Youth Program Orientation
2021 Summer

*Includes COVID19 Return to Campus Information

Teresa Price, Youth Program Coordinator
517-483-1415/ priset14@lcc.edu
Youth Program Orientation
Welcome

- We are happy you are joining us this summer. Our classes are Serious Fun!

- Things are going to be a bit different this year due to COVID19. We appreciate your attention to these important details.

- This orientation will share with you important facts regarding our 2021 Summer Youth Program.
Youth Program Orientation
Helpful Hints

- This Orientation will cover important items regarding our summer program. Items include both parent & student responsibilities.

- We recommend you have your child attend this orientation with you. If this is not possible, please share information with your child after you complete this Orientation.

- Helpful text color coding in this document:
  - Items in Orange are action items (things to do)
  - Items in Red are COVID19 related
Parent Responsibility #1
Introduction

- Complete this entire Orientation

- Open the link at end of this document to fill out the Parent Contact & Release Form;

- Fill out and submit the Parent Contact & Release Form. This is REQUIRED before you drop off your child for class.

Contact our office at 517-483-1415 if you need help with this.
If someone other than you is picking up your child - inform staff.

SAFETY IS IMPORTANT TO US
Please send a snack & drink with your child each day.

If your child attends a morning and afternoon class, please send two snacks/drinks each day.

*COVID NOTE: Building snack machines & water fountains are turned OFF at this time.
Parent Responsibility #4
Lunchtime

- Students who remain with us during lunch (12:00-1:00) must bring their own lunch

- Students are supervised during lunch
Parent Responsibility #5
Before Care & After Care

- Before Care    7:45am-9:00am
- After Care      4:00pm-5:00pm

Contact the Youth Office for Details
517-483-1415 or email lifelong@lcc.edu
Parent Responsibility #6
Emergency Contact Info

Save these numbers to your phone:

- LCC Youth Office @ 517-483-1415
- LCC East Campus @ 517-483-1860
- LCC Livingston County Campus @ 517-545-3522
Student & Parent Responsibility #7
Internet Use Agreement

▶ In general, students should only access sites approved by the instructor.

▶ For more information, please review the Internet Use Agreement form found on the bottom of our website (under “Important Links”) at www.lcc.edu/SeriousFun
Student & Parent Responsibility #8
Parent and Student Handbook

- Parent & Student Handbook: For more information, please review the Parent & Student Handbook form found on the bottom of our website (under “Important Links”) at www.lcc.edu/SeriousFun

- Student Code of Conduct: For more information, please review the Parent & Student Handbook form found on the bottom of our website (under “Important Links”) at www.lcc.edu/SeriousFun
Student & Parent Responsibility #9
Evaluations

- We are eager for your Feedback!
  Please fill out our quick survey after the class ends.

- This helps us build a better program.
For your children to be on campus, you must agree to the following two statements:

- I agree that my children will wear a face covering when participating in Lansing Community College (LCC) activities, and within any building owned or operated by LCC, and outdoors while on LCC property when unable to consistently maintain a distance of at least 6 feet from other individuals.

- I acknowledge and certify that the information I will provide on the daily health screenings for my children will be true.
Daily Health Screening

- You must take before coming to campus
- Do not take if you do not plan to come to campus
- Access via
  - LCC.edu main page, or
  - https://apollo.lcc.edu/HealthScreeningTool/#/
  - QR code
- An immediate screen verification of pass or fail will show and an email will be sent to you.
Contact Teresa Price at 517-483-1415 or lifelong@lcc.edu immediately if your child is...

- Sick
- Tests positive for COVID19
- Has been in contact with someone who tested positive for COVID19

If any of the above applies to your child:
- Do NOT bring your child to campus
Engineering Control Measures

- Installation of touch free doors openers
- Installation of clear plastic “sneeze guards” at service counters
- Increased HVAC ventilation
- Room spacing to ensure physical distancing
- Moving towards touchless restrooms
- Drinking fountains turned off and bottle fillers or water coolers added
Administrative Protective Measures

• Sick students and employees must stay home
• Online courses and meetings
• Regular disinfecting of classrooms and shared spaces
• Hand sanitizer is more readily available
• Posted reminders regarding safety protocols
• Spacing and directional signs
• No sharing of equipment without disinfection
• Encourage reporting of any issues
• Train students and employees on new protocols
Summary: Shared Responsibilities on Campus

1. Do your daily health screening before coming to campus.
2. Wear a mask in any public indoor place and any crowded outdoor place.
3. Keep six foot distance between yourself and others whenever possible.
Summary: Steps to Staying Healthy

1. Wash your hands or use sanitizer often
2. Stay home if you're sick
3. Disinfect surfaces, devices, and equipment
4. Cover coughs and sneezes
Parent Responsibility #11
DROP OFF & PICK UP STUDENT

- DROP OFF STUDENT
  - Enter the Parking Area - Follow signs and **STAY IN YOUR CAR**
  - Parent Contact Form - Staff will ask for your child’s name. If we have received this document from you online, you will be asked to proceed.
  - Daily COVID19 Screening - Show results of this screening using your phone or other mobile device; after which you will be asked to proceed.
  - Have your child put on their face covering - Give them their snacks/lunch/medications or other items; they will be asked to exit the car and will be escorted to their classroom by staff.
Parent Responsibility #11.1
DROP OFF & PICK UP STUDENT

PICK UP STUDENT

- Enter the parking area following signs - **STAY IN YOUR CAR**
- **Staff will ask** for you child’s name
- **Staff will escort your child** from classroom to car
- Thank You!
You will receive confirmation email after you submit your form (link to this form is on the next slide).

You will receive a 2nd email once the Youth Program Accepts your form.

Fill out one form for each child attending.
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

Complete Parent Contact & Release form and hit “Submit” button when done.
Stay Connected

- Phone: 517-483-1415
- Email: LifeLong@lcc.edu
- Website: www.lcc.edu/SeriousFun
- Facebook: www.facebook.com/LCCCOMMED/
- Office: LCC East, 2827 Eyde Pkwy, East Lansing, MI 48823

Join our Mailing List!
- To join our email list, contact us at phone or email above, or,
- Go to our website https://www.lcc.edu/community/youth-programs/mailing-list.html