



# LCC Youth Program

## Parent and Student Handbook



## Program Information

The LCC Youth Program offers A+ classes (open to everyone) and GATE classes (open to gifted and talented students with necessary documentation) 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.

### 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 LivCen Campus, 400 Wright Road, Howell, MI 48843

### 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.
- **Fall classes** are held on Saturdays only (each course consists of four Saturday classes). Fall classes run from mid-October to mid-November.
- **Spring classes** are held on Saturdays only (each course consists of four Saturday classes). Spring classes run from mid-February to mid-March.

### Hours of Operation (visit [lcc.edu/seriousfun](http://lcc.edu/seriousfun) for specific times for each class)

- 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.

### Students Need To Bring:

- A snack and drink for each day (peanut-free if possible).
- Their own lunch if staying for lunch.
- Appropriate clothing and sunscreen, etc. for fieldtrips. Youth Program T-shirts are provided and students must wear these while on field trips.
- A positive attitude.

## Transportation

- LCC does **not** offer 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.

## Scholarships

- If you are interested in joining our scholarship email notification list, please contact us at [SeriousFun@lcc.edu](mailto:SeriousFun@lcc.edu). The number of scholarships available each semester varies, depending on donations from the community. Eligibility for scholarships are often based on income. We send out applications 30 to 60 days prior to the first day of class and only send out communications via email. If you do not have access to email, please contact our office at 517-483-9308 for assistance. **Applying for a scholarship does not guarantee that you will receive one.**

## Parent Responsibilities

### 1. Orientation

Students and their parent/guardian are required to attend a short orientation on the first day of class. Please arrive 15-20 minutes on the first day of class for orientation.

### 2. Sign-In/Sign-out Procedure

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

Arrangements for students to check themselves in may be arranged via our Unattended Student Waiver form, which requires a guardian signature. This is available for students grade 9 and above.

### 3. 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 to go home with the student.

#### **4. 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.**

#### **5. 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.

#### **6. Before & After Care**

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

Note: Before & After Care is **not** offered during Fall or Spring Semester.

#### **7. 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. Contact the instructor to find out if a Closing Ceremony will be a part of your child's class.

#### **8. 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.

#### **9. Code of Conduct**

All students must follow the LCC Student [Code of Conduct](#).