

**FALL/WINTER
2025**

Education

that meets you
where you are.

NEW COURSES

CERTIFIED PROFESSIONAL
CODER (CPC) PG. 5

MACHINING & CNC
FUNDAMENTALS PG. 7

🔥 HOT CLASSES

LEARN THE INS AND OUTS
OF AI PG. 9

IMPROVE YOUR WRITING
PG. 10

FALL/WINTER 2025 COURSE SCHEDULE

Your Link to Lifelong Learning!

Thank you for being our valued customers! We are grateful for the pleasure of serving you with community wide educational solutions.

CAREER TRAINING

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OUR MISSION

St. Charles Adult & Community Education (ACE) will provide affordable career training and lifelong learning opportunities for students to achieve their educational, career, and personal development goals.

FALL/WINTER CALENDAR

Nov. 26-28	Thanksgiving Break (No classes)
Dec. 22-Jan. 5	Winter Break (No classes)
Jan. 19	Martin Luther King Day (No classes)
Feb. 16	President's Day (No classes)
Feb. 26-28	Parent/Teacher Conferences (No classes)
March 23-27	Spring Break (No classes)
Apr. 6	Spring Holiday (No classes)
May 25	Memorial Day (No classes)
June 19	Juneteenth (No classes)

While every effort has been made to ensure the accuracy of this schedule, changes do occur. We thank you for understanding. Check our website for posted updates and changes.

ACE TEAM



Dr. Stephanie Collins
Program Coordinator



Mary Ehlmann
Marketing Specialist, CPP



Sarah Steinbruegge
Secretary, CPP

CLASS LOCATIONS

BH.....	Blackhurst Elementary, 2000 Elm St.
HE.....	Harris Elementary, 2800 Old Muegge Rd.
JIS.....	Jefferson Intermediate, 2660 Zumbahl Rd.
L&C...	Lewis and Clark Career Center / ACE Office / 2400 Zumbahl Rd.
MON...	Monroe Elementary, 2670 Zumbahl Rd.
SCH...	St. Charles High, 725 N. Kingshighway
SCW..	St. Charles West High, 3601 Drost Rd.

ACE OFFICE:

2400 Zumbahl Road
St. Charles, MO 63301

HOURS:

M-TH: 9:00AM-6:30PM
F: 9:00AM-4:00PM
SAT-SUN: Closed



CONTACT INFORMATION:

OFFICE: (636) 443-4043
FAX: (636) 443-4044
EMAIL
www.stcharlesae.org



CAREER TRAINING

EMT



EMERGENCY MEDICAL TECHNICIAN PROGRAM

Are you interested in becoming a licensed emergency medical technician? The St. Charles EMT Training Program, which also prepares participants for state and national licensing exams, provides the foundational training for emergency care providers. Through classroom instruction, practical skill development, and clinical observation in an ambulance and hospital emergency room, students will gain a foundational understanding of emergency care techniques. Students who complete this program are eligible to take the National Registry Exam (NREMT), which is necessary for Missouri certification.

PLEASE NOTE: Prospective students must attend a mandatory orientation to obtain the requirements for the program and pass the entrance exam to enroll. You must be 18 or older and provide proof of a high school diploma, GED/ HISET, or college transcript. A Missouri criminal background check is required for all incoming students.

(No class: 2/26, 3/24, 3/26) ***WIOA**

COURSE #	DATE	DAY	TIME	
H0751-01	1/20-5/14	TU/TH	9 AM-1 PM	REGISTER
H0751-02	1/20-5/14	TU/TH	6-10 PM	REGISTER

32 Classes | L&C 103 | CEU

Tuition: \$1,349 | Textbook: \$150 | CPR: \$80

Lab: \$150

Follow us
on our EMT
FB Page!



ORIENTATION DATES:

All students **MUST** attend an orientation and pass the entrance exam before enrolling in the program. Register for the exam today. (\$25) www.stcharlesae.org (636) 443-4043

All orientations are at 5 PM

COURSE #	DATE	DAY	
H0755-09	11/13	TH	REGISTER
H0755-10	11/25	TU	REGISTER
H0755-11	12/11	TH	REGISTER
H0755-12	12/16	TU	REGISTER
H0755-01	1/8	TH	REGISTER

ENTRANCE EXAM DATES:

All exams are from 5:30-8 PM

COURSE #	DATE	DAY	
H0753-09	11/13	TH	REGISTER
H0753-10	11/25	TU	REGISTER
H0753-11	12/11	TH	REGISTER
H0753-12	12/16	TU	REGISTER
H0753-01	1/8	TH	REGISTER

LEAD INSTRUCTOR:

Brian Beasley—NREMT-P, CP (retired), Engineer, Central County Fire & Rescue

ADJUNCT INSTRUCTORS:

Bridget Foristal—NREMT-B, Lincoln County Ambulance

Gabrielle Kohlmann—FF/NREMT-P, Florissant Fire Protection District

Aaron Peters—FF/NREMT-P, EMPT-P, Valley Park Fire Protection & Rescue

Dave Rawlings—FF/NREMT-P, Central County Fire & Rescue

John Schneider—NREMT-B, Captain, Central County Fire & Rescue



EMT REFRESHER

ACE offers 24 and 40-hour EMT Refresher courses to help you earn recertification for all state and national requirements. 1/20-5/14 (TU/TH)

Find out more!

636-443-4043



The St. Charles EMT Program is accredited by the State of Missouri Department of Health and Senior Services. **More**



***WIOA
Tuition Assistance**

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CAREER TRAINING



CPR & STOP THE BLEED TRAINING

This training will cover the following topics:

PART 1

- Identifying life-threatening emergencies and how to provide prompt care
- Adult, child, and infant CPR with AED certification



PART 2

Bleeding injuries can occur at any location. Rather than being a bystander, you can take action by becoming an immediate responder.

- Learn how to identify life-threatening bleeding and respond promptly and effectively to control it.

Participants will practice techniques on the floor. Comfortable clothing is recommended.

COURSE #	DATE	DAY	TIME	
H0844-01	1/17	SAT	9 AM-3 PM	REGISTER

1 Class | L&C 103

Tuition: \$99

Instructors: Brian Beasley & Aaron Peters

Follow us...



MEDICAL ASSISTANT PROGRAM (CCMA)

NEW

Start a New Career in Healthcare!

Prepare for a rewarding career in healthcare with our comprehensive 18-week accelerated Certified Clinical Medical Assistant (CCMA) program. This course combines classroom instruction and hands-on training to develop the essential skills needed for success in clinical and administrative settings. You will prepare for the CCMA exam offered by the National Healthcareer Association (NHA) for certification.

Through this program, students will gain expertise in key areas such as:

- Assisting providers with exams and office procedures
- Patient care, including taking and recording vital signs, administering injections, and medications
- Phlebotomy, EKG administration
- Front-office procedures, including patient check-in/out and medical documentation

***WIOA** (No class: 2/16, 2/25, 3/23, 3/25, 4/6, 5/25)

COURSE #	DATE	DAY	TIME	
H0840-01	1/26-6/17	M/W	6-10 PM	REGISTER

36 Classes | L&C 103 | CEU

Tuition: \$1,699 | Registration Fee: \$50

Online Study Guide: \$94 | Supplies: \$75

NHA Test Fee: \$165

Instructor: Savannah Ellis



Contact the Missouri Job Center to see if you qualify for a

WIOA (Workforce Innovation and Opportunity Act) approved course:

Do you Need Tuition Assistance?

EMT • HVAC • Medical Assistant
Machining and CNC Fundamentals
Medical Coding • Phlebotomy Technician
Residential Wiring • Welding

St. Charles County (636) 255-6060 | Troy (636) 528-1226
St. Louis County (314) 615-6010 | St. Louis City (314) 589-8000

[More Info](#)



CAREER TRAINING

MEDICAL CODING

CERTIFIED PROFESSIONAL CODER (CPC)

Prerequisite: Basic Computer Skills

Gain the skills to succeed in medical coding and prepare for the AAPC (American Academy of Professional Coders) CPC certification. Earning your CPC certification not only boosts your credibility as a skilled medical coder but also opens doors to greater career advancement and higher earnings in the healthcare industry. Employers value certified coders for their expertise in accurately coding procedures and diagnoses, resulting in increased job stability and opportunities for professional growth.

Throughout the 16-week program, you will master essential coding systems like ICD-10-CM, CPT, and HCPCS, learn to navigate complex regulatory requirements, and practice real-world coding scenarios to ensure accuracy and compliance. In addition, students receive access to a free medical terminology curriculum to strengthen coding proficiency and boost exam recognition. Take the first step toward advancing your career in medical coding—enroll now to earn your certification!

***WIOA** (No class: 3/24, 3/26)



COURSE #	DATE	DAY	TIME	
H0944-01	1/20-5/14	TU/TH	6-9 PM	REGISTER

32 Classes | ZOOM | CEU

Tuition: \$700 | Registration Fee: \$50 | Textbooks: \$400

Online Study Guide: \$247 | AAPC Membership Fee: \$222

AAPC Test Fee: \$549

Instructor: Sonya Manson



***WIOA**
Tuition Assistance
Page 4

PHLEBOTOMY

PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

The St. Charles Phlebotomy Training program is designed to equip students with the fundamental skills required to become phlebotomists in diverse job opportunities. This comprehensive 8-week course includes 48 hours of lectures, hands-on skills labs, and assessments. Topics covered include anatomy and physiology, blood collection theory and handling, safety, and relevant phlebotomy laws and regulations.

Upon completing the course, you will take the Certified Phlebotomy Technician (CPT) exam provided by the National Healthcareer Association (NHA). ***WIOA**



COURSE #	DATE	DAY	TIME	
H0779-01	3/31-5/21	TU/TH	6-9 PM	REGISTER

16 Classes | L&C B207 | CEU

Tuition: \$657 | Deposit Fee: \$50

Online Study Guide: \$84 | NHA Test Fee: \$129

Instructor: Savannah Ellis





WIOA Tuition Assistance
Page 4

**REGISTER EARLY TO
RESERVE YOUR SPOT.**

CAREER TRAINING

HVAC



HEATING AND AIR CONDITIONING TECHNOLOGY

This course introduces the core principles of refrigeration, heat transfer, and residential HVAC systems. Students will learn how to:

- Understand and apply basic heat and refrigeration theory
- Read wiring schematics
- Test, diagnose, and service residential air conditioning units
- Work with automatic and electrical controls, including electric heat, gas furnaces, and heat pumps

Instruction combines classroom learning with hands-on shop experience to reinforce technical skills. This course prepares students for the EPA Type I and II Certification exam. Note: Type III (for commercial systems) is not included; Universal Certification requires all three types. ***WIOA**

(No class: 2/11, 2/16, 2/25, 2/26, 3/5, 3/23-3/26, 4/9, 4/22, 5/25)

COURSE #	DATE	DAY	TIME	
TT288-02	1/20-5/19	TU/TH	6-9 PM	REGISTER
TT-288-01	1/21-5/27	M/W	6-9 PM	REGISTER

29 Classes | L&C HVAC | CEU
 Tuition: \$1,145 | Registration Fee: \$50
 Textbook: \$50 | Lab Fee: \$100
 EPA Test Fee: \$55
 Instructor: John Remley

**REGISTER EARLY TO
RESERVE YOUR SPOT.**

WELDING

ARC WELDING I

This introductory course teaches the fundamentals of arc welding using the Shielded Metal Arc Welding (SMAW) process. You'll learn to run beads and perform single- and multi-pass welds on both fillet and groove joints. The course also includes hands-on experience with basic oxy-fuel cutting. *The supply list will be provided on the invoice.* ***WIOA**
 (No class: 2/16, 3/23, 4/6)

COURSE #	DATE	DAY	TIME	
TT242-01	1/26-5/4	M	6-9 PM	REGISTER

12 Classes | L&C A102 | CEU
 Tuition: \$799 | Registration Fee: \$50
 Textbook: \$25 | LabFee: \$99
 Instructor: Baylor Prewitt

ARC WELDING II

Prerequisite: Arc Welding I or prior welding experience

Take your arc welding skills to the next level in this advanced SMAW course. You'll focus on horizontal, vertical, and overhead welding positions and gain hands-on experience with pipe welding techniques and positions. The course also covers advanced material cutting and prep for welding. *The supply list will be provided on the invoice.* ***WIOA** (No class: 3/24)

MIG AND FLUX-CORED WELDING

Whether you're an experienced welder or a weekend warrior, this course builds both basic and advanced skills to boost your career or expand your projects. You'll train in MIG (GMAW) and Flux-Core (FCAW) welding using ER70S-6 and E71T-1 filler metals on carbon steel plate. Master all fillet and groove welds in every position. *The supply list will be provided on the invoice.* ***WIOA** (No class: 2/25, 3/25)

COURSE #	DATE	DAY	TIME	
TT245-01	1/21-5/6	W	6-9 PM	REGISTER

14 Classes | L&C A102 | CEU
 Tuition: \$899 | Registration Fee: \$50
 Textbook: \$50 | LabFee: \$99
 Instructor: Bryce Foster

COURSE #	DATE	DAY	TIME	
TT276-01	1/27-5/5	TU	6-9 PM	REGISTER

14 Classes | L&C A102 | CEU
 Tuition: \$899 | Registration Fee: \$50
 Textbook: \$25 | LabFee: \$99
 Instructor: Baylor Prewitt



WIOA Tuition Assistance

CAREER TRAINING



MACHINING AND CNC FUNDAMENTALS

Start Your Career Today!

Start your machining journey or take your skills to the next level with this hands-on course that blends manual machining fundamentals with an introduction to CNC programming and operations. This course lays the groundwork for a machining career, whether you are new to the trade or building on existing skills.

Students will gain experience using shop tools such as the drill press, band saw, surface grinder, engine lathe, and vertical mill while learning to read blueprints, take precise measurements, and create basic G-code programs to operate CNC mills and lathes. You will perform real-world machining tasks, including drilling, tapping, boring, and turning, while building technical skills and personal confidence.

At the end of the course, students receive a certificate of completion for 72 instructional hours. ***WIOA** (No class: 2/16, 2/25, 3/23, 3/25, 4/6)

COURSE #	DATE	DAY	TIME	
TT342-01	2/9-5/18	M/W	6-9 PM	REGISTER

24 Classes | L&C PMT | CEU

Tuition: \$949 | Registration Fee: \$50 | Materials Fee: \$200

Instructor: John Rooneo



WIOA Tuition Assistance

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AUTOMOTIVE

TWO AND FOUR-CYCLE ENGINE REPAIR

Learn how to diagnose and repair common issues in small engines. This hands-on class covers fuel and electrical system basics, troubleshooting techniques, tune-ups, valve adjustments, carburetor work, and routine engine care and maintenance. To work on in class, bring your 2-cycle equipment (mower, trimmer, chainsaw) or 4-cycle engine (tiller, riding mower). ***WIOA** (No class: 2/26, 3/24, 3/26)

COURSE #	DATE	DAY	TIME	
TT217-01	2/3-4/28	TU	6-9 PM	REGISTER
TT217-02	2/5-5/7	TH	6-9 PM	REGISTER

12 Classes | L&C PET | CEU

Tuition: \$379

Instructor: Dale Smith



**REGISTER EARLY
TO RESERVE
YOUR SPOT.**

ELECTRICAL

RESIDENTIAL WIRING- INSTALLATION & CODES

This course introduces students to the fundamentals of residential electrical systems with a strong emphasis on safety, basic electrical theory, and compliance with the 2023 National Electrical Code (NEC). Students will learn how to safely install wiring and electrical components in residential settings using industry-standard materials and techniques. Through a mix of lectures and hands-on labs, the course covers key concepts such as:

- Electrical safety protocols
- Wiring methods and materials
- Raceway installation, code compliance, and industry best practices

The supply list will be provided on the invoice. ***WIOA**

COURSE #	DATE	DAY	TIME	
TT284-01	2/21-3/14	SAT	8 AM-4 PM	REGISTER

4 Classes | L&C ET | CEU

Tuition: \$499 | Registration Fee: \$50 | Textbooks: \$50 | Lab Fee: \$100

Instructor: Christin Ladue



COMPUTERS / TECHNOLOGY

EXCEL

EXCEL 2021 MODULE I

Prerequisite: Basic computer skills or knowledge of office applications

Learn the fundamentals of Microsoft Excel. Topics include worksheet layout, data entry and editing, moving and copying ranges, inserting and transposing rows and columns, merging cells, and more essential skills to get you started. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	
C0915-02	10/30	TH	6-8:30PM	REGISTER

1 Class | SCW CL-B | CEU
Tuition: \$39
Instructor: Scott Pickens

EXCEL 2021 MODULE II

Prerequisite: Module I or equivalent experience

Build on your Excel skills by learning to navigate workbooks using range names, format data ranges, and create formulas and functions. You'll also explore Excel's ribbon interface and learn to create and customize charts. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	
C0916-02	11/6	TH	6-8:30PM	REGISTER

1 Class | SCW CL-B | CEU
Tuition: \$39
Instructor: Scott Pickens

EXCEL 2021 MODULE III

Prerequisite: Module I or Module II or equivalent experience

Continue your Excel training by learning to manage worksheets and create and format new workbooks. This course covers creating and copying relative and absolute formulas, inserting functions, and other essential tools to boost your productivity. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	
C0917-02	11/13	TH	6-8:30 PM	REGISTER

1 Class | SCW CL-B | CEU
Tuition: \$39
Instructor: Scott Pickens

EXCEL 2021 MODULE IV

Prerequisite: Module I or Module II or equivalent experience

Take your Excel skills to the next level with advanced functions and data analysis tools. Learn to work with scenarios, use table features, and create pivot tables. You'll also explore chart elements, chart formatting, and how to track changes in a workbook. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	
C0918-02	11/20	TH	6-8:30 PM	REGISTER

1 Class | SCW CL-B | CEU
Tuition: \$39
Instructor: Scott Pickens

SMARTPHONES

FUNDAMENTALS OF ANDROID SMARTPHONE USAGE

Are you new to smartphone technology? Apps can help you simplify your life and help you stay connected with others. Learn to text, take and share photos, customize your device, download apps, and more.

COURSE #	DATE	DAY	TIME	
C0914-02	12/3-12/12	W/F	10 AM-12PM	REGISTER

4 Classes | L&C CL
Tuition: \$99
Instructor: Scott Pickens

REGISTER EARLY TO RESERVE YOUR SPOT.

TUTORING

ONE-ON-ONE TECHNOLOGY TUTORING

Having trouble with your computer, smartphone, or tablet? Get one-on-one help from our tech expert to improve your confidence and skills. You'll receive personalized guidance tailored to your needs.

COURSE #	DATE	DAY	TIME	
C0906-07	12/12	F	12:15-1:15 PM	REGISTER
C0906-08	12/12	F	1:30-2:30 PM	REGISTER
C0906-08	12/12	F	2:45-3:45 PM	REGISTER

1 Class | 1-hour sessions | L&C 103
Tuition: \$55
Instructor: Scott Pickens



Do You Need Training for Your Workforce?

Through Missouri One Start, ACE offers customized training for companies in the St. Charles area with the goal of achieving higher workforce performance.

ACE's focus on training and upskilling the local workforce is invaluable to business success in the area.

Our goal is to enhance employee productivity, with a primary focus on the following key areas:

- Automation Technology Training
- Coaching
- Lean Manufacturing Tools/Techniques
- Team Building
- Technical Writing and Services

Additionally, we offer specialized trade and technical skills training in:

- Computer Technology
- HVAC
- Precision Machining
- Welding

CALL US TODAY...

For more information on Missouri One Start and how you can get funding assistance for your company.

636-443-4019

Follow us...



AI (Artificial intelligence)

NEW UNDERSTANDING ARTIFICIAL INTELLIGENCE (AI)

Are you curious about Artificial Intelligence and ready to master the tools shaping the future? This course introduces you to the world of AI: what it is, how it works, and how you can use it.

You'll explore cutting-edge tools like ChatGPT and DALL-E, which transform simple prompts into compelling content, including text, code, images, audio, video, and even simulations. These tools aren't just smart, they're changing the way we work and create.

COURSE #	DATE	DAY	TIME	
C0931-02	11/10-11/24	M/W	6-8 PM	REGISTER

4 Classes | L&C CL

Tuition: \$99

Instructor: Daryl Sawyer

**NEW TALK TO AI LIKE A PRO**

Master the art of AI prompting and unlock ChatGPT's full potential for tasks like content creation, problem solving, research, and more. You will learn prompt engineering, which is a must-have skill in today's AI-driven world, how to create structured prompts, and how to improve accuracy.

This isn't just about asking questions, it's about getting results. Whether you're working on creative projects, business tasks, or research, you'll gain the skills to guide AI like a pro and stay ahead in an AI-first world.

COURSE #	DATE	DAY	TIME	
C0932-02	12/1-12/10	M/W	6-8 PM	REGISTER

4 Classes | L&C CL

Tuition: \$99

Instructor: Daryl Sawyer

LANGUAGE

WOULD YOU LIKE TO LEARN TO SPEAK SPANISH?

SPANISH FOR TRAVELERS

Planning a trip? This fast, fun, and practical course will give you the essential Spanish you need to navigate confidently. Learn the key grammar and vocabulary to order food, book a hotel, ask for directions, exchange money, and more—everything you need to feel comfortable while exploring the Spanish-speaking world.

COURSE #	DATE	DAY	TIME	
LA131-02	12/2-12/9	TU/TH	6-8 PM	REGISTER

3 Classes | SCH C3

Tuition: \$59

Instructor: Lori Endres



TAKE THE FIRST STEP TOWARD A NEW CAREER?

Certifications In:

- Medical Assistant
- Medical Coder
- Phlebotomy

**START YOUR
JOURNEY TODAY.**

See pages 4 & 5 for start dates



PERSONAL ENRICHMENT / CREATIVE ART

WRITING

TAKE YOUR WRITING TO THE NEXT LEVEL

What makes one novel better than most other novels? A stronger plot? More interesting characters? Or a conflict that is real enough to sustain and support a whole book? This course will take a deeper dive into these areas, offering practical tactics to improve your writing.

COURSE #	DATE	DAY	TIME	
PE371-02	11/11-11/25	TU	6-8 PM	REGISTER

3 Classes | L&C B207

Tuition: \$59

Instructor: Beverly Long



VOICE ACTING



GETTING PAID TO TALK

From audiobooks to advertisements and beyond, we encounter recorded voices everywhere! In this one-night, live online class, your instructor will take you behind the scenes in the voice-over field for a fun and realistic look at how the voice-over field really works. You'll gain an inside perspective on developing skills and how to leverage your voice's strengths and interests, and more. Because this class is live, you'll have the opportunity to ask questions! Additionally, there will be a chance for a one-on-one script read.

COURSE #	DATE	DAY	TIME	
PE800-01	1/21	W	6:30-8:30 PM	REGISTER

1 Class | L&C B206

Tuition: \$49

Instructor: Voice Coaches Staff

CROCHET



CROCHET BASICS AND BEYOND

If you're a beginner, you'll learn the basic stitches, how to work in rows, and read patterns in a comfortable environment. This class is an excellent opportunity to build your knowledge and skills and create a finished project. *The supply list will be provided on the invoice. (No class: 11/27)*

COURSE #	DATE	DAY	TIME	
CA529-02	11/18-12/9	TU/TH	6:30-8:30 PM	

6 Classes | L&C B206

Tuition: \$69

Instructor: Sarah Lawler

**Register early
to reserve
your spot!**



ST. CHARLES SCHOOL DISTRICT EARLY CHILDHOOD CENTER



LEARNING THROUGH PLAY, EVERY DAY.

We believe in educating the whole child.

2025-26 School Year—Programming offered: 2/3/5 full days, 5 half days, and before/after school care. To apply, children must have turned 3 years old on or before July 31, 2025. Students who turned 5 years old by July 31, 2025 must register for Kindergarten at their home schools.

ECC is accepting district residents and current school employees due to the high demand within our school community.

The St. Charles School District Early Childhood Center is fully accredited through the Missouri Accreditation of Programs for Children and Youth.

Enroll Today:
www.stcharlessd.org/ecc
OR Scan the QR Code



Follow us...





St. Charles County CAPS program?

CAPS Strands:

- Entrepreneurship and Business Management
- Healthcare and Medical Professions
- Creative Media / Engineering / Applied Technology

DO YOU...

- Have a passion for business/ entrepreneurship, healthcare, or technology?
- Have your own transportation?

ARE YOU...

- Looking for real-world learning in an off-campus setting at a business site for half of your school day?
- Looking for an opportunity to complete an internship during high school?
- Going to be a junior or senior in 2025-26?

For more information, visit:

www.scccaps.org OR

scan the QR code:



NO COST INCOME TAX SERVICES



St. Louis Tax Assistance Program provides **NO COST** Income Tax Return Preparation for individuals and families with incomes up to \$67,000 at:

Lewis & Clark Career Center
2400 Zumbuhl Road | St. Charles, MO 63301
314-377-3076

**Jan. 31, Feb. 7, Feb. 14, Feb. 21, Feb. 28,
and March 7, 2026 (all Saturdays)**

NOTE: TAP does *NOT* prepare income tax returns for taxpayers who have:

- Incomes over \$67,000
- Rental property

Go to stlouistap.org to make
an appointment. Problems?
Contact appointments@stlouistap.org
or call 314-377-3076



St. Charles School District Parents as Teachers Program



The Parents as Teachers program is designed for families with children pre-natal through five years of age. Services include developmental screenings, home visits and group connections events for all families. These services are free to district residents.

- Home Visits
- Developmental Screenings
- Group Connections
- Resource Connection

Did You Know?

- You are your child's first and most important teacher.
- Your child's brain grows more rapidly in the first three years of life than at any other time.
- Positive attachment to parents and caregivers in the first three years of life affects your child's life-long success.

Enroll Today:

www.stcharlessd.org/ecc

OR scan the QR code



REGISTRATION: We recommend registering at least 10 days before the start date of a class. Many classes fill quickly and others may be canceled due to low enrollment.

CLASS CANCELLATION: Classes are subject to cancellation if minimum enrollment is not met. If St. Charles Adult and Community Education cancels a class, you will be notified by phone and/or email. You will be given the option to receive a full refund of your registration fee, transfer to another class, or receive a credit for future use.

REFUND POLICY: For courses lasting less than eight weeks, you must notify the ACE office at least two full business days before the class start date to receive a refund. A \$10 cancellation fee will be applied. If you elect to keep your funds on account for future use, the \$10 cancellation fee will be waived. If the request is received less than two full business days before the start of class, no refunds, transfers, or credits will be issued.

For courses over eight weeks, a non-refundable registration fee applies. If you elect to cancel the course, you must notify the ACE office to receive a refund of the remaining balance. If the request is received less than two full business days before the start of class, no refunds, transfers, or credits will be issued.

CHILDREN: Youth under age 16 may attend adult classes only if accompanied by a registered adult and at the discretion of the instructor.

SUPPLIES: Textbooks and materials will be distributed on the first night of class. We cannot guarantee you will receive a textbook on the first night of class if you register less than 48 hours of the class start time. If supplies are required, a supply list will be printed on the invoice or provided by the instructor.

EOP: We are an equal-opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Students who need accommodations are encouraged to call the office for assistance.

WEATHER CLOSURES: In the case of inclement weather, the City of St. Charles R-VI School District's closing schedule is generally followed. If canceled, classes will be rescheduled and you will be notified.

PRIVACY: Adult education staff is only permitted to discuss class and student records with the registered adult student and not the parent, grandparents, spouses, or others.

SCHOOL DISTRICT OF THE CITY OF ST. CHARLES

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