



LIFELONG LEARNING  
Youth Program

# Youth Program

## Parent and Student Handbook

Revised September 2021



## Program Information

The LCC Youth Program offers classes for 2<sup>nd</sup> to 12<sup>th</sup> grade students. We focus on hands-on-learning, taught by college instructors. LCC Youth Program provides respectful, engaged staff, safe surroundings, and STEAM education. These classes are Serious Fun!

### Location of Classes (visit [lcc.edu/seriousfun](http://lcc.edu/seriousfun) for specific location for each class)

- LCC East Campus, 2827 Eyde Parkway, East Lansing, MI 48823
- LCC West Campus, 5708 Cornerstone Drive, Lansing, MI 48917
- LCC Livingston Campus, 402 Wright Road, Howell, MI 48843
- And other locations!

### Days of Operation (visit [lcc.edu/seriousfun](http://lcc.edu/seriousfun) for specific dates)

- Summer classes are held Monday-Thursday (with a few exceptions)
- Summer semester runs from mid-June to early-August each year
- Afterschool classes are held throughout the school year at select schools

### Hours of Operation (visit [lcc.edu/seriousfun](http://lcc.edu/seriousfun) for description and time for each class)

- Summer
  - Morning classes are from 9:00am-12:00pm
  - Afternoon classes are from 1:00pm-4:00pm
  - Supervised lunch is available each semester from 12:00-1:00pm
  - Before Care supervision is available from 8am-9am (earlier some semesters) and After Care from 4pm-5pm. Contact the Lifelong Learning Office at 517-483-1415 or [lifelong@lcc.edu](mailto:lifelong@lcc.edu) for more details
- Afterschool classes
  - Times vary based on specific school location

### Parents need to send:

- A snack and drink with their child each day
- Lunch if their child is staying during lunch (summer program only)
- Appropriate clothing and sunscreen, bug spray, etc. for scheduled fieldtrips.
  - Youth Program T-shirts provided; students must wear these while on field trips
- Supplies and materials requested in the class description. All other supplies are provided to students for each class.

### Transportation

- LCC does **not** offer student transportation to and from your home to class
- Please arrange all transportation needs prior to starting class
- LCC **will provide** transportation for all field trips

### Dress Code

- All students must wear family-friendly clothing appropriate for the classroom

## Parent Responsibilities

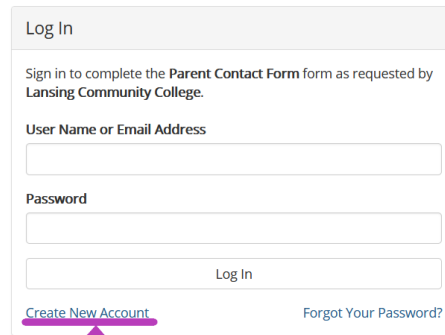
### Parent Contact and Release Form

Parents must complete a “Parent Contact and Release Form” prior to the start of class. This form provides Youth Program instructors and staff with valuable information such as medical concerns and emergency contact information regarding your child.

- a. **We cannot accept your child into our program until this form is received!**
- b. Click on link below. If it does not open, cut and paste the link into your web browser to access the form.

<https://dynamicforms.ngwebsolutions.com/Submit/Start/ea055e25-4f24-4f07-a408-5584202690a4?SSO=N>

- i. Choose “Create New Account” to get started



The screenshot shows a login interface with the following elements:

- Title: Log In
- Text: Sign in to complete the Parent Contact Form form as requested by Lansing Community College.
- Field: User Name or Email Address
- Field: Password
- Button: Log In
- Link: Create New Account (highlighted with a pink underline)
- Link: Forgot Your Password?

Chose “Create New Account” when logging in for the first time.

### Orientation

Students and their parent/guardian are required to attend a short orientation prior to the start of class. Orientation during the summer is held on the first day of class. Please arrive 15 minutes early on the first day of summer class for orientation. (Note: Parent Orientation is provided online at this time due to COVID19). Online Orientation can be reviewed via this link

[https://www.lcc.edu/community/youth-programs/documents/parent\\_orientation-rev2.pdf](https://www.lcc.edu/community/youth-programs/documents/parent_orientation-rev2.pdf)

### Sign-In/Sign-out Procedure *(May change due to COVID19)*

Parents must remain with their student until they sign the student into class *and* notify the instructor their student has arrived. At the end of class parents must sign student out *and* notify the instructor when leaving. Students who arrive by bus to an afterschool class that they are enrolled in, will be escorted to the classroom by school staff.

Students are to be picked up only by an authorized adult. Parents must list all authorized adults on the Parent Contact Form.

Arrangements for students to check themselves in may be obtained via our Unattended Student Waiver form, which requires a guardian signature. This is available for students in grades 6-12.

**Name Tags**

Each student will be given a nametag during orientation on the first day. These must be worn at ALL times (including lunch). Nametags do NOT go home with the student.

**Lunch**

Students who are here during lunch will be escorted to the lunchroom by staff and will be supervised during lunch (12:00-1:00pm). Staff will facilitate games and outdoor activities if weather permits. **Students must bring their own lunch each day.**

**Snacks**

Students are encouraged to bring a healthy snack and drink to each class since each session will include a short break. Please avoid bringing snacks with peanuts due to allergy concerns.

**Before & After Care**

Before Care supervision is offered from 8:00am to 9:00am, and After Care supervision is offered from 4:00pm to 5:00pm on the days when youth classes are in session during the summer.

**Closing Ceremony**

Some classes include a Closing Ceremony, wherein the instructor invites parents to attend class on the last day to show what students have done during class. Instructors will communicate this information to parents through class handouts or email.

**Evaluation**

Parents and students are asked to fill out a short evaluation on the last day of class. Please allow yourself about 5 minutes to complete this survey.

**Code of Conduct**

All students must follow the LCC Student Code of Conduct located at:

<https://lcc.edu/academics/policies-procedures.html#StudentGeneralRules>

**Scholarships**

The number of scholarships available each semester varies, depending on donations from the community. Eligibility for scholarships are often based on income. The Youth Program sends out application forms via email, about 6-8 weeks prior to the first day of class. If you do not have access to email, please contact our office at 517-483-1415 for assistance. Applying for a scholarship does not guarantee that you will receive one. If you are interested in joining our scholarship, email notification list (to receive notification when scholarships are available), please contact the Lifelong Learning - Youth Program Office by email [lifelong@lcc.edu](mailto:lifelong@lcc.edu) or by phone at 517-483-1415.

## Student Responsibilities

### Students Need To Bring:

- A positive attitude!
- A snack and drink each day
- Their own lunch if staying during lunch (summer classes only)
- Appropriate clothing and sunscreen, bug spray, etc. for scheduled fieldtrips.
  - Youth Program T-shirts provided; students must wear these while on field trip

### Students Agree to be Respectful:

- Be respectful to STAFF (instructors and other staff)
- Be respectful to STUDENTS (other students in the class)
- Be respectful to STUFF (equipment, supplies, classroom tables, chairs, etc.)

### Students Agree to

- Wear family-friendly clothing appropriate for the classroom
- Use family-friendly language

### Students Must Follow the LCC Code of Conduct

- All students must follow the LCC Student Code of Conduct located at:  
<https://lcc.edu/academics/policies-procedures.html#StudentGeneralRules>
- To summarize the Code of Conduct into one sentence, students must listen to and follow directions from their teacher and other staff.

# Stay Connected

Phone: 517-483-1415

Email: [lifelong@lcc.edu](mailto:lifelong@lcc.edu)

Website: [www.lcc.edu/SeriousFun](http://www.lcc.edu/SeriousFun)

Facebook: [www.facebook.com/LCCCOMMED/](http://www.facebook.com/LCCCOMMED/)

Address: LCC East, 2827 Eyde Pkwy, East Lansing, MI 48823

## Join our Mailing List!

To join our email list,  
Contact us by phone or email above, or  
Visit our website [www.lcc.edu/SeriousFun](http://www.lcc.edu/SeriousFun) and  
Click the “Join Our Mailing List” button at the bottom of the page.

## Additional Contact Information

### **Teresa Price**

Youth Program Coordinator

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### **Nancy Dietrich**

Lifelong Learning Director

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Phone: 517-483-5250

*\*The LCC Youth Program is part of the Lifelong Learning Department in the Community Education & Workforce Development (CEWD) Division at Lansing Community College.*