



Youth Program Parent and Student Handbook



Revised October 2023



YOUTH PROGRAM

The LCC Youth Program offers classes for students in grades 2 through 12. 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!



Program information

Location of classes

- + LCC Downtown Campus
411 N. Grand Avenue
Lansing, MI 48933
- + LCC East
2827 Eyde Parkway
East Lansing, MI 48823
- + LCC West Campus
5708 Cornerstone Drive
Lansing, MI 48917
- + LCC Livingston County Center
402 Wright Road
Howell, MI 48843

And other locations! Visit lcc.edu/seriousfun for a specific location for each class.

Days of operation

- + Summer camps 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

Visit lcc.edu/seriousfun for specific dates

Hours of operation

Summer

- + Morning classes are from 9 a.m. - noon
- + Afternoon classes are from 1 – 4 p.m.
- + Supervised lunch is available each semester from noon – 1 p.m.
- + Before Care supervision is available from 8 – 9 a.m. (earlier some semesters), and After Care from 4 – 5 p.m. Contact the Lifelong Learning Office at 517-483-1415 or lifelong@lcc.edu for more details

Afterschool classes

- + Times vary based on specific school location

Visit lcc.edu/seriousfun for description and time for each class.

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, sunscreen, and bug spray for scheduled field trips
- + Supplies and materials requested in the class description (other supplies are provided 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.

We cannot accept your child into our program until this form is received!

Click on the link below. If it does not open, copy and paste the link into your web browser to access the form.

- + dynamicforms.ngwebsolutions.com/Account/Login?ReturnUrl=%2FSubmit%2FStart%2F9bc00be2-c175-4df0-911a-9c65dab997f7%3FSSO%3DN
- + Choose “**Create New Account**” to get started



Log In

Sign in to complete the Parent Contact Form form as requested by Lansing Community College.

User Name or Email Address

Password

Log In

Create New Account

Forgot Your Password?

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

Sign-in/sign-out procedure

(May change due to COVID-19)

Parents/guardians who have completed the Parent Contact Form may drop off their child at the front doors of the building. LCC staff members will wait to escort your child to the care room until their class begins.

Parents/guardians who have not completed the Parent Contact Form will be asked to park, come into the building, and fill out the Parent Contact Form before dropping off their child.

Parents/guardians are expected to come into the building to pick up their child.

- + Parents/guardians may pick their child up directly from the classroom within seven minutes of the class ending
- + After seven minutes, parents/guardians may pick up their children from the care room (room 113/114)

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

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 here during lunch will be escorted to the lunchroom by staff and supervised during lunch (noon – 1 p.m.). 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 and After Care

Before Care supervision is offered from 7:45 – 9 a.m., and After Care supervision is offered from 4 – 5 p.m. when summer camps are in session.

Closing Ceremony

Some classes and camps 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 complete a short evaluation on the last day of class. Please allow yourself 5 minutes to complete this survey.

Code of Conduct

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

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 is often based on income. The Youth Program sends out application forms via email about 6 to 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 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 camps/classes only)
- + Appropriate clothing, sunscreen, bug spray, etc., for scheduled field trips.
- Youth Program T-shirts provided; students must wear these while on a 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: 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

Follow us on Facebook or sign up for the Lifelong Learning Newsletter at lcc.edu/seriousfun

 @LCCCOMMED

Additional contacts

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



Lifelong Learning Department LCC Youth Program

LCC East, 2827 Eyde Pkwy
East Lansing, MI 48823

517-483-1415 · lifelong@lcc.edu

lcc.edu/seriousfun



@LCCCOMMED

Lansing Community College provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.