corner of Filbert and Day Road. **Use Entrance C (enter off of Day Road and go behind the school to enter) for all classes.**

Still confused?

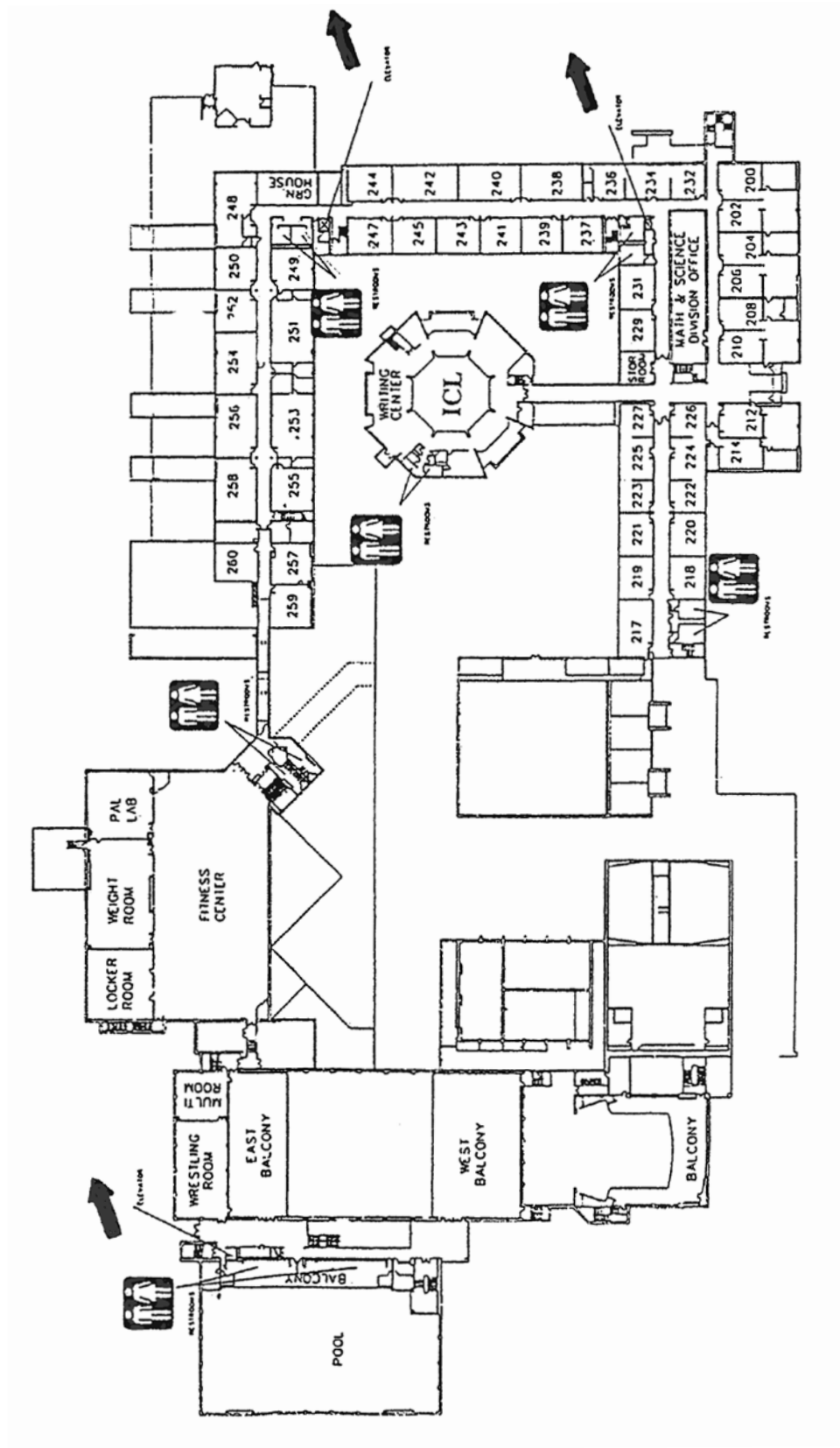
Feel free to call the Community Education office at 258-9568 between 8:00 a.m. and 4:00 p.m. for more details.



Finding Your Way Around Penn High School—First Floor



Finding Your Way Around Penn High School—Second Floor



Registration Information

New Online Registration and Payments

Online Registration

- Visit the P-H-M Web Store at phm.revtrak.net
- Click on the “Community Education” button
- Select your class(es)
- Register for your class(es)
- Create an account
- Make a payment using an **eCheck, Discover, VISA, or MasterCard debit/credit card**. There is a 3.49 percent fee for using this service.
- Receive and print your receipt

Phone-In Registration

Phone in your registration **Monday–Friday from 8 a.m.–4 p.m. to (574) 258-9568**. The Community Education office is **closed from 12:30–1:30 p.m.** Please have your course name and payment information ready.

Walk-In Registration

You may register in person at our office located in the Educational Services Center (just north of Penn), **55900 Bittersweet Road, Mishawaka, IN**. Office hours are **Monday–Friday from 8 a.m.–4 p.m.** The Community Education office is **closed from 12:30–1:30 p.m.** You can leave your registration form and payment with the receptionist during this time.

Mail-In Registration

Fill out the registration form on page 23 and mail it with your check, money order or purchase order information. **Mail to: P-H-M Community Education, 55900 Bittersweet Road, Mishawaka, IN 46545.**

Payment Information

Payment must be submitted at the time of registration. We accept cash, check, money order or purchase order at the Community Education office. **Instructors DO NOT accept payments.** A \$20.00 fee will be charged for processing checks returned for insufficient funds.

When Can I Register?

Registration begins immediately! Registrations are processed on a first-come, first-served basis. You may register until the day before a class begins. Due to a minimum number of students necessary for classes to be held, we encourage you to sign up early. **You must register and pay before attending a class or bus trip. Instructors can not accept registrations or payments as all registrations and payments are thru the Community Education office.**

Confirmation

You will only hear from us if there is a change in your class time or day or if a class is cancelled. You may call (574) 258-9568 to verify receipt of your registration. **Online registrants will receive a confirmation at the completion of their registration.**

What if a class is full?

SIGN UP EARLY! Class size is limited. If the class you want to take is full, ask to be placed on a waiting list.

Online registrants will receive registration confirmation notice or that they have been placed on the wait list. If an opening occurs, we will contact you. If you mail or fax a registration and the class is full, we will notify you.

Changes

Every effort is made to ensure the accuracy of the information presented in this brochure. All classes, instructors and locations are subject to change or deletion.

Cancellation/Refund Policy

The P-H-M Community Education office reserves the right to cancel classes due to insufficient enrollment. **If a class is cancelled, registered students will be notified in advance and a full refund check will be mailed.**

If you withdraw from a class **before the first class**, you will receive **a refund minus a \$10.00 registration fee.**

If you withdraw from a class **after the first class**, you will receive **a course credit minus a \$10.00 registration fee.**

No course credits or refunds will be given to students withdrawing after the second class or after a one session class. Classes are not prorated.

All bus trips are non-refundable. Book fees and supply fees are refundable only to the specified date stated in the brochure description.

Refunds

Refunds for fees paid by cash, check and credit cards may take up to 3–4 weeks to process and a check is mailed to you.

Discounts

We offer senior citizen discounts on a couple of our classes. Seniors must be at least 55 years of age. You will also receive this same discount by registering online.

Inclement Weather

Classes are held **unless** the P-H-M School Corporation closes schools during the day due to inclement weather or because of a regularly scheduled school holiday or recess day. Area radio and TV stations will carry such notices.

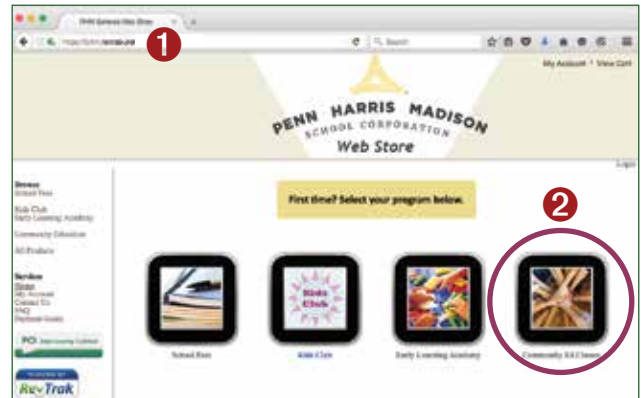
If weather conditions occur late in the day making classes questionable, please feel free to call our office **(574) 258-9568** or visit our website at www.phmschools.org for more information.

Every effort will be made to provide class status information on voice mail or email if the office is closed. Participants will be called only in special circumstances such as teacher illness or emergency. **On questionable inclement weather days, you should check your email for information we might provide to you to let you know whether classes are being held.**

NOW AVAILABLE: Online Registration and Payments

Instructions for Enrolling in Community Education Classes

- 1 Visit our Web Store at phm.revtrak.net
- 2 Click on the **Community Education Classes** button on the home page
- 3 Select the category your class is under (e.g. Computers, Arts and Crafts, Fitness, etc.)
- 4 Then, select the class name from the course list



Advanced Kettlebells at Elsie Rogers

Advanced Kettlebells at Elsie Rogers Learn more hard intensity workouts with kettlebells and other fitness equipment and techniques. Kettlebells work the whole body and also the co...

Number:	Advanced Kettlebells at Elsie Rogers WINTER 16-17	Date:	1/10/17-2/21/17	Day(s):	Tu	Time:	6:05p-6:50p	Price:	\$35.00
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- 5 After clicking into the class you will need to select the **Click Here to Register** link
- 6 First-time users create an account or returning users login
- 7 After creating an account, you will need to select the participant from the following page. You may also add a new person if they are not currently set up in your account
Note: The name of the selected participant MUST be the name of the person attending the course

ADVANCED KETTLEBELLS AT ELSIE ROGERS

Class #: Advanced Kettlebells at Elsie Rogers WINTER 16-17
Date: 1/10/2017 - 2/21/2017
Days: Tu
Time: 6:05 PM - 6:50 PM
Location: Elsie Rogers Elementary School:Gym
Instructor: Jena Lees
Price: \$35.00

[CLICK HERE to Register for this Class](#)

- 8 In order to continue registration you must answer all required fields before either clicking **Check Out** or **Continue Shopping** at the bottom of the Registration page
- 9 If you choose **Continue Shopping** to add additional registrations to your Shopping Cart, simply select the **Go To Check Out** button when you have finished all necessary registrations.
Note: Your Shopping Cart can be found on the left side of your screen in the Navigation Bar
- 10 At the **Shopping Cart** page, you will need to verify all billing information for accuracy then click **Complete Order**
- 11 Make payment using a eCheck, Discover, VISA or MasterCard debit or credit card. Payment will be processed and a receipt can be viewed and printed
- 12 When you are finished, **Logout**

Register and pay online at

phm.revtrak.net

There is a 3.49% fee for using this service

P-H-M Community Education Spring 2020 — Walk-in/Mail-in Registration Form

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone # _____ Alternate Phone # _____

Email _____

For children's class(es), please list parent's name _____

Child's Age _____ Current Grade for 2019–2020 school year _____

Course Name _____ Fee _____

Course Name _____ Fee _____

Total Enclosed _____

Payment Method: Cash-Receipt # _____ Check# _____ Money Order # _____

Make checks payable to: P-H-M Community Education

Mail forms to: P-H-M Community Education, 55900 Bittersweet Road, Mishawaka, IN 46545

P-H-M Community Education Spring 2020 — Walk-in/Mail-in Registration Form

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone # _____ Alternate Phone # _____

Email _____

For children's class(es), please list parent's name _____

Child's Age _____ Current Grade for 2019–2020 school year _____

Course Name _____ Fee _____

Course Name _____ Fee _____

Total Enclosed _____

Payment Method: Cash-Receipt # _____ Check# _____ Money Order # _____

Make checks payable to: P-H-M Community Education

Mail forms to: P-H-M Community Education, 55900 Bittersweet Road, Mishawaka, IN 46545



Community Education
55900 Bittersweet Road
Mishawaka, IN 46545

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Penn-Harris-Madison Community Education Spring Class Information and Schedule, Summer Camp and Learn to Swim Information

Welcome to Penn-Harris-Madison Community Education. Enclosed you will find spring class information, as well as summer camp and Learn to Swim program information. This brochure offers many class opportunities for personal enrichment, fitness and recreation, entertainment as well as learning new job skills. Please call our office at (574) 258-9568 or email jforkner@phm.k12.in.us if you have any questions about our classes or to register with a credit or debit card by phone. You can also go to phm.revtrak.net and register and pay online, or you can mail your registration, or come to our office to register.

Computers

Introduction to Personal Computers	2
Intermediate Personal Computers	2
Introduction to Excel	3
Intermediate Excel	3

Bus Trips

Chicago Flower & Garden Show Bus Trip	3
Woodfield Mall Bus Trip	3

Recreation

Discover Scuba	4
Scuba Diving Instruction	4
Basic Fundamentals of the Golf Swing	4
Scoring Shots	4

Fitness

Cardio Drumming at Bittersweet	5
Barre at Elm Road	5
Zumba Dance at Elm Road	5
Kettlebell at Elsie Rogers	5
Functional Fitness at Elsie Rogers	5
Pound Fit at Northpoint	6
Yoga at Northpoint	6
Water Aerobics/Aqua Groove at Penn	7
Yoga at Prairie Vista	7
WERQ at Prairie Vista	7
Barre at Prairie Vista	8

Fitness, continued

Beg Tai Chi Bang Stick at Schmucker	8
Pilates with Body Sculpting at Schmucker	8
5 Element Yang Style Taiji at Schmucker	9
Cardio Drumming at Walt Disney	9

Special Interest

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Basic Home Canning Classes	10
Instant Pot 101	10
Think Like a Writer	10
Building a Writing Strategy	10
Digital Photo Solutions	10
Memories of Your Past	10

Arts and Crafts

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*You do not need
to live within the P-H-M school district
to take or teach our classes.*