MEMORANDUM

TO: Adult Education Program Staff

FROM: Hanna Cabaj, Coordinator
Linda Cockerham, Payroll Secretary
Continuing Education Department

IN THIS ISSUE:

Important Reminders
Ontario College of Teachers 2009 Membership Fees 1
22nd Annual Professional Development Conference 2
Payroll Bulletin 2
Policies/New Information
ISAP Corner 2
Outreach 3
Employee Related Information
Memorials 3
New Hire 3
Tips for Classroom Instructors
Feature Resource of the Month 4
Monthly Website Activities 4
AE Nursery Program
Quality Programs Nurture Relationships 5
Partnerships with Families 5
On a Lighter Note 6

Ontario College of Teachers 2009 Membership Fees

Payment is due January 1, 2009
If your fee is not paid via payroll deduction, please ensure that the College receives payment of $120.00.

Payment methods
The preferred payment option is Amex, Mastercard or Visa via the College web site at www.oct.ca.

You may also pay by cheque, payable to the Ontario College of Teachers. Note your registration number on the cheque and mail it to: Ontario College of Teachers, 121 Bloor Street East, Toronto ON M4W 3M5.

Or you may visit the College's walk-in centre on the 6th floor at address above to pay in person by cheque, credit card, cash or direct debit.

To maintain your licence to teach in Ontario, you must pay your annual fee by April 15, 2009.

For more info, please refer to the enclosed insert from the Director's Bulletin. Subject 10, of January 12, 2009.

Important Upcoming Events

• ANNUAL PROFESSIONAL DEVELOPMENT CONFERENCE Friday, February 13th, 2009, at Bishop Marocco/ Thomas Merton Secondary School

• FAMILY DAY—Monday, February 16, 2009 (Statutory Holiday)
22nd Annual Professional Development Conference
submitted by Joanne Hincks,
Conference Co-Chair

The 22nd Annual Adult Education Program Professional Development Conference will be held on Friday, February 13, 2009 at Bishop Marrocco/Thomas Merton Secondary School (1515 Bloor St. West). All instructors will receive an information package in a separate mailing. Be sure to review this package for information on workshop options, registration and parking and bring it with you to the P.D. Conference as it contains vital information that you will need.

INSTRUCTIONAL STAFF:

To report learner attendance for that day: please indicate the attendance from Thursday, February 12th on your Friday, February 13th registers for English as a Second Language and Citizenship Preparation classes. If you have not notified your co-sponsoring agency program coordinator and your students about your absence on the day of the conference, please do so as soon as you receive this memo. Cancellation of classes may affect their plans.

PAYROLL BULLETIN

Please refer to enclosed insert for information on:

- 2009 Personal Tax Credits Return (TD1)
- OCT Payroll Deduction for 2009 Membership fees
- Travel Allowance Expense Reports (for all TCDSB staff who submit travel allowance expense forms for reimbursement)

Policies/New Information

ISAP CORNER
submitted by Matan Zelver,
ISAP Manager

Happy New Year!

We thank you once again for opening doors and inviting the ISAP team to assist with registrations at your sites. This is a great way for us to meet and discuss learners’ needs. We welcome all feedback and look forward to your continued support.

You spoke, we listened!

After coordinating dates with instructors, ISAP staff is pleased to announce our new monthly schedule. To find out when ISAP counsellors will be visiting your sites and to ensure your class is listed, contact us for a copy of the schedule.

We are also pleased to announce several new workshops.

Income Tax for Newcomers – In time for tax season January/February.
Volunteer Activities for Newcomers – Volunteering for building transferable skills.
Your Path to Employment - Preparing learners for future employment. Also, Canadian workplace culture/labour market information.

Remember, our aim is to support learners’ settlement needs on site, to minimize worrying and maximize learning.

Eglinton LINC & ESL Centre (416) 397 6600
Mary Ward LINC & ESL Centre (416) 397 6515
Park Place LINC Centre (416) 397 6669
St. William School (416) 397 6540

Visit our Web Site: www.tcdsb.org/adulted
OUTREACH
submitted by Frank Chu,
ISAP Community Relations Manager

One of the goals in outreach is to bring more learners to a quality program. This goal is made possible partly through maintaining visibility in the community. A public service announcement was released to the media on Dec 16, 2008, with the intention to promote all adult English programs, newcomer services and the holiday break. It was translated into 13 languages and was distributed to more than 150 media contacts. This announcement was an unpaid advertisement, and could appear in the community calendar section of a newspaper or be included during regular television or radio broadcasts. Feedback was positive and the postings were found in different ethnic TV and community newspapers. A copy of the announcement can be found online at www.tcdsb.org/adulted. I would like to express my sincere thanks to those who helped translating within our program and staff from the Community Relations Department and Communications Department.

Besides the regular program presentations and visits to different community agencies, in the next few months, the ISAP team will participate as an exhibitor for the 6th Annual Internationally Educated Professionals National Job Fair & Training Expo and the Fourth Annual Government & Community Services Fair at Cloverdale Mall. In the information age, it is not an easy task to bring across messages and to maintain visibility. There is a growing need to enhance and improve our messages. As Dr. Timothy Leary once said, “In the information age, you don’t teach philosophy as they did after feudalism. You perform it. If Aristotle were alive today he’d have a talk show.” It’s a good reflection on how to perform outreach.

Employee Related Information

Memorials
Let us remember in our prayers the souls of:

Nancy Forsyth, sister of Marie Hall, Adult Education Payroll Secretary.

Madam Chan Po Lin (passed away January 17, 2009) mother of Tsing Mei Kwong, Instructor at Victoria Park LINC Ctr., The Divine Infant School (evening), and Francis Libermann C.H.S. (Saturday).

NEW HIRE
We are pleased to welcome:
to the Adult ESL Nursery Program:

Teresa Au

who is available as a Nursery supply and is included on the February 2009 Nursery Supply List.

From: Hanna Cabaj, Continuing Education Department
Tips for Classroom Instructors

FEATURE RESOURCES OF THE MONTH
submitted by Julia Chemali,
Materials Consultant

Title: Telephone English with Audio CD
Author: John Hughes
Publisher: Macmillan
ISBN: 9781405082211
CLB 2 to 8

Speaking on the phone is one of the most daunting experiences newcomers face when they arrive to Canada. Telephone English helps learners become more confident and more effective on the phone. It also provides plenty of listening practice, a skill that students find difficulty with most of the time. The book is aimed at pre-intermediate to intermediate level students.

The book is divided into five sections and every section is divided into units: Section one “Essentials” consists of Answering the phone, Making and taking phone calls, Reasons for calling, Leaving messages, Asking the caller to wait, Asking for repetition and clarifying, Ending the call, and Language review 1. Section two “Everyday Phone calls” consists of Book ing hotels and restaurants, Booking transport, Dealing with telephone problems, Recorded information and phone menus, Leaving voicemail messages, and Language review 2. Section three “Telephone Skills” consists of Sounding friendly and polite, Planning a call, Telephone manner, Small Talk, Formal and Informal, and Language review 3. Section four “Phone Calls with Customers/Colleagues” deals with Making appointments, Inviting people, Confirming arrangements, A conference call, and Language review 4. Section five “Commercial Phone Calls” deals with Placing an order, Solving problems, Complaining and handling complaints, Selling on the phone, and Language review 5.

Each unit begins with a listening to set the context, followed by exercises to present and practice key language. At the end of each unit, the listen and respond task presents an opportunity for students to try out the phrases before going to the role plays which accompany most units.

Telephone English audio CD includes examples of a wide range of different types of phone calls and models the language to use in different situations. The listening scripts are available at the end of the book. There are also 250 key expressions that are organized into functional areas to provide a quick, practical reference when making phone calls.

Important Website:

http://www.learnatwork.ca

A self directed training module intended for immigrant service and other community-based organizations that reach vulnerable and/or isolated immigrant women and their communities. It addresses the need to enhance domestic violence prevention strategies to reach immigrant and refugee women, including women without legal immigration status, trafficked women and women from racialized low-income communities.

MONTHLY WEBSITE ACTIVITIES
submitted by J.P. Bedard,
COSTI Corvette Centre

It feels as though every time you open the paper or listen to the news, you are faced with another story about economic turmoil and impending doom. Everywhere you look people are stressed out about losing their jobs and can't help but worry about their shrinking investments and retirement savings. That being said, this dark cloud hanging over our heads might just have a silver lining. It is all too apparent that our current lifestyle is not sustainable and something must be done to avert further global chaos. One of the unlikely beneficiaries of changes in our consumer behaviour might be the environment. Rampant consumerism and our throw-away mentality are slowly giving way to a less wasteful and more simplistic lifestyle. In fact, many people are turning to the wisdom of the elders in our society who lived through the Great Depression and two World Wars. It is hoped that by learning from our past, we can reshape our future—one which could be ‘greener’ and less consumer oriented. This month’s Internet activities entitled: What’s Old Is New Again: Can the past shape our green future? will discuss how people are coping with the new economic reality and how it may be a godsend for our fragile environment. These activities have been designed for use in a CLB 5-7 class. Included in this month’s activities are: a vocabulary task, a group discussion activity, a reading task, and a short written assignment. You can access the complete archive of previous monthly activities at: http://www.tcdsb.org/adulted/ . If you have any comments or suggestions, please email Jean-Paul Bédard at: jpbard@sympatico.ca

From: Hanna Cabaj, Continuing Education Department
PARTNERSHIPS WITH FAMILIES
submitted by Elsa Parra,
Nursery Instructor-in-charge,
COSTI Education Centre

When you heal a child you heal a family.
When you heal a family you heal a community.
When you heal a community you heal a nation.

The same can be said for the love and care to a child,
you provide care and support to a family.
When you provide care and support to a family, you
provide care and support to a community.
When you provide care and support to a community,
you provide care and support to a country.

Parents and ECEs have their own knowledge of the
child. Parents know their child’s history, personality
and what is occurring in their lives at home. ECEs
know about the child’s development, have experience
with children in different areas and are knowledgeable
in child care. Without an ongoing partnership neither
the early childhood educator nor the parents have the
total picture. In order develop a relationship between
parents and ECEs, it is useful to view the early child-
hood setting as a service, a support system, a resource
and a partnership.

1. As a service for parents who work or study
2. As a support child care setting that can enhance
   family life and reduce the strain of everyday
   parenting.
3. As a resource such as parent education programs
   that provide important information.
4. Finally the most important, each partner must
   collaborate with each other in order to have the
   child’s best interest as a priority.

Parents are ultimately responsible for their children
but the centre where the child spends much of his/her
day has a great effect on that child’s development.

“If you educate a child, you educate a person, but if you
educate the parents, you can educate a family”
Ruby Mainkan 1947

Brain exercise:
What do these words have in common?

  Banana
  Dresser
  Grammar
  Potato
  Revive
  Uneven
  Assess

Good luck!
Answer in the next memo...

Inserts included in this memo
January 2009

• Websites worth visiting—
  New Language (Cdn.) and CDLP
• Director’s Bulletin from January 12
  —Payroll Bulletin
• Photos of Pre-School Summer Graduation
  2008—COSTI Corvetti Nursery Program
• Supply List for February 2009

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From: Hanna Cabaj, Continuing Education Department